



**LIVING &  
LEARNING  
@ AJANI**

# **ANNUAL REPORT**

**2015**



## President's Report

It has been my pleasure to serve as President of the Committee for Living and Learning at Ajani for the past two years.

We have been in this new building at Ajani for 3 years and the local community has become more familiar with the range of activities we offer. Programmes enjoyed by many at the centre are for computer use and knowledge, a walking club, exercise and yoga, children's playgroups, painting and support groups, including the International Women's Group. There are many more activities offered here which can be selected from our brochure.

We are delighted to host the Hub Café on Thursdays, which is the first part of the Community Hub at Ajani Partnership Project. The Café currently provides hospitality training and experience for young adults from the Onemda Leap program. The official opening was held on 13<sup>th</sup> August and was attended by over 70 members of the community. Parents and friends of the Onemda participants applauded their success as they each received their Food Safety Certificate from the Deputy Mayor of Manningham, Councillor Michelle Kleinert. The Hub Café is currently open on Thursdays only, between 9.30 am and 2.00 pm during school terms. This is proving to be a growing success story for the community and the young café staff from Onemda.

The Café is regularly attended by students and staff from Bulleen Heights School and provides them with an example of what they might also be able to achieve when they have left school. Our Afternoon Social Program coordinated by Liz Setford and offered at the Pleasant Road Campus of the school has developed the long standing partnership with the School and Living and Learning at Ajani Inc.

At this point I would like to pay tribute to and thank our staff members for their devotion and work to make this such a happy and worthwhile experience for all who are participating. Our manager Chris Mountford, has been a leader in this project and I am sure its successful launching has been due to her expertise and hard work. Nicole Carmody the Hub Café Project Officer coordinates the café and encourages local business to donate their product to support this initiative. Leonie Poynter, Community Hub Project Officer has joined the staff recently and will work with the local service providers and the community to broaden the community services available at the Hub at Ajani. Sandra Thurtell, Program Coordinator and Administrator brings together the exciting range of programs available here which is publicised in our brochure.

Our Healthy Living Gardens, opened last year, have supplied fresh vegetables to the community and through Doncare during the last twelve months. This year we are hoping to get some passionfruit off the vine we have planted.

I would like to thank the members of the Committee of Management for their work and input to Living and Learning at Ajani including Heather Waring Vice President, Elizabeth Sullivan Treasurer, Sue Ringersma Secretary and Committee members Carolina Radatti, Frances Freeman, Cheryl Hawkins and Eugene Lim.

It is with regret that we farewell Carolina Radatti from the Committee after ten years of service. During this time Carolina has organised The Biggest Morning Tea for charity, raising an increasing amount each year which in 2014 was over \$2500. Thank you Carolina for all your work over this long period. Carolina will continue in her role as leader of the International Women's Group.

Elizabeth Sullivan joined the committee at the same time and has worked as our Treasurer for many years. Elizabeth has decided to hand this task on to others this year and we thank her very much for all her work. Our financial position has been managed well and we have funds in hand. Elizabeth has indicated that she would like to remain on the Committee of Management.

**Ellen Heinceslater, President, Committee of Management**

## **Coordinator's Report**

To improve our sustainability in the future we will continue to develop and implement new initiatives, identify opportunities to partner with other organisations and support the priorities of Manningham Council.

Registration with Adult Community and Further Education has contributed 1100 hours of preaccredited funded courses during 2015. This enables local residents to enrol in programs with supported fees, which encourages those with disabilities and those looking for work to become involved in our programs. The Job Skills program, conducted by our qualified and very experienced Careers Councillor, Kathy Andison, has been very successful, with many participants gaining employment or continuing on with further education or training.

I am very pleased to advise our Afternoon Social Program for young people with Autism held at the Bulleen Heights School will continue to possibly mid 2019 with a continuation of the Department of Health and Human Service funding for Home and Community Care (HACC) programs. This provides activities and after school care between 3 pm and 6 pm on Monday to Thursday during school term. We are now able to take more participants in the after school care program and encourage residents attending the Bulleen Heights School to complete an application.

Developing partnerships with other community groups and government supported community services is the way of the future, particularly to support applications and agreements for future funding. In conjunction with our partners, Manningham Council, Onemda, Doncare, Manningham Community Health Services and Whitehorse and Manningham Libraries, we have been successful in obtaining a substantial grant from the Adult Community Further Education Board to work together to build a Community Hub at Ajani. This project includes developing the Hub Café to provide hospitality training and skill development for participants from the Onemda Leap program; building a broad range of community services available at the Hub; and developing a new and innovative program at the Community Hub.

Planning has now commenced in conjunction with Manningham Council Business Development, Eastern Business Network, Rotary and local business coaches to establish a program of activities to support the development and growth of small and micro businesses. This will provide for training opportunities, information sharing, mentoring and other supports for small business in the area which provides over 80% of employment in the region. It is hoped that in the future this initiative will provide work experience and possible employment for the Hub Café team, and facilitate the development of a local jobs board at the Community Hub at Ajani.

Our funding arrangements have been renegotiated and now provide a stable base on which to move forward planning new and innovative programs to be offered by Living and Learning at Ajani. This will support the development of a vibrant hub of community activity at Ajani.

**Chris Mountford, Manager**

## **LIVING AND LEARNING AT AJANI INC**

At the Special General Meeting following the Annual General Meeting in 2014 our name was successfully changed to Living and Learning at Ajani Inc. The new name better identifies who we are, what we do and where we are located at the Ted Ajani Reserve, 284 Thompsons Road, Lower Templestowe. The Community House is located in the centre of facilities owned by the Manningham City Council, between the Scouts Hall, and the Community Hall and Onemda. This has now been fully implemented with necessary changes made to our web site, email address, banking information and promotional materials.

Our Constitution was also amended to reflect the change of name and is now in operation.

### **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	Heather Waring
Treasurer	Elizabeth Sullivan
Secretary (Public Officer)	Sue Ringersma
General Committee	Frances Freeman Carolina Radatti Cheryl Hawkins Eugene Lim

## Living and Learning at Ajani

Management	Chris Mountford
Program Development & Administration	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	Hannah Freeman
Recreation Aides	Tarnya Clancy	Miriam Ellis
	Josh Clancy	Chantelle Gallow
	Simon Grant	Timothy Beare
	Carolyn Creek	Nikki Charman
	Shonna Angel	Jess Wakeling
	Samantha Blackberry	

## Volunteers

Gilda Canil	Carolina Radatti
Walter Hohenberger	Myrna Manton
Peggy Petty	Jacqui Trollop
Agnese Zordan	Lillian Esposito
Lyndy Macqueen	

# Community Services at Living and Learning at Ajani

## Community Hub at Ajani and Café – A new Partnership initiative

The Community Hub at Ajani brings together a range of services available within Manningham in one central location at Living and Learning at Ajani. Located closer to residents in Bulleen and Lower Templestowe, community members are able to access information and services provided by Doncare, Manningham Community Health Services, Whitehorse and Manningham Libraries, Onemda and Manningham City Council.

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

**Doncare** provides information and referral services on a weekly basis at the Community Hub on a Thursday morning.

**Eastern Community Legal Centre** provide monthly appointments with a solicitor to community members on a regular basis throughout the year.

**Maternal and Child Health and Eastern Community Health Services** provide professional support to parents and children in the coordinated Playgroups conducted at Living and Learning at Ajani Inc.

**NEAMI** is a non-government mental health organisation that provides support services within a recovery framework to people with a serious mental illness. NEAMI staff use the Collaborative Recovery Model (CRM) to assist consumers to build their confidence and skills to develop a sense of meaning and purpose in their life. Activities provided at Living and Learning at Ajani enable clients to actively participate in cooking and other activities in a safe, friendly and supportive environment.

**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 regular programs in French and Look Good Feel Good. Co-ordination carefully maintains a balance of programs offered to ensure a conflict of interest does not arise. This will facilitate the use of Living and Learning at Ajani facilities during the long summer break in January, with several cooking programs offered using our wonderful semi commercial kitchen.

### **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.

### **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.



As a registered Learn Local organisation all communication, marketing and publicity materials will be co-branded with the Learn Local logo.

### **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.



## **Young People with a Disability**

The **Afternoon Social Program** (ASP) continues at the Bulleen Heights School, supported by funding from Health and Community Care (HACC). Located in the front Activity Room, the venue includes 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 Introduction to Computers for Mature Learners. 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 making bread and cheese as well as gluten free and Christmas baking programs. While these have been of interest they have not all been well subscribed.

## **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 offered in partnership with eFocus. 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.

## Acknowledgements

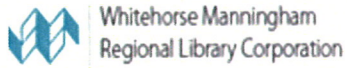
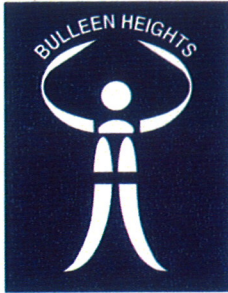
The Committee of Management and Staff of Living and Learning at Ajani would like to thank the following organisations for their continuing financial support.



Adult, Community and Further Education (ACFE)



**LIVING & LEARNING @ AJANI continues to work in partnership with organisations in the region.**



# **Auditor's Report and Financial Statements**

**LIVING AND LEARNING AT AJANI INC**

**PROFIT & LOSS STATEMENT**

**1 JULY 2014 TO 30 JUNE 2015**

	2015	2014
<b>INCOME</b>		
<b>Grants</b>		
Grants (State) Operating Recur	223,340.67	106,064.67
Grants (State) Capital	-	-
Grants (Local) Operating Recur	55,322.00	54,131.00
Grants (Local) Operating Non-Recur	2,000.00	2,804.54
Other Grants	1,500.00	545.45
<b>Fees &amp; Charges</b>		
Fees/Charges Restricted ASP	3,000.00	5,249.00
Fees/Charges Unrestricted GST	8,219.10	4,092.98
Fees/Charges Unrestricted NT	64,961.70	67,570.70
Fees/Charges Groups	-	107.50
Serv & Delivery Income	25,726.00	25,566.10
<b>Special Events</b>		
Hire Hall Income		
<b>Other income</b>		
Recoupments	60.00	-
Interest Income	2,875.64	2,991.05
Training Subsidies	-	-
Hub Café Income	2,007.00	
<b>TOTAL INCOME</b>	<b><u>\$ 389,012.11</u></b>	<b><u>\$ 269,122.99</u></b>
<b>EXPENDITURE</b>		
Accounting Fees	6,681.78	7,636.32
Advertising/Promotions	800.00	2,891.87
Promotion - Brochures	9,050.00	9,880.00
Agency Temp Staff	3,032.66	4,490.65
Assets Purchased	1,158.18	839.98
Ancient & Depression Group	-	800.00
Auditing Fee	1,000.00	1,000.00
Bank Charges	1,038.31	1,076.10
Board/Governance - Meetings	506.18	123.00
Board/Governance - Prof Dev	108.18	-
Board/Governance - Expenses	102.00	180.00
Business Planning Costs	-	-
Cleaning & Pest Control	8,466.73	8,243.15
Cleaning - Recycling	75.09	285.40
Activities/Excursions	5,465.88	9,670.93
Contract Tutor Fees	31,315.86	38,168.69
Specialist Support Fees	750.00	2,185.00

	<b>2015</b>	<b>2014</b>
Client Support Consumables	2,825.92	1,914.84
Client Support Consumables - Food	4,533.94	2,466.48
Client Support Equipment	14,084.84	6,676.11
Computer Software	653.06	1,289.09
Computer Maintenance Contract	2,524.89	2,127.07
Depreciation	1,000.00	1,283.00
Computer Depreciation	2,631.00	1,499.00
Donations	-	50.00
Fees & Permits - Police Checks	-	-
Fees & Permits - Other	430.91	-
Health & Safety	-	-
Insurance	1,324.48	1,299.47
Meeting Expenses	-	-
Membership Fees Paid	976.41	1,098.55
Postage	981.14	1,000.00
Printing & Stationery	3,927.68	2,836.63
Publications/Info Resources	34.54	-
Rent	2,203.97	1,630.00
Repairs & Maintenance	248.81	715.76
<b>Salaries &amp; Wages Expenses</b>		
S & W Superannuation	12,083.80	9,372.09
Work Cover	1,364.66	1,515.81
S & W Salaries & Wages	160,500.54	132,214.71
Staff Amenities	-	27.27
Staff Recruitment	-	-
Security	574.00	425.00
Sundry Expenses	-	-
Staff Recruitment	63.64	-
Phone/Fax/Internet Charges	3,772.87	3,462.14
Training & Development Staff	(131.01)	487.15
Travel & Accomodation Staff	94.31	97.38
<b>Services</b>		
Utilities - Gas/Elec/Water	3,342.08	1,412.47
Volunteer Costs	100.00	-
<b>TOTAL EXPENSES</b>	<b><u>\$ 289,697.33</u></b>	<b><u>\$ 262,371.11</u></b>
<b>OPERATING PROFIT/(DEFICIT)</b>	<b>\$ 99,314.78</b>	<b>\$ 6,751.88</b>
<b>Other Income</b>		
Write Back Outstanding Cheques C/Wealth		
<b>Other Expenses</b>		
Write back Outstanding Deposits C/Wealth		-
<b>Net Profit/(Deficit) for year</b>	<b><u>\$ 99,314.78</u></b>	<b><u>\$ 6,751.88</u></b>

**LIVING AND LEARNING AT AJANI INC**

**BALANCE SHEET**

**AS AT 30 JUNE 2015**

<b>ASSETS</b>	<b>2015</b>	<b>2014</b>
<b>Cash on Hand</b>		
Bendigo Bank - Operational A/C	54,537.81	18,402.07
Bendigo Bank - Debit Card A/C	4,265.10	1,570.02
WBC Operational	-	-
BB - A & D Support Group A/C	652.04	52.04
ING Operational A/C - 7482	50,325.33	229.86
Term Deposit - Bendigo Bank 2501	23,762.34	23,013.93
Term Deposit - Bendigo Bank 2502	31,237.82	30,196.06
<b><u>Total Cash on Hand</u></b>	<b><u>164,780.44</u></b>	<b><u>73,463.98</u></b>
<b>Investments</b>		
WBC Staff Entitlements (400126)	-	-
ING Staff Entitlements	-	-
WBC Equipment (400118)	-	-
ING Staff Entitlements	42,147.47	21,157.47
<b><u>Total Investments</u></b>	<b><u>42,147.47</u></b>	<b><u>21,157.47</u></b>
<b>Furniture &amp; Fixtures</b>		
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	(13,757.00)	(13,240.00)
Kitchen/Office Refurbishment	12,640.63	12,640.63
Kitchen/Office Refurbishment Accum Dep	(9,299.00)	(8,816.00)
Computers at cost	14,480.58	14,480.58
Software at cost	990.00	990.00
Computers Accum Depr	(16,812.00)	(14,181.00)
<b><u>Total Furniture &amp; Fixtures</u></b>	<b><u>10,108.96</u></b>	<b><u>13,739.96</u></b>
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 217,036.87</u></b>	<b><u>\$ 108,361.41</u></b>

<b>LIABILITIES</b>	<b>2015</b>	<b>2014</b>
Trade Creditor	5375.83	6,537.77
<b>Payroll Liabilities</b>		
PAYG With Tax Payable	8564.2	7,632.20
Employers Superannuation	2036.52	3,169.00
LSL Provision	13132.7	13,132.70
Annual Leave Provision	5161.92	5,161.92
<b><u>Total Payroll Liabilities</u></b>	<b><u>28,895.34</u></b>	<b><u>29,095.82</u></b>
		<b>2014</b>
<b>GST Owing</b>		
GST on Sales	15,027.65	3,653.93
GST on Purchases	(3,808.30)	(3,252.56)
<b><u>Net GST Owing</u></b>	<b><u>11,219.35</u></b>	<b><u>401.37</u></b>
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 45,490.52</u></b>	<b><u>\$ 36,034.96</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 171,546.35</u></b>	<b><u>\$ 72,326.45</u></b>
<b>EQUITY</b>		
Retained Earnings	90,526.19	83,869.19
Historical Balancing (Provisions)	(18,294.62)	(18,294.62)
Current Year Surplus/(Deficit)	99,314.78	6,751.88
<b><u>TOTAL EQUITY</u></b>	<b><u>\$ 171,546.35</u></b>	<b><u>\$ 72,326.45</u></b>



## 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 30<sup>th</sup> June 2015.

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.

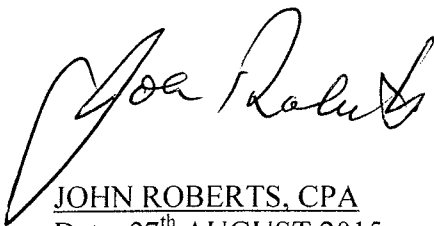
Our Audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Statements are free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts disclosed in the Financial Statements. 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 30<sup>th</sup> June 2015 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: 27<sup>th</sup> AUGUST 2015



**LIVING AND LEARNING AT AJANI INC.**

**Statement by Members of the Committee of Management**

**For the year ended 30 June 2014**

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.

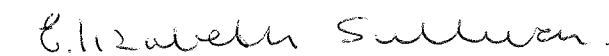
In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of LIVING AND LEARNING AT AJANI INC as at 30 June 2015 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

  
\_\_\_\_\_

Elizabeth Sullivan, Treasurer

