

Proudly supported by the Northcliffe Community and the Government of Western Australia







This annual report will be made available online at: northcliffe.org.au/resources/ncrc/2021-22 annual report.pdf

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Who we are



Our Mission



Our Vision

We want Northcliffe to be a home for new business, community and social enterprises.

We are a community owned not-for-profit association located in the heart of Northcliffe and part of the WA Community Resource Network. Community Resource Centres (CRCs) are friendly, locally owned and operated service and information centres, tasked with promoting Economic and Social Development throughout Regional Western Australia.

The mission of the Northcliffe Community Resource Centre is to support this vision by providing access to technology, information, educational and creative opportunities.

What we do

"...providing access to technology, information, educational and creative opportunities"

Northcliffe Community Resource Centre, or just NCRC, is a not-for-profit incorporated association in the heart of Northcliffe. At the time of our 2021-22 AGM we are managed by a team of 7 volunteers who provide oversight over 4 staff members.

NCRC is open 5 days a week, a total of 37 hours. We have a large computer room, a utility room, an staff office, a minibroadcasting studio, a large meeting room and a common area.

We provide a Human Services access point (for Medicare and Centrelink) and free computer use for those accessing online Government services.

At NCRC we are known, in our own community, for:

- quality computer, printing, scanning, binding and laminating services
- wide format and specialist photo printing
- quality assistance and technical advice with computer and mobile phone issues and internet connectivity
- · cybersecurity advice and assistance
- assistance with online services whether government, marketplaces, job seeking platforms, education or anything else.
- a top quality meeting space, a video conferencing facility, and a bustling community computer room where help is always on hand
- a willingness to partner with Northcliffe community groups to help them achieve their objectives
- our beanbag cinema film club and activities for kids and adults

- maintaining a website with up to date information about Northcliffe community groups, services and businesses
- maintaining and publishing a monthly community calendar
- assistance to those developing new businesses and business ideas
- our notable partnerships with The Karri Pigeon newspaper, with Southern Forest Arts and with The Pioneer Museum

Beginning in the 2020/21 Financial Year, the NCRC began developing a professional standard podcasting studio for video and audio broadcasting activities. This has already begun to supercharge our video conferencing services with professional sound and lighting and smooth connectivity and begun to deliver professional quality videos for our partners and customers.

Read more about this in our Manager's Report.



Access to government services (SLO1)

- 504 services provided
- 13 video conferences
- 3 Government hot office bookings
- State, Federal and Local Government Information
- Medicare, Centrelink and Department of Human Services
- · Government Hot Office, meetings with elected representatives
- Service WA app installs and signups, MyGove registrations, vaccine certifications (approx 120)



Associations support (SLO3)

- Executive Officer Assistance and Training including training in Cloud based accounting systems
- · Committee meeting room hire, event room hire
- Support packages to assist with your business activities



Economic and business development support (SLO2)

- 26 referral relationships for drug, alcohol and mental health support, sports, art, fun and other Social Development purposes
- 106 commercial room bookings
- 58 one-on-one training sessions
- Creating video and audio marketing materials
- Conference and meeting room hire
- Business Development support packages
- One on one Workforce Development support packages
- NEIS Workshop
- WHS Update video training
- Trainee program





Social development support (SLO3)

- Kids Film Event and Dress-up parties: Shaun the Sheep, Corpse Bride.
- Adult film event: GoodBye Lenin!
- Covid clinic free Covid and flu-vaccinations 20 services
- Distribution of 1200 free RAT tests and approx 1000 masks
- Glitch kids computing (computer gaming and supervised social media access for kids)
- 278 one-on-one training sessions registered
- 285 persons involved in 13 different local initiatives delivered
- 28 referral relationships for drug, alcohol and mental health support, sports, art, fun and other Social Development purposes
- Computer Clinic and 'Get Email, Get MyGov, Get Started' support packages to provide accessible computer support to some of our most vulnerable community members
- Our annual Photo competition (32 entrants) and exhibition, *Home Sweet Home,* including interactive exhibit (91 participants)
- Activating local communications with <u>northcliffe.org.au</u>, monthly event calendars and technology tips
- Video conferencing, podcasting and video broadcasting studio.
- Vis-ability film screening and exhibition partnership with Southern Forest Arts (35 people at opening event)
- Aged Care Support session 6 participants



Services and products

• Flexible room hire, bulk colour laser printing, bulk sheet cutter, faxing, scanning, large format photo printing and kodak kiosk.



Building community connections

- The Common Room a free space for casual coffee meetings in town
- Printing the Karri Pigeon (published by Northcliffe Community Development)
- Partner projects with Southern Forest Arts and Creative Connections
- 1 Associations Support one-on-one training session

A Service Variation obtained from DPIRD 4 February 2022 allowed NCRC to reduce it's requirement to deliver SLO2 and SLO3 services in exchange for the work of the NCRC in assisting people to obtain vaccination certifications and registration on the ServiceWA app. We estimated the time investment for this work at about 250 staff hours.

Chairman's Report

2020/21 was a year full of challenges for everyone.

This was another productive year for your local CRC and we were proud of a number of achievements during the year:

- Some highlights from our 2021/22 Statistics: 3948 people through the door. 114 current memberships. 273 people signed agreements with the CRC to receive one-on-one support, and incidental support was provided to many, many more. 285 people participated in 13 different Social Development initiatives delivered.
- 2 Northcliffe residents employed in traineeships, with Claire Nixon successfully completing her traineeship in the last few weeks.
- Funding support obtained to hire a new trainee –position will be advertising in early 2023.
- Continuing to be a powerhouse of ICT support to community groups and community members.
- Video production activities in our mini-broadcasting studio beginning to ramp up. Just last week a video we produced for the Pioneer Museum attracting a rave review from the National Library of Australia.
- Our most successful film screening ever, which we combined with a Halloween party for Northcliffe kids.
 After two such successful events it's possible we'll make Halloween a regular part of our annual program.
- Home Sweet Home photo competition 89 entries, 93 participated in Selfie Cam activity and 30 photos were exhibited in the Painted Tree Gallery for 6 weeks. A well attended opening and \$400 worth of prizes distributed.

- Partnerships with Southern Forest Arts, Northcliffe Community Development, Pemberton Community Resource Centre, Northcliffe Visitor Centre, Northcliffe Library, Northcliffe Pioneer Museum and more.
- Introduction of a reliable high-speed internet connection, ending almost a decade of struggles with poor download and upload speeds.
- A highly effective NEIS presentation and workshop delivered during a period of severe Covid restrictions.
- Provided essential assistance to NCD to hand over production of the Karri Pigeon to a new team of volunteers.

All this is possible thanks to the talents of the staff members who deliver all this support to the community, thanks to a dedicated committee of volunteers, and thanks to the CRC being so well supported by the Northcliffe community including over 100 current members.

Thanks to everyone involved.

Paul Owens Chairman

Our Mission



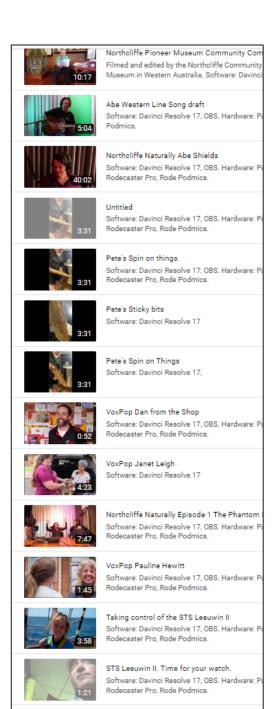
The mission of the Northcliffe Community Resource Centre is to support this vision by providing access to technology, information, educational and creative opportunities.

Manager's Report

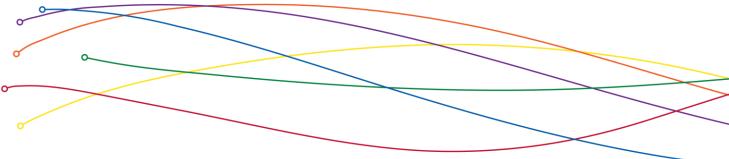
The Chairman has already covered a number of our achievements for 2021/22 financial year. So let me cover my biggest challenge: In 2021/22 I've been trying to deliver on the promise of our minibroadcasting studio. Since our last AGM studio activities have been progressing nicely but certainly not as fast as I hoped. I'm still highly confident in the new direction the studio is providing to the CRC and just this week we were pleased to receive the compliments of the National Library of Australia on a video production we completed for the Northcliffe Pioneer Museum.

Pictured right is our current youtube program list, including unlisted content which we will publish once it's more polished, or to coincide with releases of episodes of The Northcliffe naturally show.

The work we have done in the studio covers a lot more ground than this list. We have now conducted video interviews with a number of Northcliffe residents including Northcliffe treasure Darryl Atkinson and other local residents such us Kerry Marshall, Abe Shields, Leon Wilcox, Carole Perry, Janet Leigh, Pauline Hewitt and a number of others. With the help of volunteer Claudette Mountjoy, we are hoping we can interview many older Northcliffe residents with interesting stories and historical knowledge, with an eye on the town's 100th anniversary coming up in 2024. This may require some grant funding.



Northoliffe CRC AGM 2020/21 video present This video is a technology demonstration for ou was presented at the 2020-21 AGM of the North



However we are finding it easier to capture footage of Northcliffe identities than to deliver finished videos ready for the community to watch.

To give you an idea of the effort involved in these video projects, our recent work with the Pioneer Museum took about 8 hours. This included gathering, preparing and checking all the video gear, and filming for about an hour. After that about 6 hours were spent editing and producing the finished video, which was just over 10 minutes long.

We are hoping Damon, our part time Customer Support Officer, will become our chief video editor and help with the backlog of footage to edit. However due to funding increases not keeping up with wage and other costs, Damon is currently only employed with us one day per week. Since our trainee Claire left us, Damon often works solo at the CRC and is generally fielding customers all day. These are the sorts of issues hampering our ability to complete production on the videos we have planned.

To turn this around we've added some casual employment hours to our budget and we'll be hoping our next trainee is as helpful as our current and previous ones. We will also be working on charging more fairly for the everyday CRC work which often takes our time away from our funded services. Another direction for us to work on is making all our video processes more efficient. This might include allowing less polished and more ephemeral video content on our youtube channel.

We will get there! And once we do, we will begin to promote our video activities across Facebook, town noticeboards, and via direct email contact with our members.

As well as solving these problems we have lots more coming up in 2022/23:

Complete replacement of all our IT back-end systems

- Registration with the ACNC
- Replacement of staff computers (the NCRCs oldest computers)
- The beginnings of a computer replacement project for customer computers which will ramp up further in 2023/24
- computer replacements to make full use of software discounts from ACNC registration
- A new trainee (hopefully around March)
- regular screenings of films for adults at the beanbag cinema, as part of a new partnership with the Northcliffe Library
- more kids films and activities in partnership with Southern Forest Arts
- a photo competition and exhibition to mark the 25th anniversary of the Bibbulmun Track (with a big walk coming through town on the 22nd August 2023)
- A new system for reporting our activities to the government (this one's not a fun item) called 'Most Significant Change' reporting
- Revisiting the <u>northcliffe.org.au</u> website to reduce duplication and to compliment the new Northcliffe Visitor Centre web presence (this is likely more a 2023/24 project).
- New business development activities, yet to be devised.

Thanks to our community for supporting the Northcliffe Community Resource Centre. Thanks to our committee volunteers who help keep us the stable and high functioning CRC we are, and which the community can be proud of. Thanks to the highly talented staff who deliver such great support to the community and in particular to Claire Nixon, who just finished as our trainee, for the dynamism and new energy she put into our CRC.

Graham Evans Manager

2021/22 - Twelve months in Summary



(up from 235**)**

people used the Government Access **Point**



3(down frm 23) Video Conferences



3663 (up from 2186)

Overall services we provided our community



Exhibition & competition participants



Local people employed incl.

Trainees



kids who came to Glitch Kid's Computing



37

Film Club users



users. 106 'Hot Office'

Bookings (up from 65)



Partnerships with other community groups.

54 referral relationships



(up from 75)

278

one-on-one IT and workforce training sessions delivered

One-on-One Training and Online Security

Northcliffe CRC are a StaySmartOnline partner, and provide intensive one-on-one support to users who come in with computer and mobile device security issues. We also regularly field queries about false invoices for trademarks and domain names, and about phone scams. Fortunately Northcliffe is far enough off the beaten track we are yet to encounter door-to-door and tradesmen scams

Recent internet threats we have helped our customers with include ransomware threats. We have assisted customers to perform phone factory reset, to clear malware infected Windows PCs and to perform backups. As well as ensuring a customer is 'clean' we encourage and assist them to change all important passwords that might have been compromised along the way, and to ensure they are keeping their operating systems and software updated.

This support is often provided via our one-onone training programs: '\$5 Computer Clinic' and 'Get email, Get MyGov, Get Started!' programs which require the recipient to sign a support agreement with the NCRC. In 2021/22 we delivered 278 one-on-one support sessions.

We encourage many in the community to use password books, so they will stop reusing passwords and instead are encouraged to create and write down unique and complex passwords. For the majority of our users password books are a better security option than password managers.

Below: In 2021/22 we published a number of timely articles about scams.

Scamwatch is urging the public to be wary of phone messages from a family member or friend claiming they need help. Scammers will stop at nothing to get your personal details or money and this particular scam is designed to pull your heartstrings.

Known as "Hi Mum" or "family impersonation" scams, victims are contacted - most often through WhatsApp - by a scammer posing as a family member or friend.

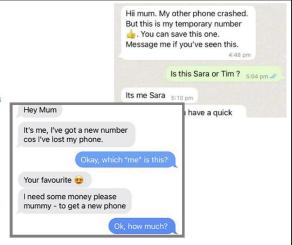
Some messages will simply say "it's me," while in other cases the scammers appear to have contact information and use the name of the person they are impersonating.

The scammer will claim they have lost or damaged their phone and are making contact from a new number. These requests continue the ruse of a lost or broken phone with the justification that the funds are needed because they can't access their online banking temporarily.

Fake Electronics Scams

If it seems too good to be true, it probably is... For a few years now some Chinese electronics sellers have been the source of some highly imaginative and ambitious scams.

We've just read a report about a 30 TB (Terabyte) Solid Sate external hard drive selling on AliExpress for around \$50. Apparently some large stores (like Walmart in the USA) have



overwrites that same 1GB over and over again, ruining your files. Windows doesn't even know something has gone wrong—but you will when you try to get your file back.

So, not only are you \$50 down, you have just had your files



Building Community Connections

Our strongest partners in 2020/21 were:

Southern Forest Arts

We partnered with SFA in exhibitions as well as providing assistance to many exhibitors to develop promotional and exhibition interpretive materials.

We worked with SFA on the Creative Connections project (which eventually) culminated in the Vis-Ability exhibition in October 2021.

Our Manager is Vice-Chairperson of SFA which assists the NCRC coordinating on our many collaborations.

 Northcliffe Community Development Group

We assisted the Karri Pigeon to hand over the newspaper to a new team of volunteers, in the process redeveloping the presentation and templates used for the paper. We also assist with maintaining subscriber and advertising databases. We also produce at least 3 pages of newspaper content each month including the Northcliffe Community Calendar and The Little CRC.

Northcliffe Pioneer Museum

We design and print the annual Pioneer Museum fund-raising calendars, and in 2021/22 completed many jobs including further archival scanning of new additions to the Pioneer Museum photographic collection.

Our *colocation partners*, Northcliffe Visitor Centre and Library, Shire of Manjimup and Southern Forest Arts, continue to work with us via the oddly named NIVCUG (Northcliffe Information and Visitor Centre User Group).

In addition to our partnerships and special support and training packages, we provided services to almost all of Northcliffe's many community groups throughout this period, including:

- Printing, scanning, technology advice and troubleshooting
- Assistance on organizing event ticketing and promotion
- Logo design support
- Grant application support
- Marketing support
- Business Card design and printing



Our network storage data tree provides a glimpse of community groups we work with

Our Team

Management Committee

A consistent Management Committee providing continuity, rationality and long term commitment is one of the keys to our long term success at the NCRC.

Our committee includes an ex-CRC Manager, Volunteer Coordinator, Disability specialist, Police Officer, local Councillor, Nurse and an excellent balance of male and female perspectives.

Executive Committee

Chairman: Paul Owens

Vice-Chairperson: Kevan McKinley

Treasurer: Ken Lloyd Secretary: Abe Shields

Other Committee Members

Polly Valentine Jeni Smith Patti Ferber

Staff Team

Our staff team was quite large in 2021/22 thanks to employment of simultaneous trainees throughout part of the year. At our peak we grew to 5 employees.

Our Manager now has over a decade of experience at the NCRC. Our Customer Service Offices are both graduates of the NCRC Trainee program, including a trainee who received 'Student of Year' from South Regional TAFE during her traineeship at NCRC.

Employed during 2021/22:

Graham Evans (Manager)

Damon Ormsby

Catrin Iversen

Trevor Garrity (Trainee)

Claire Nixon (Trainee)

Our Supporters

Core Funding comes from Government in the form of Service contracts.

Shire of Manjimup provides peppercorn rental to our premises. NCRC manages subleases for our co-located partners on a similar basis. The former library areas are managed under special lease conditions with the Shire so they are accessible on a fair basis to everyone in the community.

During the year grants were sought from Department of Primary Industries and Regional Development and the Small Business Development Corporation.

Government

Department of Primary Industries and Regional Development Government of Western Australia

Department of Human Services Commonwealth of Australia

Shire of Manjimup

Grant Funding Bodies

Department of Primary Industries and Regional Development

Small Business Development Corporation

Community Partners

Northcliffe Community Development Group

Southern Forest Arts

Northcliffe Pioneer Museum

Northcliffe Visitor Centre

Northcliffe Library

Pemberton Community Resource Centre

Great Suppliers

Northcliffe Men's Shed

SOS Bunbury

Northcliffe Postal Services

Northcliffe General Store

Treasurer's Report

Northcliffe CRC are in a position of financial strength.

We recorded a \$7,908 financial loss in 2021/22 reflecting a number of factors including our usage of some Covid funds we received in 2020/21 (when we recorded a \$26,437 profit). Our budget plans include a return to surplus in 2022/23.

Our auditor raised no issues with the management committee, or in the audit documents, and he gave us the green light to consider ACNC registration. This proposal is now being put to all CRC Members in the form of the constitutional changes necessary to get registered. The ACNC will mean the CRC's annual financial reports are published and available online to all. We believe we have excellent governance and feel ready for the increased scrutiny.

We received further Covid related financial support in 2021/22 (and 2022/23). This is helping us pay our trainees, is funding reinvestment in capital improvements at the CRC, and is helping us further build our financial reserves.

Accumulated funds at the end of the 2021/22 financial year were \$118,092.

Going forward in 2022/23 we're switching our budgeting system to MYOB Essentials. We already pay for this as a book keeping system and now the budgeting element of the software has progressed enough for us to make use of it. This will allow much faster financial reporting – with financial results being prepared quarterly for committee to consider.

NCRC unaudited Financial Results 2021/22 and v3 Budget 2022/23

		Jui 10 _ 0_	.,	.c _aage			
Level 3 Profit and Loss Report 01 Jul 2021 - 30 Jun 2022	2019	2020/21	2021/22	2021/22		2022/23	
	i	Previous FY	YE	FY Budget		Budget Next	
Income	•	result	30 Jun 2022	(A)	var	FY	Notes
Non-tax Deductible Gifts		492	362	500	(138)	500	D0
Grants 4-1000 NIVC Building Income		<i>36,444</i> 3,400	<i>41,817</i> 4,675	<i>41,353</i> 5,000	464 (325)	<i>40,821</i> 5,000	R2
Jobkeeper Subsidy		42,000	4,073	5,000	(323)	3,000	
Other Income Subgroup		14,047	12,152	15,438	(3, 286)	17,264	R6, B2
Sales of Goods		2,809	3,000	3,500	(500)	3,500	
Membership Fees		1,841	1,984	2,000	(16)	2,000	D0
Services Agreement -State Services Agreement -Cwlth		96,920 5,221	97,372 8,640	99,186 8,640	(1,814) 0	99,319 8,640	В3
Fees & Charges Unrestricted 4-4030		28,481	21,178	30,500	(9,322)	23,000	R3
Total Income	П	232,066	191,179	206,616	(15,437)	200,545	
	_						l.
Less Cost of Sales							
Opening Stock Freight Inwards		8,745 241	8,790 112	0 - 250		0 250	
Closing Stock		(8,790)	(10,285)	250	(138)	250	
Purchases 5-0020		14,147	11,768	17,800	(6,032)	14,000	
Total Cost of Sales	0	14,343	10,385	18,050	(7,665)	14,250	
	_]						·
= Gross Profit	Ц	217,723	180,794	188,566	(7,773)	186,295	
Less Expense							
Assets Purchased below \$1000	- 1	8,700	6,044	8,500	(2,456)	1,500	B8
Computer Expenses		1,018	1,582	1,800	(218)	1,500	B8
Donations Paid		0	0	0 -		0	
Telephone, Fax, Internet		1,905	1,784	2,100	(316)	2,100	
Administration Volunteer and Amenities		3,689 312	3,564 74	3,450 650	114 (576)	3,450 200	
Audit Fees		1,850	1,850	2,200	(350)	2,200	
Bank and Financial Fees		400	317	400	(83)	400	
Superannuation expense		12,842	13,583	12,776	807	13,157	
S & W Salaries and Wages		149,168	139,517	128,140	11,378	· ·	R7, R8, B5, B6
S & W Employee Entitlements		(5,476)	(4,874)	2,879	(7,753)	2,144	R5
Training & Development -Staff		650 800	1,786 847	1,500	286	1,500	
Travel & Accommodation Insurance -Building&Contents		569	1,275	1,500 <i>700</i>	(653) 575	1,500 2,835	R7
Insurance -Other		1,939	2,267	1,470	797	2,050	R7
Bad Debts		0	73	100	(27)	100	
Depreciation 6-0245		10,081	13,865	14,000	(135)	14,500	
Cleaning, Security, Repairs		794	1,314	1,000	314	1,000	
Utilities and Rent		1,115	1,869	2,500	(631)	2,500	
Advertising & Promotion Client Support Consumables		195 533	308 938	500 800	(192) 138	400 500	
Fundraising Expenses - General		200	615	0 -		0	
Client Support Services 6-0110		0	105	1,800	(1,695)	300	R1
Total Expense	1	191,286	188,703	188,764	(61)	179,141	
= Operating Profit		26,438	(7,909)	(198)	(7,712)	7,154	
- Operating Front	L	20,430	(1,509)	(190)	(1,112)	7,194	l
Cash Result Adjustments							
Remove Non-Cash Expenses (+)		10,081	13,938	14,100	(162)	14,600	
Include Asset Expenditure (-)		(34,641)	(21,224)	(25,000)	3,776	(10,000)	R4, B8
Remove Carried forward grant income (-) Reverse Deferral of undischarged grant income (+)		(21,538)	(36,975) 38,158	(36,975)	2 150	(38,157)	
Reverse Stocktake adjustment (stock increase -)		36,975 (45)	(1,495)	35,000 0 -	3,158	35,000 0	
Reverse LSL, AL and 1st pay period provisions (generally +)		(5,476)	(6,890)	0 -		2,144	R5
Reverse 1st pay period provision reversal (-)		(3,554)	(0,000)	0 -		0	-
Reverse Prepayments (-)		(2,350)	(3,551)	(1,661)	(1,890)	(1,661)	
Reverse Prepayment reversals (+)	Į,	1,661	2,350	3,551	(1,202)	3,551	ı
Total Cash Result Adjustment	4	(6,887)	(15,689)	(10,985)	(4,704)	5,478	
= Cash Profit / (Loss)	Н	19,551	(23,598)	(11,182)	(12,416)	12,632	
- Justi i folit / (LUSS)	Ш	13,331	(23,330)	(11,102)	(14,410)	12,032	

Budget 2022/23 Notes

- Grant income anticipated for 2022-23 is \$2500 CRC support and 2022-23 allocations from two existing trainee grants plus one new trainee grant, totalling \$38,321 B1
- Anticipated BAC revenue \$15,664 and trainee completion grant of \$1500. No commencement grants expected. B2
- Assumed 2% increment on Services Agreement/ State Revenue **B**3
- Newly insured: \$50,000 fixtures and fittings and + \$20,000 contents. Other variance from previous years is an accurate breakdown between Public Liability and Contents in B4
- B5 Refer to separate Employee Expenses worksheet
- B6 Employment Exp % of Revenue excluding Training/Travel 2022/23 = Emp. Expense 200,545 Income Remove BAC Removing BAC: This compares with 2021/22 = Emp. Expense 159,278 Income Remove BAC Removing BAC:
- B7 Some recovery on services income expected as Covid measures decline.
- Equipment purchases: \$1500 computer, low cost equipment \$1500, asset \$10000 = \$13,000. These outlays may move between these three categories (eg. a proposed as B8
- В9 While revenue on tickets/ licensing was nil for 2021/22 due to Covid cancelled events, 2022/23 should allow us to remedy this.

Financial Results 2021/22 Notes

- R1 The approved 2021/22 budget had a formula error on this line, adding subtotals, which wrongly understated expenses by \$1600.
- \$38,157 in received trainee grants is not included as 2021/22 income, but will be declared as income in future years. R2
- R3 An error in the budget recorded discounts as +\$1500 rather than -\$1500, making revenue overstated by \$3000. In original budget this line was \$33500
- R4 Includes \$20155 spent on assets in Q1, Q2 plus \$2500 extra allocation for room ventilation project
- R5
- A CSO reduced their long service leave balance by 217 hours in 2021/22 and this has reduced expected staff expenses. \$6257 additional BAC subsidy attached to trainee gross wages for 2021/22 expected. Unclear the dates auditor will allow us to declare these as income as subsidy will be R6 received 2022/23. Not included in these figures.
- Newest CRC trainee appointed 3 months earlier than budgeted. This produced \$9,992 additional employment costs in 2021/22 however will be fully funded via BAC R7 subsidies and trainee grant. Ie. this increased expense over budget is matched with increased revenue. Also, mid-year wage adjustment agreed by committee.
- Finally, note that due to leave taken overall employment expenses are lower than budget, after taking R7 above into account, as noted to committee in June 2022. R8
- R9 Services income signficantly less than budgeted. Reasons likely to include decline in demand due Covid.
- Approx \$6,000 variation from FY estimate in April 2022 are largely; approx: \$1200 insurance, \$3400 salary, plus staff training and travel fees R10

FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

1. STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that the Northcliffe Community Resource Centre Inc. is not a reporting entity and that this special purpose financial report comprising a statement of income and expenditure, statement of financial position and notes to and forming part of the financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial report.

In the opinion of the Committee the financial report:

- 1. is considered to be a special purpose financial report;
- 2. presents fairly the financial position of the Northcliffe Community Resource Centre Inc. as at 30 June 2022 and its performance for the year ended on that date;
- 3. at the date of this statement there are reasonable grounds to believe that the Northcliffe Community Resource Centre 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:

Chairperson

Dated this 2 day of August 2022.



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AUDITOR'S INDEPENDENCE DECLARATION

Auditor's independence declaration to the Members and Committee of the Northcliffe Community Resource Centre Inc.

In relation to my audit of the special purpose financial report of the Northcliffe Community Resource Centre Inc. for the period ended 30 June 2022, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of Australian Professional Accounting Bodies.

Santo Casilli FCPA

Director

Date: 2 August 2022



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INDEPENDENT AUDITOR'S REPORT

The Members - Northcliffe Community Resource Centre Inc.

Opinion

We have audited the special purpose financial report of the Northcliffe Community Resource Centre Inc., which comprises the statement of financial position as at 30 June 2022, the statement of income and expenditure for the year then ended, notes to the financial report, including a summary of significant accounting policies, and the statement by the Members of the Committee. Our audit opinion is provided in order to satisfy the reporting obligations as outlined in the Association Incorporations Act 2015 and also meeting the requirements as set out in the Northcliffe Community Resource Centre Inc.'s Constitution.

In our opinion, the accompanying special purpose financial report of the Northcliffe Community Resource Centre Inc. for the year ended 30 June 2022 is prepared, in all material respects, in accordance with the financial reporting provisions as outlined in Note 1 of the financial statements and presents fairly, in all material respects, the financial position of the Northcliffe Community Resource Centre Inc. as at 30 June 2022 and its financial performance for the year then ended.

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 Northcliffe Community Resource Centre Inc. in accordance with 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 financial reports in Australia, and we have 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 and Restriction on Distribution and Use

We draw attention to Note 1 to the special purpose financial report, which describes the basis of accounting. The financial report is prepared to assist the Northcliffe Community Resource Centre Inc. in complying with the financial reporting obligations as outlined in the Association Incorporations Act 2015 and also meeting the requirements as set out in the Northcliffe Community Resource Centre Inc.'s Constitution. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Members of the Committee of the Northcliffe Community Resource Centre Inc. and should not be distributed to or used by other parties.

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

Northcliffe Community Resource Centre Inc. management, on behalf of the Members of the Committee, is responsible for the preparation of the special purpose financial report and for establishing such internal control as the Northcliffe Community Resource Centre Inc. management determines is necessary to enable the preparation of a special purpose financial report that is free from material misstatement, whether due to fraud or error.

In preparing the special purpose financial report, the Northcliffe Community Resource Centre Inc. management with the Members of the Committee is responsible for assessing the Northcliffe Community

Resource Centre Inc.'s ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting. The Members of the Committee are responsible for overseeing the Northcliffe Community Resource Centre Inc.'s financial reporting process.

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

Our objectives are to obtain reasonable assurance about whether the special purpose 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 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 judgement 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 Northcliffe Community Resource Centre Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used as described in Note 1 to the financial statements and the reasonableness of accounting estimates and related disclosures made by Northcliffe Community Resource Centre Inc. management, if any.
- Conclude on the appropriateness of the Northcliffe Community Resource Centre Inc. 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 Northcliffe Community Resource Centre Inc.'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.

We have communicated with the Northcliffe Community Resource Centre Inc. management regarding, among other matters, the planned scope and timing of the audit and, via our management letter, significant audit findings, including any significant deficiencies in internal control, if any, that we may have identified during our audit.

Santo Casilli FCPA Director

Date: 2 August 2022

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STATEMENT OF FINACIAL POSITION AS AT 30 JUNE 2022

	NOTES	2022 \$	2021 \$
CURRENT ASSETS		T	,
Cash at Bank		132,205	
Cash on Hand	3		1,003
Accounts Receivable	4		4,306
Stock for resale		10,285	•
Prepayments		3,551	2,350
TOTAL CURRENT ASSETS		151,486	167,138
NON-CURRENT ASSETS			
Office and computing equipment	2	34,674	23,990
Furnishings and fittings	2		11,501
TOTAL NON-CURRENT ASSETS			35,491
TOTAL ASSETS			202,629
CURRENT LIABILITIES			
Accounts Payable		414	447
Accrued Expenses		391	-
GST Payable/(Receivable)		570	5,009
PAYG liabilities		7,376	
Superannuation Payable		4,007	
Provision for Leave			23,476
Deferred Trainee Grant		38,158	36,975
TOTAL CURRENT LIABILITIES		61,429	69,902
NON - CURRENT LIABILITIES			
Provision for Leave		14,815	6,727
TOTAL NON - CURRENT LIABILITIES		14,815	6,727
TOTAL LIABILITIES		 76,244	
NET ASSETS		118,092	
ACCUMULATED FUNDS		======	======
Retained earnings		126,000	99,691
Prior year adjustment		-	(128)
Current Year Earnings		(7,908)	26,437
TOTAL ACCUMULATED FUNDS		118,092 ======	126,000 ======

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2022

	NOTES	2022 \$	2021 \$
Income		•	•
Membership fees		1,984	1,840
Fees and Charges		21,178	28,481
Service Agreements (Commonwealth)		8,640	5,220
Sale of goods		3,000	2,808
Tickets, Raffles & Sundry		0	411
Service Agreements (State) and Grants		139,189	133,364
Non-Tax Deductible Gifts		362	492
NIVC Building Income		4,675	3,400
Other income		12,151	7,603
ATO Cash Flow Boost		0	6,447
Job keeper subsidy		-	42,000
Total Income		191,179	*
Cost of Sales		*	14,342
Gross Earnings		180,794	217,724
Expenditure			
Audit fees		1,850	1,850
Administration		13,049	15,627
Bank & Financial Fees		317	400
Bad Debts		73	0
Projects, Promotions & Fundraising		1,965	928
Depreciation expense		13,865	10,081
Insurance – Buildings & Contents		1,275	569
Insurance - Other		2,267	1,939
Occupancy expenses		3,182	1,908
Employment Expenses		150,859	157,985
Total Administration Expenses		188,702	•
Operating Loss/Earnings			
		(7,908)	26,437
Current Year Earnings		(7,908)	26,437
		======	======

FINANCIAL REPORT 2022

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the members. The Committee has determined that the Community Resource Centre is not a reporting entity.

The financial report has been prepared in accordance with accounting policies adopted by management.

No Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting standards Board have been applied.

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

a) Fixed Assets

Fixed assets shown in the accounts have been brought to account at cost less any accumulated depreciation. The depreciable amount of all office and computer equipment, but not computer software and minor furnishings, are depreciated over the useful lives of the assets commencing from the time the asset is held ready for use. The Northcliffe Community Resource Centre Inc. owns no freehold land and buildings.

All fixed assets with an acquisition cost of less than \$1,000 are expensed and not treated as an asset. However, purchases of components less than \$1,000 which are required to build an asset are accumulated and included as an asset where the total purchases making up the asset is greater than \$1,000.

b) Income Tax

The Committee has self-assessed that its operations are exempt from income tax under the provisions of section 50-70 of the Income Tax Assessment Act (1997) as amended. Accordingly, no provision for income tax is applicable.

c) Provision for Employee Entitlements

Provision has been made for annual leave and long service leave owing to employees at the balance sheet date.

The CRC recognises pro rata long service leave after 5 years of an employee's continuous employment service.

d) 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 Tax Office. In

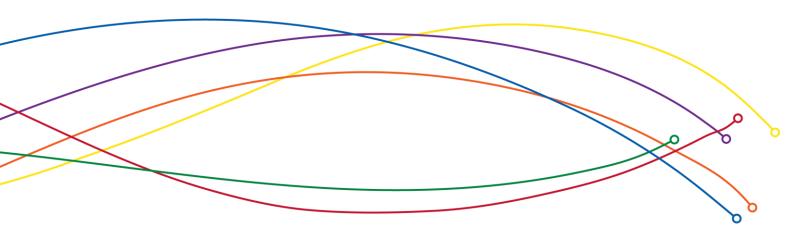
FINANCIAL REPORT 2022

these circumstances the GST is recognised as part of the cost of acquisition of an asset or as part of an item of the expense.

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		2022 \$	2021 \$
2.	PLANT AND EQUIPMENT		
	Office and computing equipment at cost Addition Less accumulated depreciation	19,169	13,414 25,546 (14,970)
		34,674	23,990
	Furnishing at cost Addition Less accumulated depreciation	2,056	15,932 9,094 (13,525)
		8,176 	11,501
3.	CASH AND CASH EQUIVALENTS		
	Cash at Bank Petty Cash and Cash Float Undeposited Funds	132,205 300 225	150,689 371 732
		132,730	151,792
4.	ACCOUNTS RECEIVABLE		
	Trade Debtors	4,920	4,306
		4,920	4,306

The accompanying notes form part of the accounts





Northcliffe Community Resource Centre

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