



mannagum
COMMUNITY
HOUSE

ANNUAL REPORT 2022



CELEBRATING
40
YEARS





Through our commitment to reconciliation, Manna Gum Community House acknowledges the Australian Aboriginal and Torres Strait Islander peoples as the first inhabitants of the nation and the traditional custodians of the lands where we live, learn and work.





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Manna Gum Community House is a registered charity with the Australian Charities and Not-for-profits Commission



FUNDERS, SUPPORTERS & PARTNERS

Alfred Felton Bequest
Adult, Community and Further Education
Adult Learning Australia
Aherns Fruit Market
Andos Bakery
Bass Coast Adult Learning
Buckley Park Community Farm
Colin and Sally's Organic Lamb and Beef
Deep Creek Nursery
FareShare
Fish Creek Community Garden
Fish Creek Primary School, Junior Council
Fish Creek R.S.L.
Foster Golf Club
Foster IGA
Food and Fibre Gippsland
Foodbank Victoria
Foster Chamber of Commerce
Foster Foodworks
Foster Medical Centre
Foster Primary School
Foster R.S.L.
Foster Secondary College
Foundation for Rural and Regional Renewal
Foster Youth Assist Clinic
Fynbos Farm, Foster
Gardiner Dairy Foundation
IT Solutions in Gippsland
Leongatha Community House
Manna Community Garden
Milpara Community House
MYLI Foster Library
Nautilus Theatre
Neighbourhood Houses Gippsland
Neighbourhood Houses Victoria
Neil Barrett of Namoorook, Leongatha
Project GreenPlot
Prom Coast Centres for Children
Prom Coast Food Collective
Prom Country Osteo
Prom Meats
Regional Arts Victoria
Ruby Hills Organics
Services Australia
Skills and Jobs Centres
Social Traders Ltd
South Coast Primary Care Partnership
South Gippsland Bass Coast LLEN
South Gippsland Hospital
South Gippsland Shire Council
StreetSmart Australia
St Vincent de Paul
TAFE Gippsland
The Kitchen Table
The Mirror Newspaper
The Salvation Army
Toora and Foster Community Bank
Toora Lions Club
Toora Primary School
Venus Bay Community Centre
VicHealth
Volunteering Victoria
Yooralla, Leongatha



Strategic Plan 2022

PURPOSE

The purpose of the Manna Gum Community House is to strengthen the Corner Inlet community by providing a welcoming place to find information and support. Our primary drivers are:

Education

We provide local and relevant community education to support lifelong learning.

Social inclusion

We encourage community participation in all our activities and reducing social isolation.

Sustainability

We are committed to sustainable practice in all our activity.

VALUES

All activity at Manna Gum Community House is based in the core values of:

Respect

everyone involved with or encountering Manna Gum can expect to be treated fairly, with honour and dignity.

Accountability

we accept responsibility for our actions and subject ourselves to internal and external assessment.

Transparency

our decision-making and operations are open, consistent and based on published principles, processes, policies and standards.

Community-focus

our activities are aimed at supporting the people of Corner Inlet and helping them to achieve their potential.

These values inform and direct our work and our relationships.

SOCIAL INCLUSION GOALS

1. Promote the services of Manna Gum Community House to reach more community members, including those experiencing social isolation and disadvantage.
2. Develop and promote the role of Manna Gum as a place for people to engage meaningfully with their community, particularly as volunteers.
3. Maintain our relationships with Government agencies and other charities to meet the needs of our local community.
4. Maintain partnerships with other community agencies to deliver a sustainable model of emergency relief.
5. Maintain Community Lounge opening hours as resources allow and demand supports.

EDUCATION GOALS

1. Maintain our delivery of pre-accredited programs in digital literacy.
2. Continue off-site delivery of selected pre-accredited programs.
3. Deliver workshops and other programs, as practicable.

SUSTAINABILITY GOALS

1. Undertake structured communication with our community to determine community needs and promote our services.
2. Update and document policy suite, to improve governance, accountability and organisational resilience.
3. Review Rules to reflect current organisational context and support application for inclusion on Deductible Gifts Register.
4. Commence application for inclusion on the Deductible Gifts Register.



ACTING PRESIDENT'S REPORT

Forty years old! A very impressive achievement for a small rural community organisation. Happy Birthday Manna Gum Community House for July 2021, a remarkable milestone to kick off the beginning of the financial year we are reporting on. Hearty congratulations to everyone who's been involved over all that time for helping create such a crucial strand of the Corner Inlet social fabric.

Of course, there was no birthday party to be had because of Covid lockdowns and restrictions, but such was life in Victoria 2021. Then there were events like the severe storms to contend with on top of the difficulties too many people face due to poverty and the crisis in affordable housing, just to mention two wickedly persistent problems we see people grappling with all the time.

Through all of these challenges, Manna Gum Community House (Manna Gum) has been a reliable, welcoming, and nurturing community resource and I was personally very pleased to join the team at the AGM in November 2021, and then step into the role of acting president in the last few months.

During this time, we've been in catch-up and planning mode, because our previous three-year strategic plan expired a year ago. Rather than hastily produce another one though, we decided to take the time we couldn't in 2021, to conduct a thorough community consultation to inform development of the new one.

Consultations kicked off at our stall at the Foster Show where we asked everyone walking past to fill in a simple questionnaire and had some very engaging conversations. The incentive we were offering? A box of Who Gives a Crap toilet paper of course, in keeping with our 'sustainability' pillar, one of three we stand for and which guide our focus and operations.

The other two pillars, by the way, are education and social inclusion. The consultations have clearly indicated Manna Gum is well recognised for our strong and leading contribution to these three areas.

The questionnaire was then set up online, and combined we had close to three hundred responses.

Picking an extremely wet and wild weekend, we added a series of workshops in Sandy Point, Fish Creek, Foster, Toora, Welshpool and online to collect more in depth insights. Understandably, people did not turn out in droves but we are very grateful for those few who did make a supreme effort, for the extended time they spent sharing their perspectives with us.

We now have further consultations and a planning day scheduled for 19 November, after which we'll finalise and distribute what will be our exciting new Strategy Plan 2023-2026.

A very big thank you to all the committee members who have each risen to multiple occasions over the year: Lisa Poynton Secretary, Linley Granger Treasurer, Ann-Maree Gentile, Luke Haustorfer, Jen Young, Rhonda Mallows, and Michael Shirrefs. Thank you to Rebecca Matthews for her very able support of the committee's operations.

Although technically happening outside the financial year we are reporting on, a special thank you and warm farewell go to Jen Young and Rhonda Mallows who resigned from the committee. Rhonda has a long record of dedicated contribution to Manna Gum Community House, but we are very fortunate to still benefit from her experience in the office and lounge. Jen brought her leadership and education skills in particular to organising International Women's Day events and we hope to continue to benefit from her expertise in some way into the future as well.

Manna Gum's strength and longevity, and trusted role in the community, is testimony to the collective goodwill, dedication and generous efforts of so many over forty years. Here's to the next forty and an equally impressive report card.



ACTING PRESIDENT

TREASURER'S REPORT

2021-22 was a solid year for Manna Gum financially with a healthy net surplus and a significant rise in total equity.

In this year's Treasurer's report, I focus on two aspects of our accounts: Living with Covid and Auspicing.

LIVING WITH COVID

This year saw the first steps towards getting back to financial normality after the dramatic impact of the pandemic. Some traditional customers and volunteers have been reticent to get back into socialising but that is slowly turning around.

A key issue is that most of the Covid emergency funding has ceased even though the effects are still being felt. Last year, Manna Gum received \$51,465 to assist with the increased costs and decreased revenue brought about by the pandemic. This year, we received \$26,611, a reduction of \$24,854. The funds this year were from the Victorian Government Small Business Covid Hardship Fund and South Gippsland Shire Covid Technology Grant.

Other Covid-related impacts on our accounts have been positive: the return of workshops, events and some room hire. The Community Lounge has reopened with reduced hours but a new coffee machine. We look forward to building that important element of our operations into the new financial year.

AUSPICING

Anyone examining Manna Gum's accounts will notice large amounts for auspicing under Other Income and Other Expense in the Income and Expenditure Statement, as well as a more modest (but significant) amount for auspicing under Operating Income. The Grants Hub website (the grantshub.com.au) describes an auspicing organisation thus: In a funding context, an auspice is an organisation who manages grant funding on your behalf. For example, a small

community group with limited resources may use a larger Not-for-Profit Organisation as their auspice. The larger NFP will receive and manage the grant funding, with the community group undertaking the actual project work.

Manna Gum has the appropriate organisation and banking structures as well as insurance coverage to manage grant funding on behalf of local organisations who have a funded project but do not have the arrangements and insurance to fulfil the administrative aspects of the grant themselves. We charge a small fee for this service. This year, Manna Gum auspiced projects for Project Green Plot, the Fish Creek Community Carnival, Fish Creek Community Composter, the Pearl Park Music Festival and (it's no) drama.

Grants for the auspiced projects are deposited in and drawn from a Manna Gum bank account, Manna Gum has administrative responsibility for the funds and the funds appear in our audited accounts. But, the entries are potentially misleading. The funds are for grants awarded to other organisations for specific purposes. They are not funds awarded to Manna Gum for its own purposes.

The amount listed as auspicing income under Operating Income (\$3,350), on the other hand, represents the administrative fee Manna Gum charges the organisations being auspiced and is part of Manna Gum's resources. The fee covers the time spent by Manna Gum staff to provide the service.

If Auspicing is removed from Other Income and Other Expense, Manna Gum's net surplus for the year is \$33,304.

Linley Granger

TREASURER





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MANAGER'S REPORT

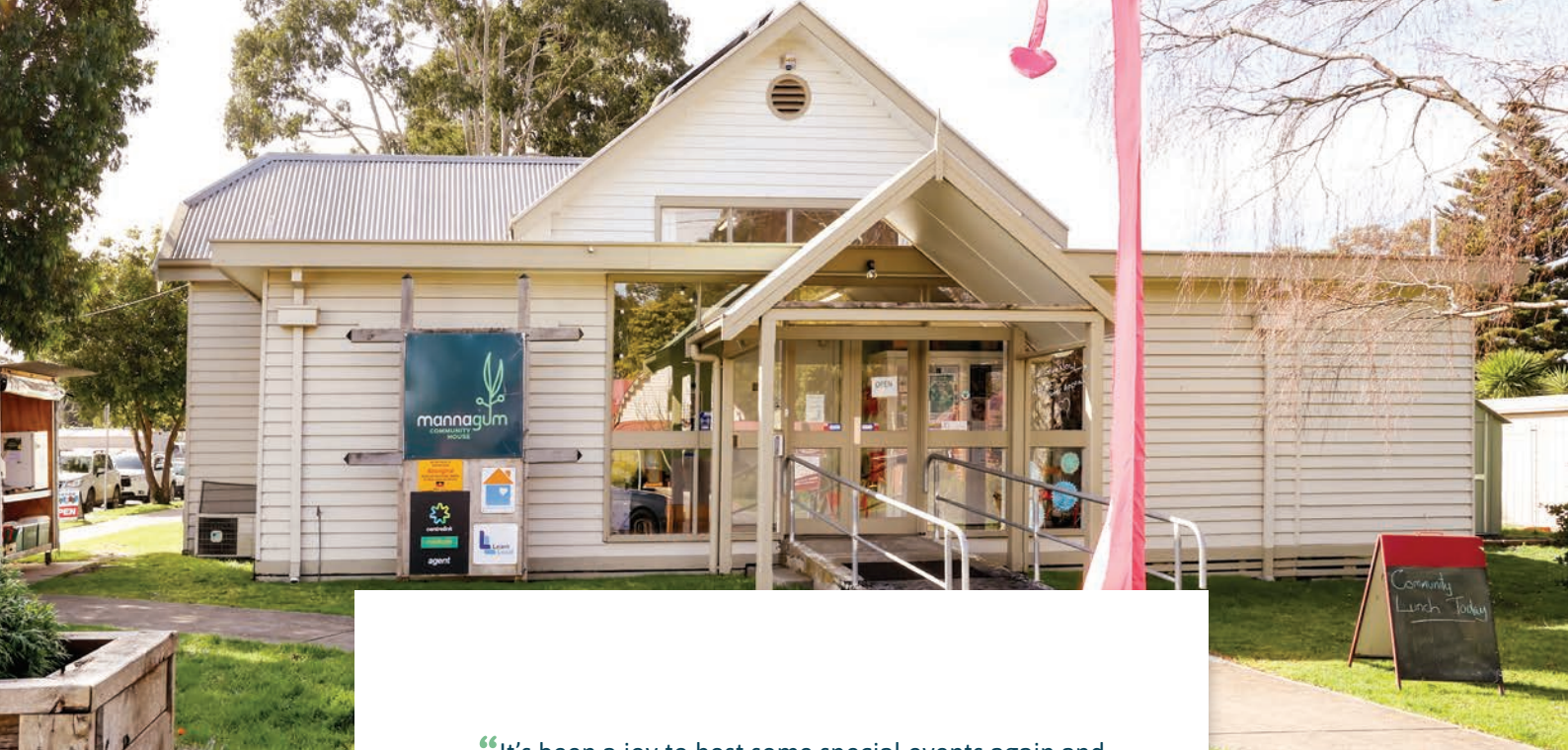
This year has seen a lot of change, and some rebuilding. It has encompassed further lockdowns, new public health orders, and uncertainty amongst the community as we grapple with the pandemic. In early 2022 we returned to some regular programs and events at Manna Gum. Like many organisations we have adapted to staff shortages and modified our operations as Covid continues to have its effect. We've responded by sustaining our Emergency Relief Service to support community members affected by food insecurity, unemployment and underemployment. We've hosted an increasing number of outreach services including legal advice and mental health support.

It's been a joy to host some special events in 2022 and facilitate some much-needed social connection. Turning forty was a significant milestone for Manna Gum, however we couldn't host a large gathering of people to celebrate our birthday due to Covid restrictions. So we collected archival material, reflected on our achievements, decorated the house in ruby lights and hosted an anniversary exhibition in the hall. Our volunteer Juliette researched our history along with the history of the Foster courthouse, which is now available to read on our website.

Other events included a celebration of cultural diversity in Corner Inlet during Neighbourhood House Week with a lunch and gathering in the backyard. We enjoyed food from the Philippines, Turkey, France and Scotland. We hosted a Law Week event in partnership with the Gippsland Community Legal Service which was so well attended that we've continued regular outreach of this service. We also celebrated Children's Week with a workshop for children who created a sculpture of an imaginary friend using found objects and recycled materials.

Our office operations were streamlined this year with the introduction of Social Planet, a community development software platform that supports Neighbourhood Houses with their activity management and ticketing needs. Community members can now make bookings and payments online for all Manna Gum activities.

Support with digital literacy continues to be in demand. We have sustained the delivery of our Technology Club on Wednesday afternoons, which is a drop-in program for assistance with all types of technology. Our Learn Local technology courses have steadily picked up



“It’s been a joy to host some special events again and facilitate some much-needed social connection.”

more participants throughout the year, and now include an outreach program at the Toora Library. Our office staff regularly assist clients to connect to government services, now that everything is ‘digital first’. We are part of the Neighbourhood House Power Saving Bonus outreach program which has assisted over 100 local people to obtain the \$250 state government payment.

It’s been a challenging year, but also a year of growth and I’d like to thank the Committee of Management, who have provided strong governance through difficult times. I am also incredibly grateful to our many staff members, paid and voluntary, who collectively create the supportive and welcoming culture at Manna Gum that is such an asset to our local community.

Rebecca Matthews
MANAGER





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EDUCATION REPORT

The end of 2021 saw some strong partnership planning facilitated by ACFE with TAFE Gippsland to run a pilot program which had been delivered in Bass Coast in early 2021 called Gaining the Edge. The course proposed a strong collaborative model where students who were recently or currently enrolled in TAFE courses were given additional academic support through a Manna Gum Learn Local program.

We began the year with a good-sized class of people enrolled in courses as diverse as Early Childhood, Aged Care, Accounting and Ecology. Throughout term one we were able to assist students with academic language (and acronyms), adult learning principles, effective note taking and study techniques as well as tools to assist in juggling study and full time work. It was great to see students achieving great results by the end of term one.

Our Technology Class in partnership with Yooralla (Leongatha) disability service supported six students throughout 2021 to engage with the online world - learning new digital skills in a safe and supportive environment. The program was taught by Melissa Webster and had a strong focus on responding to the diverse needs and interests of the participants.

They also benefited from coming to a new location, connecting with our staff and volunteers and getting a hot drink and treat from our Community Lounge. The Fish Creek Primary School Junior School Council raised funds to sponsor the printing of some calendars designed online by the participants. It is this whole-of-community support for our students that highlights the value of delivering Learn Local programs from small community organisations like Manna Gum. Many thanks to Tracey for her volunteer support for the Tech Class throughout the year.

January 2022 onwards has seen a substantial drop in enrolments across the TAFE sector as well as Learn Locals. Perhaps the lingering effect of lockdowns has changed people's view of 'risking' undertaking enrolment and committing to study.

It would seem that 2023 may be the year that our sector regains some momentum.

Louisa Vale

TEACHER



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CORNER INLET FAMILY LEARNING PROGRAM - THE HUB

Our Hub program delivers adult education to parents onsite at local primary schools, while providing an onsite supervised playgroup for preschoolers. Initially a two-year program funded by ACFE and the Alfred Felton Bequest, a further twelve months funding has been received in recognition of barriers presented by the pandemic.

During the second half of 2021 our educators delivered sessions in a local park due to Covid restrictions. We also established two Facebook hubs for Toora and Welshpool. Despite the challenges, four families from Welshpool and five families from Toora remained engaged. Breanna and Melissa provided early years playgroup activities for the children.

Course content included understanding of current work and study skills and gaining an

understanding of the workplaces and industries of interest to participants. Louisa assisted the group to develop a personal profile, a pathway plan and an understanding of post-secondary study and work readiness. Parents also discussed problems and hurdles with their children re-engaging with school in term four. The year finished with a great Christmas celebration in the park, combining our two Hub groups.

The Steering Group continued to contribute valuable ideas via regular Zoom meetings. In February 2022 the Hub continued meeting in a park and was attended by eight families. The

Facebook hubs provided an opportunity for those still hesitant to meet face-to-face. We discussed issues such as settling children into a routine after holidays, transitioning children from kindergarten and the Australian Electoral Commission's guide to the Federal Election.

Breanna left in early 2022 after successfully completing her studies and gaining employment with Prom Coast Centres for Children. Jacs joined the project. She is a qualified primary teacher, has previously worked in student wellbeing and is in touch with many local parents through playgroups and other networks.

Throughout the year we provided information and referral to other services to overcome barriers and developed new partnerships. The participants strengthened their resilience and gained confidence as they reengaged with the Hub program, their schools and their communities.

Sue Burke

PROJECT OFFICER





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OUR PLACE - YOUTH GROUP

Our Place youth group continues to grow and thrive. We are a youth group for ages 11-18 that runs weekly on Mondays during the school term after school until six pm.

In the 2021-2022 fiscal year we averaged thirteen to fourteen participants per week. There were still quite a few weeks that we were closed last year due to Covid. However we are going strong in 2022 and attendance continues to grow. The group is a wonderfully diverse range of young people, and there is such a beautiful camaraderie and warmth between them. It's wonderful to see them playing together despite age and personality differences. They can quite often be found running around Manna Community Garden playing tiggy together!

We have some wonderful volunteers. Karen helps cook our fabulous meals - she has been an absolute godsend and the young people love her. We are also supported by two participants from our Yooralla Tech Class, Damien and Craig. They help with the dishes and putting the bins out and they have been absolutely wonderful too. It is so lovely to see people of all generations and walks of life interacting.

As well as our two course meal and snacks we have an activity each week. Some of these have been virtual reality facilitated by Foster MYLI Library, some sensory art sessions, African drumming, zen gardens, treasure hunts, games night, pottery, computer nights, playstation gaming, challenge night, movie nights on our big screen and sometimes we just hang out and play board games or paint.

A lot of our activities are facilitated by local people which gives the young people access to different perspectives and talents. It is a core value of the program's philosophy to expose the young people to as many different experiences and activities as possible and perhaps they will find their groove in something they see at Our Place.

Tracey James

YOUTH WORKER



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COMMUNITY LOUNGE

After transforming itself from an ill-designed multi-purpose space whilst Covid restrictions were in place, the Lounge is slowly but surely re-emerging from its torpor. The metamorphosis concentrated on a unique meeting place, all inclusive, where no one would feel out of place or ignored, in surroundings very conducive to sharing small talk or lived experiences. The added bonus of a relatively cheap hot drink, coffee, tea or chocolate accompanied by a home cooked complementary sweet, appealing to all age groups or palates.

Over the past few months a steady stream of regulars are visiting the Lounge on its open days Monday and Tuesday, and the absence of a particular volunteer on those days will trigger concern from the visitors, reflecting the strong relationship that is established from both sides of the equation. The availability of winter soup and now toasted sandwiches is certainly creating a strong demand and it is very rewarding to see friends gathering at the lounge especially for that purpose.

Overall the new concept designed and concretised during the Covid hiatus has been received with positivity and encouragement. The absence of the recycled goods and clothing was missed by a few potential customers at the re-opening of the lounge, but not any longer with the Prom Community Opp-shop capturing the market.

It is a pleasant, clean and very welcoming space and the dedication of the volunteers are a credit to this special place, our Community Cafe.

A great place to spend a few hours amongst friends.

Noelle Bonnin





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PROJECT GREENPLOT

The intention of Project GreenPlot (PGP) is to encourage members of the community to grow their own and/or to access free locally grown fresh produce, largely via donations from domestic gardeners in the community. The initiative has continued to grow since its inception in Sept 2020 and has become better known in the community, with dedicated and reliable volunteers joining in and more people signing up to receive a fortnightly box of produce.

HOUSEHOLDS ACCESSING THE PGP OFFER

The first five boxes were distributed in Sept 2020. PGP now does fortnightly Distribution Days, filling 10-15 boxes ready for collection or delivery confirmed from a list of around 25 households. We continue to connect with volunteer drivers in the community who are able to drop off boxes to outlying towns (eg Port Welshpool). Most recipients are able to collect from Manna Gum, allowing a happy face-to-face moment. This allows us to get the feedback we love to hear:

“my three kids always help to unpack the box”; or

“I now cook for myself again rather than buying frozen meals.”

COMMUNICATION IMPROVEMENTS

Improvements have been made with contacting recipients one day prior via the Social Planet platform, which has also allowed more accurate reporting of those using the service each time and reduced hassle for the Manna Gum staff. Furthermore, PGP volunteers can now more easily relay information about the contents of the produce box - such as what to do with persimmons or other more unusual items.

SOURCING PRODUCE

Without the support of Neil Barrett of Namarook Farm in Leongatha, the scheme could not support the quantities required for 15 boxes. Although we have occasion topped up the quantities with Aherns produce using Manna Gum or PGP funds, there remains a need to connect with more local food producers and domestic gardeners to supplement what is currently gathered to ensure security of supply. The Prom Coast Food Collective has occasionally forwarded eggs or vegie boxes sold via their website. The CWA and Vinnies are also considering regular financial support.



“I now cook for myself again rather than buying frozen meals.”

SUSTAINABLE STAFFING AND FINANCING

More work can always be done in promoting how easy it is to be a PGP Plotter, but time restraints for PGP Founder Elizabeth Collins prevent this. An opportunity exists to steadily increase awareness of the concept by engaging/coaching a local person for 2 hours per week, funded with the sale of one box + seed sales + sponsorship. This role might include volunteer coordination, social media promotion and signing up new Plotters at market style events. Such a proposal requires more discussion, but the notion of being largely self-reliant and not entirely relying on volunteers is something that would benefit the initiative. In June 2022 we covered costs selling soup at the Foster Secondary College Careers Fair and the Produce Swap Trolley continues to receive small donations weekly: in 2021-22, totalling \$1077.00!

www.projectgreenplot.org

Elizabeth Collins

FOUNDER

STATS 2021-22

Value of distributed produce:
avg \$298 per DD event

Value of produce Jul 2021 - Jun 2022
\$6571.00 approx*

Produce donated: average 85kg
per month / 1020kg p.a.

Types of produce distributed: 98

Recipient households: 25

Plotters registered: 91

Volunteer hours: 120+

**Income via PGP Veg Box
+ Seed Sales:** \$1077.30

*market price fluctuations makes this an approximate calculation





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FISH CREEK CARNIVAL

Fish Creek Carnival began in late January 2021 as a collaboration between local circus artist, Tara Silock, local performing artist Samara Cunningham and Melbourne based arts workers Kate Fryer and myself. The carnival was a reaction to the pandemic shutdown of the arts industry and a way to get performers back onto stages in a hyper local way.

On January 25th we staged our first cabaret in the bistro of the Fish Creek Hotel. Breaking the pandemic drought, our performers brought new and exciting entertainment to the region and a new audience brought their love of the arts into the venue, which erupted in a post lockdown catharsis for everyone. Prior to the performance we held a series of circus workshops for children and adults, including a session specifically for people with a disability. We offered these workshops for free and were oversold, receiving amazing feedback. This first event was supported by Regional Arts Victoria and South Gippsland Shire Council.

In mid 2021, with the community asking us to come back, we returned to perform two cabarets in the hotel, again transforming it into a performance venue, with both shows selling

out. Across the weekend we also performed two children's cabarets in the nearby Meeniyah Town Hall, which also sold out. In the days before these shows we held a circus workshop in Foster Secondary School and an accessible workshop in collaboration with Leongatha physical theatre company, (it's no) drama. These events were supported by Regional Arts Victoria through the Fish Creek Memorial Hall.

At the end of 2021 we held our inaugural New Years Carnival in the week between Christmas and New Years. We began in November with an incursion into the Fish Creek Primary, employing local choreographers to work with the kids to devise a performance for our Fish Parade. We also engaged local artists to run crafting workshops in the pub weekly throughout November and December. Community members were able to create puppets, hats or learn songs written for the parade.

During the week we offered workshops for children before and after four performances of Bubblegum and Stickytape, a newly devised family circus show we created with our resident circus artists. We performed in the park and brought the joy of the circus to the whole town.



“The values that guide us are on display in all our events with diversity and inclusivity at the forefront”

On New Years Eve we hosted the Fish Parade, a community parade full of local content and groups, led by our circus artists. (it's no) drama also took part, having engaged a circus trainer they had met in our previous activities, to work with them once a week over eight weeks in the lead up. In the evening we staged a cabaret takeover of the pub. We erected an aerial rig in the beer garden and turned the front bar into a small stage, as well as adding a main stage to the bistro. Seven circus performers entertained and amazed throughout the night. These events were supported by Festivals Australia, Bendigo Bank and South Gippsland Shire Council.

In 2022 we were approached by the Tea Cosy Festival to stage a Tea Cosy Cabaret as part of their program. We put together a new show and performed it to two sell out audiences over the first weekend of the Festival. These shows were supported by Regional Arts Australia.

The values that guide us are on display in all our events with diversity and inclusivity at the forefront. Our performers have so far included representation from the First Nations, culturally and linguistically diverse and LGBTQIA+

communities. We have engaged with local youth ambassadors to provide access to skills training in the arts and offered workshops and shows for free to more marginalised kids in the community. We have provided workshops for people living with a disability and facilitated and collaborated with Leongatha based inclusive theatre company, (it's no) drama.

We are incredibly grateful for the support Manna Gum Community House has given us and proud to call them a partner in our ongoing activities. Having just secured funding for the next two years from Australia Council for the Arts, look out for more circus fun in Fishy soon!

Danz Sheehan

CREATIVE PRODUCER





SERVICES AUSTRALIA AGENCY

The agency at Manna Gum continues to be a valued community outreach service for the Corner Inlet area. Manna Gum staff assist customers on Tuesdays and Thursdays to connect online through a MyGov account, which is the fastest and most secure way to lodge claims with government services such as Medicare and Centrelink. Staff are also able to assist with complex enquiries through the use of the agency’s silver service phone line, which can sometimes save people from travelling larger distances to a service centre. The Services Australia equipment and phones are available at all times for customer use during Manna Gum’s office hours.

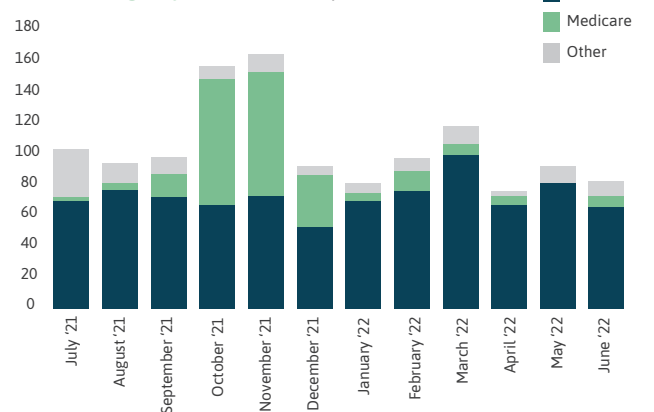
This year there was a significant surge in demand in agency services when community members needed to obtain their electronic copy of the Covid-19 proof of vaccination certificate. The demand was so large that there was short-term funding released to allow the agency to open with a staff member for a third day of the week. Throughout October and November 2021 there were approximately 150 customers per month, a steep increase on the usual average of 100 per month.

Thank you to the Manna Gum staff in the office and the agency who managed this increase of customers with professionalism and expertise. Staff were required to adapt to a fast-changing environment, providing support and up-to-date information and to help alleviate some of the community members’ uncertainty about the public health orders. The situation highlighted the importance of the Services Australia outreach agencies in regional areas, where people can find a trusted source of information about government services without needing to travel too far.

Rebecca Matthews

MANAGER

Centrelink Agency Client Visits. July 2021 - June 2022





EMERGENCY RELIEF

Manna Gum Community House provides outreach Emergency Relief (ER) as a Community Support Doorways Service on behalf of the Salvation Army. The value of the service is increased significantly by donated and in-kind funding and goods. The Doorways service is not just a provision of material aid, all of our clients go through a registration and are referred to other agencies and services for wrap-around support if required. Sometimes these referrals are for social connection such as our Community Lunch, or for some financial counselling or mental health support.

Our funding does not extend to paid staff, and the service is reliant on trained volunteers who add further in-kind value. Thank you to Juliette who has continued to volunteer her time every Tuesday, and also to Rhonda and Sandra who also support our ER service on a casual basis. We are very grateful to Foodbank Victoria for their many pallets of non-perishable food that we received over the year, and to FareShare who provide good quality frozen meals that are greatly appreciated by our clients.

In the 2021-22 financial year \$10,000 funding was provided by the Salvation Army and Manna Gum delivered an additional \$23,877 in donated goods to clients throughout the Corner Inlet district. At least 130 households were provided with assistance.

Our 2021 Christmas Appeal and gift hampers were distributed to 64 households which supported 140 individuals. Community members donated gifts as well as \$2,181 in cash towards the appeal, and generous donations also came in from many local businesses. There were gifts donated to an additional 67 households via St Vincent de Paul and the Fish Creek RSL.

Our partnership with Project GreenPlot and the installation of the Produce Swap Trolley has increased the amount of fresh, nutritious food that Manna Gum can help to distribute to people who are experiencing food insecurity. Excess produce is also used by our amazing volunteers to make preserves; the youth group dinner; the community lunch or the cakes for the community lounge. We 'love food, and hate waste!'

Thank you to the businesses, individuals and our partners who support this vital service for Corner Inlet.



COMMITTEE & STAFF

COMMITTEE OF MANAGEMENT

Acting President

Sue Plowright

Secretary

Lisa Poynton

Treasurer

Linley Granger

Members

Michael Shirrefs
Ann-Maree Gentile
Luke Haustorfer
Rhonda Mallows
Jen Young

STAFF

Manager

Rebecca Matthews

Learn Local Teachers

Louisa Vale
Melissa Webster
David Pollard

Centrelink & Medicare Agents

Sandra Liversidge
Barbara Stevens
Rhonda Mallows

Bookkeeper

Simone Goeckes

'Our Place' Youth Worker

Tracey James

Technology Club Tutor

Tim Beacham

Community Lunch Facilitator

Juneen Schulz





SPECIAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022
A0007556K



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
INCOME		
Donations/gifts	1,222	2,837
Fundraising income	275	210
Internet/photocopying/printing	1,031	610
Membership fees	100	227
Events	2,300	240
WGAC T-Paper	4,998	5,511
Room hire	7,148	3,958
Other income	12	11
Community Shop	8,823	2,821
Course Income	36,302	35,015
DHS contract	89,596	86,909
Centrelink contract	27,775	23,824
Auspicing income	3,350	4,450
PSB2 Outreach	1,121	440
Emergency relief	18,245	17,353
Total income	202,298	184,416
EXPENDITURE		
Accountant review fee	1,520	1,470
Bank fees	440	330
Council licence	104	-
Council rates	434	348
Telephone	744	662
Insurance	163	-
Internet	1,146	1,279
Electricity	398	1,643
Water	894	866
Security	683	731
Repairs & maintenance	828	1,425
Computer expenses	-	2,383
Printing/photocopying	139	737
Software & subscription	1,413	927
Waste removal	44	35
Stationery/Office supplies/paper	830	568
Cleaning expense	7,436	6,490
Police checks	327	210
Community House equipment	154	683
Gifts and donations	222	409
Groceries	349	328
WGAC	3,120	5,068
Advertising & marketing	1,476	748
Subscriptions & memberships	1,163	1,152
Travel expenses	-	398
Room hire	71	142
Programs/events	1,778	209
Catering	668	143
Staff training & development	850	1,568
Community Shop expenses	3,964	1,413
Miscellaneous expenses	238	192
Tutor fees	6,411	8,386
Course refunds	881	660
Emergency relief	10,944	18,060
Depreciation expense	8,888	8,302
Wages & salaries expense	158,887	166,454

MANNA GUM COMMUNITY HOUSE INC.

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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022 (continued)

EXPENDITURE (continued)	NOTE	2022	2021
Superannuation expense		15,274	13,616
Leave provision expense (annual and long service leave)		3	1,539
Uniforms		-	182
Workcover premium		4,213	3,577
Total expenditure		237,097	253,333
Net operating deficit for the financial year		(34,799)	(68,917)
OTHER INCOME			
Interest income		73	369
JobKeeper income		-	42,000
Cash Flow Boost		-	6,493
Business Support Funding (VIC Covid-19)		-	283
Auspicing income:			
- Project Green Plot		424	576
- Fish Creek Community Carnival		103,999	9,000
- OSCA Community Composter		27,055	111,346
- Pearl Park Music Festival		20,000	-
- (it's no) drama		11,608	-
- Fish Creek Tea Cosy Cabaret		14,310	-
ACFE equipment grant		3,427	6,361
Community Kitchen – donation		2,074	1,200
Garden Backyard project		3,890	3,236
FRRR ABC Heywire Project		9,238	5,271
Corner Inlet Family Learning Program		53,322	47,489
Community Enterprise Foundation		-	38
FFFR – Working in Dairy Communities		-	4,308
ACFE Digital Adjustment Fund		851	1,925
Council COVID-19 Technology Grant		2,311	2,689
Project Green Plot (Self-funded)		448	-
VIC Business Cost Assistance Program (COVID-19)		24,300	-
Total other income		277,330	242,584
OTHER EXPENSES			
Auspicing expenses:			
- Project Green Plot		119	879
- Fish Creek Community Carnival		76,499	9,000
- OSCA Community Composter		27,055	111,346
- (it's no) drama		4,898	-
- Fish Creek Tea Cosy Cabaret		14,310	-
ACFE equipment grant		3,424	4,509
Community Kitchen		2,374	1,209
Garden Backyard project		970	1,737
FLP Corner Inlet Family Learning Program		8,194	7,088
FRRR ABC Heywire Project		7,793	5,876
Community Enterprise Foundation		-	39
Business Support Funding (VIC COVID-19)		174	7,496
ACFE Digital Adjustment Fund		851	1,925
Council COVID-19 Technology Grant		2,011	2,989
Project Green Plot (Self-funded)		448	-
VIC Business Cost Assistance Program (COVID-19)		5,592	-
Total other expenses		154,712	154,093
Net surplus for the year		87,819	19,574

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

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BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022	2021
CURRENT ASSETS			
Petty cash & cash floats		250	172
Cash at bank:			
- Manna Gum Community House		181,498	172,526
- Debit card		981	996
- Grant account		<u>56,562</u>	<u>59,749</u>
		239,041	233,271
Term deposit		24,714	24,671
Accounts receivable		62,999	4,150
TOTAL CURRENT ASSETS		327,004	262,264
NON CURRENT ASSETS			
Plant & equipment	3	48,257	52,888
TOTAL NON CURRENT ASSETS		48,257	52,888
TOTAL ASSETS		375,261	315,152
CURRENT LIABILITIES			
Accounts payable		3,424	6,388
PAYG & GST payable		20,954	11,730
Annual leave provision		5,955	9,825
Long service leave provision		14,883	14,106
Unexpended grants	4	62,172	93,049
TOTAL CURRENT LIABILITIES		107,388	135,098
TOTAL LIABILITIES		107,388	135,098
NET ASSETS		267,873	180,054
EQUITY			
Opening accumulated surplus		180,054	160,480
Current year surplus		87,819	19,574
TOTAL EQUITY		267,873	180,054

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

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STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 JUNE 2022

	Accumulated Surplus
Balance at 1 July 2020	160,480
Operating surplus for the year	19,574
Balance at 30 June 2021	180,054
Operating surplus for the year	87,819
Balance at 30 June 2022	267,873

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

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CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Fundraising and donations	1,497	3,047
Operating grants received	98,555	95,600
Other operating income received	57,592	153,187
Interest received	73	369
Payments to employees and suppliers	(239,237)	(263,970)
Other income received	246,380	152,045
Other expenses paid	(154,712)	(154,093)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	10,148	(13,815)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	(4,257)	(13,636)
Increase in term deposits	(43)	(1,271)
NET CASH USED IN INVESTING ACTIVITIES	(4,300)	(14,907)
NET INCREASE / (DECREASE) IN CASH HELD	5,848	(28,722)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	233,443	262,165
CASH AT THE END OF THE FINANCIAL YEAR	239,291	233,443

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

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NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2022

CASH FLOW INFORMATION	2022	2021
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	250	172
Cash at bank	239,041	233,271
Total	239,291	233,443
 b) Reconciliation of net cash provided by operating activities to surplus from ordinary activities:		
Surplus from ordinary activities	87,819	19,574
Add back non-cash items:		
Depreciation	8,888	8,302
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in accounts receivable	(58,849)	44,801
(Increase) / decrease in income in advance	6,260	4,341
Increase / (decrease) in trade payables	(30,877)	(90,170)
Increase / (decrease) in leave entitlement provision	(3,093)	(663)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	10,148	(13,815)

c) The association has no credit standby or financing facilities in place.

d) There were no non-cash financing or investing activities during the year.



MANNA GUM COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

NOTE 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 Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. 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 this financial report.

Accounting Policies

(a) Income Tax

The association is exempt from income tax due to the nature of its activities.

(b) Inventories

All costs except for fixed asset purchase are expensed at the date of purchase. No amount is brought to account for consumable stocks held on the balance day.

(c) Plant and Equipment

Plant and equipment are measured on the cost basis at the date of purchase.

The carrying amount of plant and equipment is reviewed annually by the association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the bases of the expected net cash flows which will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all property, plant and equipment are 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 depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The land and buildings are leased from the South Gippsland Shire Council. The current lease expired in July 2021 and is now in the process of being extended.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	20% Straight line
Leasehold Improvements	6.67 - 10% Straight line

(d) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. All employee benefits which are expected to be settled within one year and have been measured at their nominal amounts. Where the long service leave liability is not currently due, the liability has been calculated in relation to the probability of each employee remaining until the long service leave is entitled.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Revenue

Revenue is recognised when the entity obtains control over the funds which is generally at the time of receipt.

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

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. Refer to Note 4 for the details of unexpended grant funding.

(f) 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 Australian Tax Office. In these circumstances the GST is recognised as part of the cost of the acquisition of the asset or as part of the item of expense.

NOTE 2: RELATED PARTIES

Members of the committee receive no payment or other consideration for their services as committee members. Where a member of the committee is engaged to teach courses or to act in a managerial capacity that person receives no special advantage or other consideration when compared with other employees or tutors.

NOTE 3: PLANT & EQUIPMENT	2022	2021
Leasehold improvements:		
Buildings – at cost	52,727	52,727
Less accumulated depreciation	(17,278)	(13,454)
Written down value	35,449	39,273
Office equipment:		
Office equipment – at cost	36,771	32,514
Less accumulated depreciation	(23,963)	(18,899)
Written down value	12,808	13,615
Total plant and equipment at written down value	48,257	52,888

Movements in Carrying Amounts

	Leasehold Improvements	Plant & Equipment	Total
Balance at beginning of year	39,273	13,615	52,888
Additions	-	4,257	4,257
Depreciation	(3,824)	(5,064)	(8,888)
Disposals (net)	-	-	-
Balance at end of year	35,449	12,808	48,257



MANNA GUM COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

NOTE 4: UNEXPENDED GRANTS	2022	2021
Pearl Park Music Festival	12,272	10,272
OSCA	-	27,055
ACFE Equipment grant	3,538	1,465
Garden Backyard grant	-	3,142
Community Kitchen	256	385
Our Place Youth Group	10,777	20,015
Project Green Plot	785	424
Fish Creek Community Carnival	981	5,000
ACFE FLP	8,387	19,709
ACFE Digital Adjustment Fund	2,420	3,271
Council COVID-19 Technology Grant	-	2,311
(it's no) drama	12,966	-
Fish Creek Tea Cosy Cabaret	9,790	-
Total	62,172	93,049

NOTE 5: CAPITAL AND LEASING COMMITMENTS

Operating lease commitments:

Payable – minimum lease payments		
Not later than 12 months	104	104
Between 12 months and 5 years	312	-
Later than 5 years		
Minimum lease payments	416	104

The operating lease referred to above relates to the annual rental of the premises owned by the South Gippsland Shire Council. The current lease is valid from 1 August 2021 for 5 years.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 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 financial report as set out on pages 2 to 10:

1. Presents a true and fair view of the financial position of Manna Gum Community House Inc. as at 30 June 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 Manna Gum Community House 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:



Susan Plowright
Acting President



Linley Granger
Treasurer

3 October 2022



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
TO THE MEMBERS OF MANNA GUM COMMUNITY HOUSE INC.

We have reviewed the accompanying financial report, being a special purpose financial report, of Manna Gum Community House Inc., which comprises the balance sheet as at 30 June 2022, the income and expenditure statement, the cash flow statement and the statement of changes in equity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the special purpose financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012* and to meet the needs of the members. This responsibility also includes such internal control that the committee determine is necessary to enable the preparation of the special purpose financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express a conclusion on the special purpose financial report based on our review. We conducted our review in accordance with Australian Auditing Standard on Review Engagements ASRE 2415 *Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act or Other Applicable Legislation or Regulation*, in order to state whether, on the basis of the procedures described, we have become aware of any matter that makes us believe that the special purpose financial report does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including; giving a true and fair view of the association's financial position as at 30 June 2022 and its performance for the year ended on that date; and complying with the Australian Accounting Standards to the extent described in Note 1 to the financial report and the *Australian Charities and Not-for-profits Commission Regulations 2013*.

ASRE 2415 requires that we comply with the ethical requirements relevant to the review of the special purpose financial report.

A review of the special purpose financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the special purpose financial report of Manna Gum Community House Inc. does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including:

- a) Giving a true and fair view of the association's financial position at 30 June 2022 and its financial performance and cash flows for the year ended on that date: and
- b) Complying with Australian Accounting Standards to the extent described in Note 1, the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis of Accounting and Restriction on Distribution

Without modifying our conclusion, we draw attention to Note 1 to the special purpose financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the special purpose financial report may not be suitable for another purpose.

CARDELL ASSURANCE & AUDIT

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Liability limited by a scheme approved under
Professional Standards Legislation

10 October 2022

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