





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.



CONTENTS

five

Funders, supporters & partners

six

President's Report

seven

Treasurer's Report

nine

Manager's Report

ten

Education Report

eleven

Toora Hub

twelve

Our Place - Youth Group

thirteen

Community Café

fourteen

Project Greenplot

fifteen

Pearl Park Music Festival

sixteen

Services Australia Agency

seventeen

Emergency Relief

eighteen

2023-2026 Strategic Plan

twenty-two

Committee & Staff

twenty-three

Financial Report





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

FUNDERS, SUPPORTERS & PARTNERS

Adult, Community and Further Education
Adult Learning Australia
Aherns Fruit Market
Bass Coast Adult Learning
Buckley Park Community Farm
'Celebrate Her!' book project organising committee
Colin and Sally's Organic Lamb and Beef
Deep Creek Nursery
Department of Families, Fairness and Housing
FareShare
Fish Creek Community Garden
Fish Creek Primary School
Fish Creek RSL
Foster IGA
Food and Fibre Gippsland
Foodbank Victoria
Foster Chamber of Commerce
Foster Foodworks
Foster Medical Centre
Foster Primary School
Foster RSL
Foster Secondary College
Foundation for Rural and Regional Renewal
Foster Youth Assist Clinic
Gardiner Dairy Foundation
Latrobe Health Services
Leongatha Community House
Manna Community Garden
Milpara Community House
MYLI Foster Library
Nautilus Theatre
Neighbourhood Houses Gippsland
Neighbourhood Houses Victoria
Neil Barrett of Namoorook Farm, Leongatha
Project GreenPlot
Prom Coast Centres for Children
Prom Coast Food Collective
Prom Meats
Regional Arts Victoria
Services Australia
Skills and Jobs Centres
Social Traders Ltd
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
Volunteering Victoria
Yooralla, Leongatha



PRESIDENT'S REPORT

Warm, welcoming. Those two words sum up what I hear from many, many people involved in Manna Gum. The committee is proud that Manna Gum staff, volunteers and visitors value and acknowledge anyone and everyone in the Corner Inlet community who actively participates in and contributes to Manna Gum Community House.

It is our vision that the Corner Inlet community thrives, and that we at Manna Gum play an active and visible part in realising that vision. One of our highlights this year was the number of community members and service providers, including police and health professionals, who joined us at Foster to recognise the Trans Day of Visibility on 31 March. We were a sea of blue/pink energy and filled the meeting room to overflowing to celebrate with gender diverse Corner Inlet residents.

Another highlight that also filled the room, was our International Women's Day celebration in early March. This year we recognised the publication of *Celebrate Her!*, a collection of mini biographies of 23 South Gippsland women gathered and published as a gift to South Gippsland, by Michelle Gordon, Sarah Westwood, Karin Ruff and photographer Karli Duckett. Many women featured in the collection are, or have been, very involved with Manna Gum.

Generously, the team resolved to donate all monies from the sale of the book to The Hub, Manna Gum's award winning weekly gathering at Toora Primary School for parents and preschoolers. This gift led to another generous gift from Latrobe Health Services. Their support has enabled Manna Gum to plan ahead and properly resource the The Hub for now.

To bring all the Manna Gum activities to fruition, we rely on Bec Matthews our trusty and trusted Manager, and everyone who runs programs, provides services or who keep the administrative wheels greased and rolling, whether as a dedicated staff member or volunteer. The Committee of Management thanks you warmly for your deep and reliable commitment to Manna Gum.

I thank the Committee of Management members who have worked so collaboratively all year, and for speaking forthrightly while listening attentively. The committee has made some important strategic decisions regarding staffing and priorities by developing and implementing our Strategy Plan 2023-2026 and 2023 action plan. We have also progressively approved 5 out of 8 new governance policies, ensuring each was given rigorous governance attention. You can access the Strategy Plan and policies on our wonderful new website. Thank you Linley Granger, Kerry Strauss, Michael Shirrefs, Anne-Maree Gentile, Robyn Carseldine and Louisa Vale.

Sue Plowright

Sue Plowright
President



TREASURER'S REPORT

From a financial perspective, this year has been a wake-up call for Manna Gum. As for everyone else, increases in our income have not kept up with increases in costs.

During the Covid emergency, we were able to attract additional funding from a number of sources to meet an increase in demand for our services. That additional funding has since dried up but the demand for services has not.

Accordingly, we finished the year with an operating deficit nearly \$44,000 higher than last year and a decrease in total equity of about \$100,000. Some discussion of the impact on the Income and Expenditure Statement and the Balance Sheet follows.

As we move into 2023/24, we will be examining ways to reduce costs and increase funding. We are hopeful of being added to the ATO's Deductible Gifts register which could open us to currently unavailable philanthropic funding opportunities.

On behalf of the Manna Gum Committee, but particularly as Treasurer, I again extend my gratitude to Rebecca Matthews as Manager and Simone Goeckes as Finance Officer. Their management of the accounts and reporting are key to the effective management of Manna Gum, its reliability as a service provider and to maintaining the trust of funders.

INCOME AND EXPENDITURE STATEMENT

In 2022/23, total operating income increased by around \$16,000 whereas operating expenses rose by nearly \$60,000. Accordingly, our operating loss increased by nearly \$44,000.

Notable increases in our income derived from:

- our contracts with the Victorian Department of Families, Fairness and Housing and Services Australia were increased by about \$3,400.
- donations, fundraising activities, room hire and auspicing contributed around an extra \$12,000.
- profit from the community lounge and shop rose by nearly \$4,000. With the emergency phase of the Covid pandemic over, the community shop and lounge has been able to operate and is showing promising signs of building up a steady trade.
- we received a generous donation of \$10,000 when proceeds from sale of the Celebrate Her! book were donated to the Toora Hub project. This was matched with a donation from Latrobe Health Services. They will ensure funding of the project for a second year, with a first year of funding enabled with a grant from the Toora and Foster Community Bank.
- auspicing fees which nearly doubled to over \$6,000.

Significant increases in costs were mainly from wages and salaries and challenges in funding for emergency relief.

Wages and salaries rose by about \$21,000 with oncosts (long service leave and superannuation contributions) bringing the total increase to more than \$26,000. Our salary costs are determined by the Collective Agreement that covers Neighbourhood Houses.

Paid staff, whose roles are to run Manna Gum, include our Manager, Finance Office and Administrative Assistant. Other paid staff are funded from specific grants, including the Services Australia agents.

AUSPICING AND GRANTS

As I noted in last year's report, auspicing is becoming an increasingly significant function for Manna Gum. We support local organisations which have been successful in receiving grants but do not have the legal and insurance structures in place to meet the governance requirements of the funding body. For this we charge a small administrative fee.



TREASURER'S REPORT, CONTINUED.

Because the funds we hold on behalf of the organisations we auspice are held in one of our bank accounts, the funds are shown in our financial reports, under Other Income and Other Expenses. This year, even though they are not money for Manna Gum to spend and as an artefact of accounting timing, auspicings expenses exceeded income by some \$56,000.

Projects for which Manna Gum has received grant funding are also listed under Other Income and Other expenses. They are also subject to accounting anomalies associated with timing, for example when a grant is offered over a calendar year but our accounting is for the financial year.

BALANCE SHEET

The Balance Sheet for this year shows a reduction in net assets of about \$100,000 compared with last year. Less money in the bank, less owing to us as accounts receivable and unexpended grants account for the change.

We finished the year with about \$32,000 less in the bank. Even though the balance is still healthy, we cannot afford to let it slip much further.

The difference in accounts receivable (\$56,165) is explained largely by a delay we had last year in receiving emergency relief funding from our contract with the Salvation Army.

Unexpended grants comprise some \$33,000 towards our reduction in assets as they are accounted for as liabilities. These include grant funds of our own as well as funds we are holding for other, auspiced organisations, as shown in Note 4 of the accounts.

Linley Granger

TREASURER



MANAGER'S REPORT

This year we returned to full swing and became busier than ever. We bid farewell to some valued staff members, including Louisa Vale, who led our education program for over seven years. Louisa's compassion, advocacy, and strong sense of community, together with her adult education skills, will be greatly missed.

Tracey James, who previously facilitated the youth group, has transitioned into a tutor's role. She established our valuable youth program that continues to thrive and had a fantastic rapport with the young people. We were fortunate to welcome some highly skilled staff into the new roles - Annie Pearce as a youth worker and Genevieve Moore as an ACFE tutor. Shannon Gee has also become a valued member of our office and Services Australia Agency team.

Our ongoing commitment to improving our infrastructure resulted in a major accomplishment when we installed a new commercial barbecue in March. Many thanks to our fundraising team and a grant from the Gardiner Dairy Foundation for supporting this project. It has already been put to good use.

Our advocacy efforts remained strong this year. We joined Neighbourhood Houses Victoria, our peak body, to support the Uluru Statement from the Heart and the 'Yes' campaign for an Indigenous Voice to Parliament. We also hosted a community event to show support and solidarity for transgender people on the International Trans Day of Visibility.

Our work persists in raising awareness about homelessness and people experiencing financial hardship within our community, and we are currently faced with the challenge of adequately resourcing our services. When Neighbourhood Houses across the state completed their survey on 2022 service delivery, the results revealed an increase of 245% of material relief provided by Houses since 2019.. Our sector is responding to the needs of our local communities, but we are not adequately funded to deliver this service.

Our online customer management system, Social Planet, streamlined our office management and enrolment processes, enabling more online course enrolments and payments. We also proudly launched our new website in June, and we extend our gratitude to Elizabeth Collins for her work on this.

Digital access remains an ongoing need in the community, along with support for devices, online applications, and connecting to services. We address this need in our Services Australia Agency, our office, our ACFE programs, and our Tech Club. We are proud to have processed 378 Power Saving Bonus applications since June 2021, helping local community members access \$94,500 in energy bill relief payments.

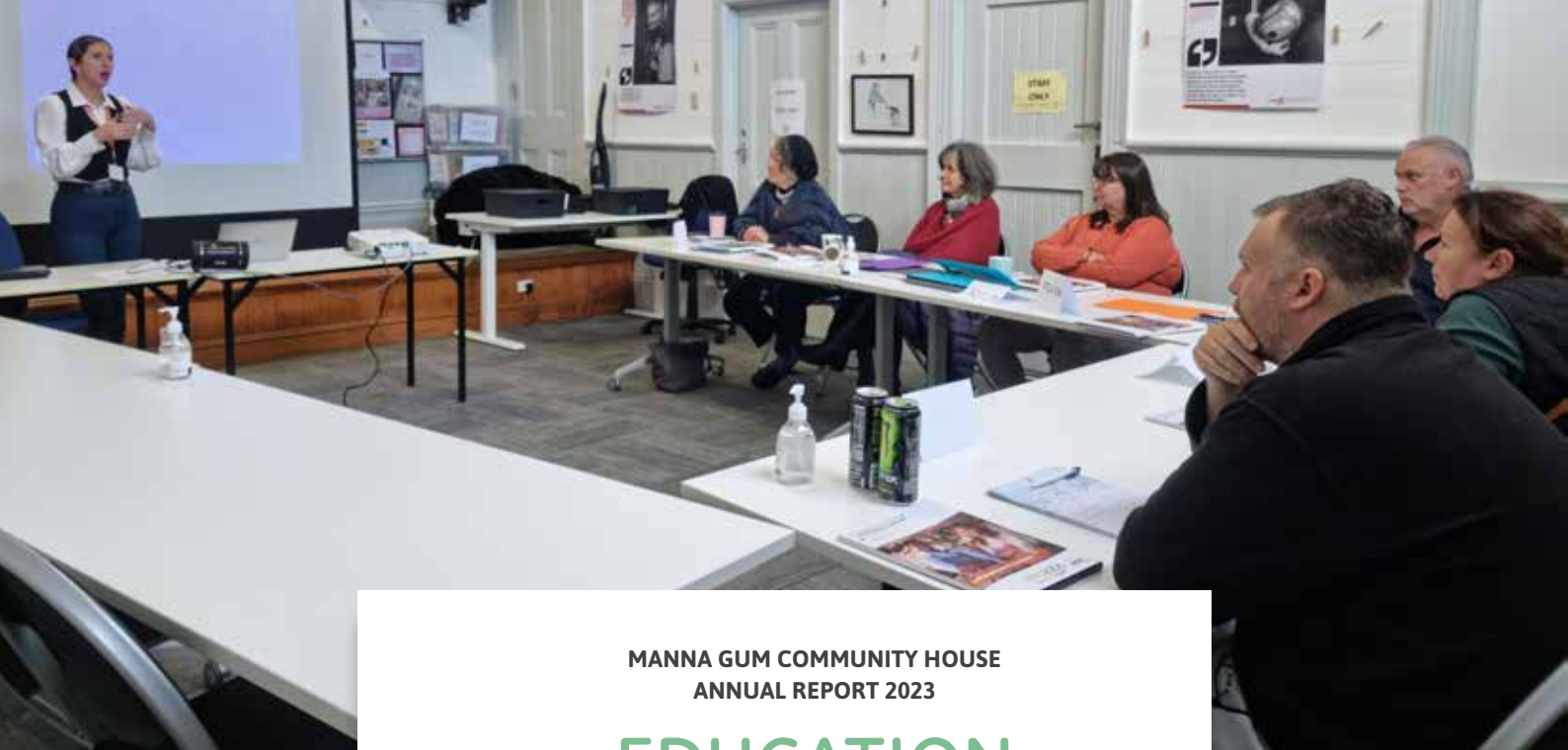
This year, we celebrated with many events, including the Pearl Park Music Festival, International Women's Day, St. Patrick's Day, and a family winter solstice BBQ. We are committed to continuing to build our reputation as a valuable gathering place for all members of our community.

I extend my heartfelt thanks to our staff, volunteers, and Committee for their hard work. I am also grateful to the many individuals and organisations that have contributed financial or in-kind support. We have seen a significant increase in the support we are receiving, making us stronger and better able to deliver our full range of services.

Rebecca Matthews

MANAGER





MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

EDUCATION REPORT

In the last term of 2022, Louisa Vale delivered a Learn Local course 'Work for Yourself - Care and Support Sector.' The course was designed in partnership with TAFE Gippsland and is delivered across Gippsland in multiple Learn Local organisations. The significant number of attendees, a total of fourteen, underscored the demand for training for emerging NDIS support workers in the Corner Inlet area and beyond. All participants successfully completed the course, and credit goes to Louisa for her ability to attract and maintain the interest and enthusiasm of those attending.

To expand the reach of Manna Gum's Learn Local program, Basic Technology classes were offered in Welshpool and Toora, as well as at Manna Gum during Term One. Starting from Term Two, Basic Technology classes were consolidated to Toora and Foster due to low numbers at the Welshpool venue.

In 2023, Manna Gum took over the administration of the 'Ready for Hospitality' course in partnership with Yooralla (Leongatha) from the Leongatha Community House after Term One. Comprehensive tutor's notes and session plans were developed by our staff in consultation with the course tutor, Tracey James. This documentation will be a valuable resource for future hospitality course coordinators and tutors.

The students greatly benefited from the course, which included a variety of activities such as preparing and serving lunches in the Manna Gum lounge and visits from subject matter experts. There was also a strong emphasis on connecting our participants with community organisations like the Lions Club and a local community farm. We extend our gratitude to our partners, Food and Fibre Gippsland, for their ongoing support in providing funded, accredited training and uniforms. A big thank you to Tracey for her dedication in running this course in 2023.

'Work for Yourself - Care and Support Sector' was successfully delivered again during Term Two, with nine participants. The variety of guest presenters increased to twelve, including experienced support workers, NDIS participants, NDIS staff, and subject matter experts on professional conduct, small business, and employment providers. Student reviews of the course indicated they had gained significant knowledge as potential support workers, and they appreciated the insights from subject matter experts.

Due to the enthusiasm for the course and the identified needs in South Gippsland, it is scheduled to be conducted again in Term Four 2023.

Genevieve Moore

TUTOR



MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

TOORA HUB

Our Hub program provides an opportunity for parents and carers in the Corner Inlet community to socialise, support and engage with one another. Meeting each week during the school term at The Toora Primary school gymnasium. There is no cost to attend, and an on-site supervised playgroup is available for parents with preschoolers.

I have led the program in 2023 with the support of Lily providing early years play activities for the children in attendance. The partnership the program has provided with Toora Primary School, where The Hub sessions take place, is providing a safe and welcoming place for parents and carers to meet, as well as helping create stronger relationships between local families and the school.

This year, the program has moved away from direct 'topic-based' adult learning to providing a social outlet with activities tailored at nurturing the wellbeing of our participants. This new direction was formed from participant feedback.

With funding received from Toora and Foster Community Bank, Investing in Women Grassroots Grant Program, Celebrate Her! - South Gippsland Women and Latrobe Health Services, The Hub program has been able to provide facilitated activities to the group each week supporting the needs of our participants. All facilitated activities offered are optional. If any parent or carer

doesn't feel like taking part, they can come for a cuppa and chat over morning tea or bring the kids for a play.

Mindfulness and self care has been our theme in 2023 booking in local experts to run the following sessions with the group: meditation, yoga, breath work, movement and massage, botanical wreath making, water colour painting and aromatic kinesiology.

The Hub at Toora Primary School Facebook page continues to grow with forty six new members to date this year. The page provides an opportunity for those still hesitant to meet face-to-face and can connect through posts and chat.

Our community greatly appreciates the weekly access to The Hub Program, which Manna Gum Community House provides during school terms. Participants at The Hub have expressed their enthusiasm, with comments such as, 'Each week it's something I look forward to. Something just for me,' 'The social connection is so valuable,' and 'It's so nice to have the kids socialising with one another while we do too.' We remain committed to ongoing consultations with the group to ensure that we can co-design the program in response to their needs within our community.

Jacqueline Southwell

FACILITATOR





MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

OUR PLACE - YOUTH GROUP

It was a pleasure to come into the Our Place group this year as the Youth Worker. Meeting weekly on Mondays after school during school term our participants are between the ages of 11-18 years old. They come together for informal activities and a two course hot meal, finishing at 6pm.

During the year we have increased in numbers of participants with 45 enrolled and averaging 15-25 on a weekly basis. We rely heavily on our champion volunteers, Karen, Damien, Craig and Kerry, to assist with what has become a busy kitchen preparing dinner and dessert plus the clean up afterwards.

This year we have many Grade Six participants which bodes well for the longevity of the group over the next few years. Word of mouth has been a valuable way of engaging more young people in the program, with participants often bringing friends along with them.

Activities over the year have been varied with virtual reality again a favourite, facilitated by MYLI Library, Foster. The young people have commenced some mini murals showcasing the values that they voted on for their own Code of Conduct. Once the weather warms up we will be able to paint them outside.

Being successful in an equipment grant of \$5,000 from the Gardiner Dairy Foundation was exciting for our group. The young people voted for different equipment ranging from Archery and Spikeball to new art supplies. We look forward to rolling out this equipment in Term four and it will certainly make for some varied and new activities for the group.

Our end of term BBQs have been a lovely way to include families and get to know parents, carers and siblings of Our Place participants. The young people enjoyed visits from South Gippsland Shire Council Deputy Mayor, Claire Williams. She was happy to chat to them about local issues. Harriet from headspace Wonthaggi also visited providing games and activities while interacting with all of the group.

It has been important to engage and empower our young people in decision-making and planning. Not always an easy task with this age group, and they have felt their ideas heard and become involved in planning which has developed trust and a genuine youth-led approach to the group.

Annie Pearce

YOUTH WORKER



MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

COMMUNITY CAFÉ

The last year has witnessed a steady increase in patronage on Mondays and Tuesdays, which includes various community groups who utilise the Community House hall and garden as well as regulars and passers by.

The lounge is light and bright but warm in winter and provides a welcoming, caring and fun environment for all who walk through the doors. The commitment and dedication of the volunteers make the café a special place within the Corner Inlet community. We also welcomed our Learn Local hospitality students from Yooralla who delivered a variety of lunches as part of their vocational training.

The café this year acquired a new commercial grade coffee machine and a different brand of roasted coffee which is delicious and has been very popular. Some of the volunteers completed a one-day barista training workshop that was both fun and informative.

The volunteers continue to cook delicious homemade sweets to accompany the hot “cuppa” and through winter have had soup and toasties for sale at affordable prices.

The café also sells seasonal homemade preserves, jams and sauces to assist with fundraising for Manna Gum and their bright display adds a splash of colour to the lounge. It is certified as a social enterprise with Social Traders, raising funds for charitable purposes. 100% of the funds raised support Manna Gum’s programs and services.

Volunteers and staff ran a very successful Christmas monster raffle at the street stall in Foster during October, November, and December. The cakes and sweets were quickly snapped up. The street stall provided an opportunity for community engagement and helped spread the word about the amazing café!

Robyn Carseldine

VOLUNTEER AND COMMITTEE MEMBER





MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

PROJECT GREENPLOT

Project GreenPlot continues to roll with the seasons to send out fresh produce to over 20 households in the Corner Inlet area, with the essential contribution from Neil and Sven of Namarook market garden in Leongatha to form the basis of what gets loaded into the boxes every fortnight.

STATS 2022-23

Distribution Days: 25

Total Produce weight: over 600 kgs

**Eggs supplied by Namarook
+ other local residents:
84 doz + 25 doz = 109 dozen**

Organic, seasonal vegetable/fruit types: 52

Volunteer hours - logistics (driving): 87

Volunteer hours - packing: 75

Volunteer hours - communications: 32

Total volunteer hours: 194

Our trusty team of volunteers buzz about the Manna Gum kitchen to tidy up and bag up a wide variety of seasonal food, then load up even more with baked goods and bread from The Kitchen Table and Foodworks. Frozen meals are also provided to those who find cooking problematic, created by Foster local Ann Parry. The abundance never fails to impress those walking past on the day.

It's hoped that the newly installed combination lock money box will keep safe the many small donations made by those using the Produce Swap Trolley, which are important funds for topping up the boxes during the low-harvest months of the year in Spring.

Demand has certainly grown and the number of families with children needing support has doubled in the past twelve months. Hearing enthusiastic feedback from recipients and knowing that surplus produce has been well utilised makes it all worthwhile.

www.projectgreenplot.org

Elizabeth Collins

FOUNDER



MANNA GUM COMMUNITY HOUSE
ANNUAL REPORT 2023

PEARL PARK MUSIC FESTIVAL

Manna Gum Community House was proud to be lead partner for the second Pearl Park Music Festival held on January 7th, 2023. Rebecca Bone from the Pearl Park Music Festival Committee led the organising team as the artistic director and event co-founder, and Elizabeth Collins headed up the event production and promotion.

After the first festival was held in 2019, the intention was to make this a biennial event, however this was 'paused' due to Covid restrictions. Fortunately, a major grant from the Regional Arts Fund, along with support from South Gippsland Shire Council, Toora and Foster Community Bank as well as support from local businesses enabled the event to go ahead - with free entry for all.

The event brought together twelve local bands to entertain consistent crowds throughout the day (estimated at 2000), with food stalls benefiting from the hungry crowds, along with market stalls and a Stockyard Gallery exhibition. It demonstrated strong community partnerships and collaboration. Many volunteers supported the event.

Other community groups and businesses provided food throughout the day including The Kitchen Table, the Foster Pool and the Foster Primary School.

From 10am until 10pm there was food, music and dancing for all ages. The Main Street of Foster was closed at one end, and Pearl Park was covered in picnic rugs and camp chairs, and decorated with fairy lights and lanterns for the evening. Children's activities included face painting and art workshops with the Stockyard Gallery.

The Community Bank also lent their marquee for the day which was the main information tent where the public could buy raffle tickets, ask for further details and get help where necessary. The Foster RSL volunteers staffed the bar.

With two successful events delivered for the community, the Pearl Park Music Festival is gaining momentum with support from the local population, local musicians and local businesses.





SERVICES AUSTRALIA AGENCY

This year our Services Australia agency provided access and support for 992 customer enquiries. Enquiries are widely varied, and includes connecting with government services, setting up a MyGov account, assistance with forms and verification of ID. Some of the more complex enquiries involve clients facing multiple barriers to receiving payments or service provision. Many of these clients don't have family or friends who can assist and advocate for them. Our agents can spend hours on the phone at times with complex enquiries, troubleshooting delays in claims or payments, often with great outcomes for the customer.

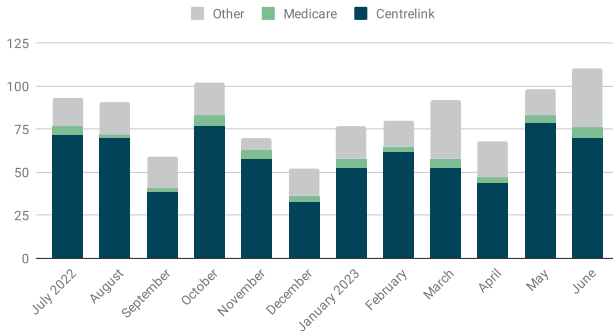
The digital equipment has run smoothly this year, only affected by issues that are generally nationwide, but these are infrequent. There are often long wait times on our Silver Service line, which is a phone line unique to agencies and helps us troubleshoot complex issues directly with a customer service officer.

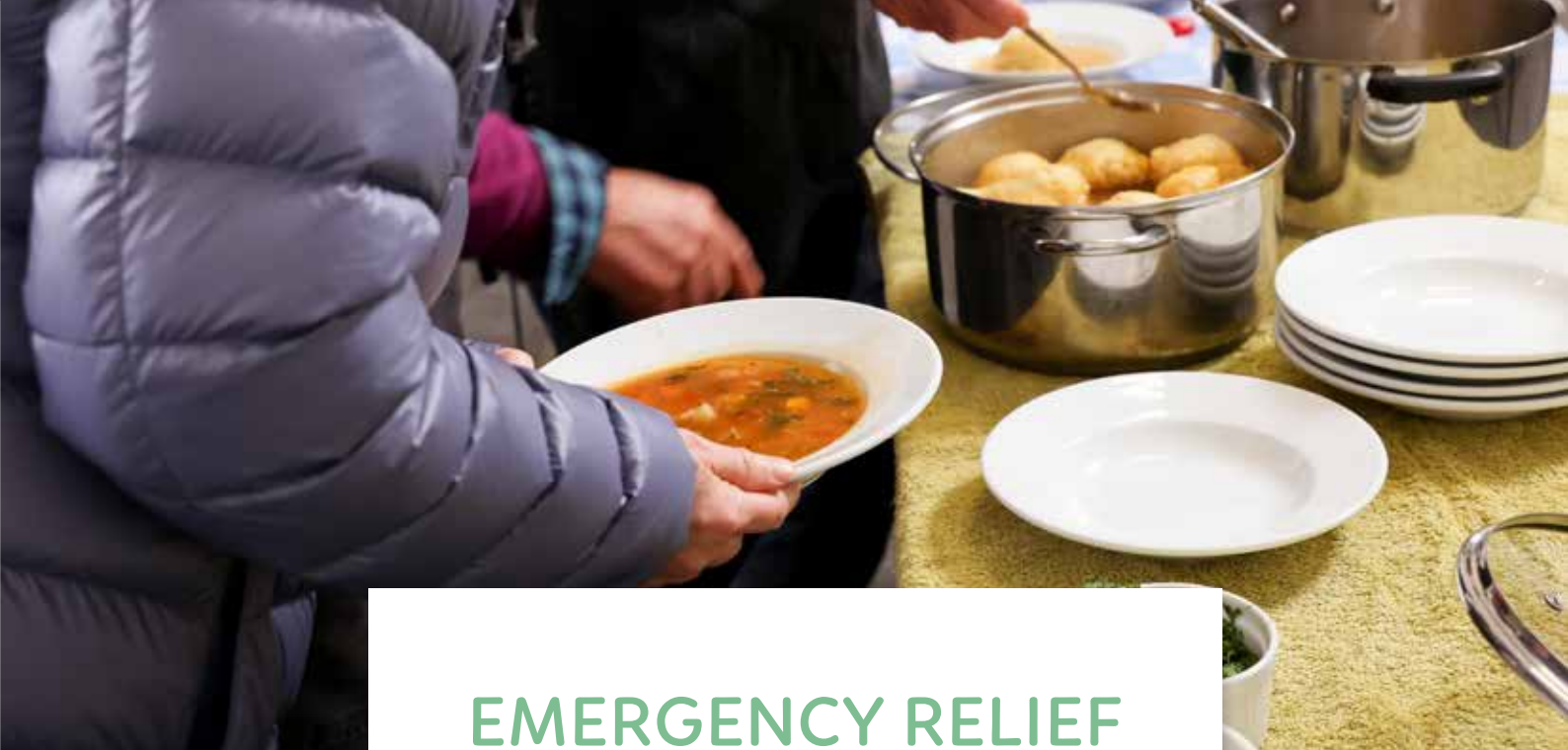
For both of our semi-annual reviews with our Zone Coordinator, the Foster agency has been highly complimented on our compliance and the quality of customer service.

This year, we bade farewell to Barbara Stevens, who worked for Manna Gum for over twelve years, and we are grateful for her commitment to her role as an Agent during this time. We welcomed our new staff member, Shannon Gee, who hit the ground running. Her warm and caring attitude has been greatly appreciated by customers who are sometimes dealing with difficult issues when they arrive at the agency.

Rebecca Matthews
MANAGER

Centrelink Agency Client Visits. July 2022 - June 2023





EMERGENCY RELIEF COMMUNITY DOORWAYS SERVICE

Manna Gum Community House is a partner agency with the Salvation Army, providing a Community Doorways program to support local community members who are experiencing financial crisis.

Our clients receive vouchers and material aid to alleviate financial stress, along with referrals to other support services. In 2022, we received approximately 5,424 kgs of donated food from Foodbank, FareShare, and the Salvation Army, valued at \$108,751. We have experienced an increase in demand over the past year, which is consistent with data from the Foodbank Hunger Report, revealing that 21% of Australian households experience severe food insecurity.

While a broad range of households are struggling, it is those with children which have been hit harder than others in the past year. Single parent households are the worst of all...The most common reason for households experiencing food insecurity in the last 12 months was increased or high cost of living, followed by reduced or low incomes or benefits.
- Foodbank Hunger Report 2022

At Manna Gum, we place value on providing easy access to nutritious, fresh food, including

prepared frozen meals. We build this into many of our programs including the monthly Community Lunch, the Community Cafe, our weekly youth group, our regular fresh produce boxes and our produce swap trolley that is accessible 24 hours a day. We also rescue food that might otherwise be wasted from people's gardens, local supermarkets and Aherns Fruit Market. We are grateful to our ongoing partnership with Project GreenPlot who coordinate the veggie boxes, and St Vincent de Paul who generously support the Community Lunch.

Manna Gum runs a Winter Appeal and Christmas Appeal to raise extra funds for our service, and in the last twelve months we have received over \$5,000 in financial donations from the community. This supports our Christmas hamper drive, and last year, we distributed sixty gift and food hampers to local households in Corner Inlet.

We couldn't deliver this service without our partners, support from local businesses and our skilled volunteers, so thank you to Juliette, Sandra, Rhonda, Karen, Noelle, Kerry and Joyce, along with all of our staff who support our clients through the Doorways program.





STRATEGIC 2023 - 2025

VALUES: RESPECT. ACCOUNTABILITY. INCLUSIVENESS.

- We deliver programs which support education and employment pathways including:
 - Learn Local government funded courses
 - Access to online learning through our digital hub
- We deliver programs which support digital literacy
- We provide general interest workshops that are low-cost and accessible



- We want to audit and review programs, services, education and activities to ensure they are supporting our purpose
- We want to enhance the inclusiveness of our programs
- We want to sustain ACFE funding over the long term through developing strategies for reaching hard to reach learners

- We provide welcoming and non-judgemental support services
- We provide a weekly youth group
- We provide a space for community groups and services that share our values
- We provide opportunities for people to volunteer
- We provide accessible and safe places for people to gather
- We partner with others to deliver local support services and activities
- We hold events that facilitate social connection
- We attempt to make our services accessible to all members of the Corner Inlet community, regardless of their location



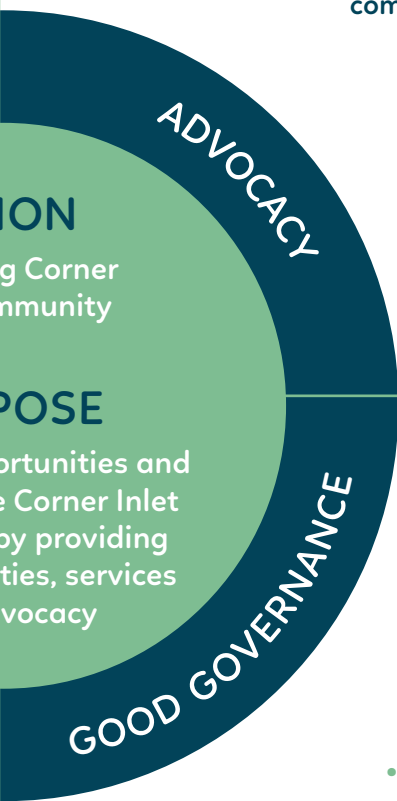
- We want to secure funding for an inclusive, long-term Corner Inlet-wide youth program
- We want to finish the Gathering Place (outdoor area at Manna Gum Community House Foster)
- We want to develop a process for consultation with diverse and underserved groups across all areas of Corner Inlet, including LGBTQI+ and multicultural communities
- We want to explore solutions for mobility of our services to reduce transport-related access barriers



C PLAN

6

ABILITY. SUSTAINABILITY. INCLUSION



- We actively listen to the Corner Inlet community and respond to collective needs
- We advocate with and on behalf of community members to endeavour to meet their needs
 - We champion issues which are important to the ongoing wellbeing of Corner Inlet

- We want to build and maintain relationships to influence policy decisions as a respected voice on key issues that matter to the Corner Inlet community
- We want to scan and scope emerging issues and opportunities that could improve our outcomes



- We manage our organisation to a high standard
- We are transparently accountable to funding bodies, members and the community
- We address sustainability in everything we do

- We want to maintain and build on our funding base
- We want to guarantee funding security and explore additional funding sources to support business continuity and growth
- We want to develop a business continuity plan that includes risk management, sustainability, succession, capability, and responsiveness to change

- We invest in the development and effectiveness of the Committee of Management
 - We maintain and develop our buildings and facilities to support our mission
 - We review, refresh and revise a policy framework and comprehensive policy suite
 - We want to review and update our Rules

- We want to develop a Marketing Plan to ensure that Manna Gum continues to meet the needs of the Corner Inlet community
- We want to establish sub-committees to address and progress strategy plan items
- We want to establish an advisory panel with specialist expertise we can draw on as needed





COMMITTEE & STAFF

COMMITTEE OF MANAGEMENT

President

Sue Plowright

Executive Secretary

Michael Shirrefs

Minutes Secretary

Kerry Strauss

Treasurer

Linley Granger

Members

Ann-Maree Gentile

Louisa Vale

Robyn Carseldine

STAFF

Manager

Rebecca Matthews

Finance Officer

Simone Goeckes

Centrelink & Medicare Agents

Sandra Liversidge

Barbara Stevens

Rhonda Mallows

Shannon Gee

Community Support Coordinator

Shannon Gee

Learn Local Tutors

Genevieve Moore

Louisa Vale

David Pollard

Tracey James

'Our Place' Youth Workers

Annie Pearce

Tracey James

Toora Hub Facilitator

Jacqueline Southwell

Technology Club Tutor

Tim Beacham

Community Lunch Facilitator

Juneen Schulz





SPECIAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023
A0007556K



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2023

	2023	2022
INCOME		
Donations/gifts	3,660	1,222
Fundraising income	2,593	275
Internet/photocopying/printing/other income	1,783	1,043
Membership fees	123	100
Events	2,917	2,300
WGAC T-Paper	5,833	4,998
Room hire	5,355	7,148
Community Shop	11,869	8,823
Course Income	41,791	36,302
DFFH contract	93,718	89,596
Services Australia contract	27,038	27,775
Auspicng income	6,350	3,350
PSB2 outreach	2,240	1,121
Emergency relief	13,262	18,245
Total income	218,532	202,298
EXPENDITURE		
Accountant review fee	1,620	1,520
Bank fees	764	440
Bad debts expense	140	-
Council licence	104	104
Council rates	456	434
Telephone	470	744
Insurance	152	163
Internet	1,412	1,146
Electricity	2,288	398
Water	1,547	894
Security	546	683
Repairs & maintenance	694	828
Computer expenses	1,324	-
Printing/photocopying	551	139
Software & subscription	1,763	1,413
Waste removal	852	44
Stationery/Office supplies/paper	858	830
Cleaning expense	7,005	7,436
Police checks	123	327
Community House equipment	641	154
Gifts and donations	657	222
Groceries	247	349
WGAC	5,136	3,120
Advertising & marketing	2,186	1,476
Subscriptions & memberships	1,848	1,163
Room hire	170	71
Programs/events	2,229	1,778
Catering	1,631	668
Staff training & development	2,227	850
Community Shop expenses	3,357	3,964
Loss on disposal of assets	2,193	-
Miscellaneous expenses	476	238
Tutor fees	17,375	6,411
Course refunds	140	881
Emergency relief	18,761	10,944
Depreciation expense	3	10,685
Wages & salaries expense	180,054	158,887
Superannuation expense	17,034	15,274

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2023 (continued)

EXPENDITURE (continued)	NOTE	2023	2022
Leave provision expense (annual and long service leave)		3,640	3
Workcover premium		3,800	4,213
Total expenditure		297,071	237,097
<i>Net operating deficit for the financial year</i>		<i>(78,539)</i>	<i>(34,799)</i>
OTHER INCOME			
Interest income		793	73
Auspecting income:			
- Project Green Plot		-	424
- Fish Creek Community Carnival		76,729	103,999
- OSCA Community Composter		-	27,055
- Pearl Park Music Festival		16,683	20,000
- (it's no) drama		9,790	11,608
- Fish Creek Tea Cosy Cabaret		12,966	14,310
- Nautilus Theatre Project		4,494	-
- Front Foot / Back Beat		18,727	-
ACFE Training Delivery Support grant		7,212	3,427
Community Lunch		3,498	2,074
Garden Backyard project		5,000	3,890
Our Place Youth Group		10,827	9,238
Corner Inlet Family Learning Program		18,047	53,322
ACFE Digital Adjustment Fund		968	851
Technology Grant		2,000	2,311
Project Green Plot (Self-funded)		782	448
VIC Business Cost Assistance Program (COVID-19)		-	24,300
Software Licence Support Grant		622	-
The Toora Hub		10,377	-
Total other income		199,515	277,330
OTHER EXPENSES			
Auspecting expenses:			
- Project Green Plot		-	119
- Fish Creek Community Carnival		104,227	76,499
- OSCA Community Composter		-	27,055
- (it's no) drama		19,676	4,898
- Fish Creek Tea Cosy Cabaret		9,790	14,310
- Pearl Park Music Festival		38,683	-
- Nautilus Theatre Project		4,494	-
- Front Foot / Back Beat		18,727	-
ACFE Training Delivery Support grant		7,212	3,424
Community Lunch		3,498	2,374
Garden Backyard project		-	970
FLP Corner Inlet Family Learning Program		1,121	8,194
Our Place Youth Group		2,392	7,793
Business Support Funding (VIC COVID-19)		-	174
ACFE Digital Adjustment Fund		968	851
Technology Grant		-	2,011
Project Green Plot (Self-funded)		782	448
VIC Business Cost Assistance Program (COVID-19)		9,302	5,592
Software Licence Support Grant		622	-
The Toora Hub		265	-
Total other expenses		221,759	154,712
Net surplus / (deficit) for the year		(100,783)	87,819

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023	2022
CURRENT ASSETS			
Petty cash & cash floats		250	250
Cash at bank:			
- Manna Gum Community House		143,947	181,498
- Debit card		160	981
- Grant account		<u>63,267</u>	<u>56,562</u>
		207,374	239,041
Term deposit		25,129	24,714
Accounts receivable		6,834	62,999
TOTAL CURRENT ASSETS		239,587	327,004
NON CURRENT ASSETS			
Plant & equipment	3	66,339	48,257
TOTAL NON CURRENT ASSETS		66,339	48,257
TOTAL ASSETS		305,926	375,261
CURRENT LIABILITIES			
Accounts payable		4,936	3,424
PAYG & GST payable		11,867	20,954
Annual leave provision		10,442	5,955
Long service leave provision		11,382	14,883
Unexpended grants	4	95,277	62,172
Income in advance	5	4,932	-
TOTAL CURRENT LIABILITIES		138,836	107,388
TOTAL LIABILITIES		138,836	107,388
NET ASSETS		167,090	267,873
EQUITY			
Opening accumulated surplus		267,873	180,054
Current year surplus / (deficit)		(100,783)	87,819
TOTAL EQUITY		167,090	267,873

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2023

	Accumulated Surplus
Balance at 1 July 2021	180,054
Operating surplus for the year	87,819
Balance at 30 June 2022	267,873
Operating deficit for the year	(100,783)
Balance at 30 June 2023	167,090

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2023

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Fundraising and donations	6,253	1,497
Operating grants received	103,089	98,555
Other operating income received	192,198	57,592
Interest received	793	73
Payments to employees and suppliers	(333,295)	(239,237)
Other income received	252,806	246,380
Other expenses paid	(222,136)	(154,712)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	(292)	10,148
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	(32,287)	(4,257)
Proceeds from sale of assets	1,327	-
Increase in term deposits	(415)	(43)
NET CASH USED IN INVESTING ACTIVITIES	(31,375)	(4,300)
NET INCREASE / (DECREASE) IN CASH HELD	(31,667)	5,848
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	239,291	233,443
CASH AT THE END OF THE FINANCIAL YEAR	207,624	239,291

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2023

CASH FLOW INFORMATION	2023	2022
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	250	250
Cash at bank	207,374	239,041
Total	207,624	239,291
 b) Reconciliation of net cash provided by operating activities to surplus from ordinary activities:		
Surplus / (deficit) from ordinary activities	(100,783)	87,819
Add back non-cash items:		
Depreciation	10,685	8,888
Loss on disposal of assets	2,193	-
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in accounts receivable	56,165	(58,849)
(Increase) / decrease in income in advance	(7,575)	6,260
Increase / (decrease) in trade payables	38,037	(30,877)
Increase / (decrease) in leave entitlement provision	986	(3,093)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	(292)	10,148

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.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023

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. Refer Note 6 for the lease arrangements.

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 2023

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	2023	2022
Leasehold improvements:		
Buildings – at cost	67,040	52,727
Less accumulated depreciation	<u>(22,548)</u>	<u>(17,278)</u>
Written down value	44,492	35,449
Office equipment:		
Office equipment – at cost	42,937	36,771
Less accumulated depreciation	<u>(21,090)</u>	<u>(23,963)</u>
Written down value	21,847	12,808
Total plant and equipment at written down value	66,339	48,257

Movements in carrying amounts

	Leasehold improvements	Plant & equipment	Total
Balance at beginning of year	35,449	12,808	48,257
Additions	14,313	17,974	32,287
Depreciation	(5,270)	(5,415)	(10,685)
Disposals (net)	-	(3,520)	(3,520)
Balance at end of year	44,492	21,847	66,339



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023

NOTE 4: UNEXPENDED GRANTS	2023	2022
Pearl Park Music Festival	4,548	12,272
ACFE Training Delivery Support grant	1,826	3,538
Community Lunch	412	256
Our Place Youth Group	-	10,777
Project Green Plot	816	785
Fish Creek Community Carnival	42,402	981
ACFE FLP	-	8,387
ACFE Digital Adjustment Fund	1,451	2,420
(it's no) drama	-	12,966
Fish Creek Tea Cosy Cabaret	-	9,790
ACFE Local Innovations Grant	8,000	-
Software Licence Support Grant	377	-
Front Foot / Back Beat	1,333	-
The Toora Hub	34,112	-
Total	95,277	62,172

NOTE 5: INCOME IN ADVANCE

Salvation Army	4,932	-
Total	4,932	-

NOTE 6: CAPITAL AND LEASING COMMITMENTS

Operating lease commitments:

Payable – minimum lease payments		
Not later than 12 months	104	104
Between 12 months and 5 years	208	312
Later than 5 years		
Minimum lease payments	312	416

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.

At the date of this report there are no significant capital commitments entered into by the committee.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2023

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 2023 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
President


Linley Granger
Treasurer

2 October 2023



**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 2023, 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 2023 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 2023 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

Lyndal J. McKenzie
3A Billson Street
WONTHAGGI VIC 3995

9 October 2023

Liability limited by a scheme approved under
Professional Standards Legislation

3a Billson St Wonthaggi VIC 3995
MAIL PO Box 116 Wonthaggi VIC 3995

T 03 5672 3722
E contact@cardell.com.au

W www.cardell.com.au





33 STATION ROAD FOSTER VIC 3960
PO BOX 176 FOSTER VIC 3960
(03) 5682 1101
OFFICE@MGCH.ORG.AU
MANNAGUMCOMMUNITYHOUSE.ORG.AU