

ANNUAL REPORT



Phillip Island Community and
Learning Centre Inc.

2019



Contents

Acknowledgements.....	3
Vision.....	4
Chair’s Report.....	6
Centre Coordinator’s Report.....	7
Women Connect Report.....	12
Boomerang Bags Report.....	13
U3A Report.....	15
Treasurer’s Report.....	16
Audited Financial Report.....	17

PICAL wishes to thank and acknowledge everyone who supports our work throughout the year, including the many wonderful individuals and organisations in our local community who regularly donate cash and goods but who wish to do so anonymously.

- Neighbourhood Houses Victoria
- ANHLC
- Bass Coast Shire Council
- Learn Local
- Bendigo Bank (branches at Cowes, San Remo, Grantville and Wonthaggi)
- Cowes RSL
- Westernport Water
- Victorian Managed Insurance Authority (VMIA)
- Aldi Supermarket Cowes
- Coles Supermarket Cowes
- Woolworths Supermarket Cowes
- The Island Grocer
- Bimbadeen Eggs
- Cowes Baptist Church congregation

- Phillip Island Lions Club
- Phillip Island Rotary Club
- Phillip Island Football and Netball Club
- Heard of Cowes Butchery
- Bass Landcare Group
- Phillip Island Community Orchard
- Master Audio Visual (MAV-TV) Bass Coast
- Pinch-A-Poo
- Rusty Water Brewery
- South Coast Kitchens
- Waterfront Computers Cowes
- Managed Bits IT Systems Management
- Bern Carroll Singer Songwriter
- Capeview Mitre 10 Cowes
- Bunnings Wonthaggi
- Be Connected



Service

We are **passionate** about serving the members of our community. We **care** and are **committed** to helping all clients reach their goals.

Lifelong learning

We believe in the importance of **lifelong learning**. We **empower** our clients, employees and volunteers to **innovate** and encourage them to **succeed**.

Community

We provide a safe and accepting haven for **friendships** to develop through **collaboration** that cross over the boundaries of **diversity**.

Accountability

We accept **responsibility**, assuming ownership and take full **accountability** for our actions. We **contribute** to society and to civic life and take care of the environment.

Quality

We strive for **quality** in the way we service our clients and in the processes we employ to deliver the best **results**.

Integrity

We act in accordance with principles of **moral** and **ethical** conduct, ensure **consistency** between words and deeds. We are **honest** and **sincere** and seek the **truth**.

Vision

Our Purpose

PICAL supports and empowers our community through education and specialised services.

Our programs help build self-confidence, optimism and resilience to better cope in crisis, reduce disadvantage and enhance success in study, relationships and career.

Our Vision

Every person has the opportunity to achieve their full potential and participate in and contribute to all aspects of community life.

Our Promise

Empowering and Connecting People.
Strengthening and Supporting our Community.

Chair's Report

On behalf of the PICAL Committee of Management I have the pleasure to present the annual report year ending 2019

I am pleased to report it has been another excellent year full of transition, achievement and growth within our PICAL services.

We welcomed our new Centre Manager - Greg Thompson in June 2019, who has strengthened our connections with the local community and taken us to another level of service on Phillip Island and in surrounding areas.

Whilst it is the responsibility of the Centre Manager to look after day-to-day operations, it is the responsibility of the Committee to ensure the long-term sustainability of the organisation. I am pleased to say that we retired a number of large long-term liabilities last year which consumed some of our cash holdings, but we still finished 2019 in a strong sustainable financial position.

We have welcomed several new members to our Committee of Management and volunteers across all areas of our services, which has enabled us to continue and enhance the extensive services we provide.

From a governance perspective, we began the task of reviewing our Constitution and our compliance frameworks, as well as many of our policies. This work will also continue in 2020.

With the construction of the Bus Transit Station next door, our U3A (University of the Third Age) family found accessing the PICAL site challenging and sought a temporary alternative venue for their activities in 2019. However, 2020 will see the return of U3A to PICAL and we look forward to welcoming them back.

Sincere congratulations must go to Women Connect for the work they do with local women and for winning the 2019 Statewide Learn Local Annual Award in September 2019.

Congratulations must also go to the Phillip Island and San Remo Chapter of *Boomerang Bags* (who are based at PICAL) for the work they do to reduce the waste within our community and the supportive atmosphere they have created within the group.

I must also acknowledge the support the *Phil Dixon Pantry* provides to our local families in terms of emergency food relief, and through the latest COVID 19 crisis the service has increased exponentially.

2020 will again bring change and challenge to PICAL, with the announcement of our move to 16 Warley Avenue, our PICAL Building Sub Committee are working closely with the Bass Council Shire Council regarding time frame, design and construction of our new premises.

Another challenge - Due to COVID19 restrictions which requires social distancing; our Annual General Meeting will be held via the Zoom Online platform.

In my role of chair, and on behalf of my fellow Committee members, I would like to thank all staff and volunteers for their commitment and expertise they bring to our service; its a team effort and we are blessed to have such a strong team.

Irene Naitoro
Chair



Centre Coordinator's Report

Whilst this PICAL Annual Report covers the 2019 calendar year, at the time of writing (in May 2020) we know the entire world has significantly changed due to the global COVID-19 pandemic, and it would be remiss not to also refer to its impacts in this Centre Coordinator's Report. But we first need to track back through 2019.

A new house

Prior to my arrival at PICAL midway through June in 2019, the organisation was deliberately receding. Earlier in the year, the intentions for the site on which PICAL currently resides were for the next door Urgent Care Centre (UCC) Medical Hub, to expand on to the front two-thirds of PICAL's site, and for our Community and Learning Centre to fit within the confines of the remaining rear third of the property.

At that time, planning was already underway for a new PICAL building that would fit within the reduced land size, and consequently programs were being downsized in accord with the smaller physical footprint.

At a new site

However in late June 2019, the Victorian Government announced that the neighbouring UCC would in fact grow into a Community Hospital and the entire land parcel on which PICAL resides would be acquired for the proposed new Hospital. This was great news for Phillip Island; something that many local lobby groups had been fighting for over many years. It was also good news for PICAL, because (in taking over our existing home site) both the State Government and the Bass Coast Shire Council committed to finding us a new home location.

As we all now know, that new site was procured in December 2019 and is to be 16 Warley Avenue, Cowes; an ideal central location for PICAL's future operations. Notwithstanding the huge interruptions which have distracted all of us during the first four months of 2020, negotiations and discussions have resumed with Bass Coast Council in relation to the timeframe, scope, design and construction of our new home, and we hope to be relocated by the middle of 2021.

A new direction

Upon commencing my role here at PICAL, I was extremely pleased with the financial shape the organisation was in and for that, we are all greatly indebted to the previous Committee and management team. I was also very pleased to find an extremely professional team of skilled and committed staff and volunteers, who made my entry into this organisation very welcoming and seamless.

However, with a new direction; a new Committee; the need to relocate to a different site; and an urgent need to turnaround the organisation's earlier retraction and downsizing strategies, there was much work to be immediately undertaken.

A place for women to gather

In mid-2019, the *Women Connect* program had just completed a two-year journey towards creating a central hub and internet hotspot office for women to come and study, learn, share their experiences and aspirations, and (as the name suggests) to simply connect with other, given there was a previous lack of such a facility for women on Phillip Island. The fact that *Women Connect* also had the expertise, services and adult training courses to provide local women with the necessary skills to acquire work in surrounding businesses, was a bonus.

It was also a factor in the *Women Connect* program winning the prestigious 2019 statewide *Learn Local* (adult learning) Annual Award in the Volunteer Category, which was announced in September.

Now almost at the end of its third year of operation, *Women Connect* has not only become part of the Island's social fabric and gathering place for local women, but it is now often the first port-of-call for many women who find themselves in distressing situations (for a variety of reasons).

In addition to its core "job-skilling role", the wide range of welfare support services now regularly delivered by *Women Connect* include:

- homelessness, poverty, family violence, relationships and financial literacy assistance and referrals to expert support providers, given to local women; as well as essential practical things such as
- a free community laundry and free wardrobe of ladies work attire, for any local women who may need to attend job interviews or who need work outfits for the first few weeks after acquiring a new job, as well as for attending legal/court matters and even meeting real estate agents when seeking rental accommodation.

Centre Coordinator's Report

The Work Wardrobe now enables disadvantaged local women to present themselves professionally and appropriately for whatever situation may arise. It was no small coincidence that the Work Wardrobe and *Women Connect's* other programs also led it to becoming one of three finalists (from over 300 entries) in the statewide *Neighbourhood Houses* Annual Award for *Building Gender Equity* in March 2020.

A place to get help and to give aid

As a *Neighbourhood House*, PICAL has a dual focus; to deliver social welfare services and support; and to deliver adult learning services. The *Women Connect* Program spans both roles.

The other main social welfare service delivered by PICAL is the emergency food relief program we started in 2008, largely in response to the Global Financial Crisis of that time, to ensure there was a place for needy and vulnerable local people to go, if they were facing hardship and weren't sure where their next meal was coming from.

In October 2019, after eleven years of operation, we had the pleasure of naming the emergency food relief program "*The Phil Dixon Pantry*" in honour of the lady who started the program. PICAL presented Phil Dixon with a *Life Achievement Certificate* and created a permanent naming plaque which shall forever hang in the food relief room at PICAL, to thank her for her tireless efforts over the years.

In the early days, there was only around 500 people each year who needed this service, but this demand has steadily grown over the years. In 2019 the emergency food relief service received 1,290 visits and fed nearly 2,000 hungry people, almost half of whom were children. Over this journey, it is estimated that the service Phil started has fed in excess of 10,000 people.

Sadly, our 2019 staff Christmas party was the last time we saw Phil, and after a short battle with illness, she passed away in March 2020. However, Phil was aware of the value of her legacy and knew that the Pantry was active in providing Christmas Hampers in 2019 to local vulnerable people, as well as assisting with food relief in response to those who were affected by the 2020 East Gippsland Bushfires.

PICAL was one of the first responding agencies with food relief, to help the many people who had evacuated from the East Gippsland fire zones and who had relocated to makeshift "tent city" relief centres at Bairnsdale and Sale in the weeks after Christmas. At the request of the Bairnsdale and Sale communities, and as one of the only *Neighbourhood Houses* to remain open in Victoria over the 2019-20 Summer Holiday period, PICAL was able to instantly mobilise local Phillip Island "people power" in providing emergency food relief to those faraway tent cities. We did this for two weeks with almost daily van deliveries, long before any other aid agencies had arrived to assist the fire evacuees.

PICAL's food relief to the bushfire victims was also nominated and became one of the three finalists in the 2020 statewide *Neighbourhood Houses* Annual Award for *Building Community Resilience* (read more about this Award below, in the *Boomerang Bags* section).

In this current COVID-19 global crisis (a situation reminiscent of the prevailing conditions that caused Phil to originally establish the Pantry in 2008), the emergency food relief service provided by PICAL is needed now more than ever and has grown to be the largest provider of emergency food relief in the entire Bass Coast region.

Another of our social welfare outlets which came into central focus during the early days of the COVID-19 pandemic when there was an initial spate of widespread job losses was the Cowes Centrelink Agency at PICAL. This Agency also experienced the same rush and queues of displaced workers who had lost their jobs due to the pandemic, that affected most Centrelink outlets around the country. Then, when the Federal Government announced the *Job Seeker* and *Job Keeper* economic stimulus packages, there was another rush to establish online *MyGov* accounts, in order to access these stimulus benefits. Many of the people coming to the Cowes Centrelink Agency, had never previously required any form of welfare assistance.

As part of its broader ongoing social welfare offering, PICAL hosts certain visiting services who hire our rooms, but organise their own clients. In the second half of 2019, a significant effort was applied to expanding the range of visiting services providing outreach assistance on a part-time basis from PICAL.

Although this approach is not as good as having full-time assistance permanently available, given the previous death of many social welfare services on Phillip Island, it was a step in the right direction. By the end of 2019, PICAL had outreach services operating here for homelessness assistance, hearing tests, psychological counselling, disability employment services, family relationships counselling, women's employment counselling, workplace injury recovery services and women's financial literacy assistance.

Centre Coordinator's Report

A place to be amongst friends

Another program which, although slightly separate, is operated from PICAL's premises; is auspiced by PICAL; and which also spans social welfare, adult learning, and environmental roles is the *Phillip Island and San Remo Chapter of Boomerang Bags* (PISRBB or simply "Boomerang Bags"). From an environmental perspective, not only does *Boomerang Bags* divert large amounts of excess (but still usable) fabrics and other textiles away from landfill to repurpose these materials as re-usable everyday items; but this program has been at the forefront of removing single-use plastic bags from Phillip Island.

From a social welfare perspective, *Boomerang Bags* is very similar to *Women Connect* insofar as it provides a gathering place for locals, predominantly (but not exclusively) women, with a common interest in creating and sewing to come together and share their passion for doing something that also helps our local environment. In coming together to do this, *Boomerang Bags* also plays an important local mental health role in reducing isolation and loneliness.

Whilst it did not occur until the end of 2019 and into early 2020, it is important to note in this Report, the work that *Boomerang Bags* did in providing the hamper bags for PICAL's 2019 Christmas Hamper drive, where over 110 packed bags were provided to 75 local families, 12 couples and 10 individuals to spread some cheer to those who may have not had anything to celebrate at Christmas.

More importantly however, was the role that *Boomerang Bags* played in the aftermath of the East Gippsland bushfires, when the extent of the destruction to native flora and fauna become known. In late January and early February 2020, *Boomerang Bags* leapt into action and held a number of huge local sewing-bees in all of PICAL's rooms, where almost 200 women came over the course of two weeks, to make animal protective wraps and satchels to help the tens of thousands of koalas, wallabies, kangaroos, fruit bats and other native wildlife that had been burned in the fires, but were still alive and were being nursed back to health.

This was a situation and a need that received global attention, and PICAL's *Boomerang Bags* also received international media coverage through channels such as *National Geographic*. It was also a factor in the *Boomerang Bags* wildlife rescue initiatives also winning the prestigious statewide *Neighbourhood Houses* Annual Award category for *Building Community Resilience*, which was announced in March 2020.

A place of nourishment for the body and the economy

The other element of PICAL's operations which provides respite and relief to the local community, and which significantly changed in the latter part of 2019, was PICAL's Community Garden. After many years of operation, and after the earlier assumption that PICAL would be rebuilt onsite at 56-58 Church Street, it was felt this would lead to the loss of the Community Garden, so this asset too was deliberately downsized.

However, with the announcement of the new site for PICAL's home and the likely 12 – 18 month reprieve for the fate of the Community Garden, and with the influx of a number of new interested volunteers, new life was breathed into the Garden. Initially using reclaimed timber shipping pallets to form new vegetable plots, by Christmas 2019 the Community Garden had sprung to life again, and became a fitting backdrop to the 2019 Staff Christmas Party which was held on the balcony above the Garden.

However, whether it was premonition or serendipity, with the coming of the COVID-19 global crisis and the panic-buying and food-hoarding which heralded the early days of the pandemic in Australia in March 2020, the Community Garden was destined to become a key central part of PICAL's raw ingredients supply-chain. Consequently, as soon as COVID-19 was first called a global pandemic by the World Health Organisation on 22 February 2020, which then led to the early panic in Australia, a huge amount of energy was directed to bringing the Community Garden up to full (almost commercial) production capability.

Looking ahead, the Garden will also become a key part of Horticulture training as PICAL leads the way in transitioning large numbers of displaced Bass Coast workers back into employment in those industry sectors, including Agriculture, which will emerge more strongly than other sectors decimated by the COVID-19 pandemic.

Centre Coordinator's Report

A place of nourishment for the mind and soul

From an Adult Learning perspective, 2019 got off to a late start, mainly due to all the other disruptions affecting PICAL in the first half of the year. At the start of each year, PICAL bids for *Department of Education and Training* (DET) funding to deliver proposed Adult Learning programs, but we don't actually receive this funding until after we deliver our approved quota of *student contact hours*. PICAL's approved quota of *student contact hours* in 2019 was just over 1,000.

Consequently, we did not begin delivering any Adult Learning "*Learn Local*" training courses until Term 3, after a hasty effort to re-establish our base of qualified tutors. With a significant effort aimed at delivering the type of job-skills training required by local businesses and demanded by the Island's local workforce, we were able to finish the year meeting our quota of *student contact hours*; receiving our promised funding from DET; and with a largely new team of multi-disciplinary tutors.

Given the breadth of new courses, new tutor skills and new local industry requirements, at the start of September and coinciding with the national *2019 Adult Learners' Week*, PICAL assembled a week-long series of 23 "taster" classes (of only 1-3 hours duration) to ascertain the level of interest in various topics. We also submitted this week-long "taster" program into the national *Adult Learners' Week Awards*, and were one of only five training organisations from around Australia, to win this *Award* for our innovative approach to program design.

PICAL also operates a range of leisure and lifestyle training programs and activities ranging from cooking classes to arts and crafts, but in 2019 one major Activities Group, being the *University of the Third Age* (U3A) were missing from PICAL's operations. This was mainly due to the substantial construction works for the new Cowes Bus Transit Hub, which were being undertaken along the entire western boundary of PICAL's site in 2019, and which made access to our site quite difficult. This was particularly so for the predominantly elderly members of U3A who found detouring around the construction works to be quite problematic. Consequently, the Phillip Island chapter of U3A relocated away from PICAL for the entire 2019 year.

Happily, once the Transit Hub construction works were completed and PICAL had regained easy side access to its site, the U3A group returned to operate from PICAL's premises at the start of 2020.

One other Activity Group that uses PICAL as a home base, and which is worthy of specific mention in this 2019 Report, is the *Artists Society of Phillip Island* (ASPI) and the organisation responsible for displaying and selling works by local artists; *Phillip Island Community Exhibition Space* (PICES). ASPI uses PICAL as a central place for its artists to create artworks. After several unsuccessful attempts to secure a gallery to display local artists artworks, the promotional arm PICES approached PICAL in late 2019 to use our large open Garden Room 3 as a "pop-up gallery" over the 2019-20 summer holiday period.

With PICAL's agreement, this "pop-up gallery" soon became a reality, complete with portable internal display walls, and was launched immediately after Christmas. Five separate weekly exhibitions were held over the summer holiday period, and by the time it was closed, the PICES pop-up gallery had received almost 800 visits and sold in excess of \$12,000 in works by local artists, thus proving the demand for such a facility.

A place to make things happen

There are two main groups who are integral to everything PICAL does. These two groups are:

- our external sponsors/supporters who provide the cash and materials underpinning most of our programs; and
- our internal staff and volunteers who make everything happen.

The list of organisations and individuals who provide us with grants funding or those who regularly donate cash, equipment, food and other products is too long to specifically mention everyone, and some don't want public acknowledgement. On behalf of everyone at PICAL (and on behalf of the whole community we assist), we want to express our gratitude for the help you provide us.

However, we do want to single-out a few of our main cash supporters who have been backing PICAL for years, and who are still doing this. These main supporters are the local Bendigo Bank branches at Cowes, San Remo, Grantville and Wonthaggi; the Bass Coast Shire Council; several local real estate agencies; Cowes RSL; Westernport Water; Phillip Island Lions Club; and Phillip Island Rotary Club.

Centre Coordinator's Report

Collectively, PICAL also works cooperatively with all surrounding churches and charities in a forum we call the *Phillip Island Community Service Group*. Amongst this forum, we regularly get together to plan better supports for those local people in need, and to ensure that no-one falls through any social welfare cracks. In this regard, Phillip Island and surrounding waterline areas really do operate like a large coastal village where we all look after each other. This community spirit is the envy of many other towns and cities. But it doesn't just happen; it takes much work, and we also want to thank all members of the *Phillip Island Community Service Group* for everything we do together.

Most of all though, it is the extremely caring, dedicated and skilled PICAL committee, staff, volunteers and associated groups of PICAL who make everything happen here day after day (and on many weekends). It is to this group that I personally want to express my special gratitude and appreciation for not only the support you give to me; and not only for all the services and care you deliver; but also because every single one of you constantly go way beyond what is expected to help some of the most vulnerable and disadvantaged people in our society.

Nearly everyone who works for, through and with PICAL are essential frontline workers, although we aren't regarded as an emergency service. However, we are often the first-responders to many crisis situations, only some of which have been outlined in this Report, yet we don't wear uniforms nor personal protective equipment (PPE). Instead, our uniform is our smile and our PPE is the caring word of welcome and the safe haven we have created.

We are literally saving lives every day, and in recent times we have been doing that in conditions society had never previously imagined. And for that, I want to thank you all.

Greg Thompson
PICAL Centre Coordinator



Women Connect Report

Women Connect has been successfully funded for the past 3 years by the Department of Adult, Community and Further Education (ACFE). This funding has enabled us to establish a quality program with a number of initiatives which directly support vulnerable women living in our local community.

Each week, between 10-20 local women access our welcoming co-working space and seek our support to complete urgent online tasks including Centrelink claims, rental applications, pre-employment checks and re-establishing online identities. Our volunteers provide 1:1 support and administrative assistance, with all of our facilities and printers available free of charge. We provide information, welfare referrals and support materials from quality organisations including WIRE, Orange Door and our internal programs such as the PICAL emergency food pantry.

Women Connect contributes additionally to the long-term development of local women by providing free access to career services and resume writing assistance, small business mentoring, up-skilling and training pathways and networking opportunities.

As we learn more about the circumstances and barriers faced by local women in our area, our programs continue to evolve to meet the needs of the women who live in our community.

In 2019, we relocated to the Portable Building at PICAL and repurposed the space to create a large, welcoming co-working space and training room. The rear store-room has been cleared and is now used as a private office to deliver career help and planning, including a free resume service, interview training and work wardrobe styling sessions.

Our initiatives have expanded to include:

Work Wardrobe Service

The Work Wardrobe - a free outfitting service for women who need suitable clothing for work, job interviews, real estate appointments, court dates or other life events. This has been funded in part by a Bass Coast Shire Council Community Grant and generous donations by Westernport Water and O'Brien Real Estate. Managed by our stylish volunteer Genni Storer, we have sourced an amazing range of quality clothing, shoes handbags and accessories to assist local women.

Women Connect Essentials

Thanks to generous community donations and our partnerships with the incredible social enterprises "Share the Dignity" and "Pinchapoo" we now supply free personal hygiene products such as deodorant, toothpaste, soap, toothbrushes, body wash, shampoo, conditioner and sanitary products to women accessing our service. We were also proud to distribute 100 "Share the Dignity" bags to local women in need just before Christmas.

Training Delivery

Along with several smaller workshops including a WIRE (Women's Information and Referral Service) information session, "The art of self-promotion" writer's workshop for women in business and other networking events, we delivered a 2-day work readiness workshop in September 2019.

"Careers Sessions" was our most successful workshop to date – with 17 participants enrolled and presentations from local employers, employment service providers and organisations which gave great insight to women returning to the workforce. Former corporate trainer and Women Connect volunteer Michelle Harrison delivered an engaging and locally relevant 2-day workshop, which was given outstanding reviews by participants and volunteers alike.

Victorian Learn Local Winners

Congratulations to our wonderful group of volunteers on receiving the Learn Local Volunteer Team Award for 2019! Our dynamic team of volunteers contribute a wealth of experience and expertise as they support local women accessing our service. This state award was a highly deserved recognition of their contribution to our program and our community – WELL DONE!

To view the Women Connect video visit
pical.org.au/women-connect

CURIOUS ABOUT HOW WOMEN CONNECT CAN HELP YOU?

- Drop in to our Hotspot Office - from 9am-2pm Tuesday, Wednesday and Thursday.
- Follow @womenconnectphillipisland on Facebook for all our latest news and events
- Contact us via email
women.connect.pi@gmail.com

Boomerang Bags Report

As I write this report, I am conscious of the events of the first half of 2020 that have irrevocably changed our lives forever. As I reflect on 2019, I wonder how different our community will be as we move forward.

Boomerang Bags had a very busy year once again as we continued our quest to educate on the destructive nature of single use plastics on our environment. With the demand to join the group increasing, our Sewing Bees moved to thrice weekly, Monday, Wednesday, and Friday.

We were involved in many community events throughout the year including:

- Along the Tide marine debris event (Phillip Island Nature Parks)
- Clean Up Australia Coastal Clean (Plastic Free Phillip Island)
- Community Open Day (Phillip Island Nature Parks)
- Love Where You Live: Community Conversations (Energy Innovation Co-operative)
- National Reconciliation Week (Bass Coast Reconciliation Network)
- Island Whale Festival 2 day sewing bee (Destination Phillip Island)
- Phillip Island Festival of Stories (Island Story Gatherers)
- Adult Learners Week, 2 sewing bees (PICAL)
- Totally Renewable Phillip Island Open Day
- San Remo Fishing Festival
- Phillip Island Running Festival (Phillip Island Nature Parks)
- Phillip Island Food and Wine Festival
- Sustainability for Beginners (San Remo Hotel)
- Boomerang Bags PISR Presentation to Loch Nyora Landcare
- Boomerang Bags PISR Presentation to Korumburra Business Council

We continued to attend various markets (10) as we had the opportunity to have worthwhile conversations with a diverse range of people and have welcomed many new members to our group through this contact.

The Boomerang Bags chapter on Mystery Island, Vanuatu continued to receive our support with several donations of fabric, printing inks, cottons etc. Our members were instrumental in the foundation of this group in 2018 with several subsequent re-visits to ensure the success of the group.

Our 2nd birthday was celebrated in March 2019 with a sewing bee, a party, and a retrospective video.

To view Boomerang Bags 2nd Birthday Celebration visit facebook.com/boomerangbagsphillipislandsanremo

A few special visitors joined us during the year including Tania Potts (Founder of Boomerang Bags) who was a reluctant star at our weekly Wednesday sewing bee.

We were also fortunate to be featured in the Coast Magazine Annual in December 2019.

One of the biggest highlights of the year, no doubt, was a visit by Nick Saxon and the National Geographic Eco Traveller team. They were very impressed with the group and the positive influence we were having on our environment and spent several hours in our workshop. The link is included below of the day spent filming.

Our original mission to connect with our community and to have the conversation regarding single use plastics has evolved significantly over time with continuing awareness and education regarding the burgeoning textile waste problem facing Australia and the world.

With this in mind, we embraced many extra projects including:

- 85 Library Book Backpacks and 10 Mini Zero Waste Feet Seats for Phillip Island Early Learning Centre.
- 250 Dog Bandannas, Wildlife Rescue Bags, and Ranger Bags for Phillip Island Nature Parks, and we continue to expand our range of zero waste products.

Boomerang Bags Report

Then, with the East Gippsland Bushfires that occurred in the Christmas 2019 and 2020 New Year period and which injured tens of thousands of native Australian animals, Boomerang Bags leapt into action creating 250 bat wraps, 40 Animal Beds and 204 wallaby/koala pouches to assist the regional Wildlife Care organisations in nursing these creatures back to health. What started as a simple request to participate in a sewing bee to make these products, soon overwhelmed us with hundreds of offers of assistance, and one sewing bee turned into a permanent project with over 1300 items made to date.

Our Zero Waste Initiative is to use the waste (offcuts, etc.) from the bag making process to fill floor cushions, draught stoppers, door stoppers, and ottomans. We are justifiably proud that only a very small amount of waste destined for landfill is produced by our group, and many of these created products also help to reduce energy consumption and carbon emissions.

What began as an environmental group has now grown to include an overriding Mission of “connectedness to community, the environment and each other”, and this has never been more apparent as it is today. The challenges faced by Australia in 2020 through the bushfire crisis of late 2019/2020 through the current COVID-19 epidemic, has highlighted the importance of serving our community by providing a safe space of likeminded individuals to come together to create.

This has numerous positive outcomes for our group including our mental health as we remained connected to each other as we united for a common cause.

This was also highlighted in our receiving the Neighbourhood Houses Victoria Community Resilience award in March 2020, for the work we undertook to create the animal rescue wraps and pouches for the wildlife injured in the East Gippsland Bushfires.

We will remain an integral part of our community through these activities and will continue to evolve with new projects into the latter half of 2020 and beyond.

Kylie McMurray
Coordinator
Boomerang Bags Phillip Island and San Remo



Phillip Island U3A Report

Owing to building construction in 2019, we had to move from PICAL but in 2020, we were delighted to be able to move back to the Garden Room and the Sunroom for our classes. We thank Greg for helping us to overcome some initial problems. Our choir, however, continued to use the facilities at St John's Uniting Church.

Highlights for 2019-2020

The Annual U3A Concert took place in November 2019. Here members were able to showcase their talents. As in the past, the concert was of a high standard but down on audience numbers due to the date clashing with other activities on the island. Steps have been taken to ensure that this will not happen in 2020. We have set the date for Sunday, November 22, at St John's Uniting Church.

Our Christmas lunch in December 2019, was held at the Football Club. With beautiful food, congenial company and entertainment by the U3A choir - it was a fitting end to our year.

The U3A Choir participated in the Christmas Carols on the foreshore. They also visited nursing homes as well as entertaining us at the Christmas Lunch. Their performances are always a highlight.

Our varied classes listed below were well attended and enjoyed by our membership of approximately 120.

Book-talk, Australian History, Issues of Interest, Musical Appreciation, Opera Appreciation, Spanish, Movies, and Ancient Greek Drama. For those who like to partake in games we had Mah-jong, Board Games and Canasta and for our creative members we offered Creative Writing, Stagecraft and Choir.

Grants

In 2019 we received a grant of \$500 from the Lions Club to be used towards costs for the annual concert held in November 2019.

BCSC awarded \$800 to assist with the payment of an accompanist for the choir. Voluntary donations from choir members provided the rest of the payment.

As St John's Uniting Church provide their space to the choir at no cost, a committee decision was made to give a donation to the church of \$200. This money is to be used to assist them in purchasing new crockery /cutlery for the Community Meal initiative.

At the urging of U3A Network Victoria, U3A Phillip Island will be exploring the option of, and process for, Incorporation in 2020. This will require consultation with our members and also a discussion with PICAL, as, in accordance with the agreement we have with them - which includes the Rule below - if our members wish to pursue this direction, we will be seeking approval for Incorporation from PICAL Committee of Management.

Our Rules of Operation¹⁰ (1) state Incorporation "In the event that it becomes advantageous to incorporate the operation of Phillip Island U3A, approval from the Phillip Island Community and Learning Centre Inc. should not be unreasonably withheld."

Our new U3A Liaison Officer on the PICAL committee is Terry Norquay, her details have been forwarded to Phyllis Macklin.

We have enjoyed good relations with PICAL in the past and look forward to continuing this in the future.

Susan Trist
Vice President of U3A



Treasurer's Report

It is my pleasure to present the audited Financial Report for the year ended 31 December 2019.

Although the bottom line saw a deficit of \$ 36737 this was principally due to an accelerated depreciation write off of the Centre's buildings (refer note 8 to the accounts).

Accordingly, the Centre remains in a sound financial position with adequate cash reserves. This remains the case even following the effects on Covid-19 on the operations of the Centre this year.

I would like to acknowledge the work done by our "new" accountant Marie Bursill – it is a difficult task coming in and learning new systems and understanding grants etc. Marie has picked up everything very quickly – including all the Covid-19 related grants and payments. Thanks Marie.

Thank you also to the Centre Manager, Greg Thompson, and the Committee for your assistance and advice.

Steve Davie
Treasurer



PHILLIP ISLAND COMMUNITY
AND LEARNING CENTRE INC.

A0003275T

FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2019

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

COMMITTEE REPORT

Your committee members submit the financial report of the Phillip Island Community and Learning Centre Inc. for the financial year ended 31 December 2019.

COMMITTEE MEMBERS

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

I. Naitoro, P. Macklin, S. Davie, K. McMurray, C. Burns, S. Thornborrow, M. van der Zalm

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial year were the provision of a Community Development and Learning Centre and the operation of a Centrelink Agency.

SIGNIFICANT CHANGES

There has been no significant change in operations during the year.

OPERATING RESULT

The result of operations for the financial year was a deficit of \$36,737 (2018 deficit of \$46,886).

Signed in accordance with a resolution of the members of the committee:



Irene Naitoro
Chairperson



Stephen Davie
Treasurer

16 April 2020

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2019

	NOTE	2019	2018
Revenue from ordinary activities	2	275,539	296,886
Employee expenses		(163,020)	(171,686)
Depreciation expense		(51,438)	(73,370)
Other expenses from ordinary activities		(97,291)	(101,872)
Operating deficit from ordinary activities		(36,210)	(50,042)
U3A operations surplus / (deficit)	15	(527)	3,156
Net operating deficit		(36,737)	(46,886)
Other comprehensive income		-	-
Total comprehensive income attributable to members of the association		(36,737)	(46,886)

This financial statement should be read in conjunction with the accompanying notes.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31 DECEMBER 2019

CURRENT ASSETS	NOTE	2019	2018
Cash and cash equivalents	4	114,517	145,408
Financial assets	5	201,491	197,026
Trade and other receivables	6	3,775	3,085
Other current assets	7	6,249	3,808
TOTAL CURRENT ASSETS		326,032	349,327
NON CURRENT ASSETS			
Property, plant & equipment	8	58,329	99,056
TOTAL NON CURRENT ASSETS		58,329	99,056
TOTAL ASSETS		384,361	448,383
CURRENT LIABILITIES			
Trade and other payables	9	14,948	13,283
Provisions	10	7,620	33,100
Monies held in trust	11a	2,643	1,046
Unexpended funding	11b	30,091	36,128
TOTAL CURRENT LIABILITIES		55,302	83,557
Provisions	10	970	-
TOTAL NON CURRENT LIABILITIES		970	-
TOTAL LIABILITIES		56,272	83,557
NET ASSETS		328,089	364,826
MEMBERS FUNDS			
Accumulated surplus		309,139	345,349
U3A sub-committee	15	18,950	19,477
TOTAL MEMBERS FUNDS		328,089	364,826

This financial statement should be read in conjunction with the accompanying notes.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2019

	Retained Earnings	U3A sub- committee	Total
Balance at 1 January 2018	395,391	16,321	411,712
Surplus / (deficit) attributable to members	(50,042)	3,156	(46,886)
Balance at 31 December 2018	345,349	19,477	364,826
Surplus / (deficit) attributable to members	(36,210)	(527)	(36,737)
Balance at 31 December 2019	309,139	18,950	328,089

This financial statement should be read in conjunction with the accompanying notes.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2019

	NOTE	2019	2018
Cash flows from operating activities:			
Operating general receipts		118,237	159,061
Operating grant receipts		173,874	180,475
Payments to suppliers and employees		(312,152)	(315,640)
Interest received		4,853	5,276
Net cash provided by / (used in) ordinary activities		(15,188)	29,172
Net cash provided by U3A operations		1,665	4,449
Net cash provided by operating activities	12b	(13,523)	33,621
Cash flows from investing activities:			
Purchase of fixed assets		(12,903)	(8,923)
Term Deposit withdrawals / (additions)		(4,465)	(4,532)
Net cash used in investing activities		(17,368)	(13,455)
INCREASE / (DECREASE) IN CASH HELD		(30,891)	20,166
Cash at the beginning of the financial year		145,408	125,242
CASH AT THE END OF FINANCIAL YEAR	12a	114,517	145,408

This financial statement should be read in conjunction with the accompanying notes.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report covers Phillip Island Community and Learning Centre Inc. (PICAL) as an individual entity, excluding in detail the activities of the unincorporated Phillip Island chapter of U3A which is auspiced by PICAL. PICAL is an association incorporated in Victoria under the *Associations Incorporation Reform Act (Vic) 2012* and registered as a charity under the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB), the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act (Vic) 2012*. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AAASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on 16 April 2020 by members of the committee.

ACCOUNTING POLICIES

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(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) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Plant and Equipment

Plant and equipment are measured on the cost basis.

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.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Property, Plant and Equipment (continued)

Depreciation

The depreciable amount of all fixed assets are depreciated on a prime cost basis 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 depreciation rates used for each class of depreciable asset are:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
Plant and Equipment	7 – 20% straight line
Property Improvements	4% straight line

During the year the association changed the method of depreciation on plant and equipment from accelerated diminishing value to straight line. The financial impact from this change is not considered significant.

(d) Leases

Contracts are assessed at inception to determine if the contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. No right-of-use assets and corresponding lease liabilities have been recognised.

The short-term lease recognition exception is applied for short term leases (i.e. those lease that have a lease term of 12 months or less from the commencement date or where the lease term is not specified and does not contain a purchase option). It also applies the low-value assets recognition exemption to leases that are considered to be low value. Leases payments on short-term leases and leases of low-value assets are recognised as an expense on a straight-line basis over the lease term.

(e) 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 have been measured at their nominal amounts. Contributions are made by the association to an employee's superannuation fund and are charged as expenses when incurred.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the statement of financial position.

(g) Revenue

Revenue is recognised in accordance with AASB1058 and recorded as income when received unless the income is related to a service contract (refer below).

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

(h) Unexpended Funds

Funding is recognised as income upon receipt, unless where the grant funding is provided in accordance with specific contractual obligations. In this case, the grant funding is only recognised as income when the specific contractual obligations have been fulfilled.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- (i) **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 an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.
Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.
- (j) **Critical accounting estimates and judgements**
The committee evaluates estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.
- (k) **Change in accounting policies**
During the year the following new Australian Accounting Standards were adopted:
AAAB15 Revenue from Contracts with Customers
AASB16 Leases
AASB1058 Income of Not-for-Profit Entities
All new standards have been adopted prospectively and prior year comparatives have not been restated. There has been no financial impact from the adoption of these new Australian Accounting Standards.

The temporary exemption allowed under AASB16 and AASB1058 for below market lease terms and conditions for not-for-profit entities to be measured a cost rather than fair value has been applied. The existing terms of the lease is disclosed in Note 18.

NOTE 2: REVENUE	2019	2018
Operating activities		
Operating grants	162,508	164,202
Fees & charges	91,461	124,627
Non-operating activities		
Interest received	4,827	5,250
Donations received	16,743	2,807
Total	275,539	296,886

NOTE 3: SURPLUS FROM ORDINARY ACTIVITIES

The surplus from ordinary activities has been determined after:

Depreciation expense:		
- PICAL	51,438	73,370
- U3A	2,192	1,293
Total depreciation of property, plant & equipment	53,630	74,663
Loss on disposal of assets	-	-
Audit fee for the audit of the financial report	3,500	3,900
Accounting fee paid to auditor	140	140

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 4: CASH AND CASH EQUIVALENTS	2019	2018
Cash on hand - PICAL	478	343
Cash on hand – U3A	-	1
Total cash on hand	478	344
Bank account - PICAL	101,618	134,095
Bank account – U3A	12,421	10,969
Total cash at bank	114,039	145,064
Total	114,517	145,408

NOTE 5: FINANCIAL ASSETS

	Rate	Maturity		
Bendigo Bank #1	1.55%	20 July 2020	47,588	46,518
Bendigo Bank #2	2.3%	3 March 2020	58,229	56,920
Bendigo Bank #3	1.55%	23 June 2020	25,453	24,945
Bendigo Bank #4	1.45%	3 October 2020	70,221	68,643
Total			201,491	197,026

NOTE 6: TRADE AND OTHER RECEIVABLES

Trade receivables	2,450	1,555
Less provision for bad debts	(75)	-
Net trade receivables	2,375	1,555
Accrued interest	1,400	1,530
Total	3,775	3,085

NOTE 7: OTHER CURRENT ASSETS

Prepayments	6,249	3,808
Total	6,249	3,808

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 8: PROPERTY, PLANT & EQUIPMENT	2019	2018
Plant & equipment at cost	216,434	203,531
Less Accumulated depreciation	(180,417)	(171,736)
	36,017	31,795
Property improvements at cost	131,245	131,245
Less Accumulated depreciation	(108,933)	(93,252)
	22,312	37,993
Garden House – Building at cost	124,295	124,295
Garden House – Furnishings, fittings & equipment at cost	2,340	2,340
Less Accumulated depreciation	(126,635)	(97,367)
	-	29,268
Net written down value	58,329	99,056

Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	Plant & Equipment	Property Improvements	Garden House	Total
Balance at beginning of year	31,795	37,993	29,268	99,056
Additions	12,903	-	-	12,903
Depreciation	(8,681)	(15,681)	(29,268)	(53,630)
Disposals (net)	-	-	-	-
Balance at end of year	36,017	22,312	-	58,329

Bass Coast Shire Council (BCSC) own the land upon where the buildings owned by the association are located. During 2018 BCSC have advised the committee of their intention to rebuild the site with a purpose-built Neighbourhood House, commencing in 2019, which will involve the demolition of the existing buildings. It was agreed by the committee at 31 December 2017 that the remaining value of these assets would be written down over the 2018 and 2019 financial years on a straight line basis. The remaining asset balance at 31 December 2019 is for assets that have been identified that will not be demolished and will be able to be moved to the new premises.

NOTE 9: TRADE AND OTHER PAYABLES	2019	2018
Employees PAYG	2,458	4,066
Trade creditors	8,432	2,282
GST payable	3,196	5,302
Superannuation payable	-	1,045
Bendigo Bank credit cards	862	588
Total	14,948	13,283

NOTE 10: PROVISIONS

Current employee provisions	7,620	33,100
Non-current employee provisions	970	-
Total	8,590	33,100

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
NOTE 11a: MONIES HELD IN TRUST		
Boomerang Bags	1,455	1,046
Learn Local Award	806	-
Work Wardrobe Fund	382	-
Total	2,643	1,046

NOTE 11b: UNEXPENDED FUNDING GRANTS		
Bass Coast Shire Council Coal Shed Funds	13,064	-
CAIF Digital Learning	17,027	-
DHS Neighbourhood House Grant	-	19,184
Bendigo Bank Grant - Inclusive Access	-	1,428
Community Garden	-	384
Enterprising Women	-	7,607
PICAL Pantry	-	7,525
Total	30,091	36,128

NOTE 12: CASH FLOW INFORMATION

(a) Reconciliation of cash for purposes of cash flows:

Cash at bank	114,039	145,064
Cash on hand	478	344
Total	114,517	145,408

(b) Reconciliation of net cash provided by operating activities to operating deficit:

Net operating deficit	(36,737)	(46,886)
Non cash flows in operating deficit:		
Depreciation	53,630	74,663
Net (gain) / loss on disposal of plant & equipment	-	-
Changes in assets and liabilities:		
(Increase) / Decrease in receivables	(690)	273
(Increase) / Decrease prepayments	(2,441)	125
Increase / (Decrease) in creditors	1,666	3,666
Increase / (Decrease) in provisions	(24,510)	1,914
Increase / (Decrease) in unexpended funding	(4,441)	(134)
Net cash provided by / (used in) activities	(13,523)	33,621

(c) The association has no credit stand by or financing facilities in place.

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

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 13: 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 lecture at courses or to act in a managerial capacity that person receives no special advantage or other consideration when compared with other employees or lecturers.

NOTE 14: FINANCIAL RISK MANAGEMENT

The association's financial instruments consist mainly of deposits with banks, short-term investments, and accounts receivable and payable. The committee meets on a regular basis to analyse financial risk exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

The committee's overall risk management strategy seeks to assist the association in meeting its financial targets, whilst minimising potential adverse effects on financial performance.

The committee operates under policies that are approved and reviewed by the committee on a regular basis. These do not include the use of specific credit risk policies and future cash flow requirements but do include financial management guidelines.

Financial Risk Exposures and Management

The main risks the association is exposed to through its financial instruments are interest rate risk and credit risk.

a) Interest Rate Risk

The association's exposure to interest rate risk will impact future cash flows and interest revenue and is indicated by the following fixed interest rate financial assets as disclosed in Note 5 to the financial report:

Fixed rate investments	NOTE	2019	2018
Term Deposits	5	201,491	197,026

b) Credit Risk

The maximum exposure to credit risk is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the statement of financial position. The association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the association.

c) Net Fair Value

For assets and other liabilities, the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the economic entity intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and the notes to the financial statements.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 15: U3A OPERATIONS

The operations of U3A are auspiced by the association with the financial transactions reported in the overall financial report.

The net result for the financial year is calculated as follows:

	2019	2018
U3A income	6,732	7,393
U3A memberships	9,214	9,527
Total U3A income	15,946	16,920
Less:		
U3A expenses	14,281	12,471
U3A depreciation expense	2,192	1,293
Total U3A expenses	16,473	13,764
Net result for the financial year	(527)	3,156

The retained funds of U3A are identified by the following assets and liabilities extracted from the PICAL Statement of Financial Position at year end:

U3A – cash on hand	-	1
U3A – bank account	12,421	10,969
U3A – computer assets (written down value)	6,863	9,055
U3A – GST receivable/(payable)	(304)	(518)
U3A – memberships owing to PICAL	(30)	(30)
Total U3A assets/equity	18,950	19,477

NOTE 16: LEASES

The premises from which the association operates at 56 – 58 Church Street Cowes are leased from the Bass Coast Shire Council. The current version of the association's lease of the site and certain buildings on site commenced from 1 December 2018. The lease is renewed annually in March each year, with the latest renewal expiring 12 March 2021. The annual rental of \$104 per annum plus GST is considered to be a below market lease.

In a Bass Coast Shire Council media release dated 13 June 2019, the Mayor is quoted as saying "Bass Coast Shire Council welcomed this week's announcement from the State Government that it has identified a site to purchase next to the Phillip Island Health Hub to develop into a community hospital. . . . The site that has been identified is on Church Street, Cowes, next to the Phillip Island Health Hub. The Phillip Island Community and Learning Centre (PICAL) is currently located on this site." The media release also states that "Cr Tessari also acknowledged that this announcement will mean the relocation of PICAL, but emphasised that Council is committed to working with the PICAL committee to find a new home for the Centre."

In another media release from Bass Coast Shire Council dated 19 December 2019, the Mayor is quoted as saying that "Bass Coast Shire Council has purchased a vacant block of land that forms part of what is locally known as the 'Old Warley Hospital' site on Warley Avenue in Cowes. This block of land will be the future home of Phillip Island Community and Learning Centre (PICAL)."

No further statements have been issued, and no further documents have been issued, exchanged nor executed between Bass Coast Shire Council and PICAL, in relation to this new site.

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

NOTE 17: CAPITAL COMMITMENTS

There are no capital commitments at 31 December 2019.

NOTE 18: ONGOING FINANCIAL VIABILITY

During the 2019 financial year the association recorded an operating deficit of \$36,737 and also recorded an operating deficit of \$46,886 in the 2018 financial year. The main reason for the deficit in each year was the write-down of the building improvements to be demolished by 31 December 2019 resulting in extra depreciation expense for each year.

As at 31 December 2019 the current assets of the association of \$326,032 exceeded the current liabilities of \$55,302 by \$270,730.

In February 2020, the PICAL Committee of Management prepared and approved a budget for 2020 which demonstrated the ongoing financial viability of the association. This was before the COVID-19 virus was declared a global pandemic by the World Health Organisation on 13 March 2020; the Australian Federal Government announced the first stage of its response on Friday 20 March 2020; and a State of Emergency was declared by the Victorian State Government on 22 March 2020, all of which significantly and materially impacted the Association's future financial viability and rendered the former approved 2020 budget as meaningless.

At the time of this Report, the PICAL Committee of Management has not yet attempted to re-design a new 2020 budget, although the association has registered for all available relevant Federal Government COVID-19 stimulus package measures including the ATO *Cash Flow Boost Assistance Scheme* and *Job Keeper*. The association has also registered for the Victorian State Government's *Economic Survival & Jobs Package*, all of which should – if the association is able to access these grants – ensure the association is able to maintain its ongoing financial viability. When a greater degree of certainty is known about the outcomes of its various applications for government financial assistance, the association's Committee of Management will then re-design a new 2020 budget.

NOTE 19: SEGMENT REPORTING

The association operates predominantly in one business and geographical segment, being the public services sector providing education and related services to members of the association and the public in Victoria.

NOTE 20: ASSOCIATION DETAILS

The association was incorporated under the *Incorporated Associations Reform Act (Vic) 2012* on 10 December 1984.

The registered office and principal place of business of the association is:

Phillip Island Community and Learning Centre Inc.
56– 58 Church Street
Cowes Vic 3922

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 31 DECEMBER 2019

In the opinion of the committee:

1. The financial statements as set out on pages 1 to 15 of Phillip Island Community and Learning Centre Inc. are prepared in accordance the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act (Vic) 2012* and:
 - a) comply with Australian Accounting Standards – Reduced Disclosure Requirements; and
 - b) gives a true and fair view of the financial position of Phillip Island Community and Learning Centre Inc. as at 31 December 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:



Irene Naitoro
Chairperson



Stephen Davie
Treasurer

16 April 2020

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

Opinion

We have audited the financial report of Phillip Island Community and Learning Centre Inc., which comprises the statement of financial position as at 31 December 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements comprising a summary of significant accounting policies and other explanatory information, and the statement by the members of the committee.

In our opinion, the accompanying financial report of Phillip Island Community and Learning Centre Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act (Vic) 2012*, including:

- a) giving a true and fair view of the association's financial position as at 31 December 2019 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – Reduced Disclosure Requirements and the Australian Charities and Not-for-profits Commission Regulations 2013.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the "Auditor's responsibilities for the audit of the financial report" section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter

Without modifying our opinion, we draw attention to Note 18 of the financial report where the ongoing financial viability of the association is described, particularly in relation to impact of the recent COVID-19 pandemic.

Independence

We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standard Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other responsibilities in accordance with the Code.

Responsibilities of the members of the committee for the financial report

The committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, and for such internal control as the committee of the association determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee of the association are responsible for assessing the association's ability to continue as a going concern, disclosing as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee of the association either intend to wind up the association or to cease operation, or have no realistic alternative but to do so.

The committee of the association are responsible for overseeing the entity's financial reporting process.

Auditor's responsibility for the audit of the financial report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism through the audit. The audit involves us:

- Identifying and assessing the risk of material misstatement of the financial report, whether due to fraud or error, designing and performing audit procedures responsive to those risks, obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtaining an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee of the association.
- Concluding on the appropriateness of committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluating the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report presents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the members of the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other information

The committee of the association are responsible for the other information provided in the association's annual report for the year ended 31 December 2019 other than the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion there.

In connection with our audit of the financial report, our responsibility is to read the other information, and in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact. We have nothing to report in this regard.

CARDELL ASSURANCE & AUDIT


Lyndal J. McKenzie
3A Billson Street
WONTHAGGI VIC 3995

11 May 2020

COMPILATION REPORT

TO THE MEMBERS OF PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

We have compiled the accompanying special purpose financial report of Phillip Island Community and Learning Centre Inc. which comprises the detailed Income & Expenditure Statement for the year ended 31 December 2019. The special purpose financial report has been prepared to provide financial information to the committee.

The Responsibility of the Committee

The committee of Phillip Island Community and Learning Centre Inc is solely responsible for the information contained in the special purpose financial report and the reliability, accuracy and completeness of the information.

Our Responsibility

On the basis of information provided by management we have compiled the accompanying special purpose financial report in accordance with Australian Accounting Standards and APES 315: Compilation of Financial Information (issued by the Accounting Professional & Ethical Standards Board).

We have applied our expertise in accounting and financial reporting to compile this financial report. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provide to us by management to compile the special purpose financial report. Accordingly, we do not express an audit opinion or a review conclusion on the special purpose financial report.

The special purpose financial report was compiled for the benefit of the committee who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility to any other person for the contents of the special purpose financial report.

CARDELL ASSURANCE & AUDIT



Lyndal J. McKenzie
3A Billson Street
WONTHAGGI VIC 3995

15 April 2020

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

DETAILED INCOME & EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2019

INCOME	2019	2018
Community Garden income	384	-
Cowes Night Market	-	25,273
Course Fees	18,431	24,360
Donations	16,743	2,807
Fundraising	2,503	3,137
Grants/Funding		
ACFE Student Contact Hours	5,063	11,136
ACFE Fee Concession	635	473
ACFE Delivery Support	9,245	5,500
ACFE Development	41	-
Adult Learning Week Award Grant	1,000	-
BCSC Community Grant – Training	4,546	-
BCSC Community Grant – Working Wardrobe	3,304	-
BCSC - Boomerang Bags	3,774	2,856
Bendigo Bank Inclusive Grant	1,428	354
Bendigo Bank Community Enterprise Charitable Fund	5,000	-
CAIF11 – Digital Learning	26,480	-
Department of Human Services	80,198	77,641
DET – Women Connect	-	39,364
DET – Enterprising Women	8,538	26,545
DSS – Volunteer Grant	1,909	332
Enterprising Women	7,607	-
LLocal Awards WC Grant	3,739	-
Interest Received	4,827	5,250
Membership	1,505	1,127
Office Services including Centrelink	49,799	49,736
U3A Operations	15,946	16,920
Rental income	18,567	20,995
Sundry income	273	-
Total Income	291,485	313,806
EXPENDITURE		
Auditing expense	3,640	4,041
Advertising	3,301	648
Bank Charges	517	524
Catering	1,018	918
Cleaning	3,000	5,012
Community House Supplies	2,385	1,169
Community Garden Expenses	330	-
Computer Expenses	4,738	2,697
Course Materials	1,441	-
Cowes Night Market entertainment	-	2,500
Cowes Night Market set up/ pull down	-	5,634
Cowes Night Market – other	-	3,794

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

A0003275T

DETAILED INCOME & EXPENDITURE STATEMENT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

EXPENDITURE (continued)	2019	2018
Depreciation expense:		
- PICAL	51,438	73,370
- U3A	2,192	1,293
Donations Given	629	-
Fundraising Advertising	1,596	-
Grants expended	15,619	21,058
Interest Paid	7	-
Internet	-	412
Insurance	6,433	5,927
Legal & statutory	-	57
Light and Power	7,685	7,387
PICAL's Pantry Supplies	3,321	2,136
Postage	945	3,146
Printing and Stationery	1,303	4,265
Rental expense	104	312
Repairs & Maintenance	5,916	2,151
Security	504	321
Staff/Volunteer Welfare	1,099	220
Subscriptions/Books etc.	2,991	2,120
Superannuation	14,125	14,223
Telephone	4,161	4,047
Training and Team Building	1,658	106
Tutors – Government Funded Training	-	3,425
Tutors – Fee for Service	19,127	15,128
Wages	148,895	157,463
Water Rates	2,752	2,051
Waste Removal	614	374
Other	457	292
U3A Operations	14,281	12,471
Total Expenditure	328,222	360,692
DEFICIT FOR THE YEAR	(36,737)	(46,886)

This financial statement should be read in conjunction with the accompanying compilation report.