

# Annual Report 2020-2021



# chairperson's report

**The Community Council has rethought how to support and connect local Community Services organisations and those in need during the health pandemic and associated health order restrictions.**

The Community Council's successful transition from the traditional business mode of a physical work place and face to face meetings to the adoption and use of a variety of online meeting platforms and electronic communication tools highlighted the strengths and agility of our staff and volunteer Board Members. The adoption of technology went beyond simply the use of some products, to enriching and growing collaboration, information sharing, and the building of relationships online.

An online directory of support services that is available to community members was created with the help of local services providers and is accessible from the Community Council's website. The launch of the directory is a great example of the Community Council facilitating the improvement in the access to information.

During 2020-21 the Community Council received several Board resignations including from Ms Corinne Hodson, President (Chair) of the Board. The Council acknowledges the challenges that Ms Hodson faced during her time as President and the time and effort applied. Mr Keiran Booth resigned as the Regional Development/Executive Officer to focus on his health and wellbeing. The Community Council wishes both Corinne and Keiran success and wellbeing for their future.

I was voted in as Chairperson in July 2021. The ongoing Board Members and Ms Rebecca Smith are extended a huge thanks for their commitment to assisting the community sector to improve the efficiency and effectiveness of its programs. A process to attract individuals to diversify the board membership and to model being "a skills-based board" will be initiated early in 2021-22.

During 2020-21 the Community Council commenced the first year of the Targeted Early Intervention (TEI) Program funded by the Department of Communities and Justice. The TEI Program is focused on providing early help and support to children, young people, families and communities within NSW who are experiencing, or at risk of vulnerability. The objective of the TEI program is to provide targeted services at the point where they can have the most impact, and deliver the best investment for communities and government.

To ensure the Community Council can continue to facilitate and foster interagency relationships and services delivery during 2021-22, the Community Council will initiate a program to reshape and innovate the services it provides, and the use of resources to ensure sustainability and relevance. The Community Council is fortunate that its financial position is sound.

David Mylan  
Chairperson



# treasurer's report

## **2020 – 2021 saw multiple changes for the Central Coast Community Council (CCCC).**

The EO/RDO, Keiran Booth, continued to work with our funding body, Community and Justice Services (DCJ) to meet targeted early intervention (TEI) funding requirements. By the time he retired in mid-June 2021, Keiran had set up and implemented the TEI interagency meeting for Young Parents and had participated in the initial two meetings held to set up the 0 – 5 Early Years interagency group.

Activities of CCCC staff around identifying ways for CCCC to continue to meet the needs of community organisations not working in the TEI space was reduced as this work was outside the brief from the funding body. Without additional funding, the work of assisting other agencies and community services in the sector to develop partnerships and effective working strategies and capacity was reduced.

During 2020 – 2021 it was still the aim of CCCC to continue to respond to the needs of the sector and to attempt to increase the relevance of Community Council to our stakeholders. Continuing lockdowns, everchanging COVID rules and regulations meant that the need for an authoritative community body to provide a central repository of information about services that were available during COVID still existed. In response to this need, the wider community was kept informed about community service

organisations' operations using the living Google spreadsheet developed previously and which listed all participating Central Coast community services, changed access rules and current operating hours.

The relocation of the CCCC office from Bateau Bay to the Wyong Neighbourhood Centre Community Hub located in Gosford resulted in additional costs as well as a decrease in revenue. Although it was initially anticipated that the newer premises situated more centrally to Central Coast businesses would prove to be effective in raising the profile of CCCC in the community, this was not the case.

The combination of increased operational expenses, wage and payroll expenses along with a reduction in revenue, meant that CCCC was operating at a loss. This of course was deemed unacceptable and in the last week of June steps were taken to investigate and implement cost savings.

We look forward to investing further in new resources and tools for our sector, working towards a reputation as a peak body in the community and growing our organisation to further support the many dedicated and committed community services supporting the needs of vulnerable people in our community.

Penny Newson  
Treasurer



# regional development officer's report

**Welcome to my first annual report on behalf of the Central Coast Community Council (CCCC).**

2020 – 2021 certainly has been a memorable year with significant changes and challenges for both community organisations operating across the Central Coast community sector and CCCC itself.

I'm pleased to be able to report that whilst the challenges impacted the Central Coast community sector and the community at large, CCCC were able to quickly adapt to the changing environment and this ability to manage the change resulted in no significant disruption to CCCC's role or services for community organisations.

I started in the Regional Development/ Executive Officer (RDO/EO) position as an emergency stopgap and in a volunteer capacity in the last week in June. So, although my official work as RDO/EO did not commence until late July 2021, I would like to thank my colleague, Rebecca Smith. Rebecca's knowledge and insight has been invaluable to me in taking on the RDO/EO role due to the sudden ill-health of the incumbent. Thanks again Rebecca for all your support. I look forward to working with you in 2021 – 2022 to realise the vision and purpose of Community Council Central Coast.

In addition, I'm certain that the previous RDO/EO (August 2019 – June 2021) would like me to express gratitude to Rebecca for always making her skills available to quickly respond to important news and events and not only manage the CCCC website and social media but to also increase CCCC exposure on those

sites, keeping everyone informed as and when needed.

The primary role of CCCC under its agreement with the New South Wales Department of Communities and Justice is to act in a sector development role with a particular focus on Targeted Early Intervention (TEI) programs. CCCC are grateful to the Department and in particular our Commissioning & Planning Officer, Emma Gilby, for the ongoing support and interest in our contributions to sector support.

The primary role of sector support and development required CCCC to not only manage the facilitation of several local interagency meetings but to also plan and develop activities and means to support local service delivery agencies. CCCC staff were able to do this in part through supporting communities of practice developed during the previous year. As well, some reference groups looking at various activities around training, workforce development and the coordination of services were formed.

In 2020 – 2021, CCCC was privileged to work in partnership with many local agencies and services including, but not limited to, Central Coast Community Legal Centre, the Central Coast Council, Community Compass as well as the chairs and facilitators who led local interagency groups.

Yours in Community

Dr Penny Newson  
Regional Development Officer/Executive Officer



# marketing & events report

**The latter half of 2020 continued in a similar vein to the first; with the Community Services sector continuing to communicate and collaborate in new ways.**

Zoom and Teams meetings replaced face to face networking and 'getting things done' virtually became the norm. With service delivery continuing to be impacted across the sector, Community Council also continued to maintain the COVID-19 Resource directory that was created at the beginning of the pandemic.

In August 2020, I took on the role as Chair Person of the Central Coast Against Domestic Violence Committee - a sub committee of the Central Coast Domestic Violence Committee. The committee aims to raise awareness of Domestic Violence within the community through grassroots activities and activations.

Our 2020 awareness campaign was lead with following message: "Domestic Abuse. It is your business. Say Something. Do Something". This message was supported with a two minute bystander video (produced by Central Coast Council) as well as branded bottle shop bags and hand sanitisers distributed to local clubs and liquor outlets.

With COVID-19 restrictions inibiting our ability to run the annual 'Central Coast Says No to DV' walk at The Entrance, the committee got creative and hosted a virtual walk. Community members and organisations posted photos of their walk to social media using #stepupcentralcoast.

I would like to thank everyone who has contributed to the Central Coast Against Domestic Violence committee as well as our partners - Central Coast Council, The Tuggerah Lakes Liquor Accord and NSW Police.

Looking forward, there are certainly many opportunities for the sector to continue to innovate. With the recent decommissioning of the Dept Communities and Justice HSNET platform, Community Council looks forward to working with the sector to deliver new and exciting solutions that will benefit workers and their clients.

Rebecca Smith  
Marketing and Events Coordinator



# board members & staff 2020 – 2021

## EXECUTIVE:

Chair:	Corinne Hodson
Vice Chair:	Beth Bolte
Treasurer:	Penny Newson
Secretary:	Sally Lovelock Danielle Martin

## BOARD MEMBERS:

David Mylan  
Michael Lott  
Veronica Nash

## STAFF:

Keiran Booth	Regional Development/Executive Officer (resigned June 2021)
Rebecca Smith	Events & Marketing Coordinator

## VOLUNTEERS:

Tina Dixon (to October 2020)



# interagencies

Central Coast Community Council staff sit on and regularly attend the following Central Coast interagency meetings:

- Youth
- Young Parents
- Aboriginal
- Disability
- Homelessness
- LGBTQIA
- Multicultural
- Domestic violence
- Homelessness
- Mental Health

New interagencies will be developed through partnerships and collaboration with services over the next 12 months.

During 2020 – 2021 Central Coast Community Council staff sat on the following committees, forums, reference groups, advisory groups and steering committees:

- Mental Health & More (ARAFMI) ILC Steering Committee
- ACOSS, NCOSS and FONGA forums
- Central Coast Council Social Impact Task Force
- Central Coast Council Disability Access and Inclusion Reference Group
- River Cares Spencer Establishment Working Group
- Regional Youth Support Services Youth Collective Working Group
- Central Coast Against Domestic Violence Committee
- Central Coast Multicultural Expo Planning Group



# financial report

## 1 july - 30 june

Refer to Appendix A financial report prepared by See Accounting Group





# Community Council Central Coast

ABN: 92 145 418 690

Web: [www.theccccc.org.au](http://www.theccccc.org.au)

Email: [rdo@theccccc.org.au](mailto:rdo@theccccc.org.au)

Phone: 02 4333 4401

This service receives funding from the NSW Department of Communities and Justice



**Communities  
& Justice**





# 2021 Financial Report

Central Coast Community Council

ABN 92 145 418 690

For the year ended 30 June 2021

Prepared by See Accounting Group

*Liability limited by a scheme approved under Professional Standards Legislation.*

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# Committee's Report

## Central Coast Community Council

### For the year ended 30 June 2021

#### Committee's Report

Your committee members submit the financial report of Central Coast Community Council for the financial year ended 30 June 2021.

#### Committee Members

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

Committee Member	Position
David Mylan	President/Treasurer
Veronica Nash	Secretary
Beth Bolte	Member

#### Principal Activities

The principal activities of the association during the financial year was community support.

#### Significant Changes

No significant changes in the nature of these activities occurred during the year.

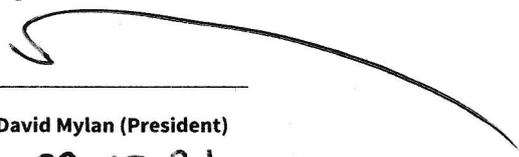
#### Operating Result

The loss after providing for the financial year amounted to \$12,521.

#### Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The ability of the association to continue to operate as a going concern is dependent upon the ability of the association to generate sufficient cashflows from operations to meet its liabilities. The members of the association believe that the going concern assumption is appropriate.

Signed in accordance with a resolution of the Members of the Committee on:

  
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**David Mylan (President)**

Date 22/10/21



**Veronica Nash (Secretary)**

Date 22/10/21

# Income and Expenditure Statement

## Central Coast Community Council

For the year ended 30 June 2021

	2021	2020
<b>Income</b>		
Membership Fees	11	8
Interest Income	63	176
Forums & Events	200	-
Hot Desk Income	2,775	12,026
Government Subsidies	7,055	21,165
<b>Grant Income</b>		
FACS - CSGP Funding	-	113,122
EPA Grant	-	85,423
Other Grants Income	9,641	7,750
Multicultural Expo	-	216
<b>Total Grant Income</b>	<b>9,641</b>	<b>206,512</b>
<b>Untitled Group</b>		
SSTF Grant Funding	8,942	-
DCJ-TEI Grant Funding	107,230	-
<b>Total Untitled Group</b>	<b>116,172</b>	<b>-</b>
<b>Total Income</b>	<b>135,917</b>	<b>239,887</b>
<b>Gross Surplus</b>	<b>135,917</b>	<b>239,887</b>
<b>Expenditure</b>		
Audit Fees	1,000	900
Bookkeeping Fees	1,593	1,677
Advertising	140	500
Bank Charges	-	-
Computer Expenses	3,654	3,908
Conferences & Workshops	-	620
Consultancy Fees	-	18,900
Depreciation	143	-
Entertainment Expenses	14	178
Filing Fees	-	47
Insurance	3,801	3,680
Insurance - Workers Comp	494	954
Interest Paid	-	104
Meeting Costs	178	235
Office Expenses	1,027	-
Parking & Tolls	2	33
Printing & Stationery	1,529	1,175
Project - EPA Food Grant	-	123
Rent	8,577	6,909
Repairs & Maintenance	265	161

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Income and Expenditure Statement

	2021	2020
Staff Training & Welfare	256	43
Subscriptions	808	1,134
Telephone	2,026	3,057
Venue & Event Costs	-	(970)
<b>Employee Expenses</b>		
Travel Expenses - M/Vehicle	2,103	4,699
Recruitment Costs	-	598
Wages & Salaries	113,810	121,593
Superannuation Expense	9,827	11,273
Annual Leave	(3,566)	5,843
<b>Total Employee Expenses</b>	<b>122,175</b>	<b>144,006</b>
Community Support	756	-
<b>Total Expenditure</b>	<b>148,437</b>	<b>187,372</b>
<b>Current Year Surplus/ (Deficit)</b>	<b>(12,521)</b>	<b>52,515</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.




# Assets and Liabilities Statement

## Central Coast Community Council

As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	2	163,752	168,507
Trade and Other Receivables	3	5,516	9,426
<b>Total Current Assets</b>		<b>169,267</b>	<b>177,933</b>
<b>Non-Current Assets</b>			
Plant and Equipment, Vehicles	4	5,066	-
<b>Total Non-Current Assets</b>		<b>5,066</b>	<b>-</b>
<b>Total Assets</b>		<b>174,333</b>	<b>177,933</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	3	13,736	14,097
Provisions	6	16,059	5,000
Employee Entitlements	7	3,430	5,206
<b>Total Current Liabilities</b>		<b>33,225</b>	<b>24,304</b>
<b>Total Liabilities</b>		<b>33,225</b>	<b>24,304</b>
<b>Net Assets</b>		<b>141,109</b>	<b>153,629</b>
<b>Member's Funds</b>			
<b>Capital Reserve</b>			
Current Year Earnings		(12,521)	52,515
Retained Earnings		153,629	101,114
<b>Total Capital Reserve</b>		<b>141,109</b>	<b>153,629</b>
<b>Total Member's Funds</b>		<b>141,109</b>	<b>153,629</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



# Notes of the Financial Statements

## Central Coast Community Council For the year ended 30 June 2021

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act New South Wales. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

#### Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

#### Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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These notes should be read in conjunction with the attached compilation report.



## Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

## Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

## Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2021	2020
<b>2. Cash on Hand</b>		
Cash and cash equivalents	163,752	168,507
<b>Total Cash on Hand</b>	<b>163,752</b>	<b>168,507</b>

	2021	2020
<b>3. Trade and Other Receivables</b>		
<b>Trade Receivables</b>		
Trade Debtors	-	5,500
<b>Total Trade Receivables</b>	<b>-</b>	<b>5,500</b>
<b>Other Receivables</b>		
Bond/Key Deposit WSC	125	125
<b>Total Other Receivables</b>	<b>125</b>	<b>125</b>

These notes should be read in conjunction with the attached compilation report.

	2021	2020
<b>Prepayments</b>		
Prepayment Account	5,391	3,801
<b>Total Prepayments</b>	<b>5,391</b>	<b>3,801</b>
<b>Total Trade and Other Receivables</b>	<b>5,516</b>	<b>9,426</b>
	2021	2020

**4. Plant and Equipment, Vehicles**

Office Furniture & Equipment	5,209	-
Less Accumulated Depreciation on Office Furniture & Equipment	(143)	-
<b>Total Plant and Equipment, Vehicles</b>	<b>5,066</b>	<b>-</b>
	2021	2020

**5. Trade & Other Payables**

<b>Trade Payables</b>		
Trade Creditors	1,183	13,712
<b>Total Trade Payables</b>	<b>1,183</b>	<b>13,712</b>
<b>Other Payables</b>		
GST Account	3,031	385
<b>Total Other Payables</b>	<b>3,031</b>	<b>385</b>
<b>Total Trade &amp; Other Payables</b>	<b>4,214</b>	<b>14,097</b>
	2021	2020

**6. Provisions**

<b>Provisions</b>		
DCJ SSTF Grants In Advance	11,059	-
Other Income in Advance	5,000	5,000
<b>Total Provisions</b>	<b>16,059</b>	<b>5,000</b>
<b>Total Provisions</b>	<b>16,059</b>	<b>5,000</b>
	2021	2020

**7. Employee Entitlements**

<b>Employee entitlements (wages, annual leave, etc)</b>		
Provision for Annual Leave	1,640	5,206
Superannuation Payable	1,790	-
<b>Total Employee entitlements (wages, annual leave, etc)</b>	<b>3,430</b>	<b>5,206</b>
<b>Total Employee Entitlements</b>	<b>3,430</b>	<b>5,206</b>

These notes should be read in conjunction with the attached compilation report.

# True and Fair Position

## Central Coast Community Council For the year ended 30 June 2021

### Annual Statements Give True and Fair View of Financial Position and Performance of the Association

We, David Mylan, and Veronica Nash, being members of the committee of Central Coast Community Council, certify that –

The statements attached to this certificate give a true and fair view of the financial position and performance of Central Coast Community Council during and at the end of the financial year of the association ending on 30 June 2021.

Signed:



Dated:

22/10/21

Signed:



Dated:

22/10/21

# Auditor's report

## Central Coast Community Council For the year ended 30 June 2021

### Independent Auditors Report to the members of the Association

We have audited the accompanying financial report, being a special purpose financial report, of Central Coast Community Council (the association), which comprises the committee's report, the assets and liabilities statement as at 30 June 2021, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

### Committee's Responsibility for the Financial Report

The committee of Central Coast Community Council is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act 2009 (NSW) and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

### Opinion

In our opinion, the financial report presents fairly, in all material respects (or gives a true and fair view –refer to the applicable state/territory Act), the financial position of Central Coast Community Council as at 30 June 2021 and (of) its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act 2009 (NSW).

### **Basis of Accounting and Restriction on Distribution**

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Central Coast Community Council to meet the requirements of the Associations Incorporation Act 2009 (NSW). As a result, the financial report may not be suitable for another purpose.



**Auditor: Jennie Hawkshaw**

*Director of See Accounting Group*

*Suite 4, 28 Barralong Road, Erina NSW 2250*

**Dated: 07 September 2021**

# Certificate By Members of the Committee

Central Coast Community Council  
For the year ended 30 June 2021

I, David Mylan certify that:

1. I attended the annual general meeting of the association held on 27 October 2021.
2. The financial statements for the year ended 30 June 2021 were submitted to the members of the association at its annual general meeting.

Signed:



Dated:

27 October 2021