

**Engadine Community
Services Inc**

**ANNUAL REPORT
2019-2020**



ORGANISATIONAL STRUCTURE

ECS MANAGEMENT COMMITTEE

ECS MANAGER
Melinda Paterson [4 days]

BOOKKEEPER
Mona Chui [1 day]

AGED SERVICES COORDINATOR
Lynefte Buss [3 days]

BUILDING COMMUNITIES COORDINATOR
Lee Brack [3.5 days]

PA OFFICER
Karen Wheatley [2.5 days]

Communications Officer
Adrian Isaac

Individual Social Support Volunteers

Bus/Group Social Support Volunteers

Seniorcise Instructor

Pilates Instructor

Lead Volunteers

Community Development & What's On

ECS Member services

Lead Volunteers

Reception Volunteers

Room Hirers & external groups

Playgroups

Resource Centre services

Toy Library Volunteers

Pilates Instructor

Australian Govt \$

NSW Govt \$

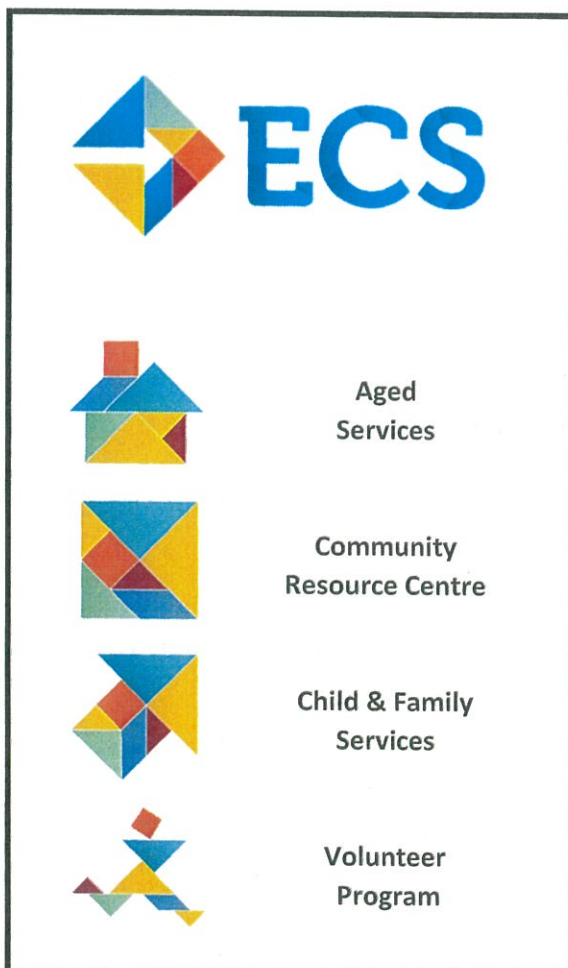
Suth. Shire Council \$

SAP \$

ECS \$

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ECS MANAGEMENT COMMITTEE MEMBERS

Garry Keir	President
Suzanne Jenkins	Vice President
Christina Mannyx	Treasurer
Susan Ransom	Secretary
Terry Georgeson	Member [-1/20]
David Gilmore	Member

ECS PAID STAFF

Melinda Paterson	Manager
Lee Brack	Building Communities Coordinator
Lynette Buss	Aged Services Coordinator [1/20-]
Mona Chui	Finance Officer [9/19-]
Karen Wheatley	PA Officer
Yvonne Vallak	Finance Officer [-9/19]
Kylie Voysey	Aged Services Coordinator [-12/19]



President's Report

What a year 2020 has been - severe drought and bushfires across most of the country in the very early months, and then a virus pandemic. COVID-19 has nearly stopped the world in operating normally with international/state/local area closures, no international travel or visitors and trade being extremely limited.

Our little part of the world at Engadine Community Services has been truly affected, like everyone else. Lockdown meant the closure of the Centre's activities, including the hiring out of our meeting room, and prevented close contact with nearly everyone, especially our elderly clients.

The incredible and hard-working ECS Team (working from the office or from their homes) have been absolutely fantastic in trying to organise everything around these closures, with regular personal contact with our clients and volunteers ensuring that they are safe, have a "listening ear" (phone calls) and that their physical and emotional needs are being addressed. The strict procedures and policies that have been instituted are ensuring that everyone is safe, and we will come through this crisis.

I know that this year has been incredibly hard for everyone, and not what you would call a "normal year" in the operation of a business, but I am very proud of the staff (and those incredible VOLUNTEERS) for their ability to adapt. By having the correct procedures in place, we will ensure the continued success of Engadine Community Services well into the future.

Unfortunately I have completed my time as President, so I hand over this position to someone else to ensure the continuation of this great organisation. I wish to thank all the Management Committee, the staff and all of those exceptional volunteers for all of your hard work and dedication. To our clients, when this crisis is over, I look forward to seeing you again using our facilities and activities, so you can ensure that your own lives are enhanced and enriched to the fullest.

Garry Keir

Treasurer's Report

The 2019/2020 Financial Year has been one of many challenges at Engadine Community Services. COVID-19 has made normal operations very difficult.

The Government COVID-19 Support has helped us greatly. We have, however, also needed to draw on our reserves to ensure the organisation continued to operate safely and at optimal level. Our financial position (as can be seen by the Auditor's Report) continues to be sound, though the budget is tight.

I would like to personally thank Mona Chui, who joined our organisation as Finance Officer in September 2019. She has done a terrific job bringing our accounting system into the 21st Century. Well done Mona! Thanks, also, to Melinda and all the staff. Your hard work, professionalism and dedication to all our clients, during this challenging time, is greatly appreciated by all who come into contact with ECS.

Christina Mannyx

Funding Programs

COMMONWEALTH HOME SUPPORT PROGRAMME

[Australian Government Department of Health]

CHSP is the entry level tier of the aged care system offering choice and flexibility to older people. The CHSP aims to support frail, older people aged 65 years and over (50 and over for Aboriginal and Torres Strait Islander people) to live as independently as possible in their own homes and community for as long as they can and wish to do so. The programme offers low intensity ongoing support such as domestic assistance and care services or higher intensity support and care services on a shorter term or episodic basis such as allied health and respite for carers. Services provided take into account each person's individual goals, preferences and choices with a focus on pathways and activities that embed wellness, independence and reablement when required. The CHSP helps older people stay living in their own homes to delay, or altogether avoid the need to move to more complex forms of aged care. ECS receives CHSP funding for Social Support, both Individual and Group.

TARGETED EARLIER INTERVENTION

[NSW Government Department of Communities & Justice]

TEI provides funding for a range of services to strengthen communities and build their capacity. These services include community centres like ECS, where people can meet and access resources and that help improve the community's connectedness and capacity by providing information and referral on local services; access to the internet, access to skills training, and a place for local groups to meet. ECS Playgroups and the Toy Library aim to assist families and give kids the best start at life.

COMMUNITY CENTRES FUNDING

[Sutherland Shire Council]

ECS operates a community resource centre, which provides amenities to the residents of Engadine and neighbouring suburbs. The resource centre services include a volunteers program, social support groups, disability access toilet and adult change table, children's toilets, mothers' breastfeeding chair and baby change table, Tax Help, JP Service and information about Shire services and events, especially those run by the Council.

STAYING ACTIVE PROGRAM

[NSW Health & Vitality Club]

ECS received a grant in 2019 to increase opportunities for physical activity among adults aged 50 years and over. The Staying Active program aims to remove barriers to assist in establishing sustainable programs and making classes more accessible to community members. Our 50+ Social Exercise classes get the community staying physically active as we get older.

COMMUNITY GRANTS & SUBSIDIES

[Sutherland Shire Council]

The Community Grants and Subsidies Program is delivered by Sutherland Shire Council to support and empower the local community. The aim of the program is to fund a range of projects that contribute to a connected, supportive, caring, inclusive and engaged community. ECS received a grant for 'The Changing Face of ECS' in 2019-20.

ClubGRANTS

[ClubsNSW, Engadine Bowling Club & Club Engadine]

Registered clubs who earn \$1 million or more in gaming machine profit each year are taxed through the ClubGRANTS scheme. The scheme enables a club's participation, support, and leadership within their local area by providing funding for projects, services and programs that benefit their community. ECS received a grant as Secretariat for the Collaborative Against Abuse of Older People in Sutherland Shire.

VOLUNTEER GRANTS

[Australian Government Department of Social Services]

ECS received a grant in 2019 for WHS, Criminal Checks and furniture purchases.

The ECS Team

Roll Call of Volunteers 2019-2020

Aged Services

Rhonda Chant [Lead Volunteer]
Garry Keir
Gary Dundon
Mike Fernando
Narelle Field
Philip Dennis
Denise Pond
Jasmin Eason
Helen Robinson
Deanne Richmond
Leanne O'Connor
Pat Newbold
Janet Martin
Rob Milson
Leanne Waddell
Margaret Cullen
Trish Murray
Vicki Jeffree
Haylee Hagen
Virginia Malcher
Aine Love
Kerrie Waitai



Office

Sandra Bennie [Lead Volunteer]
Darlene Royal [Lead Volunteer]
Deborah Scott [Reception]
Gloria Branson
Alan Brownscombe
Rhonda Hunter
Sandra Munn
Greg Yates

Toy Library

Sandra Munn [Lead Volunteer]
Helen Dorman [every Monday]
Keryn Johnson [every Monday]
Catherine Ankeshian
Megan Cox
Carol Donnelly
Denise Gnomes
Shirley Handley
Yushan Li
Wei Lin
Virginia Malcher
Dayna Mellor
Yuevgeniya Osypenko
Lauren Phillips
Gillian Powell
Jie Yan

JPs

Lynette Alexander
Greg Anderson

Gabrielle Baker
Kerry Baldwin
Gary Beaumont
Barbara Bell
Marjorie Birss
Stephen Black
Christine Boorman
Sandra Bowley
Michael Bretherton
Jillian Brookfield
Bruce Campbell
Jeff Cashman
Beverly De Bruyn
Jon Drummond
Garry Eggert
Eileen Ellsmore
Rebecca Fisher
Jennifer Follett
Sydney Frederiksen
Peter Gill
Michael Goldrick
Anthony Grahame
Ken Hammond
Warren Kelso
Christine Kent
Bruce O'Malveney
Connie Morris
Kevin Price
Judith Raggatt
Peter Sheehy
Greg Tall

Results of the ECS COVID-19 Survey [June 2020]

Feedback from clients and volunteers about ECS assistance during lockdown included:

- engagement via phone calls [19], emails/newsletters [17], What's App [13], visits from volunteers [7], Zoom video meetings [7], work to do [4], shopping by volunteer [1]
- assistance: gave me information about COVID-19 and the lockdown [17], kept me socially connected [10], helped me feel better about myself [9], gave me/my children something to occupy my time [2], gave me something to be happy about [5], ensured I had the food I need [3], helped me stay well [1]
- They were really good with sending out emails and keeping us informed with what was happening. They were also good with phone calls checking on us to see if we were okay.*
- They did everything well. The information & contact provided was excellent*
- I think ECS provided important services supporting the clients during the shut own. Phone checks were vital for many clients.*
- You did very well. Thank you all very much.*
- You are all wonderful. Thank you for all you do. I love you all.*
- I did appreciate the bags of goodies that were dropped off to us.*

Manager's Report

This financial year was the best of times, the worst of times, as we were forced to effectively disassemble two years of centre redevelopment in March 2020, due to COVID-19. ECS was a busy community hub when the pandemic hit; we were providing a dozen social exercise classes each week for various age groups [Pilates, Seniorcise, Tai Chi and Yoga], our meeting room had regular hirers [WW, Toastmasters and Minecraft Group] and hosted successful playgroups [see *Lee's report*] and social support groups for seniors [see *Lynette's report*]. We also had new furniture and safety equipment and window dressings, courtesy of a Volunteer Grant and Sutherland Shire Community Grant. It was heartbreaking when lockdown forced everything to stop.

June to January had been very sad and stressful, as we said goodbye to several beloved ECS Team members and continued on the growth trajectory that started in 2018. Yvonne was the first to leave, in September, after 16 years of financial management; she was a drawcard to this job for me, so I was understandably nervous. We all miss her friendship and calm presence in the office on Mondays. Ashley, who had been a student on placement, did a stint as A/Coordinator and locum for Kylie, who then resigned in December to spend more time with her family. The passing of Sandra J in January has left a hole in our hearts that can never be filled. Our fantastic Pilates instructor, Annalie, also made a move, which was a huge loss for the Parkinson's Fitness Group and 50+ Social Exercise. Thankfully, Mitch stepped in immediately to help [just as he fills big shoes as Seniorcise instructor when the popular Kaz is away], along with Tai Chi John, Yoga Dani and another new contractor, Louise.

Highlights during this period included expansion of the Parkinson's Group to include a monthly lunch, new yoga classes for kids and an Open Day in August to coincide with the Engadine Street Festival [big thanks to Monday Toy Library volunteers, Helen and Keryn for working]. I enjoyed one of my favorite parts of the job – supervising student placements – this time with Mark and Cynthia [see their reports]. In September, I presented about ECS' seniors Quality of Life Project at the NSW Neighbour Aid and Social Support Association conference in Bathurst. In October, Karen and I led members of the Collaborative Against Abuse of Older People in Sutherland Shire in organising a CEOs Breakfast [see Karen's report] and Lee organised the 'Seniors Community Safety Forum' in October, with speakers from local emergency services. Most importantly, Adrian and Sandra M put in massive hours and patience to finish the Toy Library online, which became an integral part of ECS re-opening it post-COVID as a click&collect service.

I was feeling super positive at the beginning of 2020, after ending the year of hard work by everyone with Christmas parties for our Aged Services clients and all ECS Team members at Engadine Bowling Club, and we had built our profile further through a feature at the ShireABILITY Film Festival for International Day of People with Disability and video at <https://www.ecs.org.au/about-us>. Lynette joined us as Aged Services Coordinator in January, bringing over twenty years of community service experience, and we started the tv display in our front window to complement information stands at two community expos in February. Then COVID-19 forced us into lockdown, and the magic really started! Thanks to Darlene's ongoing dedication to the data base, we quickly produced phone lists of all clients and volunteers [250 people] immediately after our 23rd March emergency planning meetings, so Lee, Lynette, Karen and Sandra B could call our Aged Services clients to tell them about our lockdown arrangements. Lee, Deb and I kept the office open for the next six weeks [with Adrian as our security guard]; Karen and Sandra B continued working from home, making several hundred phone calls to check on everyone in the ECS family, and Lynette ran between home and the office, coordinating two hamper creations with Lee and delivery by our extraordinary volunteers [some of whom continued to do grocery shopping for housebound clients]. Indeed, the kindness and generosity of our personnel kept ECS alive and spirits bright during the dark days when the ECS Resource Centre was closed [see survey results]. You all continue to inspire the re-invention of ECS for this world with COVID.

As I write this, Garry is preparing to hand over his Presidency, as required under the *ECS Constitution*. It has been an incredible period of organisational evolution in which to provide leadership; he has overseen a change of Manager, a restructure, almost complete change of staff, new management committee members and has signed a plethora of policy documents and contracts. His energy, positivity and support of me have been constant throughout, and I can't thank him enough. I sincerely hope that he and the ECS Management Committee feel proud of the community service we have all built together, as we look towards the 50th anniversary of Engadine Community Services in 2021.

Mel Paterson

Aged Services Report

I started as Aged Services Coordinator in January, and so far 2020 has been a very interesting year. It has been a roller coaster ride for our team, and for our clients and their families.

Getting to know our clients and their preferred groups was a big task in January/February, and then COVID -19 overwhelmed all our thoughts and actions; we were bombarded with many, many updates from our Commonwealth Home Support Programme (CHSP) funder, Australian Government Department of Health, with endless instructions on social distancing, handwashing and hand sanitising, equipment disinfecting and mask wearing.

PROTECTING OLDER AUSTRALIANS
COVID-19 UPDATE



Our doors closed, and I worked from home for a couple of months to limit the number of staff and volunteers in the office, according to the distancing rules and to reduce the risk of ECS staff getting sick at the same time. At least once a week, I'd pop in to the office to collect essential paperwork and print anything necessary. Our centre-based groups [Seniorcise, Parkinson's Fitness, Social Craft and Men's Cards] were suspended during this time, as were social buses; however, some of our clients required a shopping service.

During lockdown, multiple phone calls were made to every client to check on their welfare and to ensure they were being looked after by their nominated family members; this was carried out by paid staff and wonderful volunteers. We organised 22 gift hampers to be delivered (again by staff and volunteers) to sight the clients who lived alone and have a quick chat from a distance. We also arranged some home visits for the clients who were unable to go outside their homes due to COVID anxiety or their families' anxiety, again using all the COVID safety precautions.

We continued receiving incoming referrals from My Aged Care and I spoke to each new client by phone before resuming home visits to assess people for our CHSP Social Support services at the end of June. Amazingly, we also attracted several new volunteers via Facebook, who were checked out and put to work with clients [mostly individual social support for shopping assistance]. We wouldn't be able to do our work without the kindness and generosity of these wonderful people.

It is a pleasure to work alongside Mel, Lee, Karen and Mona and our team of volunteers, as well as key contractors. When I started, I was amazed by the productivity of such a small organisation. The ECS office is always busy, but also a lovely place to work, and where everyone's contribution is valued.

Lynette Buss [Aged Services Coordinator]



<https://www.ecs.org.au/social-support>

<https://www.ecs.org.au/social-groups>

<https://www.ecs.org.au/activities>



Lynette's first day at ECS was First Aid training

Child & Family Services Report

Well, the past twelve months have been an interesting year.

Sandra M and Gloria have been working out the small glitches in the Toy Library online system, and now being online has helped with the COVID 19 situation. We have been able to continue the Toy Library by members reserving their toys online and booking an appointment to come in and collect. All toys have been cleaned with antibacterial solution and we have new procedures in place for re-cleaning toys as they are returned. I would like to thank all the Toy Library volunteers for the time and patience this year.

We won a Sutherland Shire Council Grant, this year, to purchase some new toys; I will be looking forward to shopping for these online. We will be buying indigenous toys, replacing some popular toys that need to be retired and road signs and traffic lights to teach children what these mean.

Our two playgroups for Grandparents and parents of kids from Czech Slovak backgrounds, were thriving Mondays and Fridays, but paused due to COVID restrictions between March and June 2020. So, in the meantime, I sent members a newsletter with information for the grand/parents, easy preschool worksheets, animal videos from zoos, craft, recipes and games for those at home and ideas for Zooming and mail. We hope to see our Playgroups back next year.

Thanks to a Staying Active Program grant, we had our Pilates instructor Annalie holding classes for the 50+ age group, which I took the opportunity to partake in and it was getting me into alignment. Unfortunately, Annalie decided to travel with her now retired husband so the Staying Active and Parkinson's groups had a lovely farewell lunch for her in February 2020. John, our ever-reliable Tai Chi expert, kept our clients balanced and calm, Dani has started up both a children's and adult's yoga classes to keep the community controlled and relaxed. We also started up a Minecraft Group with the help of Rianna. This group has been formed so children on the autism spectrum and their parents can get together and socialise in a relaxed and safe environment.

I enjoyed putting together the Senior's Safety Forum, where we had representatives from local emergency services and community talks on fire prevention, personal safety, we introduced the new Next-Of-Kin program for NSW Police. Everyone who attended thought morning was very informative.

I would like to thank Mel for thinking up different ways for us to handle the COVID lockdown. In the beginning, she would think of what we could do, only to have to change it the next day. I have learnt a lot about Zoom, how to set it up, and also how to use our new camera, which I have called Harry Potter.

Thank you to all for putting up with my madness.

Lee Brack [Building Communities Coordinator]



<https://www.ecs.org.au/resourcecentre>

<https://www.ecs.org.au/communityfacilities>

<https://www.ecs.org.au/fun-for-kids>



Toy Tester, Jasper, meeting Mayor Carmelo Pesce

Students' Reports

By Ultimo TAFE student: Cynthia, aged 18

As I stepped into that office the first day, I did not know what to expect because it was my first time doing a placement. However, the staff including the manager were welcoming and they made me feel comfortable. I was shown around and was directed to do certain things that I did not know of. I was also given a nickname (Lucille), by Lee, which I liked.

The first thing I learned was how to interact with the community members, especially the kids. I volunteered to help in the Toy Library, which is on every Saturday morning. Through that, I was able to interact with kids from different cultural backgrounds and got to know what they really liked. By getting involved in the Toy Library, I was able to know how to do the tallying and to keep records of the toys borrowed and the ones that have been returned.

Also in the course of my placement, I was privileged to get to help with the Parkinson's Pilates class, which is an exercise class for the seniors and I really enjoyed because I was able to give them help one-on-one and also got to chat with them about different things in the community. To add up on that, I also got a chance to go in the bus with the seniors. I found this amazing and also interesting to spend the day with them and go shopping with them.

The manager also asked me to join her in an Abuse Collaborative meeting, which could help me strengthen my listening skills and also get to know the community field well. In the meetings, I learnt how to take minutes and record them in softcopy. I also learnt how to conduct a meeting and how to manage time. I also got to research about elder abuse and came up with a report on that.

During the Christmas season, I helped in designing the Christmas flyers and gave them to shopkeepers around the Engadine community. I got to interact with different people in the community. Another thing I learnt was customer service and communication skills; I was able to make and receive calls and also help in running the office when the rest of the team members were doing their First Aid course. By this, I strengthened my communication skills and my courage.

I really enjoyed my 120 hours of placement at ECS and I'm very thankful for their acceptance of me to do my placement in their facility. They are such an amazing community service centre and I would recommend any student to do their placement with them.

By Loftus TAFE student: Mark, aged 53

The Community Service Industry is broad and diverse. There are many more people out there who help others genuinely altruistically in countless fields, and government funding bodies and business interests who are not primarily interested in the end user. In between, are the many people who are natural carers who are over-worked and often under-resourced, and through no fault of their own, under-trained.

At the top are the funding bodies, be they philanthropic groups or Local, State or Federal Government. To gain funding, applications need to come from organisations which have experience and understanding and can successfully navigate the system and the processes to win funding. I have learned that CHSP [aged care] and NDIS [disability] are especially complicated and are always changing. Behind the political party politics (all sides of politics), but often restricted by politics, are good people who can and will help.

Some services - most local community services - need to deliver extraordinary amounts of work with small amounts of financial support. When this happens, the workers (paid and unpaid) who have immediate contact with people in need are the ones who go the extra mile, often at their own expense.

What else have I learned?

People are Amazing!!

We are so different! Even within a group where we share a common interest, we are all very different. In our outwardly behaviour we are socialised, we are socially conditioned and have many cultural similarities. But, it wasn't until I sat and actively listened to people, did I get an idea of how different we all are.

Up until now, I had never met such giving people as those I met through my Workplace Learning placement at ECS, and I'm not just referring to the paid staff. People who live to give (to others); some lifelong carers, who I imagine go through days and weeks and longer without doing anything for themselves other than the essentials. And, at TAFE I met people from backgrounds I have never had exposure too, including different nationalities, different cultural experiences and upbringings.

In the past couple of years, I've nursed a much loved family member through palliative care, beaten an autoimmune disease of 10 years of affecting my lungs, nursed a parent through heart bypass and broken hip recovery, become a single father, been forced to retrain and find a new career at 50 years of age and support both parents with moderate and advanced dementia in their home and in an Aged Care facility.

However, I have learned that I am one of the lucky ones. I have learned that there are plenty of people who have done and do it tough, who need to try much harder than me to just get through the day. The elderly and people with disabilities I have met astound me with their resilience. Some have to manage situations which I will never have any concept of, nor know the effort and determination they summon at any moment in their day.

I have learned that I need to start my new career at the bottom of the ladder and to specialise in one area if I am to be able to help others. I have learned that I am empathetic (I think); I take on and feel other people's emotions. I have learned this is a strength, but can also be a weakness if I don't actively self-care.

I have learned that people who make poor decisions are likely to have made that decision because they are a product of what has happened to them. Be that decision to engage in/use alcohol or other drugs, theft, violence etc, there is always a back story - probably reflecting a cycle that they have been caught in from a young age. I've learned that I shouldn't judge them by the predicament they are in, but do my best to understand and help, if they want to be helped.

I have learned that I have a lot to learn, and I need to develop a path best suited to my strengths and prioritise these strengths and interests. I have learned that in Community Services, "on the ground" experience is essential to keep learning and growing and empowering myself to help others.

I've learned that there are terms for human and cultural issues:

- Sandwich Generation is one that comes to mind – those of us who are carers for young and old.
- Psychological First Aid is another - something that all Community Services are familiar with (or should be familiar with) even at times if, they like me, do it naturally as opposed to doing through mandated policy.
- Most local Community Services are under-staffed and over-worked, resulting in staff giving large amounts of their own time, but that is what "givers" do.
- One consequence of understaffing (due to financial constraints) is that the first business management practice to be put aside is the updating and maintenance of policy and procedure documents. I was very fortunate to work with ECS, which holds these documents as a priority and as fundamental in delivering quality outcomes.

I've learned to say No!

I have learned about boundaries – curiosity is not a good enough reason to ask probing questions!

I have learned that a simple demonstration of openness and willingness to help can make someone in need feel so much better. Just asking if someone is OK can be a powerful tool in itself!

Sooner or later we will all need a Community Service!

Collaborative Against Abuse of Older People in Sutherland Shire

The Collaborative Against Abuse of Older People in Sutherland Shire formed in 2016 to help providers of in-home and community-based aged care to identify and respond to abuse. It is an active member of the statewide network of eighteen Collaboratives through the NSW Ageing and Disability Commission.

The role of the Commission and the Collaboratives is to ensure older people are safe and protected from abuse, neglect and exploitation from someone they know while living in their home or in the community [ie. not nursing homes]. Engadine Community Services is the secretariat for the Shire Collaborative and our ECS Manager, Melinda Paterson is the Chairperson.

In October 2019, the Collaborative organised a CEO's Breakfast which was held at Cronulla to highlight upcoming training for managers, field workers and volunteers. This project was made possible by a ClubGRANT from both Engadine Bowling Club and Engadine RSL Club. This was meant to be face-to-face training, but due to COVID will be happening via Zoom. The Ageing and Disability Commission were organising their own online training, so the Collaborative decided to wait to see their training before doing ours, to build on what the ADC has done [at <https://www.ageingdisabilitycommission.nsw.gov.au/tools-and-resources/training>].

During COVID lockdown, we produced a flyer on behalf of the Collaborative targeting older people who are self-isolating; it suggests ways for them to help protect themselves against abuse [see <https://www.ecs.org.au/abuse-collaborative>]. Packages of the flyer were delivered by ECS volunteers to all GPs and chemists in the Sutherland Shire. They were also distributed to the two clubs that gave the Collaborative the funding.

Karen Wheatley [PA Officer]



Engadine Community Services Inc

ABN 39 108 386 726

Special Purpose Financial Report

For the Year ended 30 June 2020

Engadine Community Services Inc

Statement by The Committee

The Committee hereby states that:

- 1 The financial statements and notes satisfy the requirements of the Australian Charities and Not for Profits Commission Act 2012, and Associations Incorporation Act (NSW), including:
 - (a) giving a true and fair view of the financial position as at 30 June 2020 and the financial performance and cashflows for the year ended on that date of the association;
 - (b) complying with relevant Australian Accounting Standards (refer Note 1)
- 2 There are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.
- 3 The provisions of the Charitable Fundraising Act NSW and the conditions attached to the Authority to Fundraise have been complied with;
- 4 Internal Controls exercised by the Organisation are appropriate and effective in accounting for all income received and applied from any fundraising appeals.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.



.....
Committee Member

GARRY KEIR
PRESIDENT - MGT COMMITTEE
30/9/20

Statement of Income and Comprehensive Income

For the Year ended 30 June 2020

	2020	2019
	\$	\$
Income		
Grants		
Aust Govt DOH recurrent	124,919	122,938
NSW Govt DCJ recurrent	69,738	67,745
Sutherland Shire Council recurrent	61,224	61,224
Govt COVID19 support	48,097	-
Other	37,052	16,539
Clients Fees for Services	25,410	25,956
Interest Received - other	260	824
Donations	2,470	3,453
Hire Fees	4,818	2,975
ECS Membership Fees	51	123
Other Income	115	1,574
	<u>374,154</u>	<u>303,350</u>
Expenses		
Staffing Costs	265,326	236,718
Programme and Client Support Costs	34,397	21,942
Computer Expenses	14,106	12,778
Consultancy Costs	-	10,400
Telecommunications	3,814	3,341
Volunteer Costs	1,610	1,031
Audit Fees	2,300	2,250
Depreciation	3,935	3,631
Other Costs	53,398	29,424
	<u>378,886</u>	<u>321,515</u>
Operating Surplus/(Deficit) for the Year	<u><u>(4,731)</u></u>	<u><u>(18,165)</u></u>

The above Statement is to be read in conjunction with the accompanying notes

Engadine Community Services Inc
Balance Sheet as at 30 June 2020

	2020 \$	2019 \$
Accumulated Funds and Reserves		
Accumulated Funds		
Balance at Beginning of the Year	111,013	129,224
Operating Surplus/(Deficit) for the Year	(4,732)	(18,165)
Prior year adjustments and repayments of prior grants	-	(47)
Balance at End of the Year	<u>106,281</u>	<u>111,013</u>
Total Accumulated Funds and Reserves	<u><u>106,281</u></u>	<u><u>111,013</u></u>
 Represented by:-		
Current Assets		
GST Recoverable/(Payable)	(3,452)	(4,395)
Accounts Receivable	12,265	-
Cash and Cash Equivalents	163,700	179,768
	<u>172,513</u>	<u>175,373</u>
Non-Current Assets		
Office Furniture Computers & Equipment - at cost	58,072	58,072
Less: Accumulated Depreciation	58,072	54,137
	-	3,935
Total Assets	<u><u>172,513</u></u>	<u><u>179,309</u></u>
Current Liabilities		
Payables	3,724	7,684
Grants received in Advance or Repayable	14,721	17,473
Provision for Holiday Pay	22,118	15,995
Provision for Other Staff Entitlements	16,141	20,091
	<u>56,704</u>	<u>61,243</u>
Non-current Liabilities		
Provision for Long Service Leave	9,528	7,053
Total Liabilities	<u><u>66,232</u></u>	<u><u>68,296</u></u>
Net Assets	<u><u>106,281</u></u>	<u><u>111,013</u></u>

The above Statement is to be read in conjunction with the accompanying notes

Statement of Cashflows

For the Year ended 30 June 2020

	2020	2019
	\$	\$
Cash Flows from Operating Activities		
Grants Received	326,013	285,919
Clients Fees for Services	25,410	25,956
Interest Received	260	824
Donations Received	2,470	3,453
Hire Fees	4,818	2,975
Other income Received	166	1,697
Payments to Suppliers and Employees	<u>(374,262)</u>	<u>(324,531)</u>
Net Cash from Operating Activities	<u>(15,125)</u>	<u>(3,708)</u>
Cash flows from/(used in) investing activities		
Prior Year adjustments/Grants repaid	0	(47)
Change in GST Payable/Recoverable	<u>(942)</u>	<u>1,749</u>
	<u>(942)</u>	<u>1,702</u>
Net (decrease)/ increase in Cash	(16,068)	(2,005)
Cash at the beginning of the Period	<u>179,768</u>	<u>181,773</u>
Cash at the end of the Period	<u>163,700</u>	<u>179,768</u>

Notes to the Statement of Cashflows

- (a) For the purposes of this statement cash includes cash on hand and cash held in accounts at banks
- (b) Reconciliation of net cash generated by operating activities to Operating Surplus/(Deficit)

Operating Surplus/(Deficit) for the Period	(4,732)	(18,165)
Depreciation	3,935	3,631
Increases/(Decreases) in Provisions		
Long Service Leave	2,475	1,565
Personal and other Leave	(3,950)	0
Annual Leave	6,123	1,463
(Increase)Decrease in Receivables	(12,265)	0
(Decrease)/Increase in Creditors	(3,960)	(9,675)
(Decrease)/Increase in Income in Advance	<u>(2,752)</u>	<u>17,473</u>
Net cash from Operations	<u>(15,125)</u>	<u>(3,708)</u>

The above Statement should be read in conjunction with the accompanying Notes

Notes to and forming part of the Accounts

For the Year ended 30 June 2020

Note 1 Statement of Significant Accounting Policies

Basis of Accounting

The financial statements are a special purpose financial report that has been prepared to satisfy the needs of members and the requirements of the Australian Charities and Not for Profits Commission Act 2012, and Associations Incorporation Act (NSW) including applicable Accounting Standards and other mandatory professional reporting requirements. The policies adopted have been consistently applied unless otherwise indicated. The financial statements overall comply with the recognition and measurement requirements in Australian Accounting Standards (except for requirements set out in AASB10 or AASB128)

The financial statements have been prepared under the historical cost convention and except where stated do not take into account current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

Plant and Equipment

Property, plant and equipment are brought to account at cost valuation, less, where applicable, any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal.

The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

Income Tax

The organisation is a non profit incorporated association and is exempt from income tax. ECS is registered as a charity with the ACNC. Endorsement as a Deductible Gift Recipient was approved in 2005 and as a Public Benevolent Institution in November 2009. ECS holds an Authority to Fundraise # 12092 expiring 20/10/2019.

Employee Entitlements

Provision is made for the Company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year have been measured at their nominal amount.

Contributions are made by the Company to employee superannuation funds and are charged as expenses when incurred.

Impairment of Assets

At each reporting date the board reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists then the board estimates the recoverable amount of the cash-generating unit to which the asset belongs, being the higher of fair value less costs to sell and value in use.

Revenue Recognition

Operating revenue includes donations and income from fundraising appeals and interest income. Grant revenues are brought to account in the period to which the grant relates. Where grants are expected to be repaid that amount is shown as a liability. Donations are brought to account when received. Interest revenue is recognised as it accrues. New accounting standard AASB15 had no significant effect on the entity.

**Notes to and forming part of the Accounts
For the Year ended 30 June 2020**

Statement of Significant Accounting Policies

(continued)

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 Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expenses.

Receivables and payables in the balance sheet are shown inclusive of GST.

Critical Accounting Estimates and Judgements

The Board evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume as reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within.

Cash Flows

For the purpose of the statement of cash flows, cash includes cash on hand, cash at bank, and financial instruments immediately convertible into cash.

Financial Instruments

Financial assets and liabilities are recognised when the Society becomes a party to the contractual provisions to the instrument. For assets this is as at the date the Society commits itself to either purchase or sell the asset. Financial instruments are initially measured at fair value plus transaction costs unless the financial instrument is classified as "fair value through the income statement" in which case transaction costs are expensed immediately. Financial instruments are subsequently measured at fair value or cost. New accounting standard AASB15 had no significant effect on the entity.

Other new accounting standard

AASB 16 Leases - effective for accounting periods commencing on or after 1 January 2019

This requires lessees to recognise assets and liabilities for material leases with a term of more than 12 months and also includes disclosure requirements for lessees (for NFP's excludes a right of use asset for peppercorn leases and the corresponding lease liability). This standard also has had no significant impact on the entity.

	2020	2019
	\$	\$
Note 2 Committed Funds		
Cash at bank and on deposit have been committed as follows:-		
Amounts required for employee entitlements	47,787	43,139
Payables	7,176	12,078
Working capital	94,016	107,078
	<u>163,700</u>	<u>179,768</u>

Engadine Community Services Inc
Notes to and forming part of the Accounts
For the Year ended 30 June 2020

Note 3 Financial Risk

All monies held to meet liabilities provisions and reserves are held in Australian banks that are subject to the Federal Government guarantee. There is no exposure to currency or market risks. The amount that the result for the period and net assets would be affected by a 1% change in interest rates is as follows:

1% increase in rates	818	899
1% decrease in rates	(818)	(899)

Note 4 Related Parties

The names of persons who held office at the date of this report were:

President	Garry Keir
Vice President	Suzanne Jenkins
Acting Treasurer	Christina Mannyx
Secretary	Susan Ransom
Committee Member	David Gilmour

No committee member received remuneration from the Association other than any reimbursement of costs incurred on the Associations behalf.

Note 5 Significant and Subsequent Events

In the second half of the financial year and since year end ECS and its clients have been impacted by the COVID19 pandemic. ECS found it had to close its doors to most normal operations and this has continued for at least some months into the new financial year impacting activities and finances. Many activities have now restarted but in under varied conditions subject to health orders.



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

SHEDDEN & GREEN PARTNERS

ABN 43 723 342 276

INDEPENDENT AUDIT REPORT

To: The Members of Engadine Community Services Inc

Report on the Audit of the Financial Report

Opinion

We have audited the special purpose financial report of Engadine Community Services Inc, which comprises the Balance Sheet as at 30 June 2020, Statement of Changes in Accumulated Funds and Reserves, Statement of Income and Other Comprehensive Income, Statement of Cash Flows, accompanying notes and the Statement by Committee for the year then ended.

In our opinion,

- (1) the financial report of Engadine Community Services Inc has been prepared in accordance with Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012, and the requirements of the Associations Incorporation Act (NSW) 2009 including:
 - (a) giving a true and fair view of the registered entity's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
 - (b) complying with Australian Accounting Standards to the extent required for special purpose financial reports, and Division 60 the Australian Charities and Not-for-profits Commission Regulation 2013.
- (2) The financial reports and associated records have been properly kept in accordance with the Charitable Fundraising Act and its regulations.
- (3) Monies received as a result of fundraising appeals conducted during the year have been properly accounted for and applied in accordance with the NSW Charitable Fundraising Act and its regulations.

Basis for opinion

We conducted the audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

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Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of Those Charged with Governance for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation of the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity'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 responsible entities either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

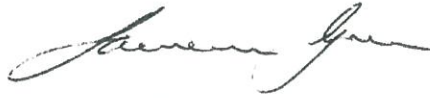
Auditor's Responsibilities for the Audit of the Financial Report

The audit 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 the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

We also:

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

It is our normal practice to communicate with those charged with governance 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 the audit.



Lawrence R Green FCA – Partner
Registered Company Auditor 3106

30 September 2020

Do you know your local community centre?



Engadine Community Services (ECS)

1034-1036 Old Princes Hwy Engadine [opp. RSL]
E: admin@ecs.org.au W: www.ecs.org.au

T: 9520 7022 Mon-Fri 9.30-4.30 & Sat 9-12



The ECS Team of volunteers & staff are supported by funding from the Australian Government [Commonwealth Home Support Programme], NSW Government [Targeted Earlier Intervention] & Sutherland Shire Council [Community Centre, Community Grants]



Since 1971

Serving Our Community



AGED SERVICES

Helping seniors 65yrs+ to live at home safely & reduce social isolation

- Assistance to attend essential appointments
- One-on-one shopping & outings
- Friendly phone calls & home visits
- Social bus trips, including shopping bus
- Centre-based ladies' craft & men's cards
- Seniorcise & Parkinson's fitness classes

50+ Club & Social Exercise Enabling wellness & friendships

- Monthly coffee catch up, lunches & outings chosen by members
- 'Tai Chi & IT' mixed exercise classes [in the room + on Zoom]

CHILD & FAMILY SERVICES

Supporting families with babies & children

- E-newsletter with parenting tips, games & activities
- Exercise groups for grandparent carers
- Yoga classes for kids
- Referrals to other specialist community services
- SUTHERLAND SHIRE TOY LIBRARY

Join online & reserve from a catalogue of 600+ toys
Click & collect on Mon & Thu 1-4pm or Sat 9-12



Volunteer Program For people with time to give

- Have fun, learn new skills & be a valued member of the ECS Team
- Wanted: social support for the aged; librarians for Toy Library

RESOURCE CENTRE Services by appointment 9520 7022

- Set times: JP Service [Thu & Sat], Computers for Seniors [Mon], Tax Help [Mon]
- Available all days: information & referrals, photocopying, syringe disposal

