

HOPETOUN

Community Resource Centre

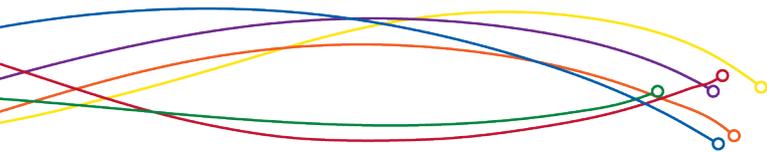
ANNUAL REPORT

2020-21

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Department of
**Primary Industries and
Regional Development**



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Who we are

Established in 1997, the Hopetoun Community Resource Centre (formerly known as Hopetoun Telecentre) is an independent not-for-profit community owned and operated facility which plays a vital role in providing much needed community services, including Local, State and Federal Government services to the local community. We are funded by a mixture of Local, State and Federal Government contracts; user pays services, membership fees and one-off grants for projects.

This enables us to offer a five day a week service to the people of Hopetoun and its visitors. We offer a wide range of services including free online access to State and Local Government information via our Government Access Point, regular business and social development activities, support and services, Centrelink and Medicare Access Point and public library services.

The Fitzgerald Business Network is managed by the Hopetoun and Ravensthorpe CRC's to provide training, advocacy, promotions and networking to businesses and community groups in the Fitzgerald region.

Additionally, we provide a range of professional printing, office services and office supplies. We support and promote local artisans and community groups by offering an outlet for them to sell their locally produced products.

Hopetoun CRC is committed to continuous improvement and is keen to develop the quality and range of services to best meet the needs of our community. We work proactively with key stakeholders and our local community to continue to grow and stay connected with community needs.

We are members of Linkwest, our WA peak body for Resource Centres, and we are incorporated under the Associations Incorporation Act 2015 (WA).

Hopetoun CRC supports thousands of residents, businesses, community groups and visitors of Hopetoun each year.



Our Mission

The Hopetoun CRC aims to provide resources and motivation for the economic, social and cultural development of Hopetoun, by making available office services and supplies, training, education, communication and access to information.

What we do



Access to government services

- Maintain & promote a free All Government Agencies Access Area
- Provide a Centrelink and Medicare Access Point
- Outlet for DBCA National Park Passes & TransWA Tickets
- Provide and promote local Shire and community information



Economic and business development support

- Facilitate networking, advocacy, training, and promotions as a part of the Fitzgerald Business Network
- Provide traineeships and employment opportunities to local people
- Develop and maintain active referral relationships with organisations who seek to support employment pathways and business development



Social development support

- Develop and maintain active referral relationships with organisations who seek to support social development
- Provide community activities, training, events & information sessions
- Facilitate community development initiatives/projects
- Provide governance support to local associations



Services and products

- Provide public internet and computer access including free WiFi
- Provide a wide range of office services & products
- Offer skilled graphic design and secretarial services
- Provide meeting room hire with modern video conferencing facilities



Building community connections

- Provide a public library service
- Maintain a website & noticeboard containing community information & events
- Promote and sell locally produced items and books

Chairperson's Report

This has been a busy and rewarding year for the Hopetoun Community Resource Centre. We continue to provide a valuable resource to our local community and our range of services and initiatives continues to expand, despite the interruptions inevitable in the current COVID pandemic era. As the travel situation improved over last year, we were again able to offer numerous workshops for our community.

The CRC staff have shown their resilience in times of change and have shown their initiative as they develop ways to service our community and welcome visitors to our region. Despite limitations in formal budget/resourcing, the CRC staff under the leadership of our Coordinator have continued to expand their search for grants and funding sources to be able to offer an ever-increasing range of services.

Our new initiative, The Fitzgerald Business Network continues to grow with membership reaching 80 by the end of the financial year. The aim of the FBN is to provide promotion, training, advocacy and networking for members. We have been able to develop our services to include:

- Regular meetings
- After hours events such as webinars and mentoring
- Access to group marketing initiatives
- Promotion, training, advocacy and networking

In the past year with the Ravensthorpe CRC, we approached the local mining companies with a Partnership Agreement to fund a Project Officer for the FBN. We are very pleased to have First Quantum Minerals, Galaxy, Maca, and Medallion Metals all accept this agreement. The generous support of these companies has led to increased business initiatives while assisting our partners with their community involvement.

This year saw the inauguration of our Hopetoun Community Chest, a collaborative venture with Ravensthorpe CRC's

Community Chest Fund. The aim of the funds is to provide subsidies to our community residents who might be undergoing hardship. A sub-committee of the CRC administers the fund which is available to local residents upon application. We are looking at other methods to support the needs of our community and see providing this type of resource reflected in our mission statement. A kick-off sausage sizzle was held at the local markets to launch the Hopetoun Community Chest and provide some initial funds which has been generously added to with a significant donation from First Quantum Minerals.

In January we were involved with the FQM Summer Festival. This was a unique opportunity to collaborate with Rave About Arts and the local school P&C, and was hugely successful. We aim to be involved in this event again in the coming year, and this time the Hopetoun Progress Association will also be involved. We look forward to another great festival.

Our sale of locally produced items increased substantially, and we are very pleased to be able to offer this service to our visitors and also our local artisans and community groups. The CRC continues to offer a great range of office services and products, as well as giftware. In addition, we offer a range of environmentally sustainable products and support various recycling efforts. The provision of these products and services is valuable to our small community, as well as a promotion of the importance of recyclable goods and services.

Chairperson's Report, cont.

As the Chairperson of the Hopetoun Community Resource Centre, it has been my privilege to work with a great team of staff and board members

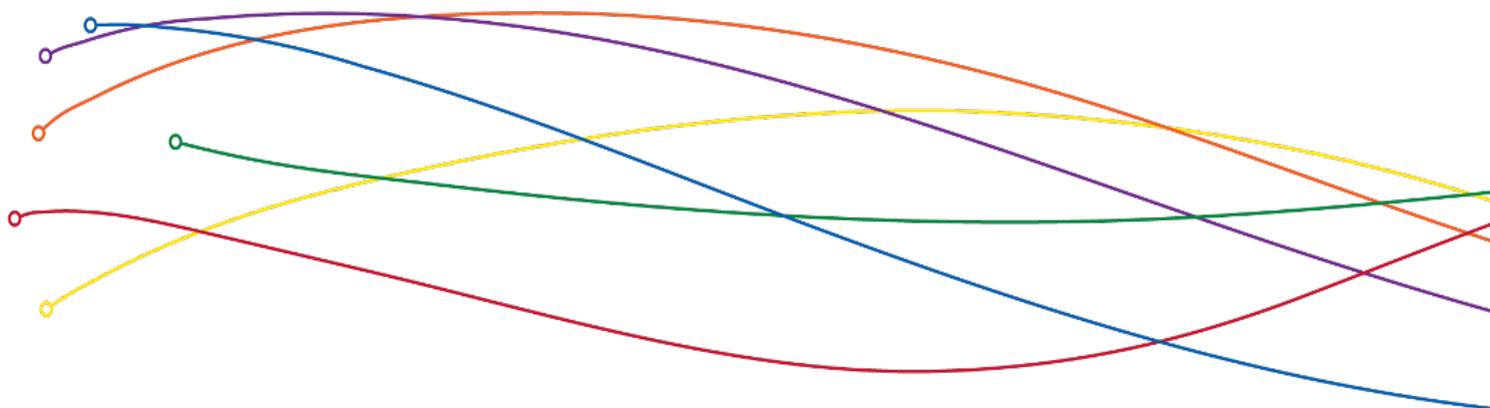
Our workforce at the CRC remains stable and has grown to include:

Total Staff FTE 2.25

As the Chairperson of the Hopetoun Community Resource Centre, it has been my privilege to work with a great team of staff and board members. I know the staff and board are all committed to supporting our community and providing valuable services. While we know there will be continued challenges as we negotiate issues COVID-related such as travel and vaccination requirements, we feel able to meet these challenges. We are looking forward to yet another rewarding year and thank the community for their support.



Thank you
Dr Vivienne Conway
Chairperson



Manager's Report

It is a pleasure and privilege to be able to manage and be a part of the great team at Hopetoun CRC. We achieve many great things for our community and provide vital links to services for our remote regional town.

This year, our CRC continued to recover from the impacts of Covid lockdown, implementing and maintaining essential services for our community and businesses.

We have held a huge range of educational, interactive, environmental and social development workshops and information sessions this year. The highlights were our National Science Week The Sea & Me project, implementing our Youth Space program, collaborative involvement with the FQM Summer Festival and Mining Information Session.

A stand out proud moment for me this year was establishment of the Fitzgerald Business Network. Our strong connection and collaboration with Ravensthorpe CRC has allowed for the development this hugely successful network.

We work very hard to provide a wide range of essential services and support for our community. We have targeted programs for seniors and youth with a broad scope of initiatives to cover all demographics.

Our public library offers modern facilities with dynamic tools and spaces, including a virtual reality game lab and comfy hang out areas with access to charging stations and free WiFi. Our library programs are inviting and welcoming for all ages.

We've got an exciting year ahead with a full and expanding list of projects and initiatives set to ensure we offer access to services and activities that keep our community vibrant, healthy and thriving. While we continue to seek opportunities for the development of the

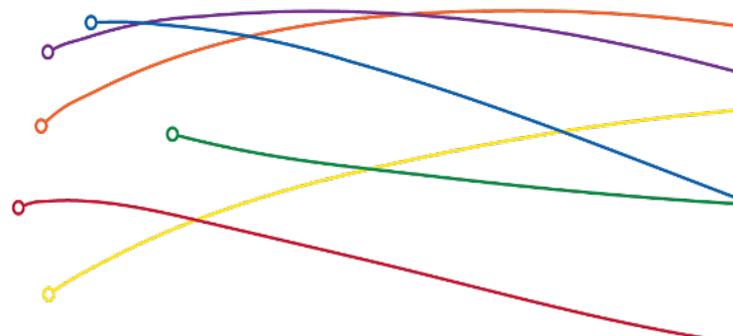
Fitzgerald Business Network, we also remain focused on local environmental education and critical support areas for our community's youth.

The staff and committee of the Hopetoun CRC are an amazingly supportive, skilled and diverse group of individuals. I am very proud of my role as Manager to be able to work with such a fantastic team and support our incredible community.

While we continue to seek opportunities for the development of the Fitzgerald Business Network, we also remain focused on local environmental education and critical support areas for our community's youth



Thank you
Karrina Smallman
Manager



Year in Summary



15,508

Total visitors to our centre in 2020/21



8,217

People provided government and community information



4,666

Public library visitors



12

Successful grants received



8

Local people employed



14

Volunteers engaged



9

Community events held



42

Hot office bookings



14

Collaborations with other community groups



65

One-one-one IT training sessions provided

Government and Community Services

Service Level Outcome 1 - Community members are provided with access to State Government and community information and services.

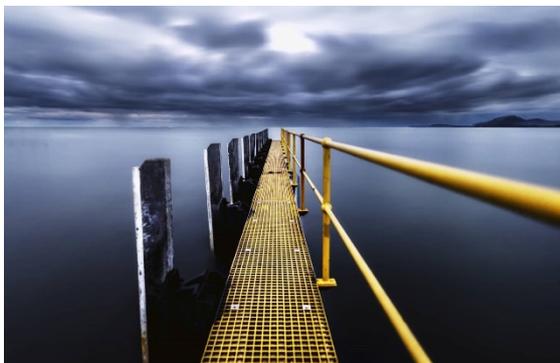
With Hopetoun located 350km from our nearest regional city Albany, and approximately 600km from the State capital Perth, it can be a challenge for local residents needing to access Government information and services. As part of contracts with the Department of Primary Industries & Regional Development, Services Australia and the Shire of Ravensthorpe, we support our local community to have improved access to Government and community information and services through a number of services at our centre.

Video Conferencing technology and equipment is available and well utilised at our centre to offer services that would otherwise require great distance travel and costs. We promote this technology and continue to see growing acceptance of these facilities as a preferred method of conducting long distance meetings and training.

In collaboration with the Ravensthorpe CRC, we manage an online community calendar with weekly “what’s on this week” updates through social media and public noticeboards.



What's on this Week regular updates



Recording audio stories with local legends

Economic and Business Development Support

Service Level Outcome 2 - Local businesses and the workforce have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community.

Hopetoun CRC maintains relationships with organisations that offer employment pathway and business development. We offer our customers referrals to appropriate organisations when support is required.

This year has seen major developments for our Fitzgerald Business Network (FBN) which is a collaborative initiative of the Hopetoun and Ravensthorpe CRCs with expansion to Jerramungup and Bremer Bay expected next financial year. This initiative received significant kick start with a \$40,000 innovation and technology grant from DPIRD allowing the FBN to offer local businesses foundation member packages which included branding kits and professional business photographs.

The FBN has grown to over 80 members by the end of the financial year. The FBN's key focus areas are training, support, advocacy, and networking.

We work with Business Local to offer regular business support opportunities as well as offering our own training, workshops, business after hours and information sessions with a business and/or employment focus.

We offer an on-demand service offering one-on-one assistance for business or employment customers needing help with technology such as MS Office, updating resumes, iPads, phones, laptops, social media and websites.



Hopetoun CRC Trainees learn skills on the STS Leeuwin II

Social Development Support

Service Level Outcome 3 - Community members have access to activities and initiatives that create or improve community connectedness and capacity.

Hopetoun CRC maintains relationships with organisations who seek to build social capacity and offer support for social welfare and wellbeing. We offer our customers referrals to appropriate organisations when support is required.

Throughout the year we have delivered many training courses, workshops, information sessions and local initiative projects that have a community development focus.

This year we provided a variety of workshops and information sessions including Fermenting, Plastic Free Living, Recycled Denim, Astrophotography, Beach Clean Ups, First Aid and composting workshops.

Our energetic staff member, Lisa Jones continues to manage our increasingly popular Little Beat Bop program which has received

generous support from Rave About Arts this year allowing it to be more affordable for families. Lisa also continues to develop and run a great range of children's school holiday craft programs which are always really well attended.

Our local initiative project for this year was our National Science Week "The Sea & Me" events which were very well supported and embraced by our community. We also collaborated with Rave About Arts and Hopetoun Primary School P&C to deliver the Hopetoun Summer Festival in January which delivered over 40 events in 2 weeks for our community and its visitors.

We offer an on-demand service offering one-on-one assistance for customers needing help with technology such as smartphones, iPads, laptops and social media.



The Easter Bunny joins in at Little Beat Bop



Beach Clean Up collection



National Science Week "The Sea & Me" events

Hopetoun Public Library Report

The Hopetoun Public Library has experienced a busy year with a slight growth in memberships due to population increase of the town as well increased tourists utilizing the opportunity of temporary memberships.

Hopetoun CRC proudly continue participation with state and national programs by promoting celebrations and festivals, global issues and topics, with the aim of inspiring participants young and old to get involved, learn, grow and make a difference. These include National Tree Day, NAIDOC Week, Scribblers Festival, the Shaun Tan and Tim Winton Awards, National Science Week, and Children's Week.

Storytime was a huge success again this year. Our wonderful volunteer presenters were Maiken Sedunary, Katharine Murphy, Tegan Greeuw, Sara Greay, Genna Van Hinsberg, and even our local Police Sergeant, Stuart Kerr. The volunteers make this popular program possible which offers an introduction to literacy for young children and an opportunity for parents to meet and chat in a relaxing social environment. Each week a topic is picked for the story and a couple of new rhymes are sung, as well as a few action songs which are repeated weekly to offer continuity and familiarity. The sessions are finished off with art and craft or even a small cookery session. We held a couple of grant funded Storytime's this year for Children's Week and Science Week, as well as special mini-colour fun run to celebrate the Holi, the Indian Festival of Colours, and also wildflower sessions during the Ravensthorpe Wildflower Show.

We continue to work with our Community Health Nurse and the Hopetoun Primary School Kindergarten to build awareness and to encourage and support parents in sharing books and reading through the Better Beginnings Program. As an extension of the Better Beginning Program, we began holding weekly Rhyme Time sessions for the 0-2 year old's in Term 3. This continued through the year with a similar format as Storytime but was tailored to the younger age group with the addition of percussion instruments.

As Library Officer, I would like to extend a huge 'Thank you' to all the volunteers and our staff members, Karrina Smallman, Lisa Jones (also known to appear as Belle from Beauty and the Beast), Katharine Murphy, Melanie Kerr, Sarah Wrount and Sarah Cosgrove (sadly no longer with us), who have delivered our programs over the year. The staff have either volunteered when not working or have stepped in at work if a volunteer cannot make their session. Thank you to *all* for delivering these most important sessions to our youngsters, and offering the opportunity for social connection between parents, grandparents, and guardians, as well as the children.

Library Officer Report

I have settled into the role as Library Officer and have enjoyed the past year immensely, developing the library with the help of the wonderful volunteers and staff of Hopetoun CRC. This has involved culling dated stock and purchasing exciting new stock, especially for the children’s section.

As an extension of the library service, the Hopetoun Public Library continued to lead the way in teaching and improving digital skills within the community and helping patrons move forward in today’s modern world with many one-on-one sessions.

As a Be Connected Network Partner, we delivered a Get Online Week collaborative quiz which taught participants (50+ years) the importance of platforms such as Zoom for connectivity with friends and family during the current global disengagement we find ourselves in because of COVID-19. The Hopetoun CRC/library hosted the funded event which linked up to Ravensthorpe CRC, via Zoom. As well as providing funding for both CRCs to each have a beautiful morning tea, fantastic IT prizes were also up for grabs such as bluetooth speakers and hard drives. The event was optionally fancy dress which made it even more fun! The quiz was age specific with local history and geography questions as well as general knowledge, music and film. The participants were amazed that the technology allowed them to connect, participate and engage with each other in real time and were encouraged to

continue to use this type of technology with family and friends they are unable to visit due to lockdowns.

I had the pleasure of commencing Youth Space this year on Wednesday afternoons for secondary school aged children. Youth Space offers the kids a safe place to hang out together, use the free Wi-Fi, computers, and devices, use the library, play table tennis on our make-shift table, as well as have an afternoon snack and drink. Occasionally through value-adding opportunities from Rave About Arts, workshops have been run such as aerosol art, fire twirling and improv sessions.

We are humbled by the success of the program and are currently looking at concepts to expand the program, allowing a dedicated space for our youth to develop their creativity and community engagement.

I, as Library Officer would like to thank all the staff at Hopetoun CRC for their ongoing support and dedication in keeping the library an inviting, safe, informative, and innovative space for all our community to use.

Donna Higgins



Our Team

Management Committee

Chairperson	Vivienne Conway
Vice Chairperson	Chelsea Byrne
Treasurer	Janet Lee
Secretary	Jeanette Seunis
Committee Member	Janet Robb
Committee Member	Robyn Cockram
Committee Member	Elisa Spengler

Staff Team

Manager	Karrina Smallman
Finance & Library Officer	Donna Higgins
Part Time Customer Service Officer	Lisa Jones
Education Support Trainee	Sarah Wrout
Senior Project Officer	Melanie Kerr
Casual Customer Service Officer	Tabitha Franke
Casual Customer Service Officer	Katharine Murphy
Casual Customer Service Officer	Kansas Keogh

Financial Report

2020-21 Financial Year (FY) has been an extremely busy year with the recovery from COVID-19 lockdown and the inauguration of the Fitzgerald Business Network. The centre has been consistently busier than ever with the Wander out Yonder campaign and our local community looking for safe social interaction at the CRC, not only on a daily basis but also utilising the increased number of training and social events we offer.

Covid-19 health regulations did mean more staff being rostered on in the early part of the FY to maintain sanitising and social distancing. Also, the on-going requirement that staff are not permitted to work with cold and flu-like symptoms, and children not being permitted to attend school and/or daycare with such symptoms, has put a great strain on the Salaries and Wages expense with more need for casual cover. Our EO, Karrina Smallman has relentlessly ensured such requirements, and the health and safety of her staff and patrons has been maintained throughout these unprecedented times. In contrast to the high Salaries and Wages expense figure it should be noted here that there's no longer large liabilities for Time-in-lieu or Annual Leave as all Time in Lieu (TIL) has been paid out and most Annual Leave (AL) has been taken or paid out.

The instant success of the Fitzgerald Business Network (FBN) has seen it transition from a CRC managed project to become its own entity collaboratively managed by both Hopetoun and Ravensthorpe CRCs. In its initial development during this FY, the finances were managed through the HCRC's accounts, therefore the Statement of Comprehensive Income shows a large increase in Grant Income compared to 2019-20, resulting from \$50K DPIRD funding for the FBN and \$10K from MACA. In contrast, Grant Expenditure for this year was only \$29,732 as much of the FBN funding will be expended in the following FY.

Also, to be noted regards Statement: DPIRD Traineeship funding of \$38,500 was received in April which is not expended out of the Grant Expenditure, but out of Salaries and wages, and only proportionally to end of the FY.

In comparison to 2019-20, an increase in 'Sales and Events Income' by an impressive \$27K with only a raise in expenditure of \$10K, this is due to an increase in opportunities offered by the CRC and partially due to FBN training events. Sales

and Events Income comprises of a few account categories, the main ones being Books and Gifts, and Events and Training. In comparison to FY 2020 Sales of Books and Gifts rose by approximately \$6k and Events and Training rose by approximately \$7K

Challenges in the year ahead:

- Interests rates likely to remain low, impacting on interest generated
- Increased costs to deliver services due to COVID-19
- Expected impact of Covid-19 when the State eventually opens to the eastern states and the rest of the world

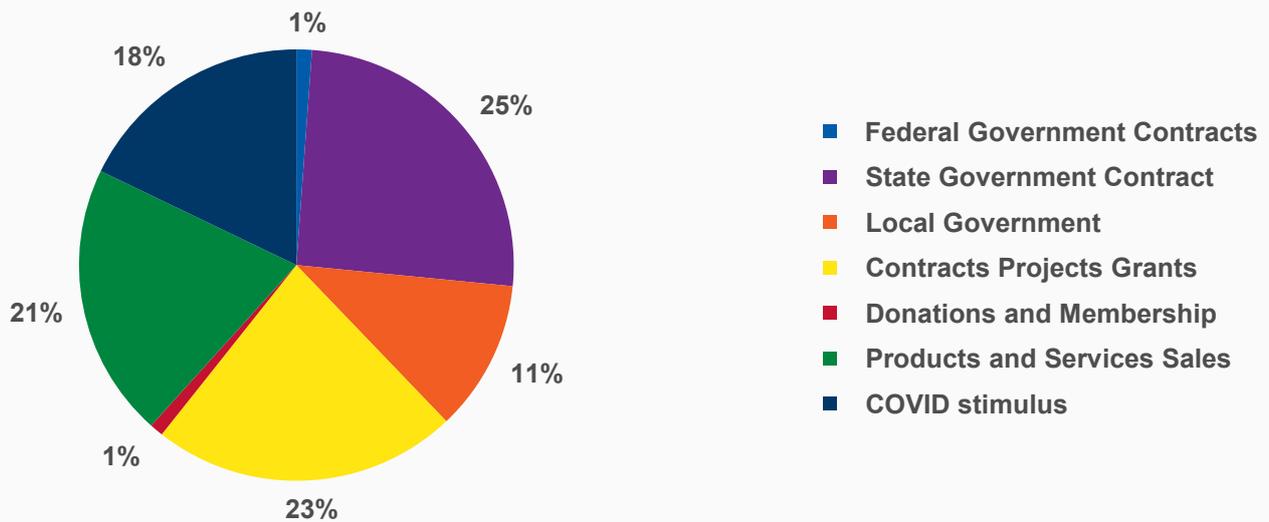
Positives for the year ahead:

- Funding future confirmed by DPIRD
- Constant large population due the increase of the local mining sector
- The continual global advertising through social media of the region
- Our skilled staff will continue to offer new and innovative training and workshop opportunities to our customers resulting in an even greater increase in our Products and Services Revenue

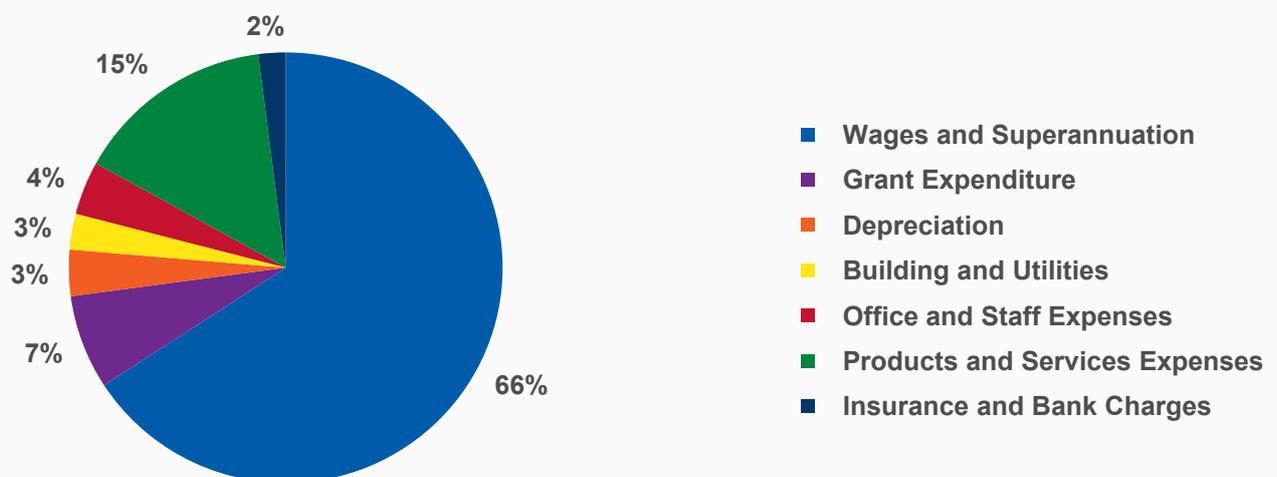
With these factors in mind, we will continue to focus on maximising opportunities to improve our sustainability, through income generation as well as through cost minimisation. We will continually strive to offer new, beneficial goods, gifts, services, experiences and training opportunities to the community and local businesses. With a skilled staff and supportive committee, we are confident that our organisation is well placed to continue to grow and offer a quality service to the Hopetoun community.

Financial Report, cont.

Hopetoun CRC Revenue Total - \$454,455



Hopetoun CRC Expenditure Total - \$419,997



Financial Statements

**HOPETOUN COMMUNITY RESOURCE CENTRE INC.
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 \$	2020 \$
<u>INCOME</u>			
DPIRD Contract		115,499	143,602
Shire Contributions		51,450	50,495
Grant Income		103,383	40,669
Parks & Wildlife Income		9,433	9,034
Dept Human Services		5,219	5,104
Membership		3,540	3,021
Sales & Event Income		83,873	56,867
Interest		113	462
Donations		945	343
COVID Cashflow Boost		0	13,556
COVID JobKeeper		81,000	36,000
		<u>454,455</u>	<u>359,153</u>
<u>EXPENDITURE</u>			
Advertising		245	1,547
Audit Fees		1,500	1,500
Bank Charges		655	430
Cost of Sales & Events		62,668	52,205
Depreciation		14,568	16,884
Grant Expense		29,732	19,409
Insurance		3,649	1,846
Licence Agreement		6,000	2,032
Memberships/Subscriptions		2,730	478
Office Expenses		10,571	8,752
Repairs & Replacements		3,168	290
Salaries & Wages		244,509	176,396
Staff Training & Amenities		3,735	932
Superannuation		31,844	23,221
Telephone & Internet		2,107	2,347
Travel & Accommodation		2,316	1,166
		<u>419,997</u>	<u>309,435</u>
Operating Result Surplus/(Loss)	8	<u>34,458</u>	<u>49,718</u>
OTHER COMPREHENSIVE INCOME			
Grants for Development of Assets - Lotterywest		<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u>34,458</u>	<u>49,718</u>

The accompanying notes form part of these financial statements.

Financial Statements, cont.

**HOPETOUN COMMUNITY RESOURCE CENTRE INC.
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2021**

	Note	2021 \$	2020 \$
CURRENT ASSETS			
Cash on Hand		39	1,065
Cash at Bank	2	254,891	205,522
Accounts Receivable	3	25,267	8,500
TOTAL CURRENT ASSETS		<u>280,197</u>	<u>215,087</u>
NON CURRENT ASSETS			
Library Plant & Equipment	4	19,015	21,128
Office Equipment	4	24,902	33,824
Office Furniture	4	20,022	23,555
TOTAL NON CURRENT ASSETS		<u>63,939</u>	<u>78,507</u>
TOTAL ASSETS		<u>344,136</u>	<u>293,594</u>
CURRENT LIABILITIES			
Trade Creditors		0	0
Other Accounts Payable	5	20,792	9,193
Provision for Employee Entitlements	6	11,942	9,901
TOTAL CURRENT LIABILITIES		<u>32,734</u>	<u>19,094</u>
NON CURRENT LIABILITIES			
Provision for Employee Entitlements	6	17,490	11,426
TOTAL NON CURRENT LIABILITIES		<u>17,490</u>	<u>11,426</u>
TOTAL LIABILITIES		<u>50,224</u>	<u>30,520</u>
NET ASSETS		<u>293,912</u>	<u>263,074</u>
Represented by:			
EQUITY			
Accumulated Surplus		247,282	216,444
Asset Revaluation Reserve		46,630	46,630
TOTAL EQUITY		<u>293,912</u>	<u>263,074</u>

The accompanying notes form part of these financial statements.

Financial Statements, cont.

**HOPETOUN COMMUNITY RESOURCE CENTRE INC.
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 \$	2020 \$
EQUITY			
<u>Accumulated Surplus</u>			
Balance as at the beginning of period		216,444	166,726
Net result for the period		34,458	49,718
Prior period adjustment		(3,620)	0
Balance as at the end of period		<u>247,282</u>	<u>216,444</u>
<u>Asset Revaluation Reserve</u>			
Balance as at the beginning of the period		46,630	46,630
Revaluation Movement		<u>0</u>	<u>0</u>
Balance as at the end of the period		<u>46,630</u>	<u>46,630</u>
TOTAL EQUITY		<u>293,912</u>	<u>263,074</u>

The accompanying notes form part of these financial statements.

Financial Statements, cont.

**HOPETOUN COMMUNITY RESOURCE CENTRE INC.
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 \$	2020 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
<u>Receipts –</u>			
- Grants		218,882	184,271
- Shire		51,540	58,000
- Receipts from Customers		86,243	79,428
- Interest		113	462
- COVID Government Subsidies		81,000	36,000
<u>Payments</u>			
- Employees		(268,248)	(194,966)
- Services and charges		(121,187)	(111,784)
Net Cash flows from / (used in) Operating Activities	11	<u>48,343</u>	<u>51,411</u>
CASHFLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant & equipment		0	0
Purchase of Property, Plant & Equipment		0	(14,237)
Net Cash flows used in Investing Activities		<u>0</u>	<u>(14,237)</u>
CASHFLOWS FROM FINANCING ACTIVITIES			
Proceeds from Grants for Development of Assets		0	0
Proceeds from Loans		0	0
Capital Grants- Other		0	0
Net Cash flows used in Financing Activities		<u>0</u>	<u>0</u>
NET INCREASE/(DECREASE) IN CASH HELD		<u>48,343</u>	<u>37,174</u>
Add: Opening Cash Balance Forward		206,587	169,413
CLOSING CASH CARRIED FORWARD		<u>254,930</u>	<u>206,587</u>
<u>Cash Balance made up of:</u>			
Cash on Hand		39	1,065
Cash at Bank	2	<u>254,891</u>	<u>205,522</u>
		<u>254,930</u>	<u>206,587</u>

The accompanying notes form part of these financial statements.

Financial Statements, cont.

**HOPETOUN COMMUNITY RESOURCE CENTRE INC
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2021**

Note	2021 \$	2020 \$
2 CASH AT BANK		
Operating Account	164,337	113,719
Deposit Account	628	1,935
Cash Reserve	89,926	89,868
	254,891	205,522
3 RECEIVABLES		
Trade Debtors	25,267	8,500
Provision for Doubtful Debts	0	0
	25,267	8,500
4 PROPERTY PLANT & EQUIPMENT		
<u>Library Equipment At Cost</u>	35,068	35,068
Less Accumulated Depreciation	(16,053)	(13,940)
	19,015	21,128
 <u>Office Equipment At Cost</u>	 64,597	 64,597
Less Accumulated Depreciation	(39,695)	(30,773)
	24,902	33,824
 <u>Office Furniture At Cost</u>	 43,831	 43,831
Less Accumulated Depreciation	(23,809)	(20,276)
	20,022	23,555
 Total Property Plant & Equipment	 63,939	 78,507

The Hopetoun Community Resource Centre Inc is located on property and in buildings owned by the Shire of Ravensthorpe.

A peppercorn lease has been entered into with the Shire. The (fair) market value of the lease has not been determined, no right of use asset has been recognised (AASB 16 & 1058) no revenue recognised (AASB15) and neither has lease liability recognised (AASB16).

Leasehold improvements should be depreciated over the term of the lease agreement.

Plant & Equipment has been revalued as at 30 June 2019 to reconcile to the asset register. Values increased by \$ 46,630 which was credited to the Asset Revaluation Reserve.

Financial Statements, cont.

**HOPETOUN COMMUNITY RESOURCE CENTRE INC
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2021**

Note	2021 \$	2020 \$
5 OTHER ACCOUNTS PAYABLE		
GST Payable	13,440	791
PAYG Withholding	7,352	1,356
Accrued Payroll	0	6,303
Superannuation	0	743
ATO Clearing Account	0	0
	20,792	9,193
6 EMPLOYEE ENTITLEMENTS		
Provision for Annual Leave	11,942	9,901
Provision for Long Service Leave	17,490	11,426
	29,432	21,327
Current	11,942	9,901
Non Current	17,490	11,426
	29,432	21,327
7 RELATED PARTY TRANSACTIONS		
Members of the Committee may have entered into transactions with Hopetoun Community Resource Centre Inc. All transactions with related parties have been conducted on an arms length basis and on terms and conditions, that are no more favourable than those available to non-related parties.		
8 RECONCILIATION OF PROFIT FOR THE YEAR TO NET CASHFLOWS FROM OPERATING ACTIVITIES		
Surplus/(Loss) from Operating Activities	34,458	49,718
<u>Non-cash flows in profit:</u>		
Depreciation & Amortisation	14,567	16,884
<u>Changes in assets and liabilities, net effects of:</u>		
- (Increase)/Decrease in receivables	(16,767)	8,543
- Increase/(Decrease) in payables	7,980	(27,119)
- Increase/(Decrease) in provisions	8,105	3,385
	48,343	51,411
Net Cashflow from / used in Operating Activities	48,343	51,411

Financial Statements, cont.

27th October 2021

The Committee of Management
Hopetoun Community Resource Centre Inc
46 Veal Street (PO Box 179)
HOPETOUN WA 6348

By Email Only: hopetoun@crc.net.au

Dear Committee

HOPETOUN COMMUNITY RESOURCE CENTRE INC
AUDIT MANAGEMENT REPORT
FOR THE YEAR ENDED 30 JUNE 2021

We have now completed our audit, for the year ended 30 June 2021, and attached is the financial statements including our Audit Report and Independence Declaration.

As noted in our engagement letter, because of the inherent limitations of an audit, together with the inherent limitations of any system of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards. During the course of our audit we did not note any areas where improvement may be made which would enhance the level of internal control.

Limitation of Internal Control

We make the observation that the internal controls in place at Hopetoun Community Resource Centre Inc are adequate and that my audit tests indicate they are well applied and require no improvement. We also note however, that there are limitations inherent to any system of internal control which are also known as control risks. Similar with other to scale not for profit organisations, generic and inherent accounting internal control risks exist which due to the size and nature of operations have an impact on the internal control procedures which may be applied.

We bring to the Committees attention that those limitations, include (but are by no means limited to):

- ◆ Separation of Duties (particularly within the cash collection / banking / bank reconciliation / general journal / invoicing / receipting / payment / payroll and authorised signatory (electronic password) functions).
- ◆ Accounting Software (integration, password and processing limitations).
- ◆ The possibility of collusion.
- ◆ Our external audit only sample tests transactions, and relies on results of systems testing for audit assurance.

Consequently, there is an inherent reliance on the honesty and integrity of staff and member volunteers. This matter is brought to the Committees attention to highlight the importance of their role in financial review and oversight and to be wary of the possibility that fraud and errors may exist.



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CERTIFIED PRACTISING ACCOUNTANTS



Financial Statements, cont.

Reporting to Government: Associations Incorporations Act, 2015

We remind the Committee of the reporting requirements of the (WA) Associations Incorporations Act, 2015, to submit an information statement to Consumer Protection every year. Details are available online at:

<https://www.commerce.wa.gov.au/consumer-protection/associations-information-statement>

Generally, we consider the Centre, as a not for profit, to be in a sound financial position, having recovered from the prior year operating deficit.

The key operating results are noted as follows:

	2021	2020	2019
Revenue	454,455	359,153	244,483
Operating result for the year surplus / (deficit)	34,458	49,718	(49,564)
Net cash flow from / (used in) Operating Activities	48,343	51,411	(15,182)
Current position (Current Assets less Current Liabilities)	247,463	195,993	139,511
Current ratio	8.56	11.26	3.97

Note: A current ratio in excess of 1 is essential, as it indicates that the Centre has sufficient current assets from which it is able to pay current liabilities. At 8.56 the Centre has healthy current ratio.

We would like to take this opportunity to thank Donna for the valuable assistance provided during the course of the audit. We also enclose an invoice for our fee.

If you have any questions, you are welcome to contact me.

Yours Sincerely



Paul Gilbert FCPA MBA
Macleod Corporation Pty Ltd

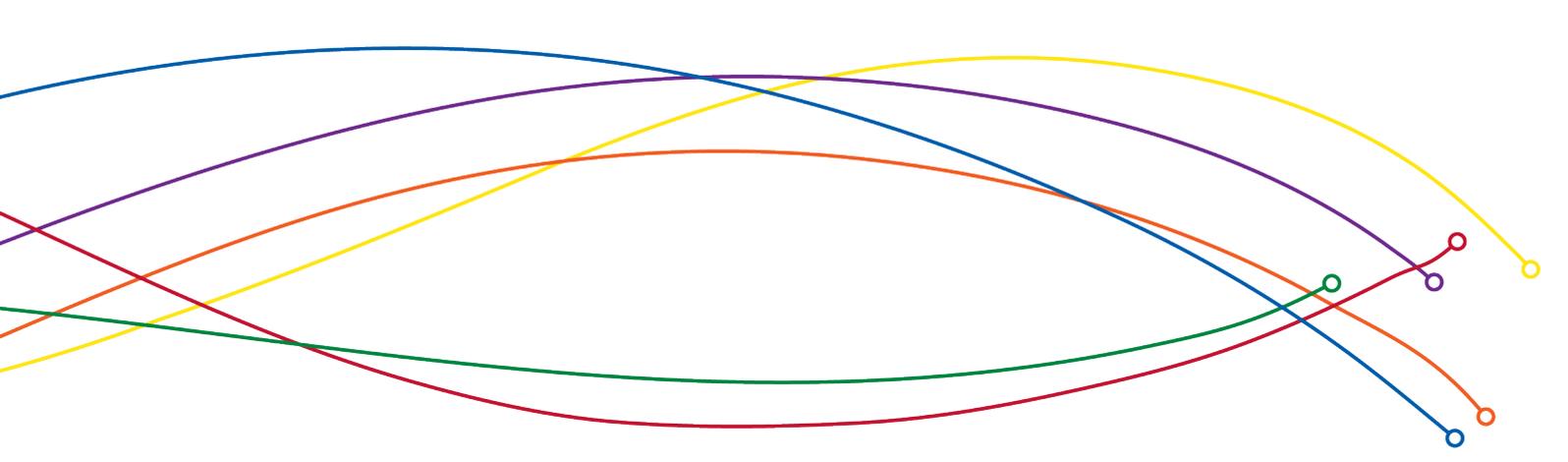
Enclosures.



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CERTIFIED PRACTISING ACCOUNTANTS



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