

Lilydale Community House



Annual Report



January 1 2024–30 June 2025



:: Contents

Acknowledgements	4-5
Committee of Management	4
Staff Members	4
Tutors	4
Session Speakers	4
Volunteers	4
Chair's Report	7
Manager's Report	9
Treasurer's Report	11
Financial Reports	13

:: Acknowledgements

Committee of Management 2024-2025

Chair	Peter Harris
Deputy Chair	Martina Eaton*
Treasurer	Phillip Burton
Secretary	Sharyn Manning*
	Sarah Duff
Committee Members	Benson Bannon
	Michelle McDonald
	Ann Sluiter
	Helen Darvall

*Vacated in 2024-25

Staff

Manager	Suyin Chan
Administration	Abbie Peacock

Volunteers

Janice Adams	Carole Lowe
Rob Richardson	Lilydale Community Gardens Inc members

Tutors & Workshop or Session Facilitators

Barb McFarlane	Jane Jones
Peter Lorback	Amanda O'Brien
Duree Coulson	Thomas Hobley (Bunnings Lilydale)
Michael Howard	Olivia Dalen
Eva Windisch	Pearl Rong
Silvia Stieber	Leigh O'Gorman
Jill Brailsford	Amy Williams
Sarah Duff	Dr Mitra Zarratti
Abi Hockey	Rajeswary Atmanathan
Leoni Clare	Lilydale & District Historical Society
Kay Schnabl	

Acknowledgement and thank you to:

Department of Families, Fairness and Housing for your ongoing Neighbourhood House Coordination Funding and continued support of our sector.

Yarra Ranges Council for recurrent Partnership Funding for the Community House

Neighbourhood Houses of Victoria for support and advocacy

CHAOS (Community Houses Association of the Outer Eastern Suburbs) for your ongoing support and advice.

Maureen McLaughlin for her incredible support in the development and creation of the Lilydale Community House

Nicky Condello from Mt Evelyn Community House and Reading Room for her ongoing invaluable advice

Lilydale Library for your ongoing relationship supporting us.

To the **Andrews Foundation, Mt Evelyn Community Bank** and the **Department of Transport and Planning** for funding towards specific projects

:: Chair's Report

It is with great pride and gratitude that I present this year's Chair's Report for Lilydale Community House. Over the past 12 months, our community has continued to grow, connect, and thrive through a diverse range of programs, events, and initiatives that reflect the heart and spirit of Lilydale.

This is an absolute credit to our Manager Suyin, Abbie, our wonderful volunteers and the committee, and we should all be rightfully proud of our achievements.

A Year of Growth and Engagement

Throughout the year, we've seen a vibrant calendar of activities that have brought people together, fostered learning, and supported wellbeing. From the ever-popular Cooking for One classes to creative workshops, social groups, and wellness sessions, our programs have been designed to meet the evolving needs of our community. Each term brought new opportunities for connection, and we were thrilled to see strong participation. Our Facebook page has become a lively hub for updates, feedback, and community stories. It's been inspiring to witness the enthusiasm and support from our followers, who continue to shape the direction of our offerings through their engagement and suggestions.

Transitioning from CHAOS to Independence

This year also marked a significant milestone in our journey. Following the transition from the Community House Association of the Outer Eastern Suburbs (CHAOS), our committee has embraced the responsibility of steering Lilydale Community House into a new chapter of independence and local leadership.

This transition has not only strengthened our governance and operational capacity but also deepened our commitment to community-led decision-making. We are incredibly proud of the collaborative spirit that has guided this process and grateful to CHAOS for their foundational support.

Acknowledging Our Supporters

We extend our heartfelt thanks to our funding bodies—the Department of Families, Fairness and Housing and the Yarra Ranges Council—for their generous and ongoing support. Their contributions have been instrumental in enabling us to deliver meaningful programs and services to our community. A special acknowledgment must go to our Manager, Suyin, whose dedication and expertise in applying for and securing grants have been pivotal to our success. Her tireless efforts behind the scenes have ensured that Lilydale Community House remains well-resourced and positioned for continued growth.

Looking Ahead: Opportunities and Vision

As we look to the future, we are filled with excitement and optimism. Our vision is to continue expanding our reach and impact by:

- Introducing new programs that reflect emerging community interests.
- Strengthening partnerships with local organisations and service providers.

- Enhancing accessibility and inclusivity across all our offerings.
- Exploring sustainable funding models to support long-term growth.

We are also exploring opportunities to co-design initiatives with community members, ensuring that Lilydale Community House remains a place where everyone feels welcome, heard, and empowered.

Gratitude

None of this would be possible without the dedication of our staff, volunteers, facilitators, and committee members. Your passion and commitment are the backbone of our success. To our community, thank you for your continued trust and participation. You are the reason we do what we do. Together, we look forward to another year of connection, creativity, and community.

Warm regards,

Peter Harris

Chair

Lilydale Community House

:: Manager's Report

It is so exciting to be presenting the Manager's Report for 2024-2025 as the newly independent Lilydale Community House. Under the initiation and guidance of the CHAOS Network and with the support of the Department of Family, Fairness and Housing and Yarra Ranges Council, the House began its life at the end of 2021. Through the following two years the process of developing a Community House, bringing together people from the community to form a steering committee and putting on programs that could attract the local community to engage began.

On January 1, 2024 we became our own independent Community House with a fantastic Committee made up of local people who are passionate about community connection, reducing isolation and providing opportunities to people to come together in various activities and events.

The focus of the House is to provide a welcoming, safe and inclusive space for everyone. We do this through offering low cost and accessible activities, programs, skills learning that attract people to socially connect with others.

Over the past twelve months, we have been fortunate to have had success in filling nearly all of our activities each term. Many have been suggested by members of the community, some have been initiated by community members themselves, and we have been so glad that we have had a variety of people who have come in to offer a skill and have been willing to run classes or workshops themselves.

Our long standing Soup & Stories continues, as does Paint, Draw, Create, Explore, Singing Circle, Cooking for One, Qi Gong and our Exercise for Older Adults. We have now a number of regular programs which community members attend as well as new offerings each term particularly in craft and art.

Over the past 12 months, new workshops, information sessions, and classes have enabled a wide variety of options which have attracted a broad range of people into the Community House.

Since the beginning of 2024, we have had other offerings such as Neuro Art workshops, Mosaics, Tech Help, Learning the New which was a series of craft workshops, Guitar, Legal Advice sessions, weekly Table Tennis, Linedancing, workshops facilitated by Bunnings Lilydale, talks on Bone Health, Mental Health, History walks, Wills and Powers of Attorney, Meditation and Yin Yoga and our regular Women's Social Walk in partnership with Inspiro.

Through this time and prior to becoming independent we have also put on eight live music & dance events, created the beautiful mosaic entrance to the Community House with members of the community and produced a Soup & Stories Cookbook.

We have just completed a 12 month project named “We’re Not Dead Yet”, thanks to funding from the Department of Transport and Planning which has resulted in a photographic exhibition and book with interviews of 19 local people over the age of 60 highlighting their amazing lives.

During this time, we have seen many people find a space here at the Community House; a place to meet others, to feel less lonely and to forge new friendships, and for many to learn new skills.

Throughout, we have also been able to provide support to older people who are in embedded networks to claim their Energy Relief subsidy; we have provided frozen meals and bread, toiletry packs, Escapebags and food vouchers to those who need them.

We have had the opportunity to also take on placement students who are studying their Diploma in Community Services, to assist them with some experiences, as well as enriching us.

Additionally, we have auspiced a number of projects for individuals and community groups to support them to do their great work in the community, including art workshops, Chin homework groups and wildlife habitat.

We are grateful to Maureen McLaughlin, the CHAOS Network, Santha Press from Yarra Ranges Council, and Gerardine Daniels from the Department of Family, Fairness and Housing for the unwavering support to get the House up and running.

Gratitude to Nicky Condello from Mt Evelyn Community House and Reading Room who has been a great sounding board for us, and has only been too willing and generous with her advice and experience.

A huge thank you goes to Abbie Peacock who is our Admin officer, Sarah, Janice, Rob and Carole who volunteer and are only too willing to help out at a moment’s notice. A big thank you also to the Lilydale Community Gardens for their ongoing maintenance of the gardens.

To the Committee of Management, thank you for your guidance, in particular our Treasurer Philip Burton who has been of massive support on so many levels.

And thank you to the community for your willingness to come to the House and engage with our programs, give us feedback so we can do better, make suggestions, and help create a warm and welcoming environment for everyone.

Suyin Chan

Manager

Lilydale Community House

:: Treasurer's Report

This is our first AGM following the end of auspice arrangements with CHAOS (Community Houses Association of the Outer-East), which concluded on 31st December 2023. Due to differing accounting periods—CHAOS operates on a calendar year (1/1 to 31/12), while we operate on a financial year (1/7 to 30/6)—this reporting period spans 18 months, from the conclusion of CHAOS management to our committee's full assumption of responsibility as of 1st January 2024.

Lilydale Community House began in September 2021 during the height of COVID-19. For the first several months, our manager could only operate via Zoom, making it an especially challenging time to launch a new organisation.

Thanks to the careful financial management of our Manager, Suyin Chan, we have built a solid financial base. As of 30th June 2025, our Balance Sheet shows equity of \$104,286, accumulated through surpluses over the past few years.

Our Profit & Loss statement for the 12 months ending 30th June 2025 shows a total surplus of \$46,994, which includes grant funding of \$33,650 received during the year. These funds are earmarked for spending in the current financial year, with one such initiative being the recently launched "We're Not Dead Yet" project. This means our operational surplus for the year, excluding earmarked grants, is \$13,344.

We gratefully acknowledge the continued support of the Department of Families, Fairness and Housing, whose funding of \$110,415, along with \$39,004 in partnership funding from Yarra Ranges Council, makes our work possible.

We also extend our thanks to the many government and private organisations whose support enables us to offer a wide range of workshops and services to the community.

A special acknowledgment must go to our Manager, Suyin Chan, whose tireless efforts in securing grants have been crucial to our success.

Attached is our Auditor's Report, which includes a recommendation to improve our documentation process by uploading invoice copies to the Xero accounting system. This has been noted and will be actioned. Our current process includes filing all invoices onsite, sending scanned copies to the Treasurer for approval prior to payment, and then providing those scans to our bookkeeper. We are committed to improving these processes.

Finally, I would like to personally thank Suyin, along with Abbie and our dedicated volunteers, for their continued hard work and passion. Thank you to our bookkeeper Emma Godaly who's help I have greatly appreciated. Their commitment is the driving force behind the success of Lilydale Community House.

Philip Burton

Treasurer

Lilydale Community House

Lilydale Community House Inc.

Notes to the Financial Statements

For the Year ended 30 June 2025

The financial statements cover Lilydale Community House Inc. as an individual entity. Lilydale Community House Inc. is a not-for-profit Association incorporated in Vic under the

Associations Incorporation Reform Act 2012 ('the Act').

Comparatives are consistent with prior years, unless otherwise stated.

1. Basis of Preparation

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

2. Summary of Significant Accounting Policies

(a) Cash and Cash Equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value.

(b) 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.

The accompanying notes form part of these financial statements.

These financial statements have been subject to audit review and should be read in conjunction with the attached Audit Review Report

Lilydale Community House Inc.
Notes to the Financial Statements
For the Year ended 30 June 2025

(c) Employee Benefits

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 benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

(d) Property, Plant and Equipment

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

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

(e) Revenue and Other Income

Sale of Goods

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Subscriptions

Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year.

Other Revenue

Other revenue is recognised when the association is entitled to the funds.

The accompanying notes form part of these financial statements.

*These financial statements have been subject to audit review and should be read in
conjunction with the attached Audit Review Report*

Lilydale Community House Inc.
Notes to the Financial Statements
For the Year ended 30 June 2025

(f) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

The accompanying notes form part of these financial statements.

These financial statements have been subject to audit review and should be read in conjunction with the attached Audit Review Report.

Balance Sheet

Lilydale Community House Incorporated As at 30 June 2024

30 JUNE 2024

Assets

Bank

LCH Mastercard	183.59
LCH Operating Account	83,244.77
Total Bank	83,428.36

Current Assets

Accounts Receivable	50.00
Total Current Assets	50.00

Fixed Assets

Office Equipment	2,722.73
Total Fixed Assets	2,722.73

Total Assets	86,201.09
---------------------	------------------

Liabilities

Current Liabilities

GST	4,020.94
PAYG Withholdings Payable	3,340.00
Superannuation Payable	2,889.04
Total Current Liabilities	10,249.98

Total Liabilities	10,249.98
--------------------------	------------------

Net Assets	75,951.11
-------------------	------------------

Equity

Current Year Earnings	14,608.86
Member's Funds	61,342.25
Total Equity	75,951.11

Profit and Loss

Lilydale Community House Incorporated

For the 6 months ended 30 June 2024

Cash Basis

JAN-JUN 2024

Trading Income

Donation Income	878.96
Income From Classes	6,067.08
NHCP/DFFS Funding	82,000.46
YRC Grants	1,000.00
Total Trading Income	89,946.50

Gross Profit 89,946.50

Other Income

Bank Interest Income	493.49
Total Other Income	493.49

Operating Expenses

Advertising	330.00
Annual Leave Accrual	18,609.00
Bank Fees	1.40
Bookkeeping	1,110.00
Class Expenses	19,137.63
Community Support	309.09
Computer Expenses	90.00
Equipment <\$1000	1,140.01
Hire - Venue	232.67
Kitchen Expenses	336.47
Long Service Leave	396.95
Office Expenses	314.81
Postage Expense	65.55
Printing & Stationery	513.92
Subscriptions & Memberships	414.72
Superannuation	4,935.32
Telephone & Internet	569.46
Wages and Salaries	44,866.98
Workcover Expenses	1,116.15
Total Operating Expenses	94,490.13

Net Profit (4,050.14)

Balance Sheet

Lilydale Community House Incorporated As at 30 June 2025

30 JUNE 2025

Assets

Bank

LCH Mastercard	319.13
LCH Operating Account	130,303.50
Total Bank	130,622.63

Current Assets

Petty Cash	177.67
Total Current Assets	177.67

Fixed Assets

Office Equipment	2,722.73
Total Fixed Assets	2,722.73

Total Assets	133,523.03
---------------------	-------------------

Liabilities

Current Liabilities

Annual Leave Payable	22,802.16
GST	(366.73)
PAYG Withholdings Payable	3,598.00
Rounding	(0.10)
Superannuation Payable	3,202.94
Total Current Liabilities	29,236.27

Total Liabilities	29,236.27
--------------------------	------------------

Net Assets	104,286.76
-------------------	-------------------

Equity

Current Year Earnings	46,944.65
Member's Funds	61,342.25
Retained Earnings	(4,000.14)
Total Equity	104,286.76

Profit and Loss

Lilydale Community House Incorporated

For the year ended 30 June 2025

Cash Basis

2025

Trading Income

Andrews Foundation Grant	2,265.00
Chin Community Grant	2,030.00
DJSIR - Photographic Project	18,087.00
Donation Income	4,735.63
Income From Classes	20,337.48
NHCP/DFFS Funding	110,415.36
Room Hire	31.82
Yarra Ranges Council Funding	39,003.90
YRC Grants	17,701.36
Total Trading Income	214,607.55

Cost of Sales

Class Refunds	400.75
Purchases	852.73
Total Cost of Sales	1,253.48

Gross Profit

213,354.07

Other Income

Bank Interest Income	1,930.97
Total Other Income	1,930.97

Operating Expenses

Advertising	1,289.72
Annual Leave Accrual	4,193.16
Bank Fees	10.24
Bookkeeping	5,390.77
Class Expenses	27,491.99
Cleaning	24.09
Community Support	1,880.00
Computer Expenses	727.62
Entertainment	817.69
Equipment <\$1000	308.18
Gifts and donations	280.00
Hire - Venue	1,482.26
Kitchen Expenses	563.16
Legal expenses	23.74
Long Service Leave	1,588.46
Office Expenses	811.10
Postage Expense	21.88
Printing & Stationery	1,417.29

30 July 2025

AUDITORS REPORT
LILYDALE COMMUNITY HOUSE INC.

To the Members

Scope

We have audited the attached special purpose financial reports in respect of the Lilydale Community House Inc. for the years ended 30th June 2024 & 2025 consisting of Xero Profit & Loss Report and Balance Sheet. The Committee is responsible for the information contained therein and have determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit on the financial reports in order to express an opinion on them to the members. No opinion is expressed as to whether the basis of accounting is used is appropriate to the needs of the members.

The special purpose financial reports have been prepared for the distribution to the members of the entity for the purpose of fulfilling the Committee's accountability requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial reports to which it relates, to any person other than the members, or for any purpose other than that for which it was prepared.


Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reports, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial reports are presented fairly.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion the financial reports of the Lilydale Community House Inc. presents fairly the receipts and payments of the entity for the year ended 30th June 2025. Our recommendation is to implement procedures to ensure copies of invoices are uploaded to Xero periodically throughout the year.

Yours faithfully



TROY SHORTIS
BBUS FIPA
SVS MANAGEMENT GROUP PTY LTD



Financial declaration for Responsible Person

per section 60.15 of the Australian Charities and Not-for-profits Commission Regulations 2022

The Responsible People declare that in the Responsible People's opinion:

- a. there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- b. the financial statements and notes satisfy [do not satisfy] the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulations 2022*.

Chair - Peter Harris

Treasurer – Philip Burton

Dated this 29th day of July 2025





