



Macedon Ranges Further Education Centre Inc.

2020

Annual Report

12 Hamilton Street (PO Box 68), Gisborne VIC 3437

Phone: 5428-3799 | Email: enquiries@mrfec.net.au | Website: www.mrfec.net.au

Incorporation No. A004432S | ABN 24 812 980 382 | TOID 3920



MRFEC

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Our vision at Macedon Ranges Further Education Centre (MRFEC) is to be the place of choice for community learning opportunities and training needs within the Macedon Ranges.

Our mission is to meet community needs through the provision of opportunities for: lifelong learning, vocational training programs and building social capital & connectivity.



MRFEC



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Macedon Ranges Further Education Centre Inc.

Annual General Meeting

Held at the Centre on Tuesday 18th May, 2021 at 5.00pm

Agenda

1. Welcome by Ms Kerri Diss – Chairperson
2. Attendances & Apologies
3. Confirmation of 2019 AGM Minutes
4. Presentation of Annual Reports and Financial Statements
5. Adoption of Annual Report
6. Nominations for Committee of Management
7. Appointment of Auditor
8. Closure of Meeting



Minutes of the Annual General Meeting

Held on

Tuesday, August 25, 2020

4.30pm

Welcome and acknowledgement

The Committee acknowledges the Wurundjeri people, the Traditional Custodians of the Land on which we meet. We also pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.

1. Attendance and Apologies.

1.1 2020 Attendance Register

Name of attendee	Position and name of organisation
Kerri Diss	Chairperson, Macedon Ranges Further Education Centre Inc.
Pauline Tarrant	Committee Member, Macedon Ranges Further Education Centre Inc.
Jenny Malberg	Committee Member, Macedon Ranges Further Education Centre Inc.
Bruce Dudon	Committee Member, Macedon Ranges Further Education Centre Inc.
John Bourne	Former Treasurer, Macedon Ranges Further Education Centre Inc.
Vicky Murdoch	ACFE Coordinator and IT Tutor, Macedon Ranges Further Education Centre Inc.
Tracey Ravensak	Neighbourhood House Co-ordinator Office Support, Macedon Ranges Further Education Centre Inc.

2.2 Apologies

Rick Murrhy	Former secretary, Macedon Ranges Further Education Centre Inc
Terry Larkins	Committee Member, Macedon Ranges Further Education Centre Inc.

2.3. Members contacted

Peter Cramer	Christ Rhodes	Julie Nix
Julie James	Margret Keen	Bernadette Laurent
Peter Egan	Helen Flentje	David Stein
Julie Luck	Ray Rattenbury	Colleen Weste

2.4 Invited

Jacqui Marshall	Tutor and Bookkeeper
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3 Welcome by Chairperson Kerri Diss

Meeting commenced at 4.30pm

Kerri welcomed all to the AGM, committee, former committee members, staff.

4	Confirmation of Minutes of 2018 Annual General Meeting
	<p>Motion: That the minutes of the 2018 Annual General Meeting held on Tuesday May 21st, 2019 be confirmed as a true and correct record of the proceedings of that meeting.</p> <p>Moved: Bruce Dudon Seconded: Jenny Malberg Carried</p>
6	Presentation of Annual Reports and Financial Statements
6.1	<p>Annual Report from the Chairperson Report tabled and addressed.</p> <p>Chair Kerri Diss made special mention and thanks to Vicki and Tracey, assisted by Bridget and Vesna, for their contributions to the compilation of the Annual Report.</p> <p>Kerri also made special mention of last year being the 40th year of operation. A long history of delivering education programs for the local community.</p> <p>Thanks also to John Bourne for his long and valuable service to the MRFEC organisation as Treasurer. Vicky will load the Annual Report onto the website.</p>
6.2	<p>Annual Report from the Treasurer and Financial Statements Report tabled and addressed.</p> <p>MRFEC surplus \$796.00 for the year 2019. Treasurer thanked all committee, and previous board members for their efforts to ensure the organisation had a sound financial base.</p>
	<p>Adoption of Annual Reports Motions.</p> <p>6.2.1 That the Chairperson's Report, as presented by Kerri Diss, be accepted.</p> <p>Moved: Pauline Tarrant Seconded: Bruce Dudon Carried</p> <p>6.2.2 That the Annual Financial Statements for the year ended 31 December 2019 including the Auditor's report on the financial statements, as presented, be accepted.</p> <p>Moved: Pauline Tarrant Seconded: Bruce Dudon Carried</p>
7	Committee of Management Nominations
7.1.1	<p>Nominations for the board tabled. Nil</p>
8	Appointment of Auditor
8.1.	<p>Motion. That Terence Vail, CPA Director of Rycrofts Pty, Ltd – Registered Company Auditor – 305706, be appointed as official auditor of the Macedon Ranges Further Education Centre Inc. for the 2020 year.</p> <p>Moved: Kerri Diss Seconded: Jenny Malberg Carried</p>
	Meeting closed 4.59pm



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Chairperson's Report

Our wonderful office team and Committee Executive worked together to ensure the year began on target only to be forced to cease operations when Covid 19 caused shutdowns across the state just as term one was in progress. We were able to work offsite and continue to provide services, albeit at a reduced level-until restrictions were eased. Some classes resumed on site in Term 4.

Some courses were provided online via ZOOM with great success. It was exciting to see how well our students and tutors adapted to the new form of learning and to the variety of courses we were able to offer. Congratulations to our tutors who provided online courses in IT, Xero and languages as well as the hobby classes in pottery (hand building), keyboard, art and bread making.

The popularity and convenience of this new learning technology will no doubt become a part of what we hope to offer students in the future. We will continue to offer some of our more traditional and most popular courses and explore new ways to meet the further learning needs of our growing community.

We began the year without our manager who was unexpectedly absent on leave from January until late November when a resignation was tendered. In December, MRFEC said goodbye to Tracey Ravensak who resigned after many years of service in our office team. The Committee of Management, tutors and staff wish both well in their new endeavours.

The continued success of MRFEC is due to the commitment from many people, its students, tutors, our office team and our valued, wonderful volunteers. Thank you all for your contributions and dedication. Last, but not least, thank you to our Committee of Management for the many hours and effort you keep contributing. This year has been a difficult one and I particularly need to thank my fellow COM Executive Pauline Tarrant and Jenny Malberg for their hard work and continuous support which enabled MRFEC to emerge from what could have been a real annis horribilus to one of appreciation and anticipation of new horizons.

Kerri Diss

Chairperson



MRFEC



MRFEC

Finance & Audit Report



MRFEC

MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2020

MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

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MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2020**

		2020	2019
	Notes	\$	\$
Revenue from student fees		39,485	92,997
Revenue from grants	3	203,337	225,036
Revenue from other activities	4	137,447	8,178
Administration costs	5	(39,787)	(37,516)
Tuition costs	6	(40,251)	(111,535)
Wages	7	(190,937)	(164,528)
Other expenses	8	(11,191)	(11,836)
Surplus/(Deficit) before income tax		98,103	796
Income tax expense	2(d)	-	-
Surplus/(Deficit) for the year		98,103	796
Other comprehensive income		-	-
Total comprehensive income for the year		98,103	796

This statement should be read in conjunction with the notes to the financial statements

MACEDON RANGES FURTHER EDUCATION CENTRE INC
ABN 24 812 980 382

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020

	Notes	2020 \$	2019 \$
Assets			
Current			
Cash and cash equivalents	9	253,148	154,829
Trade debtors		4,311	5,503
Accrued Income		5,100	-
Prepaid Expense		280	-
Current assets		262,839	160,332
Non-current			
Plant & equipment	14	30,078	25,105
Non-current assets		30,078	25,105
Total assets		292,917	185,437
Liabilities			
Current			
Trade and other payables		29,687	20,422
Prepaid Income	10	12,378	5,898
Provisions	11	4,729	11,097
Current liabilities		46,794	37,417
Total liabilities		46,794	37,417
Net assets		246,123	148,020
Equity			
Retained earnings		246,123	148,020
Total equity		246,123	148,020

This statement should be read in conjunction with the notes to the financial statements

MACEDON RANGES FURTHER EDUCATION CENTRE INC
ABN 24 812 980 382

STATEMENT OF CHANGES IN RESERVES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	\$ Retained Earnings	\$ Total Equity
Balance at 1 January 2019		147,224	147,224
Surplus/(Deficit) for the year		796	796
Other comprehensive income		-	-
Total comprehensive income for the year		796	796
Balance at 31 December 2019		148,020	148,020
Balance at 1 January 2020		148,020	148,020
Surplus/(Deficit) for the year		98,103	98,103
Other comprehensive income		-	-
Total comprehensive income for the year		98,103	98,103
Balance at 31 December 2020		246,123	246,123

This statement should be read in conjunction with the notes to the financial statements

MACEDON RANGES FURTHER EDUCATION CENTRE INC
ABN 24 812 980 382

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020

		2020	2019
	Notes	\$	\$
Cash flows from operating activities			
Receipts from customers		411,979	305,441
Payments to suppliers and employees		(299,687)	(320,333)
Interest received		1,027	3,507
Net cash from operating activities	12	113,319	(11,385)
Cash flows from investing activities			
Purchases of plant and equipment		(15,000)	(19,708)
Net cash used in investing activities		(15,000)	(19,708)
Net change in cash and cash equivalents		98,319	(31,093)
Cash at the beginning of the financial year		154,829	185,922
Cash at the end of the financial year	9	253,148	154,829

This statement should be read in conjunction with the notes to the financial statements

MACEDON RANGES FURTHER EDUCATION CENTRE INC
ABN 24 812 980 382

NOTES TO THE FINANCIAL STATEMENTS

1 Basis of preparation

The financial report is a special purpose report that has been prepared in accordance with the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, applicable Australian Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report covers Macedon Ranges Further Education Centre Inc as an individual entity. Macedon Ranges Further Education Centre Inc is an Association incorporated in Victoria under the Associations Incorporation Reform Act 2012.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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

The amounts presented in the financial statements have been rounded to the nearest dollar.

2 Summary of significant accounting policies

a) Revenue

Revenue comprises revenue from services provided, government grants and fundraising activities. Revenue from other activities is shown in Note 4.

Revenue is measured by reference to the fair value of consideration received or receivable by the Association for services provided.

Revenue is recognised when the amount of revenue can be measured reliably, collection is probable, the costs incurred or to be incurred can be measured reliably, and when the criteria for each of the Association's different activities have been met. Details of the activity-specific recognition criteria are described below.

MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

NOTES TO THE FINANCIAL STATEMENTS

2 Summary of significant accounting policies (continued)

a) Revenue (continued)

Government grants

A number of the Association's programs are supported by grants received from the government.

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

Where a grant is received on the condition that specified services are delivered to the grantor, this is considered a reciprocal transaction. Revenue is recognised as services are performed and at year end a liability is recognised until the service is delivered.

Revenue from a non-reciprocal grant that is not subject to conditions is recognised when the Association obtains control of the funds, economic benefits are probable and the amount can be measured reliably. Where a grant may be required to be repaid if certain conditions are not satisfied, a liability is recognised at year end to the extent that conditions remain unsatisfied.

Where the Association receives a non-reciprocal contribution of an asset from a government or other party for no or nominal consideration, the asset is recognised at fair value and a corresponding amount of revenue is recognised.

Student fees

Fees charged for services provided to students are recognised when the service is provided.

Interest income

Interest income is recognised on an accrual basis using the effective interest method.

b) Operating expenses

Operating expenses are recognised in the profit or loss upon utilisation of the service or at the date of their origin.

MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

NOTES TO THE FINANCIAL STATEMENTS

2 Summary of significant accounting policies (continued)

c) Plant and equipment

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

Depreciation

The depreciable amount of all fixed assets is depreciated over their useful lives to the Association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciated assets are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	15% - 33.33%

d) Income taxes

No provision for income tax has been raised as the Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and demand deposits.

f) Employee benefits

Short-term benefits

Short-term employee benefits are benefits, other than termination benefits, that are expected to be settled wholly within 12 months after the end of the period in which the employees render the related service. Examples of such benefits include wages and salaries and non-monetary benefit.

Long-term benefits

The Association's liabilities for annual leave and long service leave are included in other long term benefits as they are not expected to be settled wholly within 12 months after the end of the period in which the employees render the related service.

The Association presents employee benefit obligations as current liabilities in the statement of financial position if the Association does not have an unconditional right to defer settlement for at least 12 months after the reporting period, irrespective of when the actual settlement is expected to take place.

MACEDON RANGES FURTHER EDUCATION CENTRE INC

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NOTES TO THE FINANCIAL STATEMENTS

2 Summary of significant accounting policies (continued)

g) Deferred income

The liability for deferred income is the unutilised amounts of grants received on the condition that specified services are delivered or conditions are fulfilled. The services are usually provided or the conditions usually fulfilled within 12 months of receipt of the grant. Where the amount received is in respect of services to be provided over a period that exceeds 12 months after the reporting date or the conditions will only be satisfied more than 12 months after the reporting date, the liability is discounted and presented as non-current.

h) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. 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 expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST components of investing and financing activities, which are disclosed as operating cash flows.

i) Economic dependence

The Association is dependent upon the ongoing receipt of Government grants to ensure the ongoing continuance of its programs. At the date of this report, management has no reason to believe that this financial support will not continue.

j) Significant management judgement in applying accounting policies

When preparing the financial statements, management undertakes a number of judgements, estimates and assumptions about the recognition and measurement of assets, liabilities, income and expenses.

k) Estimation uncertainty

Information about estimates and assumptions that have the most significant effect on recognition and measurement of assets, liabilities, income and expenses has been provided. Actual results may be substantially different.

l) Useful lives of depreciable assets

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

MACEDON RANGES FURTHER EDUCATION CENTRE INC
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NOTES TO THE FINANCIAL STATEMENTS

	2020	2019
	\$	\$
3. Revenue from grants		
Department of Health & Human Services	84,957	85,461
Department of Education – ACFE	116,780	112,147
MRSC – Community Partnership	-	3,559
Restart Wage Subsidy	-	9,091
Stronger Communities Program - DEFT	-	13,168
MRSC – Community Activities	1,600	1,610
	203,337	225,036
4. Revenue from other activities		
Job Keeper Wage Subsidy	51,900	-
Government Cash Flow Boost	26,108	-
Work Cover Claim	55,875	-
Interest	1,027	3,507
Room Usage	64	1,556
Class Material	2,037	3,097
Tea/Coffee	47	-
Sundry	389	18
	137,447	8,178

MACEDON RANGES FURTHER EDUCATION CENTRE INC
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NOTES TO THE FINANCIAL STATEMENTS

	2020	2019
	\$	\$
5. Administration costs		
Bank fee	545	1,004
Cleaning	3,591	10,620
Committee of management costs	641	2,612
Consulting fees	3,500	-
Depreciation	10,027	4,113
Hall/Office rental	818	6,596
Insurance	1,317	1,244
Postage	129	193
Professional development	-	377
Repairs & maintenance	4,039	388
Stationery	874	1,424
Subscriptions	6,859	3,402
Staff amenities	426	786
Telephone	6,145	3,069
Travel	155	1,688
Work Cover Medical Expenses	721	-
	39,787	37,516

MACEDON RANGES FURTHER EDUCATION CENTRE INC

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NOTES TO THE FINANCIAL STATEMENTS

	2020	2019
	\$	\$
6. Tuition costs		
Class material	1,387	2,074
Internet	7,680	10,072
Photocopy	770	5,713
Tuition fees	23,777	68,978
Tuition wages	4,110	16,195
Advertising	2,527	6,687
Bad debts	-	1,816
	40,251	111,535
7. Wages		
Wages	179,399	138,622
Work cover	960	2,703
Superannuation	14,456	14,486
Portable long service leave	2,490	1,276
Provision for long service leave	(2,722)	17
Provision for annual leave	(3,646)	7,424
	190,937	164,528
8. Other expenses		
Audit fees	1,950	1,950
Bookkeeping fees	9,240	9,362
Sundry	1	524
	11,191	11,836

MACEDON RANGES FURTHER EDUCATION CENTRE INC
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NOTES TO THE FINANCIAL STATEMENTS

	2020	2019
	\$	\$
9. Cash and cash equivalents		
Cash on hand	21	123
Cash at bank	129,140	31,737
Term deposits	123,987	122,969
	<u>253,148</u>	<u>154,829</u>
10. Prepaid Income		
Current		
Youth at Risk Shire Funding still to be acquitted	5,898	5,898
Communities Environment Program Funding still to be acquitted	6,480	-
	<u>12,378</u>	<u>5,898</u>
11. Provisions		
Current		
Annual leave	4,729	8,375
Long service leave	-	2,722
	<u>4,729</u>	<u>11,097</u>

MACEDON RANGES FURTHER EDUCATION CENTRE INC
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NOTES TO THE FINANCIAL STATEMENTS

	2020	2019
	\$	\$
12. Reconciliation of cash flows from operating activities		
Cash flows from operating activities		
Net surplus/(deficit) for the period	98,103	796
<i>Non-cash flows in operating surplus/(deficit):</i>		
Depreciation	10,027	4,113
<i>Net changes in working capital</i>		
Changes in trade debtors	1,192	(4,668)
Changes in accrued income	(5,100)	-
Changes in prepaid expenses	(280)	-
Changes in trade and other payables	9,265	(2,823)
Changes in prepaid income	6,480	(16,244)
Changes in provisions	(6,368)	7,441
Net cash from operating activities	113,319	(11,385)

MACEDON RANGES FURTHER EDUCATION CENTRE INC

ABN 24 812 980 382

NOTES TO THE FINANCIAL STATEMENTS

13. Post-reporting date events

The Association's operations have been affected by the recent and ongoing outbreak of the coronavirus disease 2019 (COVID-19) which was declared a pandemic by the World Health Organization in March 2020. Since the declaration of COVID-19 as a global pandemic, numerous cautions have been taken and restrictions implemented in Australia in both commercial and private settings.

Macedon Ranges Further Education Centre Inc has been significantly impacted by restrictions imposed by the Australian Government with temporary closure of the facility required late in Term 1 of 2020. While the facility has since re-opened, the ultimate disruption which may be caused by the outbreak is uncertain; however, it may not result in a material adverse impact on the Association's financial position, operations and cash flows.

The extent to which the COVID-19 pandemic impacts the Association's operations will depend on future developments, which are highly uncertain and cannot be predicted with confidence, including the duration and severity of the outbreak, and the actions that may be required to contain the virus or treat its impact.

Macendon Ranges Further Education Centre Inc
NOTES TO THE FINANCIAL STATEMENTS

14. Full Schedule of Assets - Detailed

Acq. (Disp) Date	Asset	ACCOUNTING						TAXATION			
		Original Cost	Additions (Disposal)	Opening W.D.V	Depn Method	YTD Depn	Close W.D.V.	Opening Adj Value	Dec.Method\ Elf Life	YTD Decline	Closing Adj. Value
Period 01/01/2020 - 31/12/2020											
Plant & Equipment											
1/01/2000	Plant & Equipment	135,247.52	-	-	25.00 D	-	-	-	25.00 D	-	-
11/04/2012	Tables	2,495.00	-	-	15.00 P	-	-	-	15.00 P	-	-
23/08/2012	Toshiba C850 Laptops X 8	5,010.91	-	-	25.00 P	-	-	-	25.00 P	-	-
21/02/2013	Desktop Computers x 14	10,396.36	-	-	25.00 P	-	-	-	25.00 P	-	-
28/08/2014	Samsung Smart TV	844.55	-	496.55	20.00 P	58.00	438.55	496.55	20.00 P	58.00	438.55
4/09/2014	Desktop Computer System	817.27	-	415.27	25.00 P	67.00	348.27	415.27	25.00 P	67.00	348.27
4/09/2014	Toshiba Laptop	726.37	-	252.37	33.33 P	79.00	173.37	252.37	33.33 P	79.00	173.37
17/09/2014	Asus Notebook	453.64	-	189.64	33.33 P	44.00	145.64	189.64	33.33 P	44.00	145.64
17/09/2014	Changhong TV/DVD	331.82	-	217.82	20.00 P	19.00	198.82	217.82	20.00 P	19.00	198.82
18/02/2014	Desktop Computer(Computer Company)	862.73	-	52.73	25.00 P	52.73	-	52.73	25.00 P	52.73	-
9/04/2015	Bar Fridge Office	226.36	-	64.51	15.00 P	33.95	30.56	64.51	15.00 P	33.95	30.56
6/10/2016	Monitor & Hard drives	399.88	-	74.97	25.00 P	74.97	-	74.97	25.00 P	74.97	-
15/06/2017	SimpleIndex Scan Software	6,074.00	-	2,209.11	25.00 P	1,518.50	690.61	2,209.11	25.00 P	1,518.50	690.61
14/12/2017	Epson Projector & Bag	865.45	-	432.73	25.00 P	216.36	216.37	432.73	25.00 P	216.36	216.37
28/06/2018	14 Navy Blue and 4 Full Black Ergo Chairs	3,063.64	-	2,374.32	15.00 P	459.55	1,914.77	2,374.32	15.00 P	459.55	1,914.77
5/03/2019	KeyBoard	509.09	-	404.13	25.00 P	127.27	276.86	404.13	25.00 P	127.27	276.86
7/03/2019	2 Desks plus mounted screens	1,589.09	-	1,393.83	15.00 P	238.36	1,155.47	1,393.83	15.00 P	238.36	1,155.47
16/05/2019	4 Computer and monitors	4,826.09	-	4,069.12	25.00 P	1,206.52	2,862.60	4,069.12	25.00 P	1,206.52	2,862.60
22/08/2019	Razormet (Server)	2,272.73	-	2,048.42	25.00 P	568.18	1,480.24	2,048.42	25.00 P	568.18	1,480.24
17/12/2019	Computer Room upgrade	10,510.97	-	10,410.18	25.00 P	2,627.74	7,782.44	10,410.18	25.00 P	2,627.74	7,782.44
6/02/2020	Computer Room upgrade	-	10,510.98	-	25.00 P	2,368.57	8,142.41	-	25.00 P	2,368.57	8,142.41
5/03/2020	11 Desks for Computer Room	-	1,605.45	-	15.00 P	198.59	1,406.86	-	15.00 P	198.59	1,406.86
26/11/2020	Electronic Copy Board including stand	-	2,883.99	-	25.00 P	69.14	2,814.85	-	25.00 P	69.14	2,814.85
TOTAL		187,523.47	15,000.42	25,105.70		10,027.43	30,078.69	25,105.70		10,027.43	30,078.69


MACEDON RANGES FURTHER EDUCATION CENTRE INC
ABN 24 812 980 382

RESPONSIBLE ENTITIES' DECLARATION

In the opinion of the Committee Members of Macedon Ranges Further Education Centre Inc. :

1. The financial statements and notes of Macedon Ranges Further Education Centre Inc. are in accordance with the *Australian Charities and Not-for Profits Commission Act 2012* , including:
 - a) Giving a true and fair view of its financial position as at 31 December 2020 and of its performance for the financial year ended on that date; and
 - b) Complying with Australian Accounting Standards including the Australian Accounting Interpretations and the *Australian Charities and Non-for-profits Commission Act 2012* ; and
2. In the committee members' opinion there are reasonable grounds to believe that Macedon Ranges Further Education Centre Inc. will be able to pay its debts as and when they become due and payable.

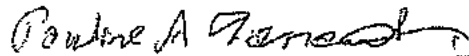
This declaration is made in accordance with a resolution of the committee.



Kerri Diss

7/5/21

Date



Pauline Tarrant

7/5/21

Date

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE COMMITTEE MEMBERS OF MACEDON RANGES FURTHER EDUCATION CENTRE INC.**

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as lead auditor for the audit of Macedon Ranges Further Education Centre Inc. for the year ended 31 December 2020, I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit.

Ryecrofts



Terrence Vail
Director

Dated: 7 May 2021

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF MACEDON RANGES FURTHER EDUCATION CENTRE INC.**

Opinion

We have audited the financial report of Macedon Ranges Further Education Centre Inc. ("the Association") which comprises the statement of financial position as 31 December 2020, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible entities' declaration.

In our opinion, the accompanying financial report of the entity is in accordance with the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the registered entity's financial position as at 31 December 2020 and of its financial performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards and the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the auditor independence 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 confirm that the independence declaration required by Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, which has been given to those charged with governance, would be in the same terms if given as at the time of this auditor's report.

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

Emphasis of Matter – Basis of Accounting

We draw attention to the basis of accounting. The financial report has been prepared for the purpose of fulfilling the committee's financial reporting responsibilities under the *Australian Charities and Not-for-Profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Emphasis of Matter – COVID-19 Pandemic

We draw attention to note 13 of the financial report which outlines the possible effects of the future implications of COVID-19 on the Association's future financial position and performance. In our view this issue is fundamental to users' understanding of the Financial Report. Our opinion is not modified in respect of this matter.

Information Other than the Financial Report and Auditor's Report Thereon

The committee is responsible for the other information. The other information comprises the information included in the Association's financial report for the year ended 31 December 2020, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

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

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

Responsibilities of the Committee for the Financial Report

The committee of the Association is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee members determine is necessary to enable the preparation of the 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 committee members are responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

A further description of our responsibilities for the audit of the financial report is included in Appendix A of this auditor's report. This description, which is located directly after the audit report, forms part of our auditor's report.

RYECROFTS PTY LTD

A handwritten signature in black ink, appearing to read 'Terry Vail', with a horizontal line underneath.

Terry Vail
Director
Registered Company Auditor - 305706
Dated this 7th day of May 2021

Appendix A: Auditor's Responsibilities for the Audit 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

We 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 our audit.

Acting Centre Co-ordinator's Report

Macedon Ranges Further Education Centre faced the challenges of 2020 presented by COVID-19 and as expected, it was a year like no other.

In term 1, we delivered our usual program. As always, we had a high volume of enrolments for the wide range of Learn Local and Neighbourhood House programs that we offer our local community.

With the sudden shutdown of the office throughout term 2, our office staff carried out the following duties:

- Reviewing and improving our overall administration processes and procedures
- Reviewing our enrolment process and brainstorming how to improve it – including reviewing our website
- Meeting up with new teachers and discussing ideas for 2021 after feedback earlier in the year
ie. Intro to Retail, Intro to Hospitality, Intro to Aged Care
- Catching up with paperwork and filing
- Connecting and networking with other Learn Locals
- Attending Webex and Zoom seminars
- Reaching out to our tutors and keeping them up to date with what is happening, such as arranging online training sessions via Zoom
- Reaching out and keeping in contact with our students and local community
- Implementing VETenrol for 2021

During term 3 and 4, we continuously engaged with our local community and regular students via Facebook, email and phone calls. We are very proud of the hard work our staff members achieved during this challenging time. In term 3 and 4, the following courses were ran, utilising online Zoom sessions:

Bookkeeping for Small Business	Drawing
Excel Foundations	Pastels
Languages:- French, Italian, German	Pottery (Beginners)
MYOB	Sourdough Workshop
Xero	Watercolour

We had some staff changes where we said goodbye to Liza Fernandes our Centre Manager and Tracey Ravensak our Administrative Assistant. We wish them well for their future endeavors.

We are very grateful to our MRFEC Volunteers. During 2020, we had a team of volunteers working in reception, who assisted staff members with various administration tasks. We would like to take this opportunity to thank Vesna, Deidre and Robyn for all their hard work at our Centre.

We would also like to thank our dedicated Committee of Management who continue to guide and support us through all the challenges we face as a small Education Centre. A very big thank you to our amazing tutors whose commitment and patience to our Centre and our students is appreciated.

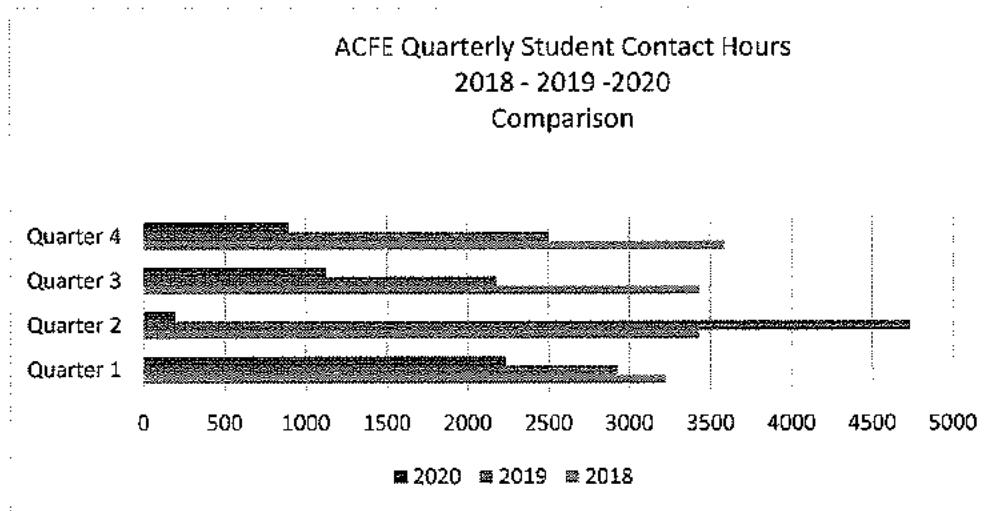
Lastly, thank you to all of our students who attended classes either by face-to-face during term 1 or via our online Zoom sessions.

Vicky Murdoch

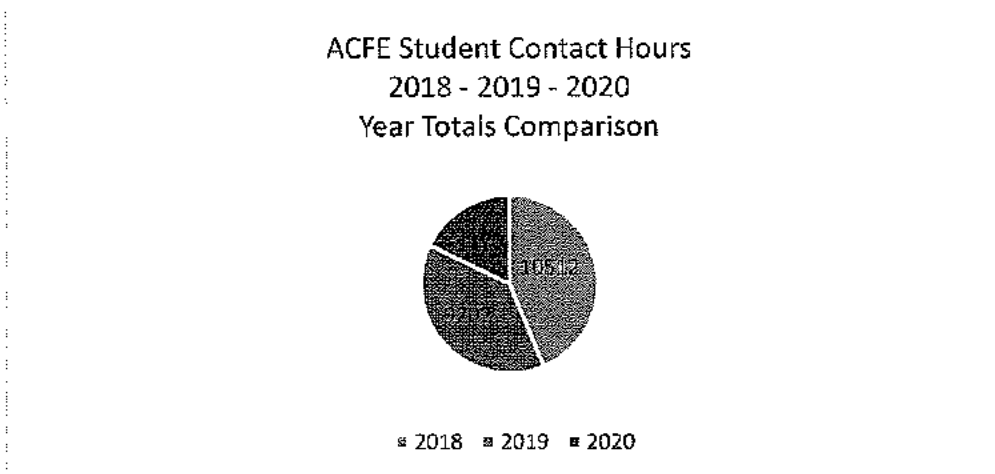
Acting Centre Co-ordinator



Three-Year Student Contact Hour Comparison



COVID-19 has had an impact on participation numbers over the 2020 year. However, MRFECC delivered 11 classes virtually that engaged our community members. The agility of staff and tutors to adapt assisted in offering classes from MYOB to Sourdough making. MRFECC staff supported tutors in ZOOM training and PC skills. MRFECC provided educational services to 483 people during the 2020.



In light of the challenges in 2020, MRFECC was able to provide education and social connection services to our community in the Macedon Ranges.

- ACFE total student numbers 2020 = 121
- Neighbourhood House total student numbers 2020 = 362



Macedon Ranges Further Education Centre Inc. Committee of Management, Staff & Volunteers

Macedon Ranges Further Education Centre - Committee of Management	
Chairperson	Ms Kerri Diss
Vice Chairperson	Pauline Tarrant
Treasurer	Vacant
Secretary	Jennifer Malberg
Member	Terry Larkins
Member	Bruce Dudon
Macedon Ranges Further Education Centre – Dedicated Staff	
Office Support	Bridget Wade
Office Support	Vesna Elliott
Administration	Tracey Ravensak
ACFE Co-ordinator	Vicky Murdoch
Acting Centre Co-ordinator	Vicky Murdoch
Manager	Liza Fernandes
Macedon Ranges Further Education Centre - Volunteers	
Reception	Deidre Kirby
Reception	Robyn Pryse

The Committee of Management and Staff of Macedon Ranges Further Education Centre gratefully acknowledge the following for their continued support: Department of Health and Human Services, Adult Community & Further Education, Department of Education and Training, Macedon Ranges Shire Council and Hume City Council.





MRFEC

Class Photos

Calligraphy



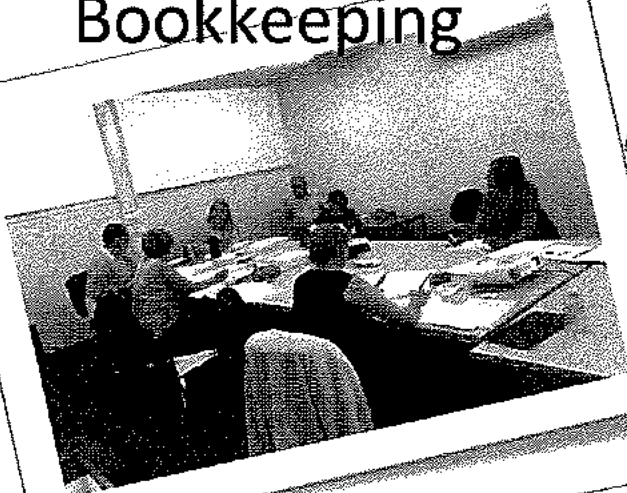
Furniture



Crochet & Knitting



Bookkeeping



Online Keyboard



Floristry



Our Programmes and Activities

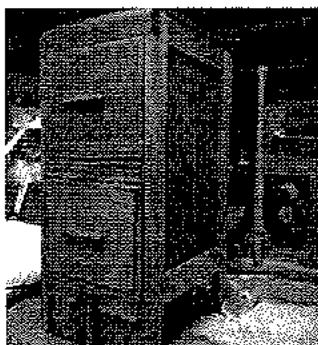
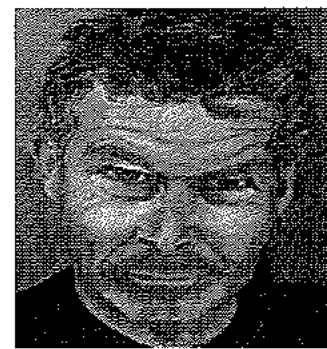
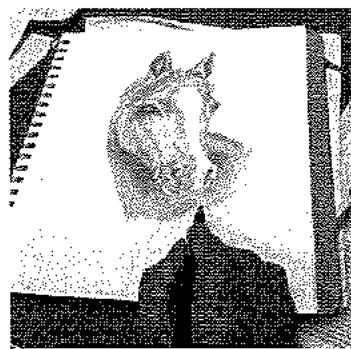
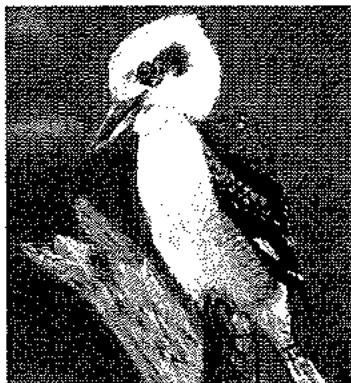
Art	
Calligraphy	Stephen Wright
Drawing	Ray Rattenbury
Pastels	Jim Reilly
Watercolours	Ray Rattenbury
Zen Drawing	Merle Taite
Computers	
Beginners' Computers	Peter Cramer/John Watts
Microsoft Word – Introduction/Intermediate	Peter Cramer/John Watts
Microsoft Office – Introduction/Intermediate/Advanced	Peter Cramer/John Watts/Ken Murdoch
Microsoft Excel	Kylie Musone/Alan Wayman
Xero – Computerised Bookkeeping	Jacqui Marshall
MYOB – Computerised Bookkeeping	Jacqui Marshall
Website Design – Introduction/Intermediate	Derek Bell
Crafts & Hobbies	
Macrame for Beginners	Shari Mitchell
Natural Light Photography	Peter Ryan
Pottery	Brandy Monteith
Pottery	Julie Luck
Pottery	Shari Mitchell
Succulent Terrarium	Jo Mott
Zen Drawing	Merle Tait
Health & Recreation	
Beginners Tai Chi	Geoff Jackson
Keyboard – Beginners	David Stein
Keyboard - Intermediate	David Stein
Home & Garden	
Furniture Restoration	David Hartwig
Language & Literacy	
French/Italian	Caroline Swan
German – Beginner & Intermediate	Heidi Frankl
Improve Your English	Helen Flentje
Threads & Textiles	
Crochet & Knitting	Yvonne Mimmo
Making Art Quilts	Colleen Weste
Silk Painting	Colleen Weste
Training for Jobs	
Barista	Norman Pallumbo
Bookkeeping for Small Business	Jacqui Marshall
Creative Writing	Beverley Eikli
Intro to Floristy	Glenda Mc Cluckie
Introduction to Hair & Beauty	Bernadette Laurent
Sewing for Employment	Colleen Weste
Partnerships	
Connecting with Kids & Kids and Anger - Free Workshops	Catholic Care Sandhurst - CCS
First Aid Training	Intelligent Training Solutions
Introduction to Microsoft Office – Intel Easy Steps	Sunbury Neighbourhood House
RSA/Food Hygiene	The Laurels – Bacchus Marsh



MRFEC



Student's Work



Keith Crawford
B. 25th January 1900
Sipton, Victoria
M. 21st January 1981
Osborne, Victoria
D. 20th January 1981
20th June 1981
Melbourne, Victoria
E. June 1981
Osborne, Victoria



