



**Macedon Ranges Further  
Education Centre Inc.**

**2019  
Annual Report**

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## **Annual General Meeting - 2019**

Held at the Centre on Tuesday 25<sup>th</sup> August, 2020 @4.30pm

### **Agenda**

1. Welcome by Ms Kerri Diss – Chairperson
2. Attendances & Apologies
3. Confirmation of 2018 AGM Minutes
4. Presentation of Annual Reports and Financial Statements
5. Adoption of Annual Report
6. Appointment of Auditor
7. Closure of Meeting



## Confirmation of Minutes of 2018 Annual General Meeting

Held at the Centre on Tuesday, 21<sup>st</sup> May, 2019 @ 7.00pm

### 1. Welcome and Acknowledgements

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.

### 2. Attendance and Apologies:

2.1	Attendance Register
Name of Attendee	Position and Name of Organisation
Kaye Callaghan	Regional Manager, North Western Victoria, ACFE
Kerri Diss	Chairperson, Macedon Ranges Further Education Centre Inc.
John Bourne	Treasurer, Macedon Ranges Further Education Centre Inc.
Rick Murrhiy	Secretary, Macedon Ranges Further Education Centre Inc.
Liza Fernandes	Manager, Macedon Ranges Further Education Centre Inc.
Jenny Malberg	Committee Member, Macedon Ranges Further Education Centre Inc.
Terry Larkins	Committee Member, Macedon Ranges Further Education Centre Inc.
Bruce Dudon	Committee Member, Macedon Ranges Further Education Centre Inc.
Emilie Byrne	Macedon Ranges Shire Council
Peter Ryan	Photography Tutor, Macedon Ranges Further Education Centre Inc.
Caroline Swan	French and Italian Tutor, Macedon Ranges Further Education Centre Inc.
Bernadette Laurent	Hairdressing Tutor, Macedon Ranges Further Education Centre Inc.
Helen Flentje	ESL Tutor, Macedon Ranges Further Education Centre Inc.
Jacqui Marshall	Bookkeeper & IT Tutor, Macedon Ranges Further Education Centre Inc.
Vicky Murdoch	ACFE Coordinator, Macedon Ranges Further Education Centre Inc.
Kerryn Bonnici	Volunteer, Macedon Ranges Further Education Centre Inc.
Julie Nix	Office Support, Macedon Ranges Further Education Centre Inc.
Tracey Ravensak	Office Support, Macedon Ranges Further Education Centre Inc.
Margaret Reid	U3A, Gisborne
Susan Skinner	U3A, Gisborne
Popsy Colquaur	U3A, Gisborne
Malcolm Colquaur	U3A, Gisborne
Hope Jenkins	Manager, Sunbury Neighbourhood House Inc.
2.2	Apologies
Pauline Tarrant	Committee of Management Member, Macedon Ranges Further Education Centre Inc.
Ashwini Prasad	Project Officer, North Western Victoria, ACFE
Judy Lazarus	North West Neighbourhood House Networker
Sue Birch	Networker/Projects Officer, RANCH
Paul Ross	Centre Manager – Gisborne Aquatic & Leisure
Stephen Wright	Tutor, Macedon Ranges Further Education Centre Inc.
Brandy Monteith	Tutor, Macedon Ranges Further Education Centre Inc.
Jim Reilly	Tutor, Macedon Ranges Further Education Centre Inc.
Merle Tait	Tutor, Macedon Ranges Further Education Centre Inc.
Julie Luck	Tutor, Macedon Ranges Further Education Centre Inc.
David Hartwig	Tutor, Macedon Ranges Further Education Centre Inc.
Colleen Weste	Tutor, Macedon Ranges Further Education Centre Inc.
Heidi Frankl	Tutor, Macedon Ranges Further Education Centre Inc.
Peter Cramer	Tutor, Macedon Ranges Further Education Centre Inc.
Jo Rodriguez	Family Relationship Educator, Catholic Care Sandhurst
Sara Bryant	Gisborne Library
Janet Pearce	Mayor, Macedon Ranges Shire Council
Helen	Windarring Gisborne
Sandy	Windarring Gisborne
David Stein	Tutor, Macedon Ranges Further Education Centre Inc.
Vivien Philpotts	Coordinator, Lancefield Neighbourhood House



**2018 Minutes of Annual General Meeting continued...**

<b>3.</b>	<p><b>Welcome by Chairperson Kerri Diss</b></p> <p>Meeting commenced at 7.08pm Kerri welcomed all to the AGM, committee, members, volunteers and invited guests. Lisa introduced guest speaker Kaye Callaghan</p>
<b>4.</b>	<p><b>Guest Speaker - Ms Kaye Callaghan, Regional Manager (ACFE)</b></p> <p>Kaye presented an overview of the ACFEB role and history to give the group a sense of how it was set up and its very important role and funding. We sit in the Loddon Mallee Region. Kaye spoke about the summit coming up in June/July 2019 and the Learn Local Awards- funded by ACFE board.</p>
<b>5.</b>	<p><b>Confirmation of Minutes of 2018 Annual General Meeting</b></p> <p>Motion; That the minutes of the Annual General Meeting of Wednesday May 30th, 2018 be confirmed as a true and correct record of the proceedings of that meeting. Moved: Rick Murrhiy Seconded: Terry Larkins Carried</p>
<b>6.</b>	<p><b>Presentation of Annual Reports and Financial Statements</b></p> <p><b>6.1</b> <b>Report from the Chairperson</b> Kerri spoke to her report contained in the 2018 Annual Report Document. She congratulated Centre Manager Liza Fernandes on all her work. Kerri gave thanks to Joanne Duncan who has retired from the Committee, Kerri stated that Joanne's experience and connections were invaluable. Thanks also to Rick Murrhiy who is retiring at this meeting, after over 20 years of service. The Committee has been working on the next four-year Strategic Plan. Thanks also to Treasurer John Bourne, for his role in bringing together the new Strategic Plan.</p> <p><b>6.2</b> <b>Report from the Treasurer and Financial Statements</b> Treasurer John Bourne spoke to his report and income profit and loss. Financial situation improved as student numbers are up. Thanks to Tracey and Steven, JCJ bookkeeping services and Rick Murrhiy. The Chairperson and Treasurer invited questions from those present on any matters in the reports. Q. What is the role of Macedon Ranges Council? Good relationship with Council it owns the building.</p> <p><b>Adoption of Annual Reports</b> Motions;</p> <p><b>6.2.1</b> That the President's Report, as presented by Kerri Diss, be accepted. Moved: Rick Murrhiy Seconded: Jenny Malberg Carried</p> <p><b>6.2.2</b> That the Annual Financial Statements for the year ended 31 December 2018 including the Auditor's report on the financial statements, as presented, be accepted. Moved: John Bourne Seconded: Terry Larkins Carried</p>
<b>7.</b>	<p><b>Committee of Management Nominations</b></p> <p><b>7.1</b> <b>Nominations for the board received;</b> John Bourne, Terry Larkins, Bruce Dudon, Jennifer Malberg, Kerri Diss &amp; Pauline Tarrant No further nominations were received so all appointed.</p> <p><b>7.2</b> <b>Appointment of Secretary</b> Jennifer Malberg nominated, accepted nomination Nominated by Rick Murrhiy Seconded: John Bourne Carried</p>
<b>8.</b>	<p><b>Appointment of Auditor</b></p> <p><b>8.1.</b> Motion; That Terence Vail CPA – Registered Company Auditor – 305706 be appointed as official auditor of the Macedon Ranges Further Education Centre Inc. for the 2018 year. Moved: John Bourne Seconded: Bruce Dudon Carried</p>
<b>9.</b>	<p><b>Thank you by the MRFEC Manager, Liza Fernandes</b></p> <p>Liza thanked Kaye Callaghan for her presentation tonight. She also thanked; Emily Byrne from the Macedon Ranges Shire, for her valued support over the past months. The MRFEC office staff, Committee of Management and Volunteers. Thanks all very much.</p>

## Chairperson's Report

2019 marked the anniversary of MRFEC reaching its 40<sup>th</sup> year in providing further Education services to the Gisborne and Macedon Ranges Community. The Centre continues to provide opportunities for participation, learning and social interaction through our classes and social events. We were fortunate to receive funding with the support of our Federal Member of Parliament Rob Mitchell which enabled us to update our IT area and replace our computers and furniture.

At the end of 2019 we said farewell to our Treasurer John Bourne who has been an invaluable member of the Executive on the Committee of Management. Thankyou John for your huge commitment and contribution over the years, you will be hugely missed by all.

As always, the success of MRFEC is due to the contributions of many, I thank our great staff, dedicated tutors and the wonderful volunteers without all of you our Centre would not be the success it is. Last but certainly not the least, I would like to thank my Committee of Management Team, Vice-Chair Pauline Tarrant, Secretary Jenny Malberg, Terry Larkins and Bruce Dudon all of whom bring diversity, knowledge and experience and give freely of their time and expertise to support MRFEC.

The Committee welcomes community members who feel they have something to contribute to our organisation and would appreciate any expressions of interest.

**Kerri Diss**

Chairperson





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## Finance & Audit Report

It is my pleasure to present the 2019 Treasurer's Report for Macedon Ranges Further Education Centre. Please refer to the Profit and Loss Statement, Statement of Changes in Reserves, Cash Flow Statement and Notes to the Financial Statements for details.

Operations for 2019 resulted in a Net Profit of \$796. A decline in revenue from student fees was offset by an increase in revenue obtained from grants.

Several administrative and operational issues were identified during this year that was rectified with a training program and establishing data protocols. I thank Jacqui Marshall of JCJ Services for identifying and oversight of these matters.

This is my final report as Treasurer of MRFEC. In my time as treasurer the financial reports have been tailored to provide a more detailed picture of the centre's financial trading situation. This has enabled staff and the committee to make decisions and plan with the financial implications of our actions clear.

Cash reserves generated by the good work of staff and the committee in the years prior to my time on the committee have been largely maintained; this has been due to diligence of both staff and the committee. These reserves have enabled us to make decisions with the knowledge that not all programs conducted by MRFEC need to generate a positive cash flow.

My role of treasurer has been made easier as I have been surrounded by people who are able and willing to provide expert help and advice. Our book keeper Jacqui has been willing to answer 'can I just ask one more question' and ensured that information presented to the committee of management is digestible. Rick Murrhy has been an excellent sounding board and, as the other member of our finance subcommittee over the previous years, has provided a valuable second opinion.

I have been very fortunate to have worked with our chairperson Kerri Diss where our shared values, Kerri's communication skills and positive outlook have meant that difficult tasks have been made much less difficult and always with a sense of humour.

I trust that the reports I have presented to the committee have made our decision making clearer and easier.

**John Bourne**

Treasurer



**MACEDON RANGES FURTHER EDUCATION CENTRE INC**

**ABN 24 812 980 382**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2019**

**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 2019**

		<b>2019</b>	<b>2018</b>
	<b>Notes</b>	<b>\$</b>	<b>\$</b>
Revenue from student fees		92,997	95,599
Revenue from grants	3	225,036	181,496
Revenue from other activities	4	8,178	5,487
Administration costs	5	(37,516)	(39,629)
Tuition costs	6	(111,535)	(119,425)
Wages	7	(164,528)	(114,647)
Other expenses	8	(11,836)	(11,762)
<b>Surplus/(Deficit) before income tax</b>		<b>796</b>	<b>(2,881)</b>
Income tax expense	2(d)	-	-
<b>Surplus/(Deficit) for the year</b>		<b>796</b>	<b>(2,881)</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>796</b>	<b>(2,881)</b>

*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 2019**

	Notes	2019 \$	2018 \$
<b>Assets</b>			
<b>Current</b>			
Cash and cash equivalents	9	154,829	185,922
Trade debtors		5,503	835
<b>Current assets</b>		<b>160,332</b>	<b>186,757</b>
<b>Non-current</b>			
Plant & equipment	14	25,105	9,510
<b>Non-current assets</b>		<b>25,105</b>	<b>9,510</b>
<b>Total assets</b>		<b>185,437</b>	<b>196,267</b>
<b>Liabilities</b>			
<b>Current</b>			
Trade and other payables		20,422	23,244
Prepaid Income	10	5,898	22,142
Provisions	11	11,097	3,657
<b>Current liabilities</b>		<b>37,417</b>	<b>49,043</b>
<b>Total liabilities</b>		<b>37,417</b>	<b>49,043</b>
<b>Net assets</b>		<b>148,020</b>	<b>147,224</b>
<b>Equity</b>			
Retained earnings		148,020	147,224
<b>Total equity</b>		<b>148,020</b>	<b>147,224</b>

*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 2019**

	Retained Earnings	Total Equity
<b>Balance at 1 January 2018</b>	<b>150,105</b>	<b>150,105</b>
Surplus/(Deficit) for the year	(2,881)	(2,881)
Other comprehensive income	-	-
<b>Total comprehensive income for the year</b>	<b>(2,881)</b>	<b>(2,881)</b>
<b>Balance at 31 December 2018</b>	<b>147,224</b>	<b>147,224</b>
<b>Balance at 1 January 2019</b>	<b>147,224</b>	<b>147,224</b>
Surplus/(Deficit) for the year	796	796
Other comprehensive income	-	-
<b>Total comprehensive income for the year</b>	<b>796</b>	<b>796</b>
<b>Balance at 31 December 2019</b>	<b>148,020</b>	<b>148,020</b>

*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 2019**

	Notes	2019 \$	2018 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		305,441	327,830
Payments to suppliers and employees		(320,333)	(295,873)
Interest received		3,507	2,652
<b>Net cash from operating activities</b>	12	<b>(11,385)</b>	<b>34,609</b>
<b>Cash flows from investing activities</b>			
Purchases of plant and equipment		(19,708)	(3,064)
<b>Net cash used in investing activities</b>		<b>(19,708)</b>	<b>(3,064)</b>
Net change in cash and cash equivalents		(31,093)	31,545
Cash at the beginning of the financial year		185,922	154,377
<b>Cash at the end of the financial year</b>	9	<b>154,829</b>	<b>185,922</b>

*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:

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
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

ABN 24 812 980 382

### 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.

##### 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.

##### 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**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>3. Revenue from grants</b>		
Department of Health & Human Services	85,461	69,506
Department of Education – ACFE	112,147	106,704
MRSC – Supporting Volunteer Grant	-	1,516
Department of Education – Support Grant	-	384
MRSC – Community Partnership	3,559	3,386
Restart Wage Subsidy	9,091	-
Department of Infrastructure	13,168	-
MRSC – Word on Plate Event	1,610	-
	<b>225,036</b>	<b>181,496</b>
<b>4. Revenue from other activities</b>		
Interest	3,507	2,652
Room Usage	1,556	27
Class Material	3,097	2,076
Tea/Coffee	-	387
Sundry	18	345
	<b>8,178</b>	<b>5,487</b>

**MACEDON RANGES FURTHER EDUCATION CENTRE INC**  
**ABN 24 812 980 382**

**NOTES TO THE FINANCIAL STATEMENTS**

	2019	2018
	\$	\$
<b>5. Administration costs</b>		
Bank fee	1,004	1,095
Cleaning	10,620	10,378
Committee of management costs	2,612	561
Consulting fees	-	2,214
Depreciation	4,113	4,882
Hall/Office rental	6,596	6,436
Insurance	1,244	1,200
Postage	193	38
Professional development	377	780
Repairs & maintenance	388	365
Stationery	1,424	1,368
Subscriptions	3,402	4,783
Staff amenities	786	1,464
Telephone	3,069	2,962
Travel	1,688	1,103
	<b>37,516</b>	<b>39,629</b>



**MACEDON RANGES FURTHER EDUCATION CENTRE INC**  
**ABN 24 812 980 382**

**NOTES TO THE FINANCIAL STATEMENTS**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>6. Tuition costs</b>		
Class material	2,074	3,235
Internet	10,072	6,142
Photocopy	5,713	1,725
Light & power	-	216
Tuition fees	68,978	71,575
Tuition wages	16,195	25,369
Advertising	6,687	11,163
Bad debts	1,816	-
	<b>111,535</b>	<b>119,425</b>
<b>7. Wages</b>		
Wages	138,622	99,909
Work cover	2,703	3,207
Superannuation	14,486	11,556
Portable long service leave	1,276	-
Provision for long service leave	17	-
Provision for annual leave	7,424	(25)
	<b>164,528</b>	<b>114,647</b>
<b>8. Other expenses</b>		
Audit fees	1,950	2,300
Bookkeeping fees	9,362	9,240
Sundry	524	222
	<b>11,836</b>	<b>11,762</b>



**MACEDON RANGES FURTHER EDUCATION CENTRE INC**  
**ABN 24 812 980 382**

**NOTES TO THE FINANCIAL STATEMENTS**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>9. Cash and cash equivalents</b>		
Cash on hand	123	120
Cash at bank	31,737	63,309
Term deposits	122,969	122,493
	<b>154,829</b>	<b>185,922</b>
<b>10. Prepaid Income</b>		
<b>Current</b>		
Youth at Risk Shire Funding still to be acquitted	5,898	-
2019 DHS Grant received in advance	-	22,142
<b>11. Provisions</b>		
<b>Current</b>		
Annual leave	8,375	3,657
Long service leave	2,722	-
	<b>11,097</b>	<b>3,657</b>
<b>12. Reconciliation of cash flows from operating activities</b>		
<b>Cash flows from operating activities</b>		
Net surplus/(deficit) for the period	796	(2,881)
<i>Non-cash flows in operating surplus/(deficit):</i>		
Depreciation	4,113	4,882
<i>Net changes in working capital</i>		
Changes in trade debtors	(4,668)	(835)
Changes in trade and other payables	(2,823)	11,326
Changes in prepaid income	(16,244)	22,142
Changes in provisions	7,441	(25)
<b>Net cash from operating activities</b>	<b>(11,385)</b>	<b>34,609</b>

## 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 is expected to re-open, the ultimate disruption which may be caused by the outbreak is uncertain; however, it may result in a material adverse impact on the Association's financial position, operations and cash flows.

Effects to date include disruption to the Association's members and revenue and therefore 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.

**MACEDON RANGES FURTHER EDUCATION  
CENTRE INC ABN 24 812 980 382**

**NOTES TO THE FINANCIAL STATEMENTS**

**14. Full Schedule of Assets - Detailed  
Period 01/01/2019 - 31/12/2019**

Acq. (Disp) Date	Asset	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	TAXATION	
												Accounting	Taxation
1/01/2000	Plant & Equipment	135,247.52	-	0.00	25.00 D	0.00	0.00	0.00	25.00 D	0.00	0.00		
11/04/2012	Tables	2,495.00	-	0.00	15.00 P	0.00	0.00	0.00	15.00 P	0.00	0.00		
23/08/2012	Toshiba C850 Laptops X 8	5,010.91	-	0.00	25.00 P	0.00	0.00	0.00	25.00 P	0.00	0.00		
21/02/2013	Desktop Computers x 14	10,396.36	-	0.00	25.00 P	0.00	0.00	0.00	25.00 P	0.00	0.00		
28/08/2014	Samsung Smart TV	844.55	-	554.55	20.00 P	58.00	496.55	554.55	20.00 P	58.00	496.55		
4/09/2014	Desktop Computer System	817.27	-	482.27	25.00 P	67.00	415.27	482.27	25.00 P	67.00	415.27		
4/09/2014	Toshiba Laptop	726.37	-	331.37	33.33 P	79.00	252.37	331.37	33.33 P	79.00	252.37		
17/09/2014	Asus Notebook	453.64	-	233.64	33.33 P	44.00	189.64	233.64	33.33 P	44.00	189.64		
17/09/2014	Changhong TV/DVD	331.82	-	236.82	20.00 P	19.00	217.82	236.82	20.00 P	19.00	217.82		
18/02/2014	Desktop Computer(Computer Company)	862.73	-	187.73	25.00 P	135.00	52.73	187.73	25.00 P	135.00	52.73		
9/04/2015	Bar Fridge Office	226.36	-	98.46	15.00 P	33.95	64.51	98.46	15.00 P	33.95	64.51		
6/10/2016	Monitor & Hard drives	399.88	-	174.94	25.00 P	99.97	74.97	174.94	25.00 P	99.97	74.97		
15/06/2017	SimpleIndex Scan Software	6,074.00	-	3,727.61	25.00 P	1,518.50	2,209.11	3,727.61	25.00 P	1,518.50	2,209.11		
14/12/2017	Epson Projector & Bag	865.45	-	649.09	25.00 P	216.36	432.73	649.09	25.00 P	216.36	432.73		
28/06/2018	14 Navy Blue and 4 Full Black Ergo Chairs	3,063.64	-	2,833.87	15.00 P	459.55	2,374.32	2,833.87	15.00 P	459.55	2,374.32		
5/03/2019	Keyboard	509.09	509.09	-	25.00 P	104.96	404.13	-	25.00 P	104.96	404.13		
7/03/2019	2 Desks plus mounted screens	1,589.09	1,589.09	-	15.00 P	195.26	1,393.83	-	15.00 P	195.26	1,393.83		
16/05/2019	4 Computer and monitors	4,826.09	4,826.09	-	25.00 P	756.97	4,069.12	-	25 P	756.97	4,069.12		
22/08/2019	New Server	2,272.73	2,272.73	-	25.00 P	224.31	2,048.42	-	25 P	224.31	2,048.42		
17/12/2019	Computer Room upgrade	10,510.97	10,510.97	-	25.00 P	100.79	10,410.18	-	25 P	100.79	10,410.18		
<b>TOTAL</b>		<b>187,523.47</b>	<b>19,707.97</b>	<b>9,510.35</b>		<b>4,112.62</b>	<b>25,105.70</b>	<b>9,510.35</b>		<b>4,112.62</b>	<b>25,105.70</b>		



**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:

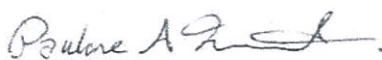
- a) Giving a true and fair view of its financial position as at 31 December 2019 and of its performance for the financial year ended on that date; and
- b) Complying with Australian Accounting Standards including the Australian Accounting Interpretations and the *Australian Charities and Non-for-profits 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

10<sup>th</sup> July, 2020  
Date

  
Pauline Tarrant

10 July 2020  
Date

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE DIRECTORS OF MACEDON RANGES FURTHER EDUCATION CENTRE INC**

As lead auditor for the audit of Macedon Ranges Further Education Centre Inc for the year ended 31 December 2019 I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the *Associations Incorporation Reform 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: 10 July 2020

**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 at 31 December 2019, 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 director's declaration.

In our opinion the financial report of the association has been prepared in accordance with the *Associations Incorporation Reform Act 2012*:

- a) giving a true and fair view of the entity's financial position as at 31 December 2019 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards as referred to in Note 2 to the financial statements.

**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 *Associations Incorporation Reform Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Associations Incorporation Reform Act 2012*, given to the Directors of the Association, would be in the same terms if given to the Directors 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*

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Macedon Ranges Further Education Centre Inc to meet the requirements of the *Associations Incorporation Reform Act 2012*. As a result the report may not be suitable for another purpose.

*Subsequent event: The impact of the uncertainty of COVID-19*

We draw attention to Note 12 in the Financial Report, which describes events subsequent to year end and specifically 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 Directors are responsible for the other information. The other information comprises the information included in the Association's financial report for the year ended 31 December 2019, 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.

## **Directors' responsibility for the financial report**

The Directors' of the Association are responsible for the preparation of the financial report, and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012*. The Directors' responsibility also includes such internal control as the Directors determine are necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

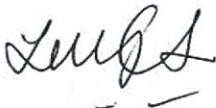
In preparing the financial report, the Directors are responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors decide to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibility**

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



Terrence Vail CPA  
Director  
Registered Company Auditor – 305706  
Dated: 10 July 2020

## **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 Association'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 Association'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 Association 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.



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## Centre Report

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.

2019 was a productive year for MRFEC. As always, we had a high volume of enrolments for the wide range of Learn Local and Neighbourhood House programs that we offer to our local community, which kept our staff members very busy. We were fortunate enough to be able to update our main office with new furniture and computers, and to receive funding from our Federal Member of Parliament, Rob Mitchell, which enabled us to update our computer room by replacing our computers, printers and desks. Thank you to our IT Maintenance Team – Ron & Fraser from Razornet – for making this happen.

We had some staff changes this year where we said goodbye to Julie Nix, who assisted our office staff with enrolments and administration tasks. We would like to thank Julie for all her hard work during her time at MRFEC. In the second half of the year, we welcomed Bridget Wade to our Centre. Bridget has been a great addition to our office staff, especially due to her highly adept computer skills.

We continue to be grateful to our MRFEC Volunteers. During 2019, we had a team of up to 6 volunteers working in reception and assisting staff members with various administration tasks. We would like to take this opportunity to thank Vesna, Deidre, Robyn, Barbara, Kerry and Kathy for all their hard work at our centre. We would not have been able to do it without you.

We would like to also thank our dedicated committee of management who continue to guide and support us through all the challenges we face as an education centre. A very big thank you to our amazing tutors, whose commitment and patience to our centre and students doesn't go unnoticed -- it is greatly appreciated. Lastly, to the students who attended our classes; knowing that we have the privilege to contribute to the success of your personal and career development makes us feel very proud to work at such a wonderful education centre.

Here is a sample of just some of the highlights at MRFEC throughout the 2019:

- **Towel Collection for the Gippsland Bushfire Victims - Ingrid Newell** - Towels were donated by the local community and were taken to Gippsland in late March, early April by one of our Keyboard students, Ingrid Newell for the Gippsland Bushfire victims. We would like to thank Ingrid for making this happen.
- **Wednesday Morning Teas** were organized throughout the year for anyone to attend at 10.00am. They were advertised around the Centre and also through social media. They were very successful and enjoyed by everyone who attended.
- **Cancer Council Biggest Morning Tea** was held in Partnership with Windarring (Gisborne). The morning tea was on the 26<sup>th</sup> - 28<sup>th</sup> of August, 2019 and was held in the Centre's foyer. We are proud to say that approximately \$300.00 was raised for the Cancer Council.
- **Collection of Cans for Gisborne Foodbank** - 100 cans were collected and donated to Gisborne Foodbank in December. A container was placed in the MRFEC foyer for anyone to drop of cans to be donated.
- **Library** - A small library was set up in the foyer for anyone to borrow books and to take home and read at their leisure.
- **Auslan** - During Semester 2, 2019 we started programming Auslan classes in our meeting room on a Wednesday evening.
- **Invite a Friend to Class** - All students had the opportunity to invite a friend to class. This was to demonstrate what happens in a class and to also to showcase student's work. It was a great opportunity for our friends to try a class before deciding to enroll.
- **New Workshops 2019**
  - Succulent Terrariums
  - Polymer Clay
  - Macrame
- **New Free Workshops Conducted by Catholic Care Sandhurst 2019**
  - Knowing Your Teenager – March (Day/Evening W/shop)
  - Boys Brains – June (Day/Evening W/shop)
  - The Important of Dad's - October (Day/Evening W/shop)

These workshops were very successful, we received great feedback from those participants who attended. Tracey attended an evening "Knowing Your Teenager" workshop and found it to be informative, professional and extremely well done.

- **Gisborne Village Shopping Centre** – mid-year of 2019, we had a promotional day at Gisborne Village Shopping Centre between 10am-2.00pm. Student's artwork and course work was on display for everyone to view. A survey was given out to the public to complete and then collate to identify what kind of programs people would like to be offered at MRFEC. It was a great marketing opportunity to promote MRFEC to our local community.

Overall, it was a wonderful and productive year at MRFEC. We are looking forward to providing new quality education and employment pathways and offering innovative lifestyle, wellbeing and social activities to meet the needs of our local community.

Tracey Ravensak & Vicky Murdoch

MRFEC Office



## Macedon Ranges Further Education Centre Inc.

### Committee of Management, Staff & Volunteers

Macedon Ranges Further Education Centre - Committee of Management	
Chairperson	Kerri Diss
Vice Chairperson	Pauline Tarrant
Treasurer	John Bourne
Secretary	Jennifer Malberg
COM Elected Member	Terry Larkins
COM Elected Member	Bruce Dudon
Macedon Ranges Further Education Centre – Staff Members	
Office Support	Bridget Wade
Office Support	Julie Nix
Administration	Tracey Ravensak
ACFE Co-ordinator	Vicky Murdoch
Manager	Liza Fernandes
Macedon Ranges Further Education Centre - Volunteers	
Reception	Vesna Elliot
Reception	Deidre Kirby
Reception	Robyn Pryse
Reception	Barbara Chisolm
Reception	Kerryn Bonnici
Reception	Kathy Jaunozols

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.



## 2019 Programs and Activities

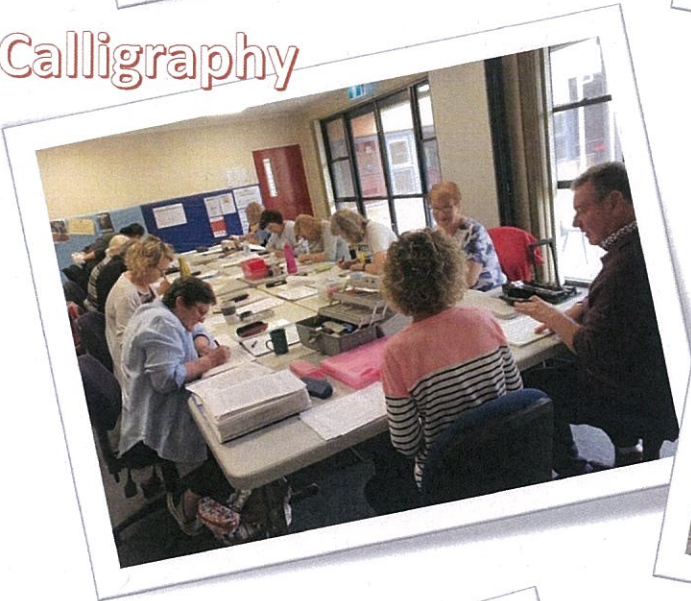
<b>Art</b>	
Calligraphy	Stephen Wright
Drawing	Ray Rattenbury
Pastels	Jim Reilly
Watercolours	Ray Rattenbury
<b>Computers</b>	
Beginners' Computers	Peter Cramer/John Watts
Introduction to Computers – Intel Easy Steps	Peter Cramer/John Watts/Ken Murdoch
Introduction to Microsoft Word	Peter Cramer/John Watts/Alan Wayman
Basic Excel	Peter Cramer/Alan Wayman
Advanced Office Skills	Peter Cramer/John Watts
Xero – Computerised Bookkeeping	Jacqui Marshall
MYOB – Computerised Bookkeeping	Jacqui Marshall
Introduction to Website Coding	Derek Bell
Introduction to Website Design	Derek Bell
<b>Crafts &amp; Hobbies</b>	
Candle making, Soap making, & Rub & Scrubs	Frosa Katsis
Ceramic Tile Mosaics / Polymer Clay Jewellery / Succulent Terrarium	Jo Mott
Natural Light Photography	Peter Ryan
Pottery	Brandy Monteith
Pottery	Julie Luck
Pottery	Shari Mitchell
Zen Drawing	Merle Tait
<b>Health &amp; Recreation</b>	
Beginners Tai Chi	Geoff Jackson
Hatha Yoga & Relaxation	Mary Salopayevs
Keyboard	David Stein
<b>Home &amp; Garden</b>	
Furniture Restoration	David Hartwig
<b>Language &amp; Literacy</b>	
French/Italian	Caroline Swan
German – Beginner & Intermediate	Magna Wickham
Improve Your English	Helen Flentje
<b>Threads &amp; Textiles</b>	
Crochet & Knitting	Yvonne Mimmo
Nuno Felted Shawl/Making Art Quilts	Colleen Weste
<b>Training for Jobs</b>	
Leap Barista	Norman Pallumbo
Bookkeeping for Small Business	Jacqui Marshall
Creative Writing	Beverley Eikli
Introduction to Hairdressing & Make-Up	Bernadette Laurent
Sewing for Employment	Colleen Weste
Skills for Employment	Vicky Murdoch
<b>Partnerships</b>	
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



## International Women's Day



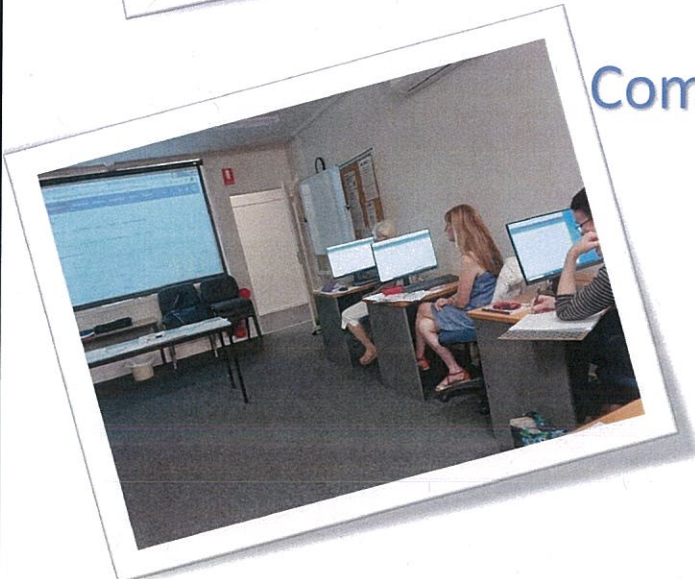
Calligraphy



Craft Groups

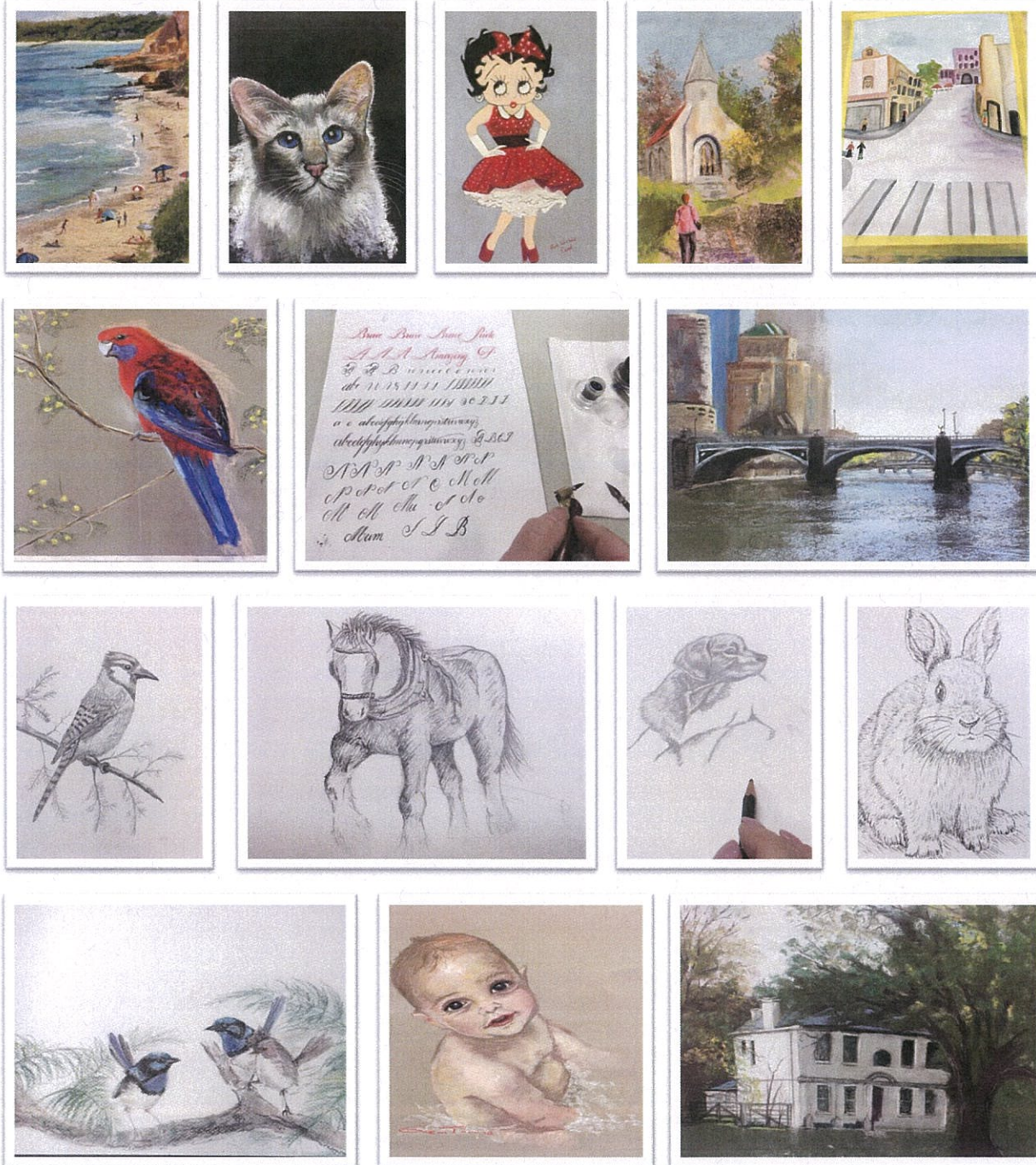


Computer Classes





## 2019 Student's Work







Keyboard Classes



Furniture Restoration  
Classes



Tai Chi Classes

