

# 2022-2023

# Annual REPORT



Mingenew

Community Resource Centre

*Your local connection*

08 9928 1264

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# Who we are

The Mingenew Community Resource Centre (CRC) has played an integral part in providing services to the Mingenew Shire community for almost 30 years.

Starting with small beginnings in a single room off the old Post Office, the CRC has both grown and evolved delivering from a much bigger purpose built facility; now running the Post Office & Gift Shop and for 8 years (2015-2022) delivering regulated childcare services.

We are an independent, not-for-profit organisation that works hard to improve access to a range of services, and to support social and business development activities in the Shire of Mingenew.

The CRC also acts as an agency or point of access for a number of services, helping to make these easily accessible to the community. In addition, the CRC has a strong focus on building community capacity through education and training, and the provision of opportunities to build and maintain social networks.

Our team of staff and board at the Mingenew CRC recognises the need to think and plan strategically for the future, to sustain itself, to remain relevant and to continue to be valued and engaged in the community as their needs change.

The centre is primarily funded by the Department of Primary Industries and Regional Development and receives generous in-kind support from the Shire of Mingenew. Cost for services, membership fees, Post Office revenue and one-off grants for projects generate additional income to sustain our centre.

Mingenew CRC is a member of Linkwest (preferred peak body for CRC's) and Australian Retailers Association. We are registered with the Australian Charities and Not for Profits Commission and incorporated under the Associations Incorporation Act 2015.



## OUR PURPOSE

*A community centered organisation*



## OUR MISSION

*We connect, support and empower our community*



## OUR VISION

*A positive and thriving Mingenew*

# What we do



## Access to government services

- Access to local and state government information and services
- Centrelink Access Point
- Information and support



## Economic and business development support

- Referral services to business development and employment services
- Facilitation of business development activities and initiatives
- Information and support



## Social development support

- Facilitate social development activities, workshops, events and initiatives
- Referrals to social support services
- Information and support



## Services and products

- Printing & laminating
- Conference/Meeting room hire
- Video Conferencing
- University Exam Supervision
- Postal Services
- Gift & Souvenir Shop
- Community Care/Seniors program
- Visitor Information
- Centrelink Access Point
- Transwa Agent
- The Exchange + Gallery Mingenew



## Building community connections

- Community Newspaper - Mingenew Matters
- Community Events
- Engagement with community
- Collaborations with other organisations and groups
- Communication through Social Media, Website and Mingenew Matters
- Mingenew Community Calendar



# Chairpersons Report

## Annette Thomas

As the current Chair, I get a lovely opportunity to thank the people who meet regularly to discuss and advise on how the CRC can best serve our community. Perhaps more importantly on behalf of the CRC Board I get to thank the wonderful staff of the CRC who actively carry out the work of this organisation that has a tremendous benefit to our whole community.

Thanks must go to the board members, Belinda (Secretary), Sally (Treasurer), Jill (Vice President), Rick and Hellene (Shire Councillor) who have succeeded in representing their community over the course of the last twelve months. They have ably made choices on the direction that the CRC should take using the strategic plan, the current needs of our people and very importantly an awareness of the limitations of our organisation.

The staff of the CRC; Nicole, Kait, Claire, Sarah and Kirsty, with the guidance of Taryn, have displayed to us that they are our most valuable asset. These people are 'The CRC'. They have demonstrated flexibility and a positive mindset as the CRC has gone through significant change over the course of a year. All the staff have shown that they have a good work ethic, are open to change and have brought the CRC into its' next stage - being an environment that is more centred on the needs of the community it serves, a great environment to work in and focused on the future.

The services that the staff of the CRC provide are valuable and much needed

in our community and we appreciate the many ways that they assist people and provide connection and support to those that require it. The staff have also worked to build and maintain strong relationships with other organisations in Mingenew and also those further afield in the North Midlands region. The fostering of these relationships is vital, ensuring that as like-minded organisations we are all working together to achieve positive benefits for the people in our region.

The staff have gone to great lengths over the course of the year to engage more deeply with community members. It is through the gathering of this qualitative data and the formation of more connections with a diverse range of people, that the staff have identified ways that the CRC can better support community members. It is this valuable information that will guide the CRC board on what the next steps shall be in this journey we are undertaking together.

I am grateful to the members of our community that have actively taken part in all the programs and activities that have been led by the CRC over the past year. Not only has it benefited and grown our people, but it has led to the development of new and different ideas of what the CRC can offer in the future. I hope that members of our community will continue to give this valuable feedback and support.

On behalf of the CRC Board I look forward to what 2023/2024 brings to our community.

# Managers Report

## Taryn Winter

I am so proud of our Centre over these past twelve months. Being open to collaborations and new relationships has seen opportunities for our organisation and the community to access a variety of events, workshops, services, and professional knowledge.

As we built on relationships, strategies, and systems, we have been able to be respondent and welcoming to community input and feedback ensuring we remain relevant and on our strategic path of connecting, supporting and empowering our community.

As the major funder of the Mingenew CRC we acknowledge and appreciate the support the Department of Primary Industries and Regional Development (DPIRD) team have provided our centre during this year. An upgraded member portal to streamline communications and ease reporting burdens has improved and cut down on time spent on administration. This year we were successful applicants of a the DPIRD Traineeship Grant and Technology Grant, both contributing to a brighter and more efficient operation.

Together with North Midlands Project we officially opened the Exchange + Gallery Mingenew in May 2023, a little gem of a community space. A comfy place to sit, catch up with friends, get out of the weather, exchange a book and enjoy an art exhibition. With so much positive feedback I am looking forward to all the magical moments this space will bring our community.

We worked diligently on our 2022-2025

strategic plan; Community, Spaces, Services & Programs and Governance, as a small organisation in a small regional town, we achieved a lot over this past 12 months as this report will attest to. ***So, to wrap up a fantastic year, thank you to;***

***Our wonderful staff***, who bring passion, creativity, logic and care to this organisation. Our small team is responsible for everything from planning to finance to mail sorting, sales, relationship building and local knowledge, troubleshooting, collaborations and all the officey stuff!

***Our dedicated Board of Management***, there to cheer us on, support our program and maintain the ever-important governance of the organisation. Each individual member, wise and caring; ensuring the community is at the heart of decisions and concepts.

***Our volunteers***, whether it's lending a hand behind the scenes or boldly donning the Santa suit, tidying the laneway or representing the CRC when sharing information with visitors to our region; we appreciate you, we love your enthusiasm to help, and we thank you for all that you do for our organisation.

***Our customers***, you purchase goods at the Post Office, pay rental on a post box, use our services, or hire a room, you recommend us to those passing through or new to town; you keep us in business and allow us to continue being here for the community – you are so important to our town. Thank you, we love seeing you!

***Our supporters***, those that fund us and



## Managers Report cont.

sponsor us, share resources, manpower and knowledge, work alongside us; you are so valuable to our organisation, thank you for your support!

The Mingenew Community Resource Centre is a truly wonderful place to work, with likeminded people who enjoy and take pride in what they do, with our community at the heart.

I look forward to the next twelve months, with our awesome team and community I know we can do great things!



# Year in Summary



15

Workshops & Information sessions delivered



41

One-on-one IT support provided



25+

Overall services we provide to our community



15

Successful grants & sponsorship received



7

Local people employed



22

Volunteers engaged



7

Community events held



8

Youth activities



9

Hot office/desk bookings



5

Collaborations with other community groups



3000+

People provided government and community information



# Government Services

## Government Access Point

Via our Government Access Point, we provide free access to online and print resources related to Local and State Government agencies.

This service enables clients with a lack of internet access to navigate government websites to gain information without having to travel.

## Videoconferencing Connections

Zoom and Teams have fast become the preferred platform for face-to-face conferencing.

Our facilities can cater for group trainings, workshops or round table meeting style. We can also offer videoconferencing for medical appointments.

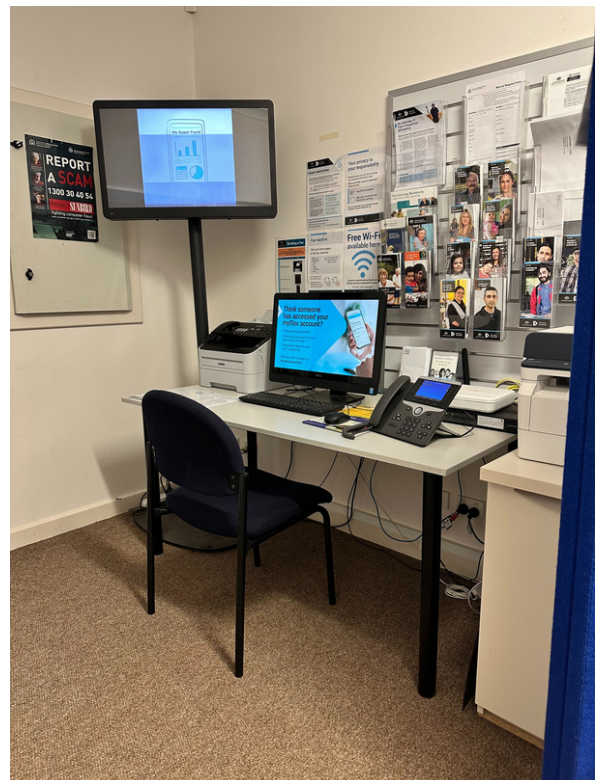
We welcome clients to utilise the office space for telephone conference calls.

The Mingenew CRC team also use the conferencing equipment for board meetings, webinars, working group sessions and catch ups with other organisations outside of the region.

## Services Australia Access Point

The Mingenew CRC is a Services Australia Access point, which consists of a computer terminal, telephone, printer, digital signage and fax machine. We also display Services Australia brochures, forms and information.

Staff are required to take part in regular training to ensure our contract obligations with Services Australia are being met.



# Economic & Business Development Support

*Local businesses and the workforce have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community.*

## WORKSHOPS AND INFORMATION SESSIONS

Our annual calendar features workshops throughout the year that are specifically requested by our business community, or when an opportunity arises.

- Heavy Vehicle Pilot Licence
- RSM Business Local - understanding business financials
- RSM Business Local - Customer Service Essentials



## EMPLOYMENT AND EDUCATION SUPPORT & WORKSHOPS

- Access point to Rapid Connect - Job Link - Connect with FREE Online Employment Service in Geraldton. Our public computer has the latest program software downloaded and ready to go
- Joblink Workshop - Resume writing
- Job & volunteer vacancy board
- Weekly Meedac Service point of contact
- University exam supervision

## SUPPORT TO LOCAL BUSINESS

- Pop up shop - Exchange & Gallery - 4 businesses
- Local goods sold in Gift Shop + Post Office
- Design support - Mingenew Arts & Craft Collective (MACC)
- Business Alliance Sundowners
- Sunday Markets





# Social Development Support

*Community members have access to activities and initiatives that create or improve community connectedness and capacity.*

## Health & Wellbeing

*Provide health service information to the community. Create health and wellness activities and events that promote an active lifestyle, self awareness and wellbeing.*

- Health & Wellbeing Forum
  - Health service stalls
  - Wellness activities
  - Information sessions
- Share the dignity drive
- Silverchain Community Health - World Kidney Day
- Health & Wellness Social Media Campaign
  - Mingenew defibrillator locations
  - First aid responder app promotion
  - Staying safe whilst travelling tips
  - Is your workplace emergency ready tips
- Volunteer promotion
- Women's Health & Wellbeing Group
  - Dr Pippin Holmes - Menopause
  - Corrina Michael - Nutritionist
- Lions Cancer Institute - Free Skin Cancer screening



## Community Events & Workshops

*To provide workshops & events in the community that are fun, relevant and accessible.*

- Biggest Morning Tea - Cancer Council, fundraised **\$4865.00**
- Mingenew Bake Off
- Community Christmas Event - Santa, Pony Rides, Reptiles, Face painting, Blue Light Disco
- Halloween Trick or Treat and Blue Light Disco
- Jewellery Workshop Rustic Treasures
- Scams Awareness - Consumer Protection
- Community Puzzle



## Community Connection

*Provide opportunities for our community to connect through meaningful information sharing, events and activities.*

- **Seniors** - Providing a sense of belonging and kinship, the community care program is a vital service run by the CRC. The Shire of Mingenew provide funding for morning tea and a healthy cooked meal every fortnight and excursion costs. This program has been going for over 5 years now, we continue to look for opportunities to get more of our community involved.
  - Weekly gathering
  - Fortnightly cooked meal
  - Various health service provider information & visits
  - Christmas luncheon
  - Bus trips
- **Mingenew Matters** - Fortnightly publication of local business information and advertising, sporting results, community engagement activities and more.
- **Youth Activities**
  - First Aid for Kids
  - Hoedowns for country towns
  - Space Lego workshop
  - Moon phase hangers workshop
  - Scitech
  - Jally Entertainment - Snowy White & the Seven Cool Dudes Production
  - Lego Club
- **Community Calendar** - promotion of local community dates, keeping track of all the amazing things on offer in Mingenew



Community  
Calendar Link



## The Exchange + Gallery Mingenew

*A community space that is a place for connection, relaxation, and activities.*

- Exhibitions - Bush Ranger, Rayleen Spencer
- Exchange Opening & Exhibition Launch of Rayleen Spencer
- Book Launch - Michael Trant
- Community Space - Book Club, Community group meetings
- Workshops
- Book Exchange
- Visitor Services





# Services and Products

## The Community Resource Centre

- Photocopying and Printing
- Scan and Email
- Mingenew Matters – community newsletter
- Secretarial services
- Publication design
- Conference room and hot desk hire
- Training and information
- Internet access
- Social development activities
- Business development workshops
- Community events
- Business Networking Group
- One-on-one Support-Technology
- Tourist Information
- Local parcel drop off point
- Business and community referrals
- Jobs Board
- Exam Supervision

## Mingenew Gift Shop + Post Office

Apart from offering a wide range of postal services to our community, we also have a vast array of gifts, home wares and stationary products.

We have four staff members trained in Post Office duties. Staff are required to do training periodically as directed by Australia Post – including, Money Laundering, Hazardous Goods and Privacy.

The CRC/Post Office is an agent for Transwa.

Our Postal Manager can sign Statutory Declarations and verify identity.

The post office is also a drop off point for used phones and printer cartridges.


The Post Office is subject to internal annual retail audits to ensure processes and regulations are being complied with.


## Visitor Information Services

*Deliver a consistent and responsive service, enhancing the visitor experience of the local area and wider region.*

*Promote a positive image of Mingeneew.*

- Open 25th July for 10 weeks
- Wildflower tour
- Wildflower iPhone photography Sophie Xiang
- Weekly Wildflower Report
- Social Media Engagement

 2777 Visitors

 546 hours, 25 July - 30 Sept

 10 Volunteers, 2 staff

 Busiest Day, Friday 9th September, 110 people



# Building Community Connections

The Mingenew CRC has an open-door policy to allow for feedback and suggestions from the community.

Over the past twelve months we have built on the positive relationship with the Shire of Mingenew and welcomed collaborations with several community groups.

We encourage our staff to take part in community activities and most staff are involved on committees, in sport or actively involved in other community projects.

Our staff take opportunities to attend workshops and professional development relevant to our positions, that can be incorporated in our referral system or for future planning of the annual calendar.

We will continue to ensure community feedback is incorporated in future planning and that initiatives, events, workshops and the sharing of information is meaningful and relevant to our communities needs and desires.

The Mingenew Community Resource Centre is forward thinking and open to collaborations and opportunities that enhance our service.





# Our Team

## Management Committee

*Our proactive committee consists of members who are passionate about Mingenew and have a vision of an inclusive and vibrant centre with opportunities for community connectedness.*



### **Chairperson**

Annette Thomas  
2020-2023

Annette is an ex science and maths teacher, a broad acre grain farmer and parent of three children who are 15,13 and 11. She currently holds executive roles in North Midlands Netball Association, Mingenew Tennis Club, Mingenew P&C Association and Mingenew Tourist & Promotions Committee. Annette is passionate about the benefits of community involvement and the importance of people feeling connected to others.

Education Advisory Board, Telstra WA Regional Advisory Council and the Department of Education System Alliance Committee.



### **Secretary**

Belinda Bow  
2018-2023

Bel is a mixed grain and livestock business owner. She has experience in governance, risk management, OHS and HR from her recent roles within local government and as a business owner within the ag industry.



### **Vice Chair**

Jill Holmes  
2021-2023

Jill is an active farmer and owner of a mixed grain and sheep business. She is a mum/nanna to 3 children and 2 grandchildren. She has held many committee positions in Sports, Education, Arts and other community organisations as well as being a Shire Councillor for 4 years. Jill has a degree in Education and has completed many other short courses over the years. At present, a member of St Johns Ambulance Support Crew, MACC and various local sporting groups. For Jill, volunteer community involvement has always been a high priority of living in a rural town.



### **Committee Member**

Rick Starick  
2021-2023

Rick has owned and operated three successful businesses in Mingenew over the last 47 years. He lives in Mingenew with his wife Linley and they have 2 adult children. Rick is a committee member of the local Silver Chain and does volunteer work for St John Ambulance. Rick is currently semi-retired and drives one of the local school buses.



### **Treasurer**

Sally Brindal  
2020-2023

Sally has been farming in partnership with her husband for 25 years in Mingenew and has held a number of positions within the community. Sally is currently the WA State President of the Isolated Children's Parents' Association and is on the ECU School of



### **Shire Representative**

Hellene McTaggart  
2020-2023

Hellene is a farmer, active community member, Shire Councillor, and a passionate advocate for Rural Australia. Hellene has a reputation as an astute executive and change manager and has worked with, and led, the transition of leading producer driven organisations including West Midlands Group, Rural Edge, Grower Group Alliance and the Mingenew Midwest Expo.

# Our Team

## Staff

*Our staff are dedicated team members, they are resourceful, friendly and knowledgeable in their roles, and supportive of each other. The team have various roles within other organisations and are active community members.*

### Centre Manager

#### Taryn Winter

Taryn joined the CRC in September 2020. Coming from a background of small business, not for profit, leadership and early childhood education, Taryn is well placed to lead the Mingenew CRC team.

Taryn leads by example and motivates staff to be their best self and have pride in their work.

### Finance and Admin Officer

#### Kaitlyn Morgan

Kait joined the CRC in October 2020. Her previous experience and qualifications in finance has enabled her to cast a critical eye over the systems and procedures within the Mingenew CRC.

This year Kait transitioned to a work from home role after moving to Dongara. She visits the centre once a fortnight, bringing fun and energy with her!

### CRC Coordinator (Maternity Leave Oct 2022 - Oct 2023)

#### Sarah Brennan

Sarah joined the CRC in 2018, and officially stepped up to the coordinators position in November 2020.

Sarah is passionate about creating opportunities for the community to be involved and goes above and beyond in her role.

### CRC Projects Officer/Administrator

#### Claire Brennan

Claire joined the CRC in 2015 as a trainee, she has since become a Jill of all trades and

has taken on several of the coordinator responsibilities whilst Sarah is on maternity leave.

Claire is a great team member with a reliable and calm demeanor displaying care and consideration to everyone .

### Postal Manager

#### Nicole McKeown

Nicole has been with the CRC since 2009 in a customer service role in the Post Office. In 2015 Nicole stepped up as the Postal Manager.

Nicole has great customer service skills, and is friendly, confidential and approachable, the perfect person for such an important role in the community.

### Finance & Admin Trainee

#### Kirsty Bagley

We welcomed Kirsty in March 2023 in a trainee role studying Cert IV in Accounting and Bookkeeping.

Kirsty settled into the team easily, bringing thoughtfulness, compassion and laughs, all the while eagerly learning all of the new things her course and the CRC has to offer.

### Visitor Services Coordinator (July-Sept)

#### Bronwyn Criddle

Bronwyn has previously worked at the CRC as a trainee and was the perfect community minded person to take on a newly created visitor services role.



# Our Supporters

## Government

Department of Primary Industries and Regional Development  
Shire of Mingenew  
Department of Fire & Emergency  
Department of Communities  
Services Australia

## Grant Funding Bodies

- Department of Primary Industries and Regional Development
  - Traineeship Grant
  - Professional Support Grant
  - Video Conferencing
  - Technology Grant
- Shire of Mingenew
  - CAS grant - Youth Activities
  - Visitor Services Grant
  - Events and Programs one off assistance
  - Paper - Mingenew Matters
  - In kind support

## Corporate Sponsors

- Strike Energy - Community Christmas
- GOPP - Women's Wellness Group
- Viterra Australia - CRC events
- Department Fire & Emergency Services - Community Christmas
- Mingenew Playgroup - Scitech
- Starick Transport - Community Christmas
- Elders Mingenew - Community Christmas
- Mingenew Spring Caravan Park - Community Christmas
- Smyth Agri - Community Christmas
- Mingenew Tyre Shop - Community Christmas
- Mingenew Hotel Motel - Community Christmas
- Mingenew IGA - Community Christmas

## Community Partners

Mingenew Tourist and Promotions  
North Midlands Project  
Euphorium Creative  
Shire of Mingenew  
Mingenew Police – Blue Light Disco  
Mingenew Silverchain Committee  
RSM Local – Workshop Support  
St John  
Ngala

## Referral Agencies

Joblink, Desert Blue Connect, Ngala, St John, Red Cross, Salvation Army, Regional Men's Health, WAPHA, Meedac, Apprenticeship Support, Headspace, Legal Aid, GRAMS, DV Assist, Relationships Australia, Helping Minds, Health 365, Lifeline, Kidsafe WA, CR TAFE, WACHS, Share the Dignity, Regional Alliance West



## Special thanks

*To our community for engaging with the Mingenew CRC, utilising our services and attending events and workshops.  
To our local businesses and the Shire of Mingenew for their ongoing support of our services and activities.  
And thank you to our volunteers who generously give their time to ensure we deliver the best possible service to our community.*

# Finance Officer Report

## Kaitlyn Morgan

This financial year has been the first complete year without Daycare entity. There were some expenses that were incurred for works done on the building before handing over to REED, however, moving forward, only the CRC and Post Office will be recording financial transactions. This change has made for relatively less work in the finance role with reduced payroll, income and expense transactions. This time was utilised to create better governance surrounding the tracking and recording of Grant income and expenditure for the CRC.

Some achievements pertaining to the finances for the 2022-23 financial year include:

- A very clean Audit Report – with improvements being implemented throughout the year to ensure compliance with payroll and other financial obligations.
- Introduction of a Finance & Admin Trainee to the Centre – funded by DPIRD.
- Successful grant applications with Shire of Mingenew for a CAS Grant for Youth Activities and School Holiday Program, and the Visitor's Centre for 2022-23 season
- Granted an additional \$5,000 (\$25,000 total) from the Small Business Development Corporation for COVID-Related Financial Hardship.

### Audit Report

Due to the diligence and hard work of the Mingenew CRC team and Board of management, the Auditor's Report for the 2022-2023 financial year had no recommendations. It should be noted that each member of Board and staff has contributed to this in some way, as it has been several years in the making.

Graham Sherriff has given notice that this was his final year of auditing for the Mingenew CRC. I would like to acknowledge the fantastic job he has done in providing a thorough, professional, and friendly service to the Mingenew CRC over the years.

### Profit & Loss per Entity July 2021 - June 2022

Below is a condensed version of the profit & loss statement as per reporting requirements for the ACNC.

As evident below, there is still some work to be done surrounding the profitability and sustainability of the Post Office.

In bringing the leave provisions into the balance sheet, \$4,000 was allocated to the wages expense of the CRC and \$2,128.91 was allocated to the Post Office. This is a non-cash end of year adjustment.

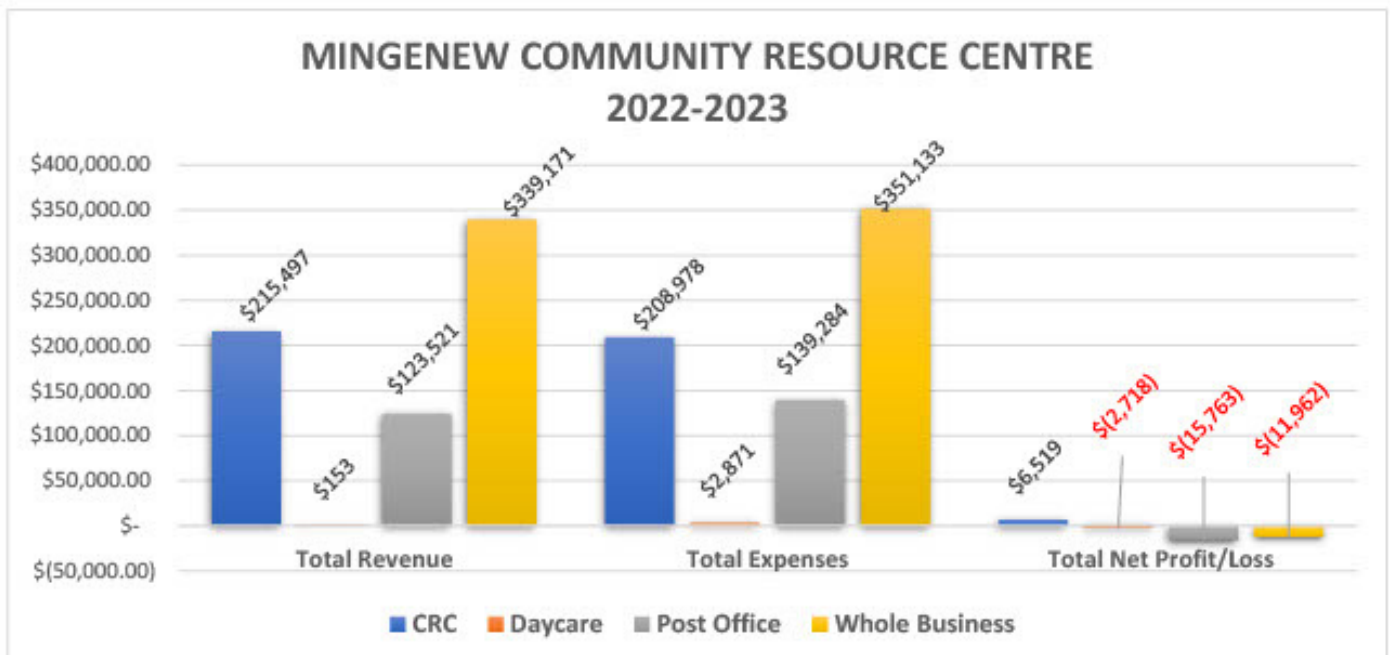
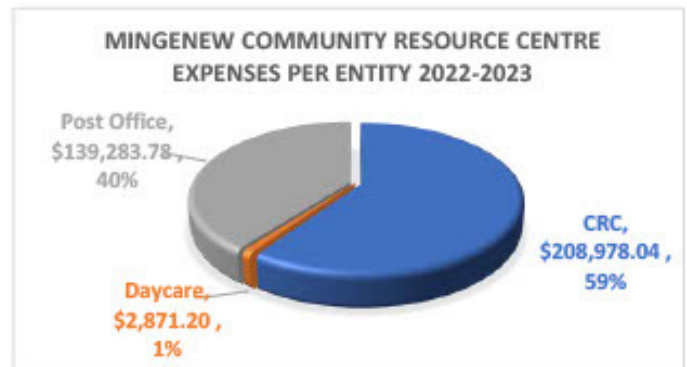
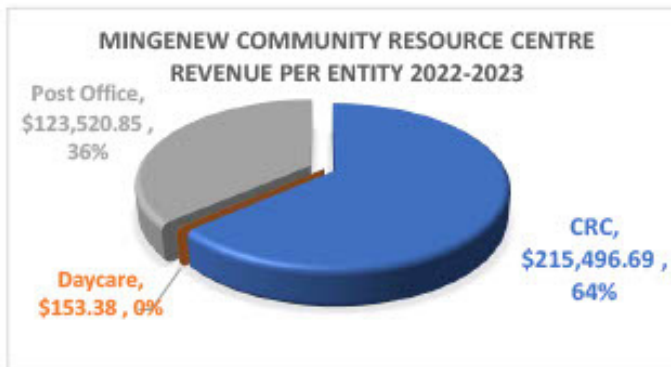
Whole business Net Loss would be approximately -\$5,833.19 without taking this adjustment into account.



# Finance Officer Report cont.

	CRC	Daycare	Post Office	Whole Business
<b>Revenue</b>				
Revenue from Government (including grants)	\$181,380.16	\$83.03	\$0.00	\$181,463.19
Donations and bequests	\$1,147.95	\$0.00	\$0.00	\$1,147.95
Revenue from providing Goods and Services	\$28,057.91	\$70.35	\$123,520.85	\$151,649.11
Revenue From Investments	\$4,910.67	\$0.00	\$0.00	\$4,910.67
<b>Total Revenue</b>	<b>\$215,496.69</b>	<b>\$153.38</b>	<b>\$123,520.85</b>	<b>\$339,170.92</b>
<b>Expenses</b>				
Employee Expenses	\$159,202.26	\$0.00	\$100,810.47	\$260,012.73
Grants & Donations (within Australia)	\$1,123.00	\$0.00	\$0.00	\$1,123.00
All other Expenses	\$48,652.78	\$2,871.20	\$38,473.31	\$89,997.29
<b>Total Expenses</b>	<b>\$208,978.04</b>	<b>\$2,871.20</b>	<b>\$139,283.78</b>	<b>\$351,133.02</b>
<b>Net Profit</b>				
<b>Total Net Profit/Loss</b>	<b>\$6,518.65</b>	<b>-\$2,717.82</b>	<b>-\$15,762.93</b>	<b>-\$11,962.10</b>

## Graphs



# Audited Financials

**MINGENEW COMMUNITY RESOURCE CENTRE INC.  
FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2023**



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**Mingenew Community Resource Centre Inc.**

**Statement of Changes in Equity**

**For the year ending 30 June 2023**

	Note	\$
<b>Balance at 1 July 2021</b>		604,029
Surplus for the year		-61,820
<b>Balance at 30 June 2022</b>		<u>542,209</u>
<b>Balance at 1 July 2022</b>		542,209
Surplus for the year		-11,962
<b>Balance at 30 June 2023</b>		<u>530,247</u>

## Balance sheet report

Accrual mode  
30 Jun 2023

	Total	
	Actual	Last Year
<b>1-0000 Assets</b>		
1-1000 Cheque Account	76,002	48,865
1-1500 Maximiser	64,166	261,315
<b>1-3000 Term Deposits</b>		
1-3001 Term Deposit LSL	0	5,448
1-3002 Term Deposit - 13-760-7196	351,476	144,595
1-3003 Term Deposit - 2 49-350-8354	82,347	81,720
<b>Total Term Deposits</b>	<b>433,823</b>	<b>231,763</b>
1-3500 Float	100	100
1-4000 Trade Debtors	454	(14)
<b>1-6000 Plant &amp; Equipment</b>		
1-6001 Plant & Equipment @ Cost	84,008	85,240
1-6002 Plant & Equipment Accum Depreciation	(69,390)	(69,047)
<b>Total Plant &amp; Equipment</b>	<b>14,618</b>	<b>16,193</b>
1-7000 Prepaid Insurance	4,551	8,247
1-7500 Accrued Income	0	6,687
1-8000 Stock on Hand	17,991	16,447
1-9000 Bonds Paid	0	880
<b>Total Assets</b>	<b>611,704</b>	<b>590,483</b>
<b>2-0000 Liabilities</b>		
2-1000 Trade Creditors	5,180	4,872
2-1500 Accrued Expenses	0	9,365
<b>2-2000 Payroll Liabilities</b>		
2-2100 PAYG Withheld	3,348	6,752
2-2200 Super Payable	0	4,490
2-2300 Annual & LSL Provision	32,850	20,298
<b>Total Payroll Liabilities</b>	<b>36,198</b>	<b>31,540</b>
2-3001 GST Ealance	3,202	1,996
<b>2-7000 Non Current Liabilities</b>		
2-7001 Unspent Grants	36,875	500
<b>Total Non Current Liabilities</b>	<b>36,875</b>	<b>500</b>
<b>Total Liabilities</b>	<b>81,456</b>	<b>48,273</b>
<b>Net Assets</b>	<b>530,247</b>	<b>542,209</b>
<b>3-0000 Equity</b>		
3-8000 Retained Earnings	542,209	604,029
3-9000 Current Year Earnings	(11,962)	(61,820)
<b>Total Equity</b>	<b>530,247</b>	<b>542,209</b>



## Profit and loss report

Accrual mode

01 Jul 2022 - 30 Jun 2023

	Total	
	Actual	Last Year
<b>4-0000 Income</b>		
4-2000 Administration Fees	41	109
4-2030 Commissions Received	86,426	84,039
4-2050 Events & Workshops Income	3,545	17,444
4-2090 Fees Received	1,246	149,661
4-2120 Hire - Plant & Equipment	18	0
4-2130 Hire - Room	6,030	8,546
4-2150 Interest Received	4,911	300
4-2160 Membership Fees - Community & Business	1,550	1,480
4-2200 Service Fees	8,640	9,123
4-2500 Sales	42,009	42,623
4-3000 Grants Received	166,073	172,357
4-3050 Subsidies Received	766	34,900
4-4000 Fundraising	1,148	2,354
4-4050 Sponsorship Income	2,143	3,805
4-6000 Paid Parental Leave Received	14,624	10,887
<b>Total Income</b>	<b>339,171</b>	<b>537,628</b>
<b>5-0000 Cost Of Sales</b>		
<b>5-5000 Direct Costs</b>		
5-5170 Purchases	25,358	25,077
<b>Total Direct Costs</b>	<b>25,358</b>	<b>25,077</b>
<b>Total Cost Of Sales</b>	<b>25,358</b>	<b>25,077</b>
<b>Gross Profit</b>	<b>313,813</b>	<b>512,551</b>
<b>6-0000 Expenses</b>		
6-1000 Accounting & Audit Fees	3,150	3,995
6-1200 Advertising & Marketing	1,630	400
6-1300 Administrative Expenses	106	543
6-1500 Bank Fees	194	262
6-1550 Board Expenses	0	333
6-1600 Business Planning, Reporting & Evaluation Costs	1,250	0
6-2000 Consumables	805	2,066
6-2500 Donations	1,123	3,339
6-2600 Depreciation Expense	5,606	6,857
6-2700 Electricity Expenses	5,503	7,442
6-3200 Internet & Website Expenses	934	1,776
6-3201 Internet - Staff House	0	764
6-3500 Insurance Expenses	8,368	10,281
6-4000 Events/Workshop Expenses	10,115	24,316

	<b>Total</b>	
	<b>Actual</b>	<b>Last Year</b>
6-5000 IT Support	5,787	7,541
6-6650 Printing & Stationery	795	2,887
<b>6-7000 Payroll Expenses</b>		
6-7100 Superannuation	22,203	38,040
6-7200 Wages & Salaries Expenses	237,810	417,041
<b>Total Payroll Expenses</b>	<b>260,013</b>	<b>455,081</b>
6-7300 Human Resources Expense	0	57
6-7500 Freight & Postage	35	230
6-7600 Equipment & Resources <\$1,000	394	9,765
6-7810 Rent - CRC Building	2,600	2,600
6-7820 Rent - Staff Housing	0	9,397
6-7900 Repairs & Maintenance	8,098	3,585
6-7903 Staff Amenities	29	238
6-7904 Subscriptions, Licenses & Memberships	5,200	12,197
6-7950 Telephone	2,437	3,093
6-7951 Telephone - Staff Hcuse	0	431
6-8560 Staff Training & Welfare	1,160	3,318
6-9500 Uniforms	18	425
6-9501 Staff/Board Gifts	0	316
6-9950 Water Expenses - Business	0	15
6-9960 Water Expenses - Staff Housing	0	822
<b>Total Expenses</b>	<b>325,775</b>	<b>574,371</b>
<b>Operating Profit</b>	<b>(11,962)</b>	<b>(61,820)</b>
<b>Net Profit</b>	<b>(11,962)</b>	<b>(61,820)</b>

Mingenew Community Resource Centre Inc.

Statement of Cashflows

For the year ending 30 June 2023

	Note	2023 \$	2022 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from:			
Contracts		122,801	80,237
Other Grants & Funding		176,871	164,063
Other		81,761	280,931
Interest		4,911	300
Payments to:			
Suppliers		-91,561	-143,220
Employees		-258,703	-451,922
<b>Net cash provided by operating activities</b>	<b>(b)</b>	<b>36,079</b>	<b>-69,610</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Gain/Loss on Disposal of non-current physical assets		0	0
Purchase of non-current physical assets		4,031	0
<b>Net cash used by investing activities</b>		<b>4,031</b>	<b>0</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Repayment of Borrowings		0	0
<b>Net cash used by financing activities</b>		<b>0</b>	<b>0</b>
<b>Net Increase/(Decrease) in Cash Held</b>		<b>32,048</b>	<b>-69,610</b>
Cash assets at the beginning of the year		542,043	611,654
Historical Balance Adjustment		0	0
<b>CASH ASSETS AT THE END OF THE YEAR</b>	<b>(a)</b>	<b>574,091</b>	<b>542,043</b>
<b>(a) Cash Assets</b>			
Cash on Hand		100	100
Cash at Bank - Cheque Accounts		76,002	48,865
Cash at Bank - Maximiser & Debit Card		64,166	261,315
Cash at Bank - Term Deposits		433,823	231,763
		<b>574,091</b>	<b>542,043</b>
<b>(b) Reconciliation of net cash provided/used in operating activities to income &amp; expenditure</b>			
Net Surplus/(Deficit) for the Year		-11,962	-61,820
Add back non cash items - depreciation		5,606	6,857
Loss/(Profit) on sale of asset		0	0
<u>(Increase) / Decrease in Assets</u>			
Receivables/Prepayments		10,798	-8,294
Inventory		-1,544	-3,772
<u>Increase / (Decrease) in liabilities</u>			
Other Creditors & Accruals		-4,503	-1,938
Unexpended Funding		36,375	-3,802
Employee Entitlements		1,310	3,159
<b>Net Cash Flows from Operating Activities</b>		<b>36,079</b>	<b>-69,610</b>



## MINGENEW COMMUNITY RESOURCE CENTRE INC.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

#### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Constitution, the *Associations Incorporations Act (WA) 2015* and the *Australian Charities and Not-for-profits Commission Act 2012*. The Committee has determined the association is not a reporting entity.

The report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

##### (a) Going Concern Basis

The Committee have prepared the financial statements on a going concern basis.

##### (b) Revenue

Revenue from funding, provided under contractual arrangements is recognised as income when received on a proportionate basis net of GST, over the period to which the funding relates.

Donations and sponsorship provided for the use of services are recognised as income at the point of the donation or sponsorship invoice being raised.

Interest revenue is recognised when received.

##### (b) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

##### (c) Employee Benefits

Provision is currently made for the liability due to employee benefits arising from services rendered by employees but unpaid as at balance date.

Contributions made to employee superannuation funds are charged as expenses when incurred.

##### (d) Property, Plant and Equipment

Property, plant and equipment are carried at cost. Assets are depreciated over their useful lives to the association.

#### 2. ECONOMIC DEPENDENCY

The ongoing operation of the **Mingenew Community Resource Centre Inc.** to continue as a going concern is dependent upon the continued financial support by the way of grants and sponsorship through various government bodies and other organisations.

#### 3. LEASE OBLIGATIONS

The **Mingenew Community Resource Centre Inc.** has a lease agreement in place for the premises at 50 Midlands Road MingeneW which it occupies from the Shire of MingeneW. The lease commenced on the 1<sup>st</sup> October 2021 & expires on the 20 June 2026. The rental is \$2600 per annum paid in instalments, quarterly in advance.

**MINGENEW COMMUNITY RESOURCE CENTRE INC.**

**STATEMENT BY MANAGEMENT COMMITTEE  
FOR THE YEAR ENDED 30 JUNE 2023**

The Management Committee has determined that the association is not a reporting entity.

The Management Committee has determined that this special purpose financial report should be prepared in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Management Committee:

1. The financial statements and notes of **Mingenew Community Resource Centre Inc.** are in accordance with the *Associations Incorporations Act (WA) 2015* and the *Australian Charities and Not-for-profits Commission Act 2012*, including:
  - a) Giving a true and fair view of its financial position at 30 June 2023 and of its financial performance and cashflows for the year ended on that date;
  - b) Complying with the accounting policies described within Note 1 to the financial statements and the *Australian Charities and Not-for-profits Commission Regulations 2012*; and
2. At the date of this statement, there are reasonable grounds to believe that **Mingenew Community Resource Centre Inc.** will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Management Committee by:



Chairperson



Treasurer/Secretary

Dated this 23 day of November 2023

**AUDITORS INDEPENDENCE DECLARATION**  
**TO THE MEMBERS OF MINGENEW COMMUNITY RESOURCE**  
**CENTRE INC.**

I declare that to the best of my knowledge and belief, during the year ended 30 June 2023, there have been no contraventions of:

- i) The auditor independence requirements as set out in Section 60.40 of the Australian Charities and Not-for-profits Commission Act 2012 in relation to the audit; and
- ii) Any applicable code of professional conduct in relation to the audit.



Graham M Sherriff MIPA BBus  
*Audit & Accounting Services*

Australind, WA

Dated: 27<sup>th</sup> July 2023



**GRAHAM M SHERRIFF**

*Audit & Accounting Services*

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## **INDEPENDENT AUDITOR'S REVIEW REPORT**

**To the members of Mingenew Community Resource Centre Inc.**

### **Report on the Financial Report**

I have reviewed the accompanying financial report of Mingenew Community Resource Centre Inc., which comprises the Balance Sheet and Statement of Changes in Equity as at 30 June 2023, the Profit & Loss, and Statement of Cashflows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory information, and the management committee's declaration.

#### *Management Committee Responsibility for the Financial Report*

The management committee of the entity are responsible for the preparation of the financial report that gives a true and fair view in accordance with *Australian Accounting Standards and Australian Charities & Not-for-profits Commissions Act 2012* and for such internal control as the management committee 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.

#### *Auditor's Responsibility*

My responsibility is to express a conclusion on the financial report based on my review. I conducted my review in accordance with Auditing Standard on Review Engagements ASRE 2415 *Review of a Financial Report: Entity Reporting under the Australian Charities & Not-for-profits Commissions Act 2012*, in order to state whether, on the basis of the procedures described, I have become aware of any matter that makes me believe that the financial report is not in accordance with the *Australian Charities & Not-for-profits Commissions Act 2012* including: giving a true and fair view of the entity's financial position as at 30 June 2023 and its performance for the year ended on that date; and complying with the Australian Accounting Standards. ASRE 2415 requires that I comply with the ethical requirements relevant to the review of the financial report.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable me to obtain assurance that I would become aware of all significant matters that might be identified in an audit. Accordingly, I do not express an audit opinion.

#### *Independence*

In conducting my review, I have complied with the independence requirements of Australian professional ethical pronouncements.

#### *Basis for Qualified Conclusion*

As is common for an association of this type, it is not practical to maintain an effective system of internal control over income (excluding Grants & Interest) until their initial entry into the accounting records. Accordingly my audit review of income (excluding Grants & Interest) was limited by this factor, to the amounts recorded in the financial records.

#### *Qualified Conclusion*

Except for the effect, if any, that may result from the qualifications in the preceding paragraph, based on my review, which is not an audit, I have not become aware of any matter that makes me believe that the financial report of Mingenew Community Resource Centre Inc. is not in accordance with the *Australian Charities & Not-for-profits Commissions Act 2012* including:  
(a) giving a true and fair view of the entity's financial position as at 30 June 2023 and of its performance for the year ended on that date; and  
(b) complying with Australian Accounting Standards.

#### *Emphasis of Matter*

Without modifying my conclusion, I draw attention to Note 1 in the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Mingenew Community Resource Centre Inc. to meet the requirements of the *Australian Charities & Not-for-profits Commissions Act 2012*. As a result the financial report may not be suitable for any other purpose.



Graham Sherriff MIPA BBus

Principal

Date: 27<sup>th</sup> July 2023