

PRESENTATION FAMILY CENTRE

Annual Report



2017-18



PRESENTATION

FAMILY CENTRE

Providing quality respite and recreation for families and carers in need

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About Us

Presentation Family Centre (PFC) is a not for profit centre established under the auspices of the Presentation Sisters of Victoria.

Our aim is to provide quality respite and recreation to families and carers in need. We aim to provide a service that is welcoming, compassionate, and recognises and supports the development of strength and capacity of our guests, many of whom have faced challenging life circumstances.

Since 1989 PFC has offered respite accommodation in six houses, holiday programs for children, and pastoral care for people in necessitous circumstances. Our board, staff, and volunteers at the Centre recognize that people with very difficult life circumstances need a place where they can rest, be supported and affirmed.

The Centre provides a relaxing space for families under pressure or at risk, to renew body and soul. Apart from the school holiday periods, where we conduct children's programs to support families unable to afford a holiday, the houses are used throughout the year by individuals, groups and families. The majority of the guests are referred by welfare agencies or schools. Over 100 agencies have referred people to this service and well over 30,000 people have participated in the program.



History

Presentation Sisters are a religious community founded in Cork, Ireland in 1775 by Nano Nagle to provide education and outreach to Ireland's poor. The Presentation Sisters, responding to a call for more teachers, arrived in Victoria in 1873. The Sisters responded to changing and emerging community needs, establishing schools and services that delivered excellence in education and care, respectful and inclusive of culture and tradition.

During the late 1970's and 1980's, Presentation Sisters identified a special need for support of inner city, urban and regional families. Having worked in the field of education for many years, Presentation Sisters made the decision to serve families in a new way, providing family holidays with focused family time and parental support. The welcome, compassion and creativity shown by the Sisters' founder, Nano Nagle, provided inspiration for this outreach to families in need.

The sale of O'Neill College in Elsternwick enabled the Sisters to purchase a 43-acre farm property with six house blocks and a farm house. Six houses, play facilities and a multi-purpose centre were built, and PFC (then known as Presentation Family Holidays) opened for the summer of 1989/90.

Until the end of 2008, the Centre was under the management of resident Sisters who were supported by lay staff. Since 2009, the Centre has been managed by lay staff. Recognising the need to ensure PFC and other Presentation ministries continue to flourish, the Presentation Sisters handed governance of the Presentation family Centre to Kildare Ministries. This handover was completed in 2017.



Presentation Sisters of Victoria Leadership Group (L-R): Helen Carboon, Joan Power, Maria Lazzaro, Nola Vanderfeen.

Governance

From 2017, the governance of the Presentation Family Centre changed from the Presentation Congregation of Victoria to Kildare Ministries.

In 2014, Kildare Ministries was created to provide governance to education and community works formerly governed by the NSW Province of the Brigidine Congregation, and the Victorian Province of the Brigidine Congregation and the Presentation Congregation of Victoria. Kildare Ministries has received the authority to act as a Church Body (a Public Juridic Person). This new structure will include the contribution of lay people at all levels of governance in its educational and community works.

The Presentation Family Centre is one of three Kildare Ministries Community Works, along with Wellsprings for Women in Dandenong, and the Brigidine Asylum Seeker Project.

The Presentation Family Centre continues to deliver on the mission established by the Presentation Sisters of Victoria. To provide:

- relief from poverty, distress, sickness, disability or disadvantage to individuals and to families;
- education, including training and education in vocational and life skills; and
- support and respite programs for individuals, families and groups of people suffering as a result of financial stress, sickness, disability, and other necessitous circumstances.



Back Row L-R: Maree Marsh csb, Kathy McEvoy, Anne Astin
Front Row: L-R Brgid Arthur csb, Rosemary Copeland, Vicki Ward, Nola Vanderfeen pbvm.

Board



Presentation Family Centre Board (L-R): Claire Thorn, Rachel Connor (Chair), Phillip Steele, Christine Barren, Sister Mary Keogh P.B.V.M (Not Pictured: Ian Urquhart, Secretary)

Sister Mary Keogh P.B.V.M.

Sister Mary Keogh is a Presentation Sister, appointed to the Board in 2010. A consistent presence in the lives of many involved with PFC, Sister Mary has played a vital role for families and carers, providing them with emotional support, a listening ear and a kind word. Sister Mary radiates a warm, caring presence, helping our guests feel at home as they regenerate their spirits.

Each month, Sister Mary provides a pastoral care report to the board, reminding us of the great needs of our guests, and our very reason for being. Ever respectful and considerate of our guests privacy and dignity, Sister Mary recounts the strength she observes in our guests as well as the challenges they face.

Always ready with a cup of tea and a listening ear, Sister Mary is a wonderful contributor to our board, and she will be greatly missed when her terms ends in November 2018. Luckily for all, her role of providing pastoral care to our guests will continue.

Staff, Facilitators, Volunteers

Staff

Operations Manager: Ishti Griffiths

Acting Operations Manager: Cate Townsend

Administrator: Melinda Power

Holiday Program Coordinators: Sandie Klose, Cate Townsend, Sue Manks

Facilitators:

Cookery Workshop: Jill Midlovets

Creative Workshop: Mandy Nelson

Art Therapy: Mandy Palmer

Gardening Mindfulness: Angie Roach

Pamper Program: Lucy Schroder

Creative Writing Program: Karen Tilley



Volunteers

Kees Myer

Genevieve Myer

Judi Hannan

Betty Dorward

Margaret Gartner

Kate McDonogh

Marie Hall

Dani Swindelhurst

Libby Reid

Michael Reid

Jenny Smith

Jan Roach

Merrilyn Taylor

Sandra Whale

Jess Brady

John Barren

Margaret Maher

Kiniki Stirling

Gabby Lyons

Judy Jack



Chairpersons Report

A holiday experience is something many of us are familiar with - a time to rest, perhaps to be in nature, enjoy a walk to the beach, or connecting with loved ones over a new activity. For so many of us, it's a restorative experience. PFC continues to offer this service to people who might otherwise not have a family holiday. It's such a privilege to be involved and to work alongside the many people who want to offer this life-enhancing, restorative holiday experience to people who really need a break.

This year, we were challenged by the temporary absence of key staff, and I am grateful for the contribution of many that kept the show on the road. Employees, facilitators, volunteers and board members stepped in to help where there was need. By listening, engaging, supporting, and connecting with our guests, our volunteers and staff have made a positive difference to families. Despite our reduced staffing, we delivered four wonderful holiday programs with activities that were tailored for families and carers with special needs in areas such as cookery, gardening, self care and art and craft.

We rely on the support of some very generous donors to PFC whose ongoing financial support allows us to provide respite for families and carers who would otherwise be unable to afford a holiday. Donors have also contributed to the upgrading of our facilities, including the much needed renovation of bathrooms. Thank you.

The process of transferring governance from the Presentation Sisters to Kildare Ministries occurred this year. I am confident that with the careful stewardship of the Presentation Sisters, and the goodwill of Kildare Ministries, PFC will continue to provide a place of welcome, comfort and rest to all who call upon it for many years to come. On a personal note, I would like to thank Nola Vanderfeen for her thoughtful counsel, and thank the Presentation Sisters for their trust and ongoing support. I welcome Kildare Ministries into the stewardship of this most precious service.

The Board continues to work well together, utilising our diverse skills and experience, continually improving our governance practices, focussing on the needs of guests and how best to deliver our vision. I would like to welcome two new board members: Claire Thorn and Phillip Steele. Claire and Phil have brought energy and expertise to the board from their different work and life experiences.

The year ahead promises to be a busy one, with a focus on more fully utilising the houses and activity centre and improving and expanding the services we offer. Thank you to those who have supported us this year. Please join us as we continue to grow, connect and deliver an even better service in the years ahead.

Rachel Connor
Chairperson

Operations Manager Reflections 2017 - 2018

The Presentation Family Centre (PFC) has provided holidays, respite and recreation for families struggling with financial hardship since 1989. In 2009, the Presentation Sisters handed over the management of the Centre to lay people in order to continue the work of support for families and individuals. Since 2011, PFC has accepted the referral of families from up to 175 referral agencies with a focus of providing holidays for Australian and CALD guests struggling with a wide range of difficulties and conditions. The escalation of complex behavioural issues evident in our guests and the recent changes of child safety legislation has determined a requirement for an increase in necessary resources to attend the needs of those struggling with trauma and declined mental health, particularly during the past year.

PFC continues to follow a vision of supporting those in need through the provision of respite and recreation. We have developed close relations with the Brigidine Sisters to enable the smooth transition to a Community Works governed by Kildare Ministries during the past five years in order to continue this work. The formal handover ritual will take place on 23 November 2018.

The regular school holiday programs have evolved into a new model in the year 2017-2018. These programs consist of a wide variety of activities facilitated by appointed qualified contractors who have specialised skills in the program delivered. The enjoyment and relaxation afforded to families as a whole has presented positive feedback from families without exception. The general focus of the program is to encourage resident families to carry out an activity together which has helped to enhance relations within that family. This is particularly evident in families dependent on IT devices and social media.

This past year, PFC has continued to provide a facility for residential programs organised by local community groups. The recently renovated Activity Centre is a perfect venue for groups representing a wide range of interests and includes full catering facilities if required. These bookings also include School Groups, Teacher Seminars and Professional Development Training Groups.

PFC could not function without our willing volunteers. We are constantly welcoming new volunteers as well as continuing to welcome the long term friends of Balnarring. The main areas of support are those who assist with the holiday programs, the garden, The Board of Management and office duties. We have had four big working bees this past year which are always a massive effort for volunteers and staff alike. We are immensely grateful to all those who participate in rolling out these events.

Pastoral care has always been an integral part of the fabric at PFC. The staff and facilitators are especially selected for their empathetic skills. Sister Mary Keogh has provided consistent support to our families in a way that does not come into conflict with the case management and counselling our guests might already be receiving through their own support networks. Sister Mary will be missed terribly when she steps down in November 2018 after a long association with PFC and her provision of pastoral care.

Our biggest challenge to the work we do in supporting struggling families is raising the funds to address operational costs. The ten year strategy to achieve a self-sustaining model is now well underway and we continue to plan ahead in fine tuning methods to deliver this outcome in the next three to five years. We are extremely grateful to those philanthropists and donors who provide financial support to our organisation aside from the successful grant applications secured to deliver specific projects.

Ishti Griffiths
Operations Manager
Presentation Family Centre



Our Holiday Programs

PFC provide a series of family activities over four periods during the year, coinciding with the Victorian public school holidays. In April, July, and September, the Holiday Program runs for 2 weeks, and in January we run a four week holiday program. Families usually stay for a week at a time, enjoying a range of activities, complementary passes to Peninsula activities and free time with their families.

Each week of the holiday program usually starts with a welcoming morning tea. Sue Manks, one of our Holiday Program Coordinators, provided this summary of one morning tea, and how she was supported by volunteers Sandra and Mike:

"The morning tea was a great success. Sandra prepared a scrumptious selection of food for the guests; we also had a fruit platter and cheese, cabana and bikkies. We had Mike come with his guitar and this was a great welcome for the guests and many of the children were interested and familiar with playing the guitar or music. We created a welcoming, warm atmosphere and it was a great way for guests to interact and discuss the week of activities. This morning tea also allows the guests to familiarise themselves with the Shed, meet everyone and increases their confidence to participate in the activities we offer". (Sue Manks, Holiday Program Coordinator)



Cookery workshops

We introduced cookery workshops in 2016 and they have been one of our most popular activities. Workshops are run by our trained facilitator, Jill, and supported by regular volunteers. Cookery workshops are usually run separately for adults and children, allowing each to spend time with their peers, talk, relax and build their skills in a supportive and friendly environment.

"Although we were cooking and Jill teaches great skills and provides terrific recipes, it is also an opportunity for adults in the morning and kids in the afternoon to talk, spend time with the volunteers and build relationships". (Sue Manks, Holiday Program Coordinator).



Artistic Ventures

An opportunity for adults and children to let their creative juices flow, Artistic Ventures provides the wonderful materials, and guidance for guests to create their own works of art.



Pamper Sessions

Adults and children enjoy the chance to relax, soaking their hands and feet, trying on moisturisers and lotions and generally spoiling themselves. Guests take home a little pack of pamper products.



Our Holiday Program Coordinators set themselves four goals for the Holiday Program:

1. To provide a safe, inclusive space for families to relax and grow.
2. To offer a range of activities and provide a chance to develop new skills.
3. To provide a week where happy memories can be made and the future may possibly be tackled with renewed purpose.
4. To create an atmosphere where everyone is accepted and equal.



Guests

We continue to receive guests from all over Victoria, in need of rest and respite.

Guests are referred to us by referral agencies. This helps to ensure our service is reaching people most in need. Many of our guests are funded by agencies. A small number of guests pay a moderate amount for their stay, the remainder are funded by donations made to PFC.

Increasingly we are seeing guests with very high, complex needs such as mental illness, experience of family violence, homelessness, and caring for high needs children.

Place

With the support of generous donors, we were able to upgrade several bathrooms and wet areas in cottages. This has been an ongoing improvement and makes an enormous difference to the overall state of the cottages. The new bathrooms are sleek and modern and look terrific! We are incredibly grateful to the donors, who support us in this way.

Supporters

We are grateful for the generous contribution of our Donors, without whom we could not offer our service. Many of our donors are long term supporters of PFC. This year, we have been provided with financial support by way of cash donations, gifts and donations in kind. We are so thankful for this ongoing support and acknowledge

Grenet Foundation Ltd
Flinders Art Show Inc
Angie Roach
Krisami Investments
Mavron Community Housing
Toni Kaye Foundation
Red Hill Lions Club
St Joseph's Echuca
The William Angliss
Marian College
Ian and Kristine Urquhart
Rex and Dani Swindlehurst
IGA Balnarring

Anna Sikora
Pauline Lelkes
Westernport Community Support
Merilyn Taylor
Marie Hall
Sharon O'Bree
Sr Maureen Keating
Helen Van Berkel
Catholic Womens League NE
Westernport Parish
Zandy Symons
Theresa Burrows
Alice Vaughan

Presentation Family Centre Inc.

Financial Statements

For Year Ended 30 June 2018

Board of Management Report 30 June, 2018

Your Board of Management submit the financial report of the association for the financial year ended 30 June, 2018

1. General Information

Board of Management members

The names of Board of Management members during the year were:

Mrs Christine Barren
Mrs Rachel Connor
Mr Phillip Steele

Sister Mary Keogh
Mr Ian Urquhart
Ms Claire Thom

Principal activities

The principal activities of the association during the financial year were the operation of a facility of six houses for the respite and care of individuals families in necessitous circumstances.

Significant changes

No significant change in the nature of these activities occurred during the year.

2. Incorporation

Presentation Family Centre Incorporated was incorporated on 22 January 2001 as an Incorporated Association.

3. Operation result for the year

The net surplus(Loss) of the association during the financial year amounted to \$28,615 (2017: Net loss of \$1,894).

STATEMENT OF SURPLUS OR DEFICIT AND OTHER COMPREHENSIVE INCOME for year ended 30 June, 2018

	Note	2018	2017
		\$	\$
Revenue	2	274,990	260,360
Expenses	3	-246,375	-262,254
NET SURPLUS		<u>28,615</u>	<u>-1,894</u>
Other Comprehensive Income		0	0
TOTAL COMPREHENSIVE INCOME		<u><u>28,615</u></u>	<u><u>-1,894</u></u>

STATEMENT OF CHANGES IN EQUITY as at 30 June, 2018

Accumulated surplus at the beginning of the year	469,213	471,107
Surplus for the year	28,615	-1,894
Accumulated surplus at the end of the year	<u><u>497,828</u></u>	<u><u>469,213</u></u>

	Note	2018	2017
		\$	\$
CURRENT ASSETS			
Cash and Cash Equivalents	4	88,736	78,608
Receivables	5	1,674	2,191
TOTAL CURRENT ASSETS		<u>90,410</u>	<u>80,799</u>
NON CURRENT ASSETS			
Property, Plant & Equipment	6	429,230	411,934
TOTAL NON CURRENT ASSETS		<u>429,230</u>	<u>411,934</u>
TOTAL ASSETS		<u>519,640</u>	<u>492,733</u>
CURRENT LIABILITIES			
Accounts Payable - Accruals		8,583	14,066
Provision for annual leave		2,184	3,126
TOTAL CURRENT LIABILITIES		<u>10,767</u>	<u>17,192</u>
NON CURRENT LIABILITIES			
Provision for long service leave		11,045	6,328
TOTAL NON CURRENT LIABILITIES		<u>11,045</u>	<u>6,328</u>
TOTAL LIABILITIES		<u>21,812</u>	<u>23,520</u>
NET ASSETS		<u>497,828</u>	<u>469,213</u>
MEMBERS' FUNDS			
Accumulated Income at the end of the year		497,828	469,213
TOTAL MEMBERS' FUNDS		<u>497,828</u>	<u>469,213</u>

PRESENTATION FAMILY CENTRE INC.

STATEMENT OF CASH FLOWS for year ended 30 June, 2018

	Note	2018	2017
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts in course of ordinary activities		94,865	90,326
Cash receipts from donations		179,621	147,280
Cash payments in course of ordinary activities		-213,947	-209,623
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	4a	<u>60,539</u>	<u>27,983</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest received		522	539
Payments for furniture, fixtures, plant & equipment		-50,933	-14,349
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES		<u>-50,411</u>	<u>-13,810</u>
NET INCREASE (DECREASE) IN CASH HELD		<u>10,128</u>	<u>14,173</u>
CASH FLOW SUMMARY			
Cash at beginning of financial year		78,608	64,435
Net increase (decrease) in cash held		10,128	14,173
CASH AT END OF FINANCIAL YEAR	4	<u>88,736</u>	<u>78,608</u>

To be read in conjunction with the accompanying notes

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Australian Charities and Not-for profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012*. The Board of Management has determined that the association is not a reporting entity.

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

(b) Cash and equivalents

Cash and equivalents include cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less.

(c) Property, plant and equipment

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

(d) Financial assets

Investments held are originally recognised at cost, which includes transaction costs. They are subsequently measured at fair value which is equivalent to their market bid price at the end of the reporting period. Movements are recognised in the Statement of Comprehensive Income.

(e) At the end of each reporting period, the association reviews the carrying value of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of comprehensive income.

(f) Employee benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

(g) Revenue and other income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any discounts allowed. Interest revenue is recognised when there is a legal right to it. Donations are recognised on receipt except where the Donor advises it is to be used in a future period.

(h) Income tax

No provision for income tax has been raised as the association is exempt from income tax.

(i) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST. Receivable and payable in the statement of financial position are shown net of GST.

**Independent Audit Report
To the Members of Presentation Association Inc**

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Presentation Family Centre Inc, ("the Association"), which comprises the statement of financial position as at 30 June 2018, 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 Committee's declaration.

In our opinion, the accompanying financial report of the Association is in accordance with the *Associations Incorporation Reform Act 2012*, including:

- a. giving a true and fair view of the Association's financial position as at 30 June 2018 and of its financial performance for the year ended on that date in accordance with the accounting policies described in Note 1.

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

Emphasis of Matter – Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee's financial reporting responsibilities under the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

Responsibilities of the Committee for the Financial Report

The Committee of the Association are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Associations Incorporation Reform Act 2012* and for such internal control as the Committee determines 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.



**Independent Audit Report
To the Members of Presentation Family Centre Inc (cont'd)**

Responsibilities of the Committee for the Financial Report (cont'd)

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

Auditor's Responsibilities for the Audit of the Financial Report

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

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

Stannards Accountants and Advisors

Michael Shulman
Partner

Date: 14 November 2018