



The achievements of an



organisation

are the



results

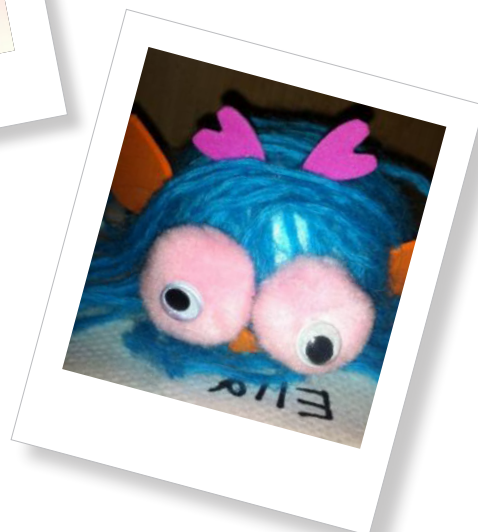


of the combined

effort of every individual

Annual Report

2014



Contents

President's Report	1
Centre Manager's Report	2 - 3
Our Centre	4 - 5
Strategic Plan	6 - 7
School Holiday Program	8
Loftus Playgroup	8
Toy Library	9
Childcare Co-op	9
3+ Kindy	10
Platinum Club	11
Treasurer's Report	12
Profit & Loss	13
Balance Sheet	13





**The Loftus Community Centre
has been an important part
of the community for over
35 years and I feel**



fortunate to

**be involved with such a
successful centre.**



When I first started attending the LCC as playgroup mum of an 8 week old, I had little understanding of the diverse number of community groups and activities that utilise the centre on a weekly basis. It has become an integral part of my children's lives as they've attended playgroup to 3+ Kindy and the School Holiday programs. The continued growth of the centre can be attributed to the dedicated staff at the LCC who's commitment and passion sees more than 800 members of the community participate in the centre each week. A big thank you to Jodi Lendrum, Jenny, Dana, Sarah, Evie, Jill, Lucy and Val and the casual School Holiday Program staff.

At the end of 2013, long-term Three Plus Kindy teacher Jill Slatter resigned. This enabled the centre to introduce an additional full day of kindy and offer 80 local children the opportunity to attend this wonderful program. Evie Deas was welcomed on board as the new Kindy Teacher at the start of 2014 with the continued support from Lucy Timmings.

Last year saw a number of structural improvements made at the centre and this year focused on human resources and the streamlining of management processors. Jodi Lendrum has been instrumental in

the changes to the human resource practices at the centre which included updating the staff's Employment Agreements and changing of their awards to one that is more appropriate.

I would like to thank the City of Vincent for their ongoing financial support of the centre.

In addition, I would also like to thank all the members of the Management Committee, LCC staff, volunteers and the Community Groups for their continued support of the LCC.

Emily Chee
President - Loftus Community Centre



"This last financial year has been very busy

but we have achieved a



great deal of

behind the scenes work whilst

continually providing a great



community service for

our members."



As I enter my fourth year as Centre Manager of this wonderful facility I started to reflect on exactly what we provide to the community, and I think, I continually underestimate the great work this centre does. This last financial year has been very busy but we have achieved a great deal of behind the scenes work whilst continually providing a great community service for our members. We have continued to operate and manage the centre under the guidelines of our strategic plan and the four major areas of Our Community, Our Centre, Our Partners and Our Services, adhering to the vision of being a 'dynamic hub that connects people in our community'. With the assistance of the Management Committee we have achieved this with great success.

Our 3+ kindy program has seen some significant changes over the past year. We said goodbye to our long serving Kindy Teacher, Jill. As is so often the case we did worry that we were not going to be able to replace Jill with someone as competent and knowledgeable, however we had little reason to worry. We welcomed Evie as our new teacher at the start of 2014 and Evie has been an excellent addition to our centre. Evie had been set a big challenge to not only to take over from Jill but we also increased our program from 60 to 80 families. Evie, along with Lucy and Val have done an amazing job to co-ordinate 80 families whilst still working within the guidelines of the Early Years Learning Framework. We continue to provide an excellent community pre kindy program and have maintained our reputation within the community.

A major achievement this past year has been the launch of our new and improved website. We have managed to develop a very clear and easy to navigate website showcasing our programs and services that the centre offers. This was all possible as one of our lovely members, Heather Wallace volunteered many hours to make this happen. I would like to extend my sincere appreciation to Heather for providing her expertise and knowledge and enabling us to achieve this.

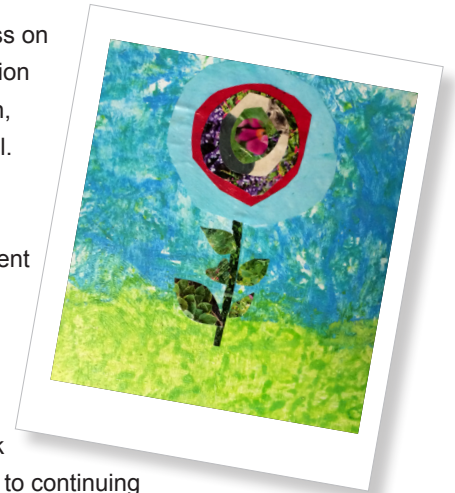
"There have been many hours invested to our Human Resource Management as all staff were moved onto a new award. This has simplified our management of this area and provided all staff with a financial reward, after a Federal decision for all those employed with the Community Services. This was a time consuming process to go through but certainly beneficial in the end."

We have also worked tirelessly to implement streamlined processes for all our behind the scene operations. Our room bookings, course bookings, invoicing and program enrolments have all been looked at in great detail and changes made to make these areas a more simplified process, which has resulted in some great efficiencies. Our Management Committee has been a pivotal part of this year's success and I would like to thank the entire Committee for their continued dedication to the centre and for the support they provide me in managing the centre.

I would like to pass on a special mention to Emily Chee, our President, who took over from Paula Sutherland as President and had very big shoes to fill indeed. Emily has been fantastic to work with over the past year and has always made time to discuss issues as they come up, not

an easy task with two small children. Thank you Emily, I have really appreciated your time, knowledge and commitment over the past 12 months.

Finally I would like to pass on my thanks and appreciation to our staff, Jenny, Sarah, Dana, Evie, Lucy and Val. This centre operates so successfully due to the dedication and commitment of each and every one of you. You make my job easy and it has again been an absolute pleasure to come to work every day. I look forward to continuing a strong community focus over the next 12 months.



The next 12 months will be a



challenging time for the

centre, staff and management

committee as we work within the



constraints of increasing financial stress and

increased competition for available grants.

However I am sure that again we will rise to

the occasion and produce another successful

year for this incredible community centre.

Management Committee



President
Emily Chee



Treasurer
Sharon O'Reilly



Secretary
Carmen Reynolds

Staff



Centre Manager
Jodi Lendrum



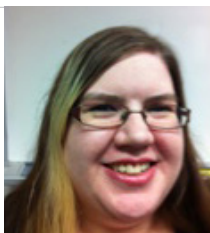
Bookkeeper
Jenny Rustean



3+ Kindy Teacher
Evie Deas



3+ Assistant
Lucy Timmings



Customer Service
Sarah Henderson



Project Co-ordinator
Dana Gaylard



3+ Kindy Volunteer
Val Pearson

Committee Members



Playgroup Rep
Amanda Wira



Playgroup Rep
Renae Strika



Childcare Cooperative
Mica Pereira



Toy Library Rep
Karen Navaratnam



Platinum Rep
Jill Rice

The centre has many
groups participate in a
range of activities each



week. These members
hire our facility and
deliver a quality program
base to our community.

All members receive our newsletters, invites to our special events and the ability to be a part of a supportive community. We would like to thanks all of our regular group members over the past year and look forward to partnering with you over the next 12 months.

Our group members

Apostolic Faith Mission
Bantas Capoeira
Breat Cancer Care WA
Cancer Council of WA
Catch Music
Claisebrook Catchment Group
Connect for Kids
Cycle Touring Association
Doll and Toy Collectors
Heartmoves
Helen O'Grady Drama Academy
Mothersong
Perth Laughter Club
Redeemed Christian Church of God
Signing Hands
WA Association of toy Libraries
Weight Watchers
Feldenkrais

Alcoholics Anonymous
I Liq chuan
Tai chi
Leadlighting
Linkwest
City of Vincent
John Young Talent School
Kids Cancer Support Group
Centre for Cerebral Palsy
WA Fujian Association
Zen Pilates
Senses Australia
Department of Health
(18mths - 3yrs screening)
Carolyn Stenbrock Art Classes
Creative Kids Art Club

Volunteers

The centre is very fortunate to have some lovely volunteers help us out on a weekly basis. From the many local schools who help out at our School Holiday Program to or Seniors who come and help out at our special events.

The centre would not operate as it does without our wonderful Management Committee who all volunteer their time.

Supporters and Sponsors

The Loftus Community Centre thanks and acknowledges the following supporters:

City of Vincent
Aussie Farmers Direct
Bendigo Bank, North Perth
Lotterywest
LCC Craft Group
Linkwest



Room Hirers

Throughout the year the centre is also available for one-off room hire events, birthday parties, meetings, conferences, special events and training days. The centre is able to accommodate a wide range of events due to the number of rooms including a kitchen and playground. We extend a huge thankyou to our local community for your continued support in choosing Loftus Community Centre as a venue to hold your events.

Over the past 12 months we have seen increased competition and School Holiday Program opportunities for kids.

We have spent a significant amount of time looking at other possibilities however we do believe that the program we offer is unique and still very well attended. We have introduced some full day and two workshops which have proven to be very successful.

The success of the this program would not be possible without the wonderful efforts of our amazing Co-ordinators, facilitators and volunteers. I would like to thank each and everyone of those who contribute to the program. Also a big thank-you to our members who continue to support this program.



We have had a good year in 2014 with the children enjoying the new dress-ups, outside toys and clean new sand in the sandpit.

Loftus Playgroup runs eight groups out of the Children's Room at the centre. We have groups at different times of the day on most days of the week. It's a fantastic space for the children to play and a safe and relaxing environment for the parents (and some grandparents) to enjoy.

We have had a good year in 2014 with the children enjoying the new dress-ups, outside toys and clean new sand in the sandpit.

The committee has had a smooth year thanks to some great efforts from all the committee members and feedback and input from all the members. With all of our committee members moving on at the end of the year we look forward to some energised new faces on the committee next year.

We had two visits from Playgroup WA this year who were impressed with our room and outdoor facilities. They reminded us that their organisation is there to help with any playgroup matters.

Our Christmas party is scheduled for the end of November this year to avoid the Christmas rush. We decided to make use of the facilities at Loftus Centre this year and have organised activities, Christmas craft and a sausage sizzle in the playground. It's a great opportunity for all the kids and Mums and Dads to mingle.

Thank you to all of our members and the committee for their ongoing support.

Renae Strika
Loftus Playgroup President

Childcare Co-operative

It's been another fun and fast year for the Loftus Community Centre Childcare Co-operative (known locally simply as 'Co-op'). Our group of 14 children are cared for by three rostered carers (usually Mum), on a rotational basis, every Monday morning from 9.15am to 12.15pm.

Over the past year, we have welcomed 3 new families (and 6 new children) to Co-op. One family have moved from interstate and two are from Perth. Co-op provides occasional childcare, at minimal costs, through the voluntary contribution of time from parents attending on a rostered basis. The children currently range in age from 18 months to 5 years and, as such, learn valuable social skills as they relate to one another through play.

We usually spend the morning outside on the wonderful play equipment, making cakes in the sandpit, riding bikes or exploring the new garden naturescape. We then share morning tea together, practice our table manners, and facilitate a craft activity.

Our management team - Manager, Treasurer and Roster-planner – have continued to perform their roles with the casual but committed dynamism that marks the co-op ethos. We support each other and back each other up as needed.

Co-op provides a great opportunity for carers of small children to meet new people, enjoy some child-free time, and become involved in the local community. We wouldn't be able to run as successfully as we do without the help of all the parents, and the support of facilities and equipment of Loftus Community Centre Playgroup

and staff. Thank you.

Karen O'Sullivan - Co-op Representative

Toy Library

The Leederville Toy Library aims to provide families with borrowing access to a wide range of toys, carefully chosen for their safety, quality and educational value, and to give families the opportunity to make use of large and sometimes expensive toys. Favourite toys are often borrowed again (and again), and if something looked very exciting on the shelf but didn't work out, it can be easily returned. Borrowing toys assists with home storage constraints and reduces unnecessary waste that arises from the purchase and early disposal of under utilised toys by individual households.

The Leederville Toy Library is a not for profit organisation that relies on member fundraising, member participation and the generous contributions from donors in order

in response to our applications. This will allow us to replace old favourites as well as add new toys for the enjoyment of our member families.

The Leederville Toy Library committee also rose to the challenge of its first year without a president after the retirement of long-serving president Carmen Reynolds. Carmen committed significant personal time and resources into the smooth running of library over many years and we had a steep learning curve in her absence. We are grateful to those committee members who have kindly donated their time this year and the library members who have been patient as the new committee members have come up to speed on the various tasks required to run the library.

The contribution of time and energy from all library members in the duty roster, stock-take and fundraising activities is vital to the success of the Leederville Toy Library. Thanks to the participation of all library members the Leederville Toy Library continues to be a success and to provide an opportunity to build a stronger



The Leederville Toy Library is

a not for profit organisation.



to invest in new toys, replace any worn or damaged toys, fund a Saturday morning duty supervisor position, maintain the database software and computer hardware, stationery, packaging, cleaning products and room hire.

This year the Leederville Toy Library was delighted to receive not one, but two, generous financial grants for the purchase of new toys for the library.

The City of Vincent granted \$1500.00 and Lottery West granted \$13,000.00

local community by connecting parents, carers and children from the surrounding suburbs.

We welcome any fresh input to our committee in 2015 and can be contacted via Leederville ToyLibrary@gmail.com. The toy library is open Saturday from 9am to 11am and on the 1st and 3rd Tuesday of the month from 7.30pm to 8.30pm.

Karen Narratnam
Leederville Toy Library

Our Kindy year has been a rewarding year as the children have settled well into our class routine and began making friendships. It has been wonderful getting to know the children and families throughout the year.

This is my first year working in a Community Kindergarten and I have loved the experience. The staff at the Community Centre have all been extremely welcoming and helpful with my transition from a school teaching role to teaching in a community environment. The 3+ Kindy has a wonderful friendly community feel.

The 3+ Kindy program that Jill and Lucy organised was very successful and I hope to continue making it successful. It has been great working alongside Lucy and Val. Lucy has been so lovely to work with and has helped me to continue running an educational program that is based on play and interaction. Val our volunteer is wonderful with the children and very helpful in the

The children this year have been enthusiastic learners. We have provided them with learning experiences based on the Early Years Learning Framework, their interests and partnerships with families. As part of our Philosophy we acknowledge each child's culture background. We have had parents come into our classroom to share their culture with the class. Parents have been contributing to our program and teaching us recipes, their languages and various art and craft activities based on their culture. This has been an exciting educational experience for the children. It is important for the children to understand and interact with people across cultures. We have a large multicultural class this year and it has been wonderful for the children to learn about these cultures.

We also provide a range of child initiated learning experiences that are open ended and engaging. Our children have loved the nature play this year and have used the water pump to access water to fill their watering cans for the vegetable garden. The Kindy's have loved

Our Kindy year has been a rewarding year as the children have settled well into our class routine and began making friendships.

classroom. It is lovely to have an extra pair of hands and we are very thankful to her for volunteering her time. Thank you Lucy and Val for your hard work and your patience as I learn my new role.

This year we have been working on the National Quality Framework and working out ways to improve our service. Our aim is to have a high quality educational program for the children. This year we have provided families with individual portfolios, which provide the families with observations, artwork and reflections. Parents are welcome to view the portfolios at any time to see their child's progress and highlights. Lucy and I have had meetings every fortnight to discuss ways to improve and reflect on our program. The quality improvement plan is updated regularly after our meetings. We will continue to have professional development to keep up to date with the latest research and knowledge on early childhood. We are still yet to be assessed and rated on the National Quality Standards. This may occur later in the year or in 2015.

role play, music, art, outdoor play, excursions and incursions this year.

It has been a wonderful year so far working in a Community Centre. The 3+ Kindy program is a busy yet rewarding place to work. The children make me smile everyday seeing their happy faces walking through the door. I hope next year is just as rewarding. We are introducing two full day groups in 2015, as this year we have had many families asking for an extra day. After conducting a survey we have also made the days (full days) instead of (half days), as half days were hard for families with babies and working parents. We are always looking for new ways to extend our program and accommodate families.

Evie Deas
3+ Kindy Teacher



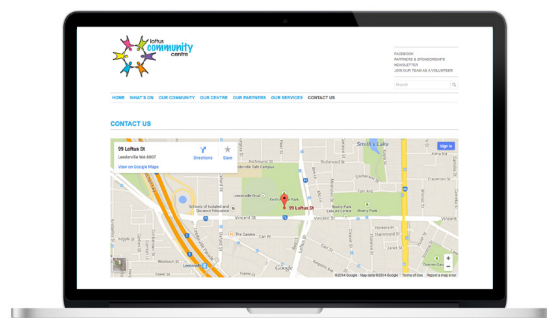
The Centre continues to investigate new opportunities and program options for our senior community.

Last year I reported that we had been unsuccessful in various funding opportunities and unfortunately over the past twelve months the competition has again been highly competitive. However in saying that we still have managed to maintain good membership numbers in are our weekly activities of Tai Chi, Table Tennis, Leadlighting, Craft and Heart Moves. This was complemented by our special events such as Melbourne Cup Luncheon, Christmas Luncheon and various fund raising morning and afternoon teas.

The Centre continues to investigate new opportunities and program options for our seniors and works together with the City of Vincent to deliver these to our community. The area of programming for this member group remains a priority and is one of the key objectives moving forward. We continue to source funding opportunities which allow us to develop new programs and assist our ageing population within our community. Our Platinum members are an integral membership base within our centre and we extend a huge thankyou for their weekly attendance and friendship.

Over the past 18 months we have committed a significant amount of time and resources into developing a new website.

This is now fully operational and we have seen a massive improvement in the functionality and ease of the new website. This was all achieved on a budget and with the expertise and knowledge of one of our members, Heather Wallace from Nomad Creative. Heather provided many volunteer hours in order for us to achieve our new and functional website. On behalf of the Management Committee, Staff and members I would like to extend a huge thank you to Heather for her friendly attitude and community spirit.



The Centre continues to generate the majority of income from three key service areas - school holiday program, 3+ kindy and room hire. In particular, income from room hire increased 19.9% and the 3+ Kindy program's expansion from a three to four day program resulted in a 43.8% increase.



I am pleased to report that the Loftus Community Centre has once again experienced a solid financial year with total income and expenditure for 2013/14 \$387,824.39 and \$386,112.39 respectively, and a resulting net surplus of \$1,712.00.

The Centre continues to generate the majority of income from three key service areas – school holiday program (\$63,726.86), 3+ kindy (\$132,299.97) and room hire (\$100,651.86). In particular, income from room hire increased 19.9% and the 3+ Kindy program's expansion from a three to four day program resulted in a 43.8% increase. The committee is aware of the 19.3% decrease in school holiday program income (\$15,250) as we continue to work with Jodi to explore options to market and deliver the program.

Membership income remained at similar levels to 2012/13 (\$9,905.84) reflecting the important services provided by the Centre to playgroup, the toy library, platinum and other individual and business community members.

Essential Town of Vincent funding of \$54,000 contributes significantly to the provision of our community programs

and activities. This funding equates to 13.9% of the Centres total income.

The main expenditure for the Centre continues to be employment –\$203,849.56 is 52.8% of the Centre's 2013/14 expenses (\$386,112.39). The 16.3% employment expense increase in 2013/14 resulted from wage changes to meet award conditions and increased staffing to deliver the additional 3+ kindy program day. The other key expense increase was cleaning (\$45,357.57 – a 98.4% increase) due to the necessary engagement of a professional cleaning company.

2013/14 has been a challenging year financially balancing decreases in holiday program income with increased cleaning and employment expenses.

I would like to take this opportunity to commend manager Jodi Lendrum for her responsible management of the Centre budget and the efforts of the Centre committee, staff and volunteers.

Sharon O'Rielly
Treasurer



Profit & Loss

	This Year 2013-2014 \$	Last Year 2012-2013 \$
Income		
Classes	\$6,283.11	\$6,831.52
Coffee Machine Earnings	\$54.00	\$637.35
City of Vincent Contribution	\$54,000.00	\$58,045.46
Lotterywest	\$17,518.22	\$104,035.00
Fundraising	\$773.18	\$474.20
Special Events	\$459.02	\$260.88
Charity Donations	\$30.00	\$0.00
Sponsorship	\$272.73	\$0.00
Grants	\$0.00	\$3,350.01
Hire Charges	\$100,651.86	\$83,945.74
Holiday Program	\$63,726.86	\$78,977.28
Interest received	\$1,849.60	\$3,668.50
Membership Income	\$9,905.84	\$10,610.37
Miscellaneous	\$0.00	\$41.36
Three + Income	\$132,299.97	\$92,007.73
Total Income	\$387,824.39	\$442,885.66
Expenses		
Audit/Bookkeeping	\$20,207.41	\$19,136.57
Advertising/Marketing	\$2,714.03	\$5,646.52
Bad Debt Write Off	\$226.00	\$0.00
Bank Charges	\$1,678.81	\$2,157.15
City of Vincent (Lease, Rates, Water, Capital Reserve)	\$13,750.01	\$13,332.02
Class Expenses	\$4756.15	\$6,759.59
Cleaning	\$45,357.57	\$22,859.88
Cleaning Consumables	\$2,580.11	\$3,109.37
Computer Expense	\$654.54	\$136.36
Coffee Machine	\$177.27	\$420.00
Charity Donations	\$126.00	\$627.00
Costs Charity donations	\$68.75	\$0.00
Electricity	\$9,715.51	\$9,407.00
Employment Expenses	\$203,849.56	\$175,271.74
Fundraising Expenses	\$282.64	\$94.55
Furniture & Equipment	\$35.45	\$44.54
Grant Acquittal	\$0.00	\$2,914.40
Lotterywest	\$17,640.30	\$104,336.48
Housekeeping	\$1,235.14	\$1,399.92
Internet Expense	\$260.00	\$222.50
IT Support	\$1,400.00	\$163.64
Class Manager costs	\$4,736.15	\$4,735.75
Insurance	\$5,143.99	\$5,191.68
Management committee	\$1,104.72	\$425.93
Membership/Subscriptions	\$2,103.91	\$1,848.09
Office Supplies	\$840.54	\$1,524.35
Postage	\$0.00	\$663.95
Photocopier	\$4,311.76	\$4,190.60
Program/Projects	\$0.00	\$543.91
Playground Redevelopment	\$0.00	\$0.00
Repairs/Maintenance	\$1,615.64	\$1,584.37
Room Hire Expenses	\$0.00	\$171.82
School Holiday Program	\$28,936.75	\$40,689.28
Security Monitoring	\$255.00	\$340.00
Special Events	\$1,048.01	\$1,301.84
Telephone	\$2,085.19	\$2,888.59
Three Plus Expenses	\$6937.98	\$6670.46
Other Expenses	\$5.64	\$0.00
Volunteer Expenses	\$71.41	\$152.06
Total Expenses	\$386,112.39	\$440,961.91
Operating Profit	\$1,712.00	\$1,923.75
Net Surplus / (Deficit)	\$1,712.00	\$1,923.75



Balance Sheet

	This Year 2013-2014 \$	Last Year 2012-2013 \$
Assets		
Current Assets		
Cash On Hand		
Bendigo Cheque Account	\$41,675.19	\$37,551.47
Bendigo Cash Account	\$31,889.34	\$9,655.83
Bendigo Bond Account	\$14,830.00	\$9,918.16
Visa Debit Card	\$297.73	\$1,382.58
Petty Cash	\$0.00	\$40,415.99
Float	\$100.00	0
Undeposited Funds	\$210.00	\$100
Total Cash On Hand	\$89,002.26	\$99,024.03
Debtors	\$1,229.00	\$839.50
Total Current Assets	\$90,231.26	\$99,863.53
Total Assets	\$90,231.26	\$99,863.53
Liabilities		
Trade Creditors	\$0.00	200
GST Liabilities		
GST Collected	\$10,913.25	\$13,002.08
GST Paid	\$4,134.71	-\$6,753.86
Total GST Liabilities	\$6,778.54	\$6,248.22
Payroll Liabilities		
PAYG Liability	\$8,272.00	\$4,466
Superannuation Liability	\$5,257.96	\$4,073.8
Annual Leave Accrual	0	0
Long Service leave	\$13,338.42	\$16,546.21
Total Payroll Liabilities	\$26,868.38	\$25,086.01
Bonds for Hire	\$14,230.00	\$11,450
Relief Staff	\$1,531.30	\$5,308.06
Database Development	\$0.00	\$2,093.2
Playground Redevelopment	\$1,133.00	\$9,500
Advertising and Marketing	\$3,000.00	\$5,000
Suspense Account		0
Total Liabilities	\$53,541.22	\$64,885.49
Net Assets	\$36,690.04	\$34,978.04
Equity		
Retained Earnings	\$34,978.04	\$33,054.29
Current Year Surplus/Deficit	\$1,712.00	\$1,923.75
Total Equity	\$36,690.04	\$34,978.04

* Full copies of the Loftus Community Centre's audited accounts are available on request.



Strategic Plan

Vision

A dynamic hub that connects people in our community.

Purpose

Foster community engagement to enhance quality of life by facilitating access to relevant activities and services.

Values

respectful, honest and open
community focussed and responsive
professional and accountable
collaborative, inclusive and embracing diversity



Goals



1. Our Community

To engage with our community by providing opportunities for enjoyment, contribution and learning.

Strategies

1. Identify programs and activities relevant to the needs of our Community.
2. Effectively deliver relevant and diverse programs to our Community.
3. Actively encourage volunteers and facilitate their involvement in our Community.

2. Our Centre

To operate a viable, effective and accountable community centre.

Strategies

1. Attract, train, and retain community focussed and enthusiastic staff and volunteers.
2. Continually develop accountable management systems to ensure long term stability, viability and growth.
3. Ensure that our facilities and practices support sustainability.

3. Our Partners

To actively develop partnerships, relationships and networks.

Strategies

1. Identify and develop mutually beneficial relationship models with our partners.
2. Explore opportunities for developing collaborative projects, sponsorship and funding.

4. Our Services

To effectively promote the services, programs and activities of the Centre.

Strategies

1. Identify our key target audiences.
2. Disseminate information internally, online, through our networks and via the media.

www.loftuscommunitycentre.org.au

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