



# Annual Report 2017

## Vermont South Community House

1 Karobran Drive, Vermont South, 3133

[www.vsch.org.au](http://www.vsch.org.au)



**"the heart of our community"**



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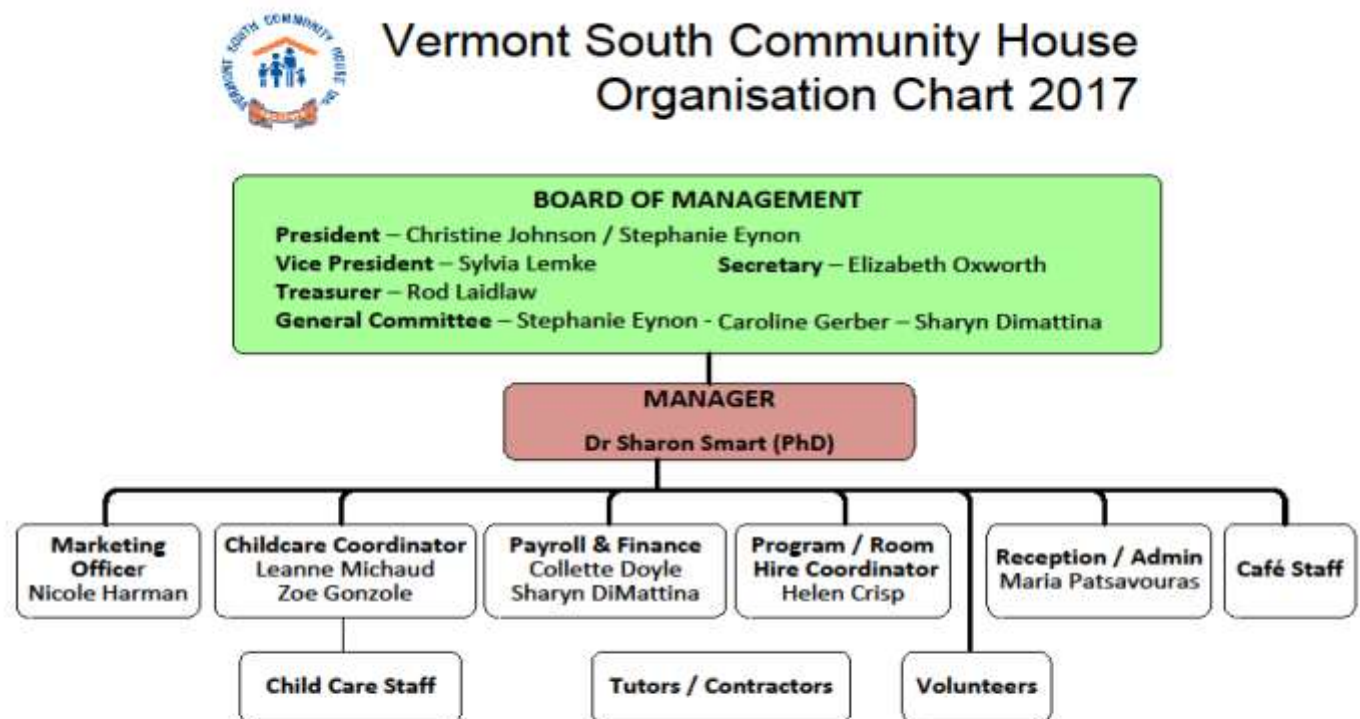
## Funding Bodies, Acknowledgements, Partnerships Organisational Chart

Vermont South Community House gratefully acknowledges the support of the following funding bodies:

Department of Health and Human Services (DHHS)  
Adult, Community & Further Education (ACFE - Learn Local)  
City of Whitehorse

### Partnerships

Whitehorse City Council  
Department of Health and Human Services  
Adult, Community Funded Education, Department of Education  
Dandenong Valley Job Support  
APM Employment Solutions  
Starziczny and Dovile Consultancy  
Whitehorse Community Houses  
Wellways Australia  
Livingstone Primary School



## *President's Report*

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The Vermont South Community House has had another year of growth and change in 2017 with an overall focus on learning for all. This greater focus on learning has culminated in a change of name for the house and after consultation with the major stakeholders the new title going forward will be the Vermont South Learning Centre – working with our community. The quarterly meetings at the Whitehorse Council, also gave an opportunity for learning with Not For Profit Training providing worthwhile sessions. Several board members availed themselves of this opportunity.

Central to the work of the Board has also been the development of a planned approach to the review of policies. It is now planned that the policies are reviewed at least every five years, a common format is used, one policy is reviewed at each meeting, some policies take priority and others are amalgamated. In this way the board hopes to keep abreast of current legislation, as well as the needs of our community and current house practice.

The end of 2017 saw the closure of the Child Care facilities at the house. This decision came about after extensive discussion and was made primarily because the purpose of childcare to provide care for the children of students was no longer being fulfilled, the increasing childcare compliance and on-going safety concerns. The childcare facilities are currently being used for a range of other children's activities.

As we move into a new year it is exciting to see our Strategic Plan reflecting our inclusive community focused on learning and lived out in the daily work of the house. Major headings that include Building Partnerships, Social Enterprise, Support Disadvantage, Learning For All Ages, Social Capital and Diversity, People and Culture provide a pathway leading towards greater growth and learning in the future.

In conclusion I would like to thank the other members of the Board, the staff and tutors at the house for the work they do. Congratulations must also be given to our Manager Dr. Sharon Smart for her commitment, skill and passion for the work she does and in particular her dedication to leading an inclusive community focused on learning.

Stephanie Eynon  
President

## ***Manager's Report***

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### **Child Care Closure after 28 years.**

Due to personal circumstances, Leanne Michaud Child Care Coordinator resigned in June 2017 and gained full time employment working with a pre-kinder program. Leanne commenced with us on 18<sup>th</sup> August 2003 and finished in June 2017 having spent 14 years at Vermont South Community House. Leanne was well liked by her peers and was sad to leave. She was given a farewell by parents and children and from the House we gave her a lovely watch as a way of saying thank you.

With Leanne leaving, it was imperative to continue the child care through to the end of the year so as not to disrupt the children and parents. We were fortunate to have Zoe come in as our Child Care Coordinator to enable the year to be completed. She had a difficult job as the majority of staff left when Leanne resigned. Luckily for us she had child care associates that she brought into support the Child Care. It was lovely to see the growth in the group as Zoe was caring and companionate; the child care staff exceeded. It was great to see the growth of the group and the children were so happy. There were times that all the child care staff went outside and sat down with the children eating lunch.

The Board of Management made a decision to close the Child Care due to the risks and compliance.

### **Adult Community Funded Education**

In the last five years, we have increased our ACFE student hours from 3,000 to 12,000 student contact hours. Within this period we have attended ACFE training forums as well as working with other organisations to complete moderation; ie review of A-Frames. We have also reviewed our Delivery Plans to meet the needs of our community. Courses that we have offered includes Information Technology, English as a Second Language, Photography, Interior decorating, Horticulture, Office Administration, MYOB, Hospitality (training in the Café). We are given a great deal of support by the North Eastern Victoria group.

## Car Parking

Parking has been an ongoing concern over the last three years. During this time, Livingstone Primary School has increased their student numbers to around 850 which has implicated our students needing to find parking. As Manager, I have discussed this issue with Council and Councillors, as well as discussing the problems with Steve Shaw, Principle. I understand that meetings have taken place without my knowledge. Further to this I have concerns with the safety of children with parents dropping children off at the school side gates and reversing cars; I do not consider this safe. A school of this size should have a car park. I have been informed that Neil Angus MP is looking into the car parking issue as well as the Council Traffic.

Next year 2018 will be a year of further growth. With the Child Care Closure, we will focus on programs being in the Child Care Room; with a focus on children's activities. Further to this there will be a need to hire tutors and consider new programs as well.

In regard to the financials, we did not anticipate that there would be so many staff leaving and taking long service leave. This amount was over \$12,000 that could not be determined.

The Café continues to flourish with assistance to those that are disadvantaged, providing them with skills and confidence. Thank you to our community for supporting us.

Sharon Smart  
Manager



"The Café House" is awarded Whitehorse City Council's 5 Star **"Food Premises of the Year"** for 2017 in achieving excellence in food safety under the category of Community Group.

Mayor of Whitehorse, Cr Andrew Davenport presents the award for Food Premises of the Year 2017—Community Group

## *Treasurer's Report*

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The result for the year was a deficit of \$10,898 compared to a deficit of \$371 for the previous year. This is the result of a increase in overall income of \$2,476 and an increase in expenditure of \$13,003.

The House has Current Assets of \$149,930 and Current Liabilities of \$59,189.

Non-Current Assets total \$77,887 and Non-Current Liabilities are \$Nil.

The House's Equity is \$168,608.

The result for the year takes into account the costs associated with the closure of Childcare at the end of the financial year.

My appreciation is extended to the Manager, administration staff and the support of tutors and volunteers. I also thank the Board Members for their contribution.

Rod Laidlaw

**VERMONT SOUTH COMMUNITY HOUSE INC**

**A.B.N. 60 776 754 115**

**SPECIAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2017**



**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**

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**VERMONT SOUTH COMMUNITY HOUSE INC**  
A.B.N. 60 776 754 115

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017 \$	2016 \$
<b>INCOME</b>		
<b><u>Grant Funding Income</u></b>		
ACFE	106,156	80,547
City of Whitehorse	36,060	35,353
Department of Health Services	73,243	69,804
	<b>215,459</b>	<b>185,704</b>
<b><u>Fees from Programmes &amp; Other Income</u></b>		
Adult Classes	120,912	144,174
Children's Activities	117,920	119,970
Fundraising, Room Hire & VSCN	58,388	57,836
Miscellaneous	5,095	6,532
	<b>302,315</b>	<b>328,512</b>
<b><u>Net Income from Café before Salaries &amp; Wages</u></b>		
Café - Daily Takings	30,856	33,892
Café - Catering Income	1,536	-
Café - Stock Purchases	(13,561)	(14,269)
Café - Equipment and Supplies	(237)	(1,509)
Café - Repairs & Maintenance	(2,451)	(889)
	<b>16,143</b>	<b>17,225</b>
<b>TOTAL INCOME</b>	<b>533,917</b>	<b>531,441</b>
<b>EXPENDITURE</b>		
<b><u>Staff Salaries, Wages &amp; Oncost</u></b>		
Salaries & Wages	368,664	368,873
Superannuation Contributions	33,574	33,884
Contractors - Tutors	39,089	39,234
Annual Leave	2,555	2,329
Long Service Leave	5,393	(176)
Workers Compensation	4,016	4,242
	<b>453,291</b>	<b>448,386</b>
<b><u>Operating Expenses</u></b>		
Fundraising & Rental	-	-
Accommodation & Utilities	32,522	24,854
Administration Expenses	29,539	30,737
Materials & Equipment	3,974	6,674
Depreciation	25,489	21,161
Refurbishment Program - Studio & Office	-	-
	<b>91,524</b>	<b>83,426</b>
<b>TOTAL EXPENDITURE</b>	<b>544,815</b>	<b>531,812</b>
<b>NET SURPLUS/ (DEFICIT) FOR THE PERIOD</b>	<b>(10,898)</b>	<b>(371)</b>

The Income and Expenditure Statement is to be read in conjunction with the audit report  
and the notes to the financial statements.

**VERMONT SOUTH COMMUNITY HOUSE INC**  
A.B.N. 60 776 754 115

**STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2017**

	2017 \$	2016 \$
<b>CURRENT ASSETS</b>		
Cash On Hand	33,208	23,762
Investments	114,570	111,835
Accounts Receivables	-	50
Provision for Doubtful Debt	-	(50)
Other Receivables	2,152	-
<b>TOTAL CURRENT ASSETS</b>	<b><u>149,930</u></b>	<b><u>135,597</u></b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,768	1,976
Computers (Office)	1,478	3,380
Computers (Teaching)	8,447	10,458
Furniture & Equipment	60,862	76,506
Children's Toys	73	216
Playground Equipment	5,239	5,847
Toy Library Toys	-	52
<b>TOTAL NON-CURRENT ASSETS</b>	<b><u>77,867</u></b>	<b><u>98,435</u></b>
<b>TOTAL ASSETS</b>	<b><u>227,797</u></b>	<b><u>234,032</u></b>
<b>CURRENT LIABILITIES</b>		
Trade Creditors	110	-
Master Card	928	-
GST Payable	4,330	4,901
PAYG Withholding Tax	3,890	4,832
Superannuation Payable	-	2,810
Provision for Annual Leave	18,558	16,003
Provision for Long Service Leave	31,373	25,980
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>59,189</u></b>	<b><u>54,526</u></b>
<b>TOTAL LIABILITIES</b>	<b><u>59,189</u></b>	<b><u>54,526</u></b>
<b>NET ASSETS</b>	<b><u>168,608</u></b>	<b><u>179,506</u></b>
<b>EQUITY</b>		
Accumulated Members Funds	168,608	179,506
	<b><u>168,608</u></b>	<b><u>179,506</u></b>

VERMONT SOUTH COMMUNITY HOUSE INC  
A.B.N. 60 776 754 115  
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2017

	Accumulated Members Funds \$	Total \$
Opening Balance as at 1 January 2016	179,877	179,877
Deficit attributable to the Association	(371)	(371)
<b>Balance as at 31 December 2016</b>	<u>179,506</u>	<u>179,506</u>
Deficit attributable to the Association	(10,898)	(10,898)
<b>Balance as at 31 December 2017</b>	<u>168,608</u>	<u>168,608</u>

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2017**

	Note	2017 \$	2016 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Grant Funding		215,459	185,704
Other Receipts		315,602	342,207
Payments to Suppliers and Employees		(516,820)	(508,999)
Interest Received		2,806	3,144
Net Cash Generated From/ (Used in) Operating Activities	1	<u>17,047</u>	<u>22,056</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for Property, Plant and Equipment		(4,866)	(2,972)
(Increase)/ Decrease in Investments		(2,735)	(3,084)
Net Cash (Used in)/ Provided by Investing Activities		<u>(7,601)</u>	<u>(6,056)</u>
Net Increase/ (Decrease) in Cash Held		9,446	16,000
Cash and Cash Equivalents at Beginning of Financial Year		23,762	7,762
Cash and Cash Equivalents at End of Financial Year	2	<u>33,208</u>	<u>23,762</u>

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**  
**NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017 \$	2016 \$
<b>Note 1 - Net cash generated from/ (used in) operating activities</b>		
Net Surplus for the Year	(10,898)	(371)
Non-Cash Flow Item: Depreciation	25,489	21,161
Non-Cash Flow Item: Doubtful Debt	(5)	45
(Increase)/ Decrease in Current Receivables	(50)	(386)
(Increase)/ Decrease in Other Receivables	(2,152)	-
Increase/ (decrease) in Trade and Other Payables	(3,285)	(546)
Increase/ (Decrease) in Provisions	7,948	2,153
	<u>17,047</u>	<u>22,056</u>

**Note 2 - Cash and cash equivalents at end of financial year**

Cash on Hand	33,208	23,762
	<u>33,208</u>	<u>23,762</u>

VERMONT SOUTH COMMUNITY HOUSE INC  
A.B.N. 60 776 754 116  
NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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**Note 1 - Statement of Significant Accounting Policies**

This financial report includes the financial statements and notes of Vermont South Community House Inc., a incorporated association, which is incorporated in Victoria under the Associations Incorporation Reform Act 2012.

**Policies Basis of preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act (Victoria 2012). The Board has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

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

**Accounting Policies**

**a. Property, Plant and Equipment**

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

**Plant and Equipment**

Plant and Equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

**Depreciation**

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

The asset's residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

**b. Cash and Cash Equivalents**

Cash and cash 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, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**  
**NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017**

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**c. Revenue**

Grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating.

Grants received for specific programs are recognised as income only to the extent of work completed on those projects when the terms of the grants stipulate that any unexpended funds are to be returned to the sponsor if the program is not completed. In those circumstances the funds attributable to work still to be completed are carried forward as grants income deferred.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

**d. Income Tax**

By virtue of its aims as set out in the constitution, the Association qualifies as an organisation specifically exempt from income tax under the Income Tax Assessment Act, 1997.

**e. Goods and Services Tax (GST)**

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

**f. Employment Entitlements**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled.

Contributions are made by the association to employee superannuation fund and are charged as expenses when incurred.

**g. Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**  
**STATEMENT BY MEMBERS OF THE BOARD OF MANAGEMENT**

The Board of Management has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Board of Management the financial report as set out on pages 2 to 7:

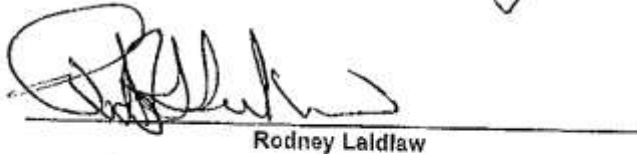
- 1 Presents a true and fair view of the financial position of Vermont South Community House Inc as at 31 December 2017 and its performance for the year ended on that date.
- 2 At the date of this statement, there are reasonable grounds to believe that Vermont South Community House Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Management and is signed for and on behalf of the Board by:

President

  
Stephanie Eynon

Treasurer

  
Rodney Laidlaw

Dated this

27<sup>th</sup> day of March 2018





**Collins & Co**

CERTIFIED PRACTISING ACCOUNTANTS

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Footscray VIC 3011  
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## **TOWARDS A VISION SHARED**

### **VERMONT SOUTH COMMUNITY HOUSE INC A.B.N. 60 776 754 115 INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**

#### **Opinion**

I have audited the accompanying financial report of Vermont South Community House Inc (the Association), which comprises the balance sheet as at 31 December 2017, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the members of the Board.

In my opinion, the financial report of the Association is in accordance with the Associations Incorporation Reform Act (Victoria 2012), including:

- i. giving a true and fair view of the Association's financial position as at 31 December 2017 and of its performance for the year ended; and
- ii. complying with Australian Accounting Standards as per Note 1, and the Associations Incorporation Reform Act (Victoria 2012) and the Australian Charities and Not-for-profits Commission Regulation 2013.

#### **Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. I am independent of the Association in accordance with 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 my audit of the financial report in Australia. I have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Vermont South Community House Inc to meet the requirements under the Associations Incorporation Reform Act 2012 (VIC) and the Australian Charities and Not-for-profits Commission Act 2012. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### **Responsibilities of Management and Those Charged with Governance for the Financial Report**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.



**Collins & Co**

CERTIFIED PRACTISING ACCOUNTANTS

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## **TOWARDS A VISION SHARED**

### **Auditor's Responsibilities for the Audit of the Financial Report**

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

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities.
- Conclude on the appropriateness of the responsible entities use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that I identify during my audit.

**Frederik Ryk Ludolf Eksteen CA**

**Collins & Co**  
127 Paisley Street  
FOOTSCRAY VIC 3011

**27 March 2018**

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N. 60 776 754 115**  
**CERTIFICATE BY MEMBERS OF THE BOARD OF MANAGEMENT**

I, **Stephanie Eynon & Rodney Laidlaw** certify that:

- (a) We are members of the board of management of the Vermont South Community House Inc.
- (b) We attended the annual general meeting of the association held on 28 March 2018.
- (c) We are authorised by the attached resolution of the Board to sign this certificate.
- (d) This annual statement was submitted to the members of the association at its annual general meeting.

**President**

\_\_\_\_\_  
**Stephanie Eynon**

**Treasurer**

\_\_\_\_\_  
**Rodney Laidlaw**

**Dated this**

**27<sup>th</sup>** day of **March 2018**