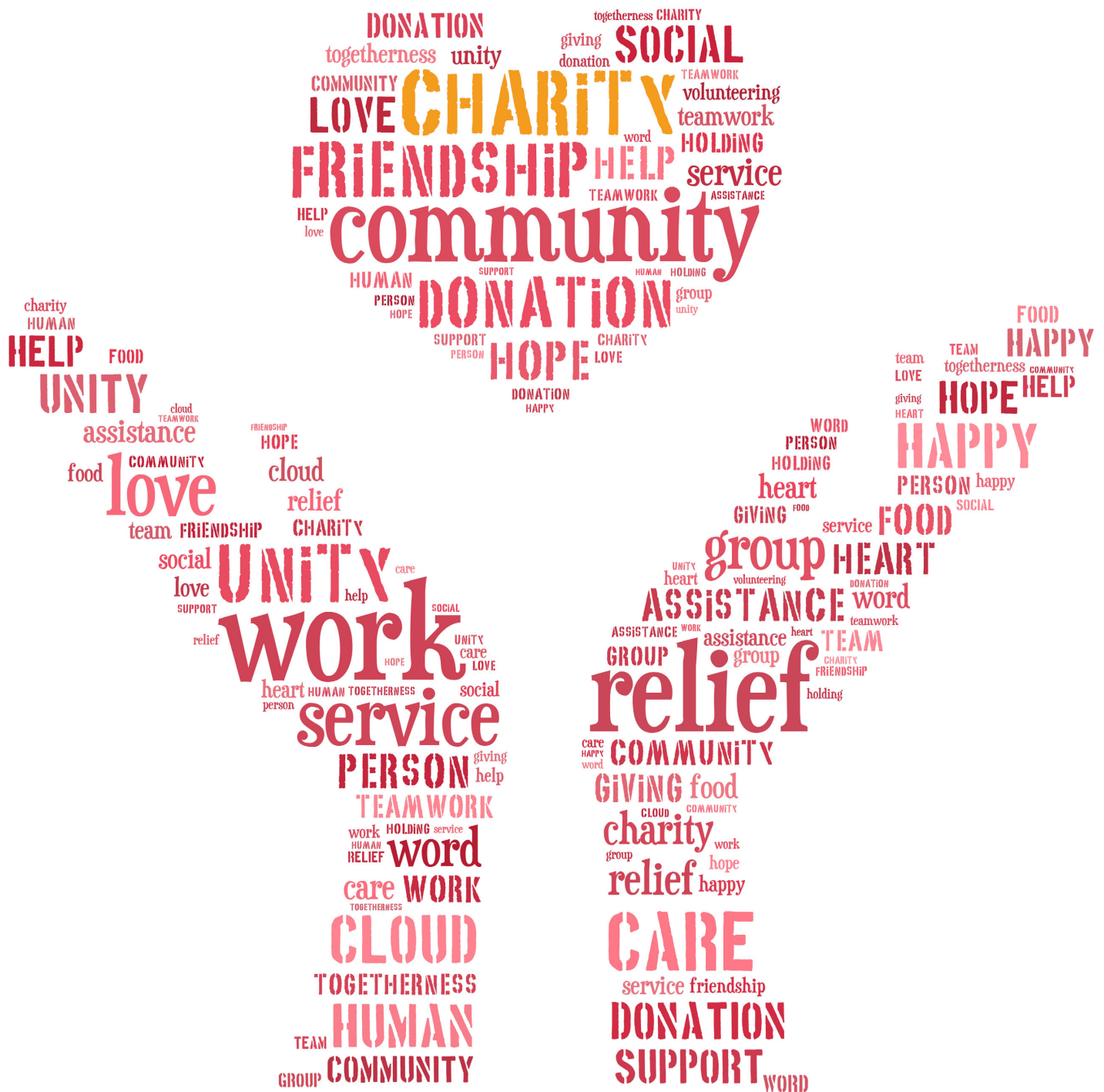


BayCISS

**Bayside Community Information
& Support Service Inc.**



Community Information
& Support Victoria | Advocacy
Support
Research



2018 Annual Report

OUR MISSION

to help our local community and its people

OUR PURPOSE

to provide services and programs designed for assistance, participation, development,
learning and enjoyment

OUR VALUES

to ensure we are impartial, respectful, accessible and collaborative

OUR BUSINESS

to provide essential services to our community through

information & advocacy,
children's programs and activities,
family counselling,
casework,
emergency relief,
legal advice,
NILS applications,
budget and bill assistance,
volunteerism,
and
community programs



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Our Committee of Management

President
Vice President
Treasurer
Secretary
Committee

William Howley
Rowland Hassall
Stuart McIntyre
Lyndell O'Brien
Sarah Salter
Shirley Walker
Sue Swanell
Bonnie Harris
Nicolau Barata

Our Staff

Manager
Program Manager
Senior Counsellor
Caseworker
Child Care Coordinator
Counsellor
Finance Officer
Administration
Child Care Assistant
Playgroup Coordinator
Child Care Reliever

Karyn Doyle
Roslyn Porter
Denise Howells
Helen Byrne
Lynne Wakeham
Natalie Leechman
Krystyna Sadowska
Carol Merrett
Robyn Watts
Monika Healey
Leintje Cusmano

Our Volunteers

Tax Help
Budget & Bills Assistance
NILS
Legal Advice

Garden

Patchwork Facilitator
Bridge Facilitator
Community Reference Group
Administration

Student Placements

Nicolau Barata
Peter McKinnon
Judy Schofield & Liz Miller
Rowland Hassall
Kornel Koffsovitz
Greg Lay
Michael Heffernan
Cheryl Buzzell
Molly May
Meg Novocca
Judy Fullager
Justine Shelley
Keenan Patterson
Kim Wareham
Sarah Bellamy (RMIT)
Dana Pearson (Holmesglen)
Feifei Du (Hampton Neighbourhood House)
Miranda Cox (Holmesglen)
St Leonards Community Service Year 9 students



OUR PEOPLE

Our Community Information Volunteers – Service Award Recipients

25 years

Elizabeth (Jean) Kent
Nominated for Victorian Senior of the Year Award 2018
Aileen Jowsey (retired 2018)

20 years

Peter McKinnon
Lyndell O'Brien
Liz Miller

10 years

Liz Goninan
Debbi Irwin
Elmo Joseph
Pauline O'Brien (retired 2018)
Wendy Buckland
Barry Coulthurst
Libby Whitaker

5 years

Helen Aberdeen
Mia Silver
Sarah Salter
Shirley Walker
Sue Swanell
Josie Watkins



Danice Inglis
Kate Augustinova
Christine McNaughton
Adam Mackay-Dickson
Caroline Dunn
Henriette Strain
Jacqui Tyquin
Nikala Clarke
Fay Bower
Susan Touhey

Jenny Kempster
Deborah Carveth
Denny Townsend
Bernadette Maunick
Lyn Rowe
Andrew Tasker
Lorraine Pirihi
Deidre Lim
Rose Giovanolglou



5794
community members assisted

8500
Volunteer
hours

842
casework contacts

61
child care
enrolments

28951
Castlefield Centre
Visits

159
students
supported

2059
Emergency Relief
presentations

143
Legal Advice
appointments

865
counselling hours

39765
ESP dollars distributed

140
NILS Enquiries



BayCISS continues to provide a vital role in servicing the broader Bayside community in crisis intervention and information and support services. BayCISS is funded by Commonwealth and Victorian governments as well as the Bayside and Kingston City Councils. Principal donors are Bendigo Bank, Highett Branch, All Souls Opportunity Shop and the Rotary Clubs of Brighton, Hampton and Sandringham. Premises from which we operate are provided rent free by Bayside City Council.

BayCISS activities include the provision of emergency relief for people under financial or other stress, family counselling, educational support for needy students, operation of a Community and occasional day care centre and the provision of tax and general financial advice to clients.

BayCISS provides support for people with issues such as homelessness, mental illness, drug and alcohol dependence, family violence, gambling addiction and social isolation. In 2017-2018 these services were provided to over 1,800 people and a further 800 referrals made to other agencies. Professional staff and volunteers have a crucial role in this process.

As reported separately in the Treasurer's Report BayCISS is in a sound financial condition and continues to operate at a small surplus. Surplus for 2017-2018 was \$11,070 compared with a surplus of \$53,059 in the previous year. Revenue for the year was \$611,117 (2017 \$613,956). Donations declined from \$107,326 to \$91,746. BayCISS had net assets of \$177,422 at 30 June 2018 (2017 \$166,352). Cash and cash equivalents were \$221,690 (2017 \$228,385).

BayCISS operates under funding agreements from the Commonwealth Department of Social Services (DSS), the Victorian Department of Human Services (DHS) and grants from Bayside and Kingston City Councils. The DSS and DHS grants are short-term in nature and the way in which these may interact with other government programs currently being 'rolled out' is uncertain. We are currently awaiting confirmation on DSS funding for BayCISS for the next three years, with DHS funding currently ongoing.

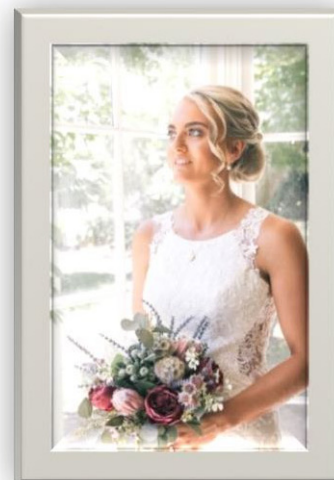
BayCISS has a small staff, comprising one full-time member and several part time employees, including, counsellors, a case worker, Castlefield program manager and child care workers as well as over 40 unpaid volunteers and Committee Members. Containing total employee benefits costs is a constant challenge in an environment where grants from the various levels of government to provide services are increasing marginally and where award costs are rising considerably.

Karyn Doyle was appointed as Manager of BayCISS in October 2017 following the resignation of Anne Coughlin. Karyn has worked assiduously in building the capability of BayCISS in serving its client base, building skills within the organisation and relationships with governments, donors and other supportive stakeholders. She has also worked cooperatively and productively with Committee Members in reporting on BayCISS operations.

BayCISS is governed by a small elected Management Committee. This Committee has functioned very productively during the year. Members give their time and expertise in ensuring the good governance and effective operation of the various elements of BayCISS operations. I thank all Members of the Committee their support. Lyndell O'Brien, a long serving Member of the Committee who has served as Vice President and, more recently as Secretary, in addition to her role as Vice President, has decided to retire, as has Shirley Walker and Sarah Salter. I thank all Committee Members, staff and volunteers for their support in the successful operations of BayCISS for the year.

I will retire as President at the AGM as I am moving interstate to live in late November. I have found service to the community as Treasurer of BayCISS for several years and for the past three years as President a greatly rewarding experience.

What a year! Welcome to my inaugural report as Manager of BayCISS! The wedding of my daughter was certainly a highlight from a personal perspective this year, however from a professional viewpoint; this year has, without a doubt, been awesome!



Upon initial reflection, I would firstly like to thank the Committee of Management, staff, volunteers and service users who have all welcomed, accepted and included me into the realms of this fabulous organisation. In particular, the Executive and Leadership group have provided initial and ongoing supports showing guidance, patience, understanding and flexibility whilst I found my feet. With any new Management appointments come many challenges and consequential change, however you have all made my transition increasingly smooth by showing unwavering support and respect, for which I thank you. This year has been a melting pot of learning, networking, planning, resourcing, rearranging, analysing, caring, sharing, empathising, supporting, meetings, paperwork(ing) and, most importantly, laughter, fun and a whole lot of kindness.



We have continued to provide many supports to many community members through many roles by many people in many ways. Our Caseworker continues to prove her weight in gold through supports for complex presentations and our workers; our Family Counsellors perpetuate during times of change and uncertainty to provide long term and positive outcomes; our Legal Advice portends for expansion allowing more access and valuable information sharing; our Education Support Program continues to encourage inclusion and participation to students within the region; our Budget and Bill Assistance Program endures continuing stresses placed on rising utility charges and household budgets; our No Interest Loan Scheme continues to gather momentum despite strong opposition from payday lenders; our Castlefield Community Centre enjoys progress and growth whilst continuing to be a hive of activity and learning; whilst our volunteers persist in promoting our organisation's philosophy indiscriminately in their endeavour to offer valuable supports and referral pathways.

Our organisation has certainly experienced a fulfilling year with new supports, partnerships, sponsorships, collaborations and opportunities. Donations, generosity, offers of help, appeals and collections have come from many sources throughout the year. Whether it be a one-off donation, a quarterly collection or an ongoing commitment, we are constantly humbled by the generosity and empathetic nature of the community in which we reside.



Collaborations with Aldi, Food for Change, Grill'd, Officeworks, Start Broadband, Taskforce, Skills First Reconnect and Max Employment have provided additional opportunities and pathways for the organisation to explore additional supports. Laminex Australia provided our office with much needed shelving enabling us to reorganise and revitalise our office spaces as well quarterly food collections.





The ongoing backing of the Bayside City Council, in particular Jacqui Goy and the members of the maintenance department, shows no bounds with their guidance, support, collaborations and backing throughout our service delivery and planning; as well as our never ending list of maintenance requests - clearing our backyard to commence our Community Garden project included. The voluntary work of Cheryl Dekker has been outstanding with the vision, planning, implementation, collaboration and commitment to ensure blooming success.



Our Committee has been busy reviewing, editing and updating many policies, procedures and governance documents including our Constitution and Strategic Plan. And our agency has amended the opening hours to encourage more accessibility to our services. Coupled with ongoing internal and external collaborations which are constantly gathering momentum, the ultimate victor really is the consumer!

We continue to enjoy community partnerships with an array of contributors assisting us with our work. Homelessness is a hot topic and unfortunate growth area within the community services sector placing many additional stresses on service delivery and resource allocations. The Lord Mayors Charitable Fund and Bayside City Council have both come on board by providing additional resources for the provision of 'Care Packs' enabling us to fill a void with essential and practical items for those in need. Our rooms (and floor space) were certainly bursting at the seams throughout the lead up to Christmas as we received a magnitude of donations for our Annual Christmas Giving ultimately providing over 170 hampers for distribution.

We have introduced quarterly workshops to enable all members of our agency to come together to explore and delve into areas of interest or concern including mental health, drug and alcohol dependency, domestic violence, gambling and homelessness. With the updated opening hours came new volunteer opportunities which saw many new faces start to appear around the office. During the past financial year we welcomed Kate Augustinova, Cheryl Dekker, Deb Carveth, Jenny Kempster, Christine McNaughton, Dana Pearson, Lorraine Pirihi, Keenan Patterson, Lyn Rowe, Andrew Tasker, Henriette Strain and Bernadette Maunick. Our ability to support and nurture future social work champions has also been a mutually rewarding experience through student placements in collaboration with RMIT and CISVic. Sarah Bellamy completed her professional placement during the first half of 2018, contributing fresh ideas and testing our procedural systems. Her initial assistance with our new Policy & Procedure manual has validated and encouraged review of our service systems.



With the arrival of many new faces, sadly come departures. We said goodbye to Nikala Clarke, Lorraine Pirihi, Deidre Lim, Adam Mackay-Dickson, Rose Giovanagloulou and Susan Touhey and thank them all for their contributions. We also celebrated the amazing career of Aileen Jowsey who retired after 25 years with the organisation. Commencing in 1993, Aileen applied her skills in many ways during her time with us - from administration assistance, Committee representation and supporting the Castlefield Community Centre, before settling in as a Community Information Volunteer. Aileen expressed her love of simply 'talking with people' as her reason for volunteering, and anyone who was fortunate enough to work alongside her, would certainly attest to that!

By way of saying thanks and recognising their commitment BayCISS celebrated National Volunteer Week in May with a wonderful event at Castlefield. Many of our supporters came along to share in the festivities and acknowledge the efforts of our band of volunteers, with a special mention to Jean Kent who has volunteered with the organisation for 25 years. RMIT lecturer and Australian Association of Social Workers, Christine Craik captured the audience as our guest speaker,



and alongside our Mayor, Mr Laurie Evans, spoke of the value in volunteering through very personal experiences.

The volunteers and staff at BayCISS sure are a wonderful bunch! The diversity, experience, knowledge, commitment, kindness and willingness of all to go above and beyond consistently is gobsmackingly awesome! Coupled with their dedication and expertise, I certainly consider myself one very lucky Manager to be working in such a positive and supportive environment. Even in the smallest of ways, we are extremely fortunate to work in a sector which enables us to 'Make someone's day – everyday!' Needless to say, our community is certainly in very capable hands!



I look forward to the upcoming year, galvanising the work already begun and achieved. As we continue to develop and nurture community networks and collaborations; systematically review and continually improve processes; analysis and adapt service delivery; expand existing and explore complementary opportunities; I have no doubt that next year will bring more of the same and as such, anticipate many more reasons for celebration!

OUR CASTLEFIELD COMMUNITY CENTRE PROGRAM MANAGER – ROS PORTER



Last financial year was both a rewarding and challenging year for Castlefield. In the first part of the year we started a review of our short hours child care. Following feedback from our parents we decided to make some changes to our hours. The new timetable started in term one 2018. The change of hours means that we are now able to offer a morning program on a Friday for 3-4 year olds. We are pleased to report that our enrolments have lifted significantly from the previous term. I would like to take this opportunity to sincerely thank our child care workers Lynne Wakeham and Robyn Watts for their dedication to making sure all parents had their say and working through how best to respond to the feedback. The survey also provided wonderful feedback on our service...here is a taste.

‘I can’t recommend the program run by Lynne and Robyn highly enough! All the children are given all the support and attention they need to feel confident. Most important of all the hygiene is amazing, my daughter was never sick after attending. The love that Lynne and Robyn have for children is so special and their experience and patience that they have with the children is the best around’. Maria M

Our next challenge is to assess if we register as a child care provider under the new Child Care Subsidy. This will be a lengthy and complicated process and again we will need to involve our parents closely in any decisions about the future.

The play groups run by Monika Healey are a feeder for our occasional care and Monika continues to run these as a welcoming and inclusive space for parents to share their parenting journeys and make new friends. We were also delighted to have another *Tuning into Kids* parenting program delivered by the Family Counsellors at BayCISS.

We received a number of grants and donations during the year. Bayside City Council, through their hardship grants enabled a family to access child care for their child whilst All Souls Opportunity Shop continued their ongoing support of Castlefield through an annual donation of \$2,000. The latter donation was used to support our choir as well as another family to access child care. We are most grateful for these grants and donations as they enable young children to get the very best start in life.



The Rotary Club of Hampton provided a grant the previous financial year for us to design an artwork for our front fence. Local artist Janis Morgan worked with a group of local people to design and weave onto the fence directly. The project has given us much more visibility and presence in the community and helped to really identify the key aspects of our work.... A welcoming place where people can grow, learn and play. Janis has also been engaged to facilitate an art group for adults on the Bluff Road Public Housing Estate. This group is learning new skills and is about to embark on designing and creating a mural together.



Our choir, *One World Voices* continues to grow and we now have two musical directors, Andrea Khoza and Annemarie Sharry – both professional and consummate musicians. There are also new programs at the Centre in Art Therapy, dance and chanting to name a few. Our hire income has seen a significant increase of 27% over the previous year. These hire activities not only provide new program opportunities for people of all abilities but the income enables us to invest back into the community. This has also resulted in more people using the centre. It is estimated that about 670 people come to the Centre each week.



Our volunteers, Bonnie Harris, Leintje Cusmano, Molly May, Meg Novocca, Judy Fullager, Justine Shelley and Kim Wareham remain central to our success this year. We were also delighted to have our first students, Miranda Cox and Dana Pearson on their community services student placements along with year 9 students from St Leonards College who became temporary big sisters to our children. Volunteers and students bring diversity and richness to our work and I thank them sincerely for their contributions.

Looking forward to the next year we are intending to work more closely with residents on Public Housing Estates and with older adults facing isolation in our community for which we have secured additional funding from DHHS.

Finally, I would like to once again acknowledge Bayside City Council for all the support they give to Castlefield and in particular for the upgrading of our facilities that has been occurring over the last three years. This is in large part due to Rod Sanders ongoing commitment to making sure community facilities in the City are well maintained and this year we were delighted to have a new and much more useable kitchen. Jacqui Goy the Community Wellbeing Coordinator at Bayside Council has shown unwavering support to us and all the Neighbourhood Houses along with Emma Cross (DHHS) and Cath Darcy and Wendy Hiam, from Community House Network Southern Region. Thank you all for your support and guidance.



Castlefield is funded by the Department of Health and Human Services under the Neighbourhood House Coordination Program and Bayside City Councils Major Grants Program. Castlefield also receives support from the All Souls Opportunity Shop, Hampton Rotary, Coles Hampton and Nick Johnstone Real Estate Agency for which we are most grateful.

It has been a challenging and rewarding year again as we both consolidate and grow new connections. We look forward to the year ahead and the new opportunities it presents.



OUR FAMILY COUNSELLORS – DENISE HOWELLS & NATALIE LEECHMAN



Amid understanding the impact of State Government initiatives to provide a more comprehensive and cohesive service to families impacted by the devastating consequences of family violence, we welcomed new Manager Karyn Doyle to BayCISS. We worked behind the scenes to prepare for the roll out of Support and Safety hubs across the state. The plethora of information about the changes to legislation and the operating model was constant. As we deciphered the changes we consistently anticipated its impact on our service as well as the broader family services system. These hubs now identified as The Orange Door and operate across several regions of Victoria. Throughout this time of change, we ensured families referred to the counselling service experienced “business as usual”.

Every second day we triaged a case for counselling. Overall 135 cases were assessed and 54 families accepted our offer of support. In line with current trends and our agreement with DHHS Integrated Family Services much of our work focussed on post family violence support to women and children. Other recurrent themes identified as impacting family functioning were chronic health issues, depression and/or anxiety, unemployment, financial insecurity, housing instability, relationship conflict and breakdown. In some cases we utilised the expertise of BayCISS caseworker Helen Byrne or Castlefield Coordinator Ros Porter to provide additional supports like housing assistance or accessing occasional childcare.

Once again, in Term 2 we offered *Tuning into Kids™* parenting group at Castlefield Neighbourhood House. This popular programme assists parents to understand their child’s emotional well-being and its impact on behaviour. The principles suggest an empathic approach and offer creative ways to address common parental struggles like dealing with fears and BIG uncomfortable feelings. After the initial six sessions, parents reported feeling more compassionate toward their children and better equipped to talk about feelings. Between finishing the group and the follow up session for parents, we attended a supplementary training for facilitators. *Tuning in to Dads™* provided additional resources to help both Mums and Dads incorporate the principles into their parenting toolkit. At this final session it was acknowledged that, whilst sitting with uncomfortable feelings like guilt or regret is difficult; these emotions are intrinsic to the development of the fundamental human traits of remorse and compassion. On conclusion, our participants provided us with positive feedback and have since developed their own support network through Facebook.

Professional networks were maintained and expanded through meetings with funding bodies and relevant community service providers. To stay well-informed we participated in workshops specifically related to Family Violence. We also attended professional development specific to our personal interest. They included working therapeutically with children through play and working with family members impacted by someone who lives with Borderline or Narcissistic Personality Disorder.

Our work was steadily supported by Management through the continual development of frameworks, policies and procedures aligned with the broader context of our work. We’ve appreciated the encouragement and assistance with funding applications that targeted the growth and development of the counselling and group programmes. In May we celebrated Volunteer Week and the work of our fantastic team of volunteers. All of this behind the scenes work, allowed us to go into client sessions knowing that the bigger picture is in good hands. For this we are grateful and most thankful that we are well supported to do work we love.

The role of the caseworker at BayCISS can be very rewarding when hearing about client's experiences of overcoming hardship and disadvantage.

The role of the caseworker has been to be open in assisting clients with any concern when they present at the BayCISS office. The challenges and strengths that the clients present with can be inspiring and being able to assist them to develop knowledge, skills and access to resources makes the role very rewarding.

Many clients on low incomes are deciding whether to pay rent, pay a utility bill or to purchase food added to this can be an unexpected crisis such as a health crisis, loss of a significant person in their lives or mental health issue or family violence.

The role assists clients to engage with services, advocate pathways to change and develop plans for the short and long term. This can be with access to affordable housing options, managing debt, healthy relationships and feeling connected to community.

The significant issues clients have been presenting with are social isolation, financial crisis, lack of safe and secure housing. The caseworker facilitates problem solving strategies and aims to empower clients through using their life skills and internal and external resources to create positive change.

Often throughout life people can experience multiple trauma's or events outside of their control which impact on their health and wellbeing and this can lead to feeling stuck, victimized or unheard.

Many clients appreciate being heard and having a person who can link them to resources. The casework role aims to empower clients to feel that they are a valuable member of the community with skills and abilities where they can overcome hardship and barriers to wellbeing.

The caseworker had 842 occasions of service between July 2017 & June 2018. The number of clients accessing the casework program has increased over the past 12 months. The role of caseworker at BayCISS is both challenging and rewarding.

The Casework program supports volunteers and students on their professional field placements in Community Services and Social Work. The caseworker supported six students for the period.





In 2017-18, BayCISS achieved an Operating Surplus of \$11,000 from an income of \$611,000 - a reduction from the previous year's surplus of \$53,000 due to an increase in support services.

As a not-for-profit organisation, BayCISS is principally focused on delivering services to our clients rather than accumulating surplus funds, but we do need to maintain an appropriate working balance. Over the years, we have adjusted our programmes and expenditure to maintain an appropriate balance to allow us to smooth out any funding shortfalls and of course meet future staff liabilities.

Our income is derived from operations such as our Sessional Childcare Program, and from grants and donations. In 2017-18, our grants were again from the Commonwealth Government for emergency relief (\$54,000), The Victorian Department of Human Services for our Child First Counselling Program and the Castlefield Community Centre (\$159,000) and from the Bayside Council (\$160,000) and Kingston Councils (\$28,000) to assist with our administration costs and our programs at the Castlefield Community Centre.

Income from our Sessional Childcare Program was higher due to increased utilisation during the year and this trend continues. Income from our other Castlefield programs has also increased, reflecting an increase in overall activity at the Centre.



Major donors in 2017-18 included the Rotary Clubs of Brighton and Sandringham (\$25,000), the Highett Branch of the Bendigo Community Bank (\$20,000), the All Souls Opportunity Shop (\$17,000) and the Moorabbin Justice Centre (\$14,000). The donations from the Rotary Club of Brighton and the Highett Community Bank enable us to continue operating our Education Support Program.

The scale of both our Emergency Relief and Education Support Programs is limited by available funds and we continue to seek additional support to enable BayCISS to respond to ever increasing community needs. We have however been able to continue funding our Casework program for our clients seeking additional support, supported by donors - notably The All Souls Opportunity Shop, with this continuing in the current year.



The accounts do not reflect the significant contribution to BayCISS from the Bayside City Council, which continues to provide us with one rent-free building at Katoomba Street and maintenance to both sites, in addition to their substantial annual grants. They don't reflect the substantial donation of food from Food Bank and other community donors, and they don't reflect the considerable time and effort provided by our many unpaid volunteers.

The Education Support Fund was also again able to assist disadvantaged students at schools in the Bayside and Kingston municipalities. This important programme increased its grants in 2017-18 to students and their families to \$44,000. The supporting schools continue to play an important role in helping us identify and prioritise students with the greatest needs.

BayCISS continues to exercise control over its costs including administrative overheads and continues to maintain high fiduciary standards through the operation of appropriate record keeping, procedures and controls. I must again acknowledge the contribution of our bookkeeper, Krystyna Sadowska. Our annual Operational Review was again performed by our Honorary Auditors, Diamond Partners. We appreciate their support.

OUR SUPPORTERS

We appreciate the generous donations and support which allow us to continue and enhance the valuable undertaken though BayCISS programs and services.

Aldi Supermarket Cheltenham
 All Souls Anglican Church Sandringham
 All Souls Opportunity Shop Sandringham
 Bayside City Council
 Bayside City Council – Campeyn Group
 Bed, Bath & Table
 Brighton Grammar School
 Brighton Red Cross
 Camp Australia (Hampton Primary)
 Centrelink – Cheltenham
 Cheltenham Parklands Ladies Golf Group
 Cheltenham Presbyterian Church
 Cheltenham/Mentone Uniting Church
 Chris Harris
 CISVic
 City of Kingston
 Coles Supermarket – Hampton
 Dendy YWCA Golf Group
 Food For Change
 Foodbank Victoria
 Grill'd Elsternwick
 Hampton Community House
 Hampton CWA
 Hampton Primary School
 Julie Spiller
 K- Mart
 KOGO
 Ladies Probus Club of Ormond Inc
 Laminex Australia
 Leighmoor Uniting Church
 Lenka Morgan
 Lucky Star Bakery
 Mendis Family
 Michael Thornborrow
 Moorabbin Justice Centre
 Masonic Lodge Bayside
 Moorabbin Primary School
 Nick Johnstone Real Estate
 Office Works Highett
 Rotary Club of Brighton
 Rotary Club of Hampton
 Rotary Club of Sandringham
 Sandbelt Ladies Probus Club
 Sandringham Signs
 Shag Hair
 Share the Dignity
 Skills First Reconnect
 Southern FM
 St David's Anglican Church
 St James Lutheran Church
 Start Broadband
 The Holland Foundation
 Tim Wilson MP and staff
 Trinity Brighton Uniting Church
 Victoria Police
 Waves Leisure Centre
 Wellways



BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
ABN 55 744 288 093

FINANCIAL STATEMENTS

30 June 2018

COMMITTEE'S REPORT

In respect of the financial year ended 30 June 2018 the committee of management of of Bayside Community Information & Support Service Inc. ('BayCISS') submits the following financial report.

1. THE NAMES OF THE COMMITTEE MEMBERS AT THE DATE OF THIS REPORT

William James Howley (Chairman)
Rowland Hassall (Vice President)
Stuart Vining McIntyre (Treasurer)
Lyndell Barbara O'Brien (Secretary)
Nicolau Barata
Bonnie Harris
Sarah Hamilton Salter
Sue Swanell
Shirley Walker

2. PRINCIPAL ACTIVITY

BayCISS principal activity is the provision of impartial and confidential support, aid, information, counselling and referral services, to the Bayside and Kingston communities, the provision of emergency relief to families to assist in meeting the basic living needs of disadvantaged people in the community, provision of education support for school students and occasional child day care to pre school age children.

3. TRADING RESULTS

The surplus for the year ended 30 June 2018 was \$11,070

4. COMMITTEE MEMBERS' BENEFITS

Since the end of the previous financial year no committee member has received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by committee members) by reason of a contract made with BayCISS or with a related entity with the committee member or with a firm of which he is a member, or with a company in which he has a substantial financial interest.

5. COMMITTEE MEMBERS' STATEMENT

In accordance with a resolution of the committee of management of Bayside Community Information & Support Service Inc, in the opinion of the members of the committee:

- (a) The financial statements and notes, as set out in this report, present fairly BayCISS financial position as at 30 June 2018 and its performance for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements.;
- (b) At the date of this statement there are reasonable grounds to believe that BayCISS will be able to pay its debts as and when they fall due;

Signed for and behalf of the Committee of Management:

Chairman

Melbourne

15th September 2018

Treasurer

Melbourne

15th September 2018

BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
ABN 55 744 288 093

BALANCE SHEET AT 30 JUNE 2018

These accounts are to be read in conjunction with the accompanying notes.

	Notes	2018	2017
CURRENT ASSETS			
Cash and cash equivalents	4	221,690	228,385
Receivables		15,540	800
Other			550
TOTAL CURRENT ASSETS		237,230	229,735
NON-CURRENT ASSETS			
Property, plant and equipment	5	14,608	11,573
TOTAL NON-CURRENT ASSETS		14,608	11,573
TOTAL ASSETS		251,838	241,305
CURRENT LIABILITIES			
Provisions	6	60,743	62,102
Other		13,674	12,854
TOTAL CURRENT LIABILITIES		74,417	74,956
NON-CURRENT LIABILITIES			
TOTAL NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		74,417	74,956
NET ASSETS		177,422	166,352
COMPANY EQUITY			
Retained Profits		177,422	166,352
TOTAL EQUITY		177,422	166,352

BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
ABN 55 744 288 093

COMPREHENSIVE INCOME STATEMENT FOR THE YEAR ENDED 30 June 2018

	Notes	2018	2017
Revenues from ordinary activities			
Receipts from donations	7	91,746	107,326
Receipts from operations	8	112,770	109,698
Government grants	9	405,961	396,193
Interest		639	739
Total revenues from ordinary activities		611,117	613,956
Expenses from ordinary activities			
Employee Benefits Expense			
Administration and counselling		268,958	225,145
Castlefield		147,827	165,685
Total employee benefits expense		416,786	390,827
Other expenses			
Administration and counselling		33,259	35,039
Emergency relief		53,974	46,226
Education support		43,665	36,636
Castlefield		52,364	52,169
		183,262	170,070
Total expenses from ordinary activities		600,047	560,897
Profit from ordinary activities before income tax		11,070	53,059
Income tax expense relating to ordinary activities	2(d)	Nil	Nil
Other comprehensive income		Nil	Nil
Total comprehensive income		11,070	53,059

BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
ABN 55 744 288 093

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018	2017
Cash Flows from operating activities		\$	\$
Receipts from donations	7	76,746	107,326
Receipts from operations	8	113,580	109,698
Government grants	9	405,962	396,193
		596,288	613,217
Payments to suppliers		598,118	533,841
Net cash inflow from operating activities		-1,830	79,376
Cash flows from investing activities			
Interest received		639	739
Net cash inflow from investing activities			
Increase (decrease) in cash		1,190	80,115
Purchase of fixed assets		5,500	
Net increase in cash		-6,691	80,115
Cash at start of financial year		228,384	148,819
Cash at end of financial year		221,690	228,385

STATEMENT OF CHANGE IN EQUITY FOR THE YEAR ENDED 30 June 2017

	Notes	2018	2017
		\$	\$
Balance at beginning of financial year		166,352	113,293
Comprehensive income for year		11,070	53,059
Balance at end of financial year		177,422	166,352
Total Company Equity		177,422	166,352

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDING 30 June 2018**

1. Bayside Community Information & Support Service Inc.

BayCISS is a not for profit charity providing crisis and emergency food relief assistance to disadvantaged and very low income citizens in our community, a free confidential information and referral service, child care programs and support services to low income families and a family counselling service. Those seeking support are in crisis and often require help for issues such as homelessness, financial hardship, disability, mental illness, drug and alcohol dependency, family violence, social isolation or gambling addiction.

2. Summary of significant accounting policies

The principal accounting policies adopted by BayCISS are stated to assist in a general understanding of these accounts. These policies have been consistently applied except as otherwise indicated.

The accounts have been prepared in accordance with the requirements in Schedule 5 to the Corporations Regulations.

The financial report is for BayCISS as an individual entity and it has been prepared on an accrual basis.

(a) Basis of accounting

These accounts are a special purpose financial report which has been prepared for the sole purpose of complying with the Associations Incorporations Reform Act 2012 (Vic.) requirement to prepare and present accounts to the members at the organisation's annual general meeting and must not be used for any other purpose. BayCISS has been confirmed as a charitable institution for tax purposes.

The Committee Members have applied Australian Accounting Standards and Statements of Accounting Concepts where applicable.

(b) Accounting standards issued but not yet operative

The potential future impact of Accounting Standards issued at the date of the report but not yet operative have been considered. It has been determined that the implementation of these standards will not result in any material adjustments or changes to these accounts.

(c) Depreciation and amortisation of property, plant and equipment

Depreciation of assets is calculated on a straight line basis based on the expected useful life of each asset.

(d) Income tax

No provision has been made for the payment of taxation. A letter from the ATO dated 17 August 2007 confirmed the endorsement of BayCISS as a public benevolent institution under section 4.1.1 of subdivision 30B of the Income Tax Assessment Act of 1997 tax deductible gift recipient. A further letter dated September 2006 endorses BayCISS as a Tax Concession Charity under item 1.1 of the table to Section 50-5 of the Income Tax Assessment Act of 1997.).

3. Revenue recognition

Revenue from grants, donations, operations and fund raising activities is recognised on a cash basis and the entity has unconditional entitlement to those amounts.

(a) Charitable support

BayCISS receives funding from the Commonwealth and Victorian governments, from Bayside and Kingston City Councils and from a range of charitable organisations and private donors. However, as is common for organisations of this type, it is not always practical to establish accounting control over all sources of fund-raising activities prior to receipt of those funds by employees of BayCISS. Therefore, revenue is recognised when received. Some payments are subject to the achievement of predetermined milestones. BayCISS also receives interest on cash and short-term deposits which is recognised on a similar basis.

(b) Services of volunteers

BayCISS has a substantial number of volunteers including Members of the Committee, who donate their services to the organisation. No value is attributed to these services in the financial statements either as revenue or expense. The Manager is employed on terms and conditions appropriate to the level of responsibilities carried by the position and these terms and conditions are approved by the Committee.

(c) Cash and cash equivalents

Cash and cash equivalents comprise cash, bank accounts and short term deposits maturing within 90 days. These are stated at fair value.

(d) Goods and services tax

Revenues, expenses and assets are recognized net of the amount of goods and services tax ('GST'). Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the statement of financial position.

(d) Equipment

Recognition and measurement

Items of equipment are measured at cost less accumulated depreciation and any impairment losses.

(e) Depreciation

Depreciation is charged to the financial statement on a 'straight line' basis over the estimated useful life of each asset from the date on which they are acquired and are ready for use. The principal assets of BayCISS are plant and equipment which are depreciated over a period ranging from 3-10 years.

(f) Leased assets

BayCISS does not lease any of its assets. The premises it occupies are provided free of occupancy costs by Bayside City Council and are not subject to leases.

4. Cash flow reconciliation

(a) Cash

For the purpose of the statement of cash flows, BayCISS considers cash to include cash on hand and at banks. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	Notes	2018	2017
Cash at bank	General Account	204,250	210,945
	Term Deposit	17,440	17,440
Total cash		221,690	228,385

BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
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(b) Reconciliation of cash flows from operations with profit from ordinary activities after income tax

	Notes	2018	2017
Profit from ordinary activities after income tax		11,070	53,059
Depreciation		2,464	2,945
Changes in assets and liabilities			
Increase in payables		2,515	25,229
Decrease in receivables		-14,190	-1,185
Asset purchases		-5,500	
Net cash provided/(used) by operating activities		-3,3641	80,115

5. Property, plant and equipment

BayCISS fixed assets are as follows:

	Notes	2018	2017
Fixtures and fittings		23,877	23,877
Office furniture and equipment		71,994	66,493
Total fixed assets		95,871	90,370
Less: Provision for depreciation		81,262	78,798

Net fixed assets	14,610	11,572
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6. Provision for Liabilities

A provision is recognised if, as a result of a past event, BayCISS has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefit will be required to settle the obligation. These provisions include provisions for holiday pay and long service leave for employees.

7. Donations

BayCISS is heavily reliant on donations from a number of sources who have given generous support to its activities. Donations were received from:

	Notes	2018	2017
Royal Melbourne Golf Club			28,000
Bendigo Bank		20,000	18,182
All Souls Opportunity Shop		17,000	19,000
Moorabbin Justice Centre		14,000	14,000
Rotary Club of Brighton		15,000	15,000
Rotary Club of Sandringham		10,000	
Lord Mayors Charitable Fund		2,000	
Peter McKinnon		5,000	
Other		8,745	
Total donations		91,745	107,326

8. Income from Operations

	2018	2017
Child Care Fees	65,973	62,450
Counselling Fees	3,709	2,686
Other Income	11,980	42,561

BAYSIDE COMMUNITY INFORMATION & SUPPORT SERVICE INC.
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Total income from operations	81,662	109,698
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9. Income from Grants

Grants were received from the following organisations:

Administration and Counsellors	Notes	2018	2017
Bayside City Council		113,582	113,582
Department of Human Services - Family Counsellors		101,456	97,523
Kingston City Council		30,052	29,177
Commonwealth Emergency Relief Grants		44,031	44,031
Castlefield			
Bayside City Council		59,398	58,558
Neighbourhood Houses		57,441	53,322
Total grants		405,960	396,193

10. Dividends

BayCISS has been incorporated on a not-for-profit basis and no dividends will be paid.



Independent Auditor's Review Report

To The Committee of Management of Bayside Community Information & Support Service Inc

Report on the Financial Report

I have reviewed the accompanying special purpose financial report of the Bayside Community Information & Support Service Inc., which comprises the Comprehensive Income Statement, Cash Flow Statement, Statement of Changes in Equity for the year ended on that date, and notes comprising a summary of significant accounting policies and other explanatory information and the committee's declaration.

The Committee of Management's Responsibility for the Financial Report

The Committee of Management of the entity is responsible for the preparation of the special purpose financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act 2012 (Vic.) ("The Act") and for such internal control as the committee determines is necessary to enable the preparation of the financial report that 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 the Auditing Standard on Review Engagements ASRE 2415 Review of a Financial Report, 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 Act including: giving a true and fair view of the company's financial position as at 30 June 2018 and its performance for the year ended on that date; and complying with Australian Accounting Standards and The Act. 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 The Act. I confirm that the independence declaration required by The Act which has been given to the committee would be in the same terms if given to the committee as at the time of this auditor's report.

Conclusion

Based on my review, which is not an audit, I have not become aware of any matter that makes me believe that the special purpose financial report of Bayside Community Information & Support Service Inc. is not in accordance with The Act including:

- a) Giving a true and fair view of the entity's financial position as at 30 June, 2018, and of its performance for the year ended on that date; and
- b) Complying with Australian Accounting Standards and The Act.

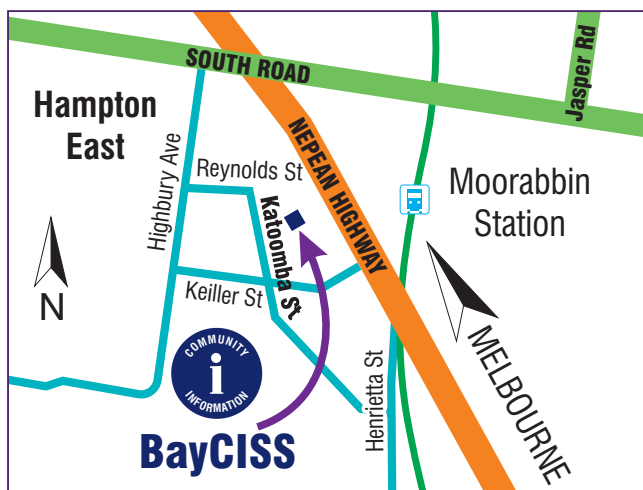
Dated this 31st day of October, 2018
Caulfield

DIAMOND PARTNERS PTY LTD
Chartered Accountants


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Director



Melway Ref 77 D5



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