



BayCISS

Bayside Community Information
& Support Service Inc.

ANNUAL REPORT

IMPARTIAL RESPECTFUL ACCESSIBLE COLLABORATIVE

2021-2022

www.bayciss.org.au



BayCISS

Bayside Community Information
& Support Service Inc.

BAYCISS RESPECTFULLY ACKNOWLEDGES AND CELEBRATES THE TRADITIONAL OWNERS AND CUSTODIANS OF OUR LAND, THE BUNURONG PEOPLE OF THE KULIN NATION AND THEIR RICH AND CONTINUOUS CONNECTION TO THE LAND. WE ALSO PAY OUR RESPECTS TO THEIR ELDERS, CHILDREN AND YOUNG PEOPLE OF PAST, CURRENT AND FUTURE GENERATIONS.



**Bayside Community Information and Support Service Inc.
ABN 55 744 288 293**

BayCISS is registered with ACNC and is endorsed as a Deductible Gift Recipient

Disclaimer: This report is a snapshot of BayCISS information and is not intended as a complete record of all activities.

Front Cover: Joanne Vlachos & Louise Greenslade - Family Counsellors

WELCOME ARTHUR HUBBARD

**PRESIDENT- COMMITTEE OF
MANAGEMENT**



Welcome to the BayCISS Annual Report 21-22 after another unique year. Of huge significance is that we transitioned from our final lockdown and started to enjoy some freedom again.

Another transition started shortly before Christmas when Karen Doyle advised me she was about to embark on a lifestyle change with plans to travel around Australia for the next two years to recharge and refresh. BayCISS owes Karyn a huge thank you, her dedication to the role, her work ethic, and her leadership always shone through, and especially during those dark COVID days.

Fortunately, the transition was smooth as we were able to welcome Rose Paduano to the position. Rose was previously employed by the Port Phillip Community Group, an Organisation whose services are similar in many ways to those offered by BayCISS. Rose came on Board in April and quickly demonstrated she is a worthy replacement. So welcome Rose, I know the Committee of Management of BayCISS appreciates just how fortunate we have been in your accepting the role with us.



**Farewell,
Thank you
& Good luck
Karyn**

ARTHUR HUBBARD

PRESIDENT- COMMITTEE OF MANAGEMENT

I would like to pay tribute to the members of the BayCISS Committee of Management who were also in transition, as we farewelled both Stuart McIntyre OAM and Andy Mitchell. We welcomed Mark Hendricks back to the Committee, Geoff Cunningham as a new member at the start of the year, and Janet Matheson during the year. Mark took back the Treasurer role and Suzanne Daly took on the Secretary role. Rowland Hassall also announced that he is stepping down from the Committee following a move from Highett, Rowland has been a tireless worker for BayCISS over three decades, giving his time to work on the Committee, assist BayCISS with its legal issues and provide pro bono legal services to clients. Bonnie Harris has also advised she is stepping down. Bonnie has been both a Committee member and volunteer at Castlefield. Her work and her wise counsel have been just wonderful. Bonnie has indicated she will continue to volunteer at Castlefield which is great news.

Thank you all for your work and support during the year.

I would also like to make special mention of the contribution of our volunteers, who continue to commit considerable personal time and effort to provide services and advice in a compassionate and professional manner to our many clients. Without these contributions BayCISS would simply not be able to continue to support folk in our community who need and rely on us.

Our supporters, donors, and members of the Community have also looked after us throughout the year and we continue to receive outstanding support from them. Particularly our funding partners, Bayside City Council, Kingston Council and the relative departments of DHS who have all gone out of their way to help us meet the challenges we have faced.

The final transitional move is my own as I have decided to stand down as President to let a new face take over the reins. I am taking on a larger role in my Rotary Club next year and this will take a lot of my time and energy. BayCISS is a wonderful organisation, it has been a privilege to lead it, and I will continue to provide my ongoing support.

ROSE PADUANO

EXECUTIVE OFFICER



I was delighted to join the BayCISS team in April 2022 and I was well aware of those who had come before me. Karyn Doyle poured her passion and commitment into BayCISS for over 4 years making this a very attractive role to step into. In the short time I have been here I have witnessed enormous and ongoing commitment from volunteers, staff, students and numerous community supporters all with one vision in mind - "people helping people".

Having worked in the community sector for many years, I too have seen the devastating impact of poverty, homelessness, family violence, food insecurity, mental health conditions, addictions and a worldwide pandemic. Organisations like BayCISS work through all of these challenges with the view to improving the quality of life of individuals and families and seeing them through crises with information, referrals and supports like casework, counselling, emergency relief, recreation activities and community engagement.

I am filled with optimism as we all work together to meet our mission and purpose in 2022-23.

DONATIONS

DONATIONS

DONATIONS

BayCISS distributed over 3,500 food parcels this year. More than 80% of this food was donated by community partners, schools, churches, businesses, sports clubs, social clubs, politicians and individuals.

Every food parcel provides nutrition and an opportunity to check on someone's well-being. Information, referrals and support are an integral component of providing emergency relief.

We absolutely couldn't achieve what we do without the support of so many generous members of our community.

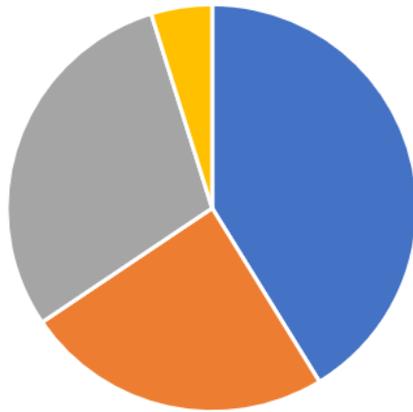


Club of Sandringham



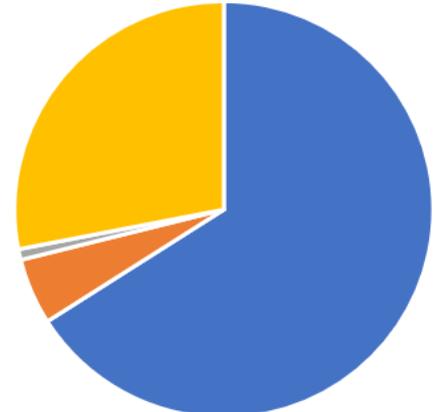
BAYCISS SNAP SHOTS

Household Composition



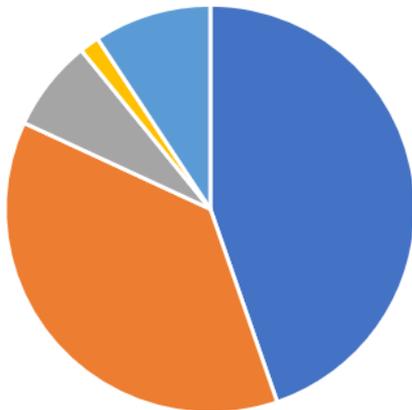
■ Individual ■ Sole Parent ■ Families ■ Homeless

Source of Income



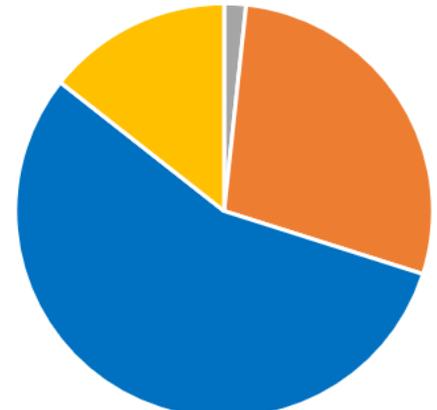
■ Govt Benefit ■ No Income ■ Wages ■ Not Stated

40% of Clients identified with a Disability



■ Psychiatric ■ Physical ■ Intellectual ■ Sensory/Speech

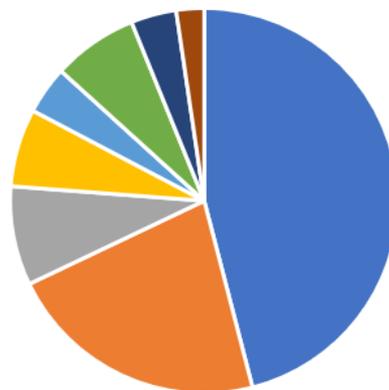
Clients by Age Group



■ <19 ■ 20-39 ■ 40-64 ■ 65+

Emergency Relief

Emergency Relief Breakdown



■ Food Parcels ■ Food Vouchers ■ Home Deliveries ■ Health Care
 ■ Material Aid ■ Pet Food ■ Utilities ■ Transport

More than 12,000 volunteer hours

Community Donations \$94,083



CASEWORK

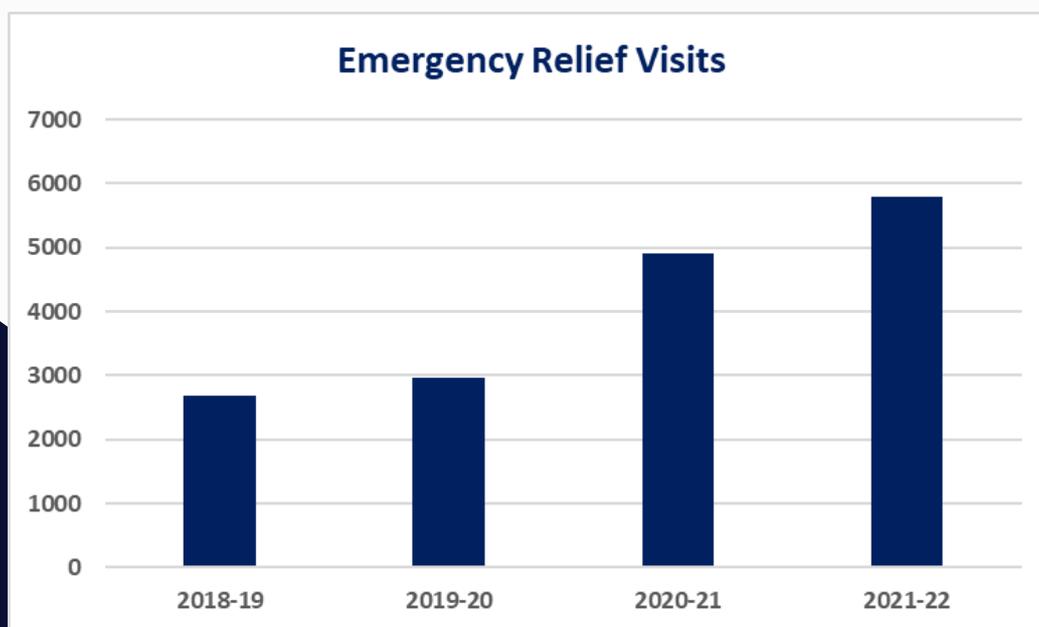
Helen Byrne & Jo Vlachos

The casework program provided assessment, support, referral and advocacy for BayCISS clients experiencing crisis and complex issues. Issues included homelessness, family violence, trauma, depression and anxiety, financial crisis and hardship, medical crisis and unexpected events. The Caseworkers continued to adapt to find ways to work with those in need throughout Melbourne lockdowns.

It was another year of changes:

- Staff Changes
- Finally a return to face to face contact - and we all loved it!
- Students on placement stepped up to support casework delivery increasing casework services and student capability and confidence
- Casework was offered onsite at Castlefield Community Centre one day per week to support those unable to access Katoomba Street site

Key highlights for caseworkers included successful advocacy for clients accessing housing options, Centrelink support, health and community support services.



CASEWORK

CASE STUDY - MATTHEW'S STORY

Matthew was homeless, trapped by debts from his previous housing and had been couch surfing for three months when he stepped through the door at BayCISS. The casework program provided support, referral and advocacy.

Matthew initially accessed support each week and as he gradually developed trust, he shared additional issues including his disability and mental health issues, lack of family support, social isolation and employment history. The BayCISS Caseworker worked with patience and compassion to assist Matthew to access homelessness supports to address his immediate physical needs.

A referral with ongoing support was made to crisis housing services, exploring housing options and enabling him to access the private rental assistance program. The Caseworker provided support letters and assistance to contact a range of relevant services.

By identifying immediate and long-term goals such as improving his physical and mental health, Matthew was able to take steps to access medical and psychological health programs.

Matthew faced multiple barriers to accessing help, including mental health issues, transport, eligibility requirements, lack of access to documents, funds and digital technology. Taking these steps to address his debt, access financial counselling, tenancy and legal advice and essentials such as food, medicine and shelter were vital but would have been almost impossible without caseworker support. At this point, Matthew felt ready to explore employment opportunities.

The Caseworker provided a safe and supportive environment to discuss his feelings, his goals for the future and to start planning improvements to his living situation, health and emotional wellbeing. Matthew was supported to engage in social activities and free events such as the men's shed and chatty café.

Matthew now has a network of supports and is working towards his long-term goals. He knows he can return for further information, referrals, or support as he travels this road to recovery.



FAMILY COUNSELLING

Louise Greenslade, Jo Vlachos & Amanda Ferrucci

The Family Counselling Program had a busy year exceeding all targets and working through several staff changes. After more than ten years at BayCISS, Denise moved on to a new challenge and Jo returned in a combined casework and counselling role. Amanda joined the Family Counselling team in April being interviewed by Karyn one week and completing her onboarding with Rose the following week! Amanda is a Clinical Family Therapist with a wealth of knowledge and experience.

In response to the pandemic, the counselling program completed another year of client support via telephone and video calls. Whilst there were many benefits in being able to continue to support our clients during lockdowns and isolation restrictions, we did miss those valuable interactions that only come with seeing and speaking with someone in person.

Clients presented with a multitude of issues across the year frequently including the consequences of two years of lockdowns and pandemic stress which impacted upon people's individual capacity to cope and on their relationships, be that with partners, children, family members or others. With the end of the lockdowns, we saw much post-traumatic sadness, fear, grief and loss and we have been honoured and privileged to provide our clients with a safe place to process the tumultuous experience of the last few years.

We are hopeful that we will soon be transitioning back to some face-to-face sessions and we envisage a hybrid model for our program moving forward with a combination of both face-to-face and remote sessions. In the meantime, we have had a couple of 'meet & greet' opportunities in the car park where clients have requested to quickly meet us, just so that they know who they're talking to when we're on the phone!

Farewell Denise



Denise's Highlights over 10 years at BayCISS:

- Program management of the family counselling program
- Tuning in to Kids facilitator
- Working and learning with skilled and experienced practitioners
- The opportunity to work with so many individuals, couples and families

SALLY KUHR

CENTRE COORDINATOR - CASTLEFIELD



What a year! I have felt both privileged and grateful to have been a part of Castlefield and our community.

Sadly, the past 12 months were once again shadowed by Covid-19. As we slowly emerged from the impacts of the pandemic, our Community Centre offered people hope and opportunities. This can be attributed to the hard work and passion of our staff, volunteers and community members. In the toughest of times, their resilience and unwavering commitment to our community shone. When times became a challenge, people shared their stories, supported one another and looked for a silver lining.

Our Centre continues to be a place where people learn, volunteer, grow, laugh, cry, share and connect. The last year has thrown us some challenges, but I have enjoyed the rollercoaster and am excited to see what the future brings for us all.

QUOTE'S FROM OUR COMMUNITY

"Our group is so friendly. We all get on so well and help each other out. It's more than a patchwork class. I always leave feeling good and that's because of the company."

June Nillson

"Castlefield Community Centre is a special place for those who seek activities in a friendly and safe environment. It is a supportive space where things evolve naturally as the community gather and share."

Ron Takdare

"I enjoy my groups tremendously. My time spent at Castlefield is always happy. I've learnt a lot and love being creative. We all help and support each other. "

Margaret Mitchell

Castlefield Community Centre operates through generous funding from Bayside City Council and the Department of Families, Fairness and Housing under the Neighbourhood House coordination program.

CASTLEFIELD CHILDCARE & PLAYGROUP



Our childcare is a fun, creative and nurturing place for children to spend time. Our program follows the Early Years Learning Framework and we pride ourselves on being a Child Safe organisation.

Our educators, Lynne, Robyn and Leintje are adored by the children who they care for. This year, everyone got to watch chickens hatch, look after new-born kittens, celebrate different cultures, dress up, create artwork, play outdoors, develop skills and form friendships. The strength of our childcare is shown through the passion of our educators and the connections they share with the children form with them.



In playgroup, we sadly said goodbye to Monika this year after 19 years as our Playgroup facilitator. Monika fulfilled her role with passion and was a valued member of our team.

With every goodbye comes a hello, which we said to Christie Nessel. Although our playgroup was slow to rebuild after the impacts of covid, it steadily became a joyful group where children got to play whilst their caregivers enjoyed a cup of tea and chat.

TESTIMONIALS

"My son has absolutely loved attending Castlefield childcare. The educators are warm and caring, and they always plan fun and engaging activities for the children. He has learnt and developed so much in confidence since attending and I can't rate this program highly enough. It's amazing. Natalie I

"I only have wonderful things to say about Castlefield. The teachers are so kind and caring. The playgroup is clean and offers great class sizes. Both my children love coming to childcare." Manal S



CASTLEFIELD SNAP SHOT



The average number of people who visited our Centre on a weekday

93

82

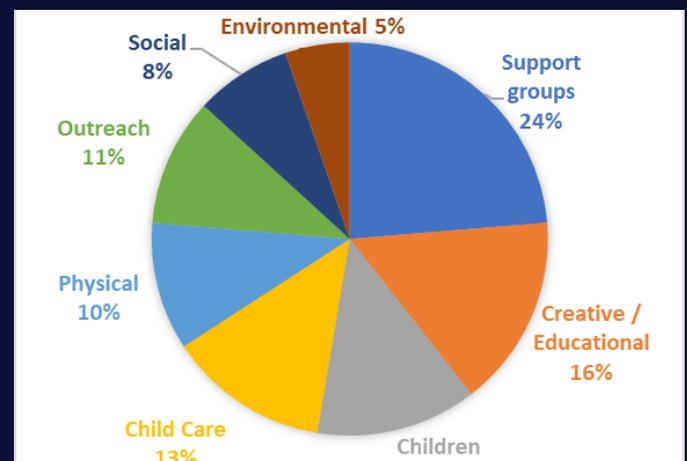
The number of hours that we ran programs and support groups in a week

21 volunteer hours contributed each week

37 children attended our Childcare

541 people received our newsletter

Our Programs



CASTLEFIELD STAFF & VOLUNTEERS

Joanne Clark (Office Administrator)

Monika Healy & Christie Nessel (Playgroup Facilitators)

Bonnie Harris (Policy Coordinator, Office Administrator and Quilting Program Coordinator)

Shauna Noble (Office Administrator, staff member and a little bit of everything!)

Leintje Cusmano (Child Care Volunteer and Relief Educator)

Meg Novacco (Patchwork Program Coordinator)

Molly, Desika, Stavros, Margaret & Liz (Garden Volunteers)

Judy Fullager (Bridge Program Coordinator)

Sherry Cuthbert & Ron Takdare (Chatty Café Volunteers)

Diana Lautenbach & Helen Byrne (Building Blocks facilitators)

CASTLEFIELD HIGHLIGHTS

With the support of Bayside City Council we ran the Link Up Program, which supported people who were experiencing challenges and social anxiety as a result of the pandemic. Helen (BayCISS case worker) supported people to develop strategies and build confidence. This program was a huge success. Many of the people who participated have become regular attendees at Castlefield and some have taken on volunteer roles.

We launched our Chatty Cafe which has evolved into a lively and enthusiastic group who meet each week. People from all parts of our community come together and connect over coffee. In addition to the essential caffeine hit, different members of the group run activities. These include craft projects, manicures, games and sing-alongs with our guitarist and didgeridoo player.

Our new program, Building Blocks started in October. Facilitated by Helen (BayCISS case worker) and Diana (volunteer and IT guru), this group provided a supportive space for people to build confidence and develop their computer literacy skills.

As we re-emerged from Covid-19, our regular programs recommenced with enthusiasm and high attendance. People were keen to reconnect with their groups. Our Garden Club, Quilting, Patchwork, One World Voices choir, Art for All Abilities class, and Strength & Balance had great success with old members returning and several new people joining. Positive feedback from newcomers reflected how welcoming these groups are, which is a testament to our tutors and the environments they create.

We worked in collaboration with people who live at the Bluff Rd and Kenneth Street Estates. This included a drumming program, BBQs and community gardens.

Our Community Garden went from strength to strength. Our volunteers thrived, upcycled and propagated all components of our garden. They created a sustainable space that produces an abundance of food, which is given back to our local community.



Volunteer – Powered Support Services

Legal Advice

Michael, Greg & Rowland

Our volunteer lawyers have committed their time to BayCISS clients for a significant part of their careers dating back to the 80's for Michael. He continues to enjoy doing something he hopes helps those in need. To support those who are unsure of their next step. While the matters of concern are mostly legal ones – his experience is that this is not always the case. Issues include working with tribunals, local councils or even difficult neighbours. As you can imagine over his years of involvement he has come across a huge variety of issues and including the need to provide referrals for specific services.

Utility Relief Assistance Program

Annette

Annette joined the BayCISS team early on during the Melbourne lockdowns, mostly supporting clients remotely with utility relief grants, power saving bonuses and bill assistance. Annette's expertise was frequently utilised in advocating for clients with utility companies.

She also worked tirelessly, investigating and clearly explaining options to people feeling vulnerable and concerned about how to manage their utility bills. Annette managed to reduce the stress of many families in our community with her warm and practical support.

No Interest Loans (NILs)

Judy



Judy has volunteered her time at BayCISS supporting more than 500 people over the past 6 years. The 21-22 year saw NILS applications still struggling under the impact of the COVID pandemic. With 92 applications and 6 approvals, it's important to recognise the value of every appointment as Judy provided information, support and budget management techniques to identify needs and clarify options.

This year loan approvals included car repairs or registrations, furniture and surgery expenses.

The NILS program was enhanced in August this year, loan amounts and maximum income limits were increased and administration was streamlined. We look forward to a boost in activity and approvals with these changes and the easing of COVID restrictions.

Education Support Program

The BayCISS Education Support Program was established in 2008 and since then BayCISS has distributed in excess of \$600,000 to local schools, directly supporting more than 2,600 students.

The program was established to provide funds to support children and young people from low income and vulnerable families within the Bayside and Kingston areas to fully access educational opportunities through inclusion and participation.

When a student is able to participate in a big event like a school camp or a school formal we start addressing social inclusion which we all know is linked to educational success. For some students a school camp is the only holiday they'll have and it's a break from their everyday family stresses and a vital opportunity to connect with their peers and develop friendships. Students are also supported with funding for swimming lessons, excursions, incursions, music, sport, books and uniforms. Most requests come directly from the schools.

The existence of such a program shines a light on the importance of education and highlights the key role of education in addressing intergenerational poverty.

The program is fully funded through the generosity of grants and donations. Since the onset of COVID, Brighton Rotary Club has raised \$60,000 for the program assisting over 150 students and their families. This was a huge effort during Melbourne's lockdowns and we are extremely grateful for this support!



BayCISS

Volunteer Team

Arthur
Rowland
Daniel
Bonnie
Deb
Mark
Haydn
Daniel
Geoffrey
Suzanne
Janet
Andy
Stuart
Hilary

Annette C
Judy
Barry
Liz
Wendy
Patty
Tania H
Jo
Emily
Evi
Vivi
Kim
Kerry
Nancy

Danice
Lyn
Tania M
Debbi
Leah
Annette Y
Fiona C
Fiona C
Libby
Chris
Grant
Greg G
Evie
Diana
Dieke

Richard
Sharon
Danny
Ian
Di
John
Alan
Jackie
Naomi
Shirley
Sue
Areeya
Michael
Greg L
Ajit

It's never been more true - we couldn't do what we do without these wonderful humans!

thank you

Liz's Story of Volunteering



I wasn't working at the time and I was looking for something to do when I saw an article in the local paper which featured my daughter's grade 6 teacher, whom I had admired. She had retired and was volunteering for BayCISS. The article was a feature looking for volunteers and she emphasized how interesting and rewarding it was to assist clients with the myriad problems they presented with. This appealed to my problem-solving nature and wish to find something meaningful to do.

I have now been involved with BayCISS for about 20 years. During this time, I was also employed for a few years, helping move the organisation from manual to computerised systems and running programs such as Education Support and NILs. After retiring, I went back to volunteering again.

I have gained so much from volunteering at BayCISS. I have met and worked with so many amazingly capable and generous people and enjoyed their company enormously. Working with our clients has broadened my life and it has been a privilege to work with them and to have possibly assisted them in some small way.

When I reflect on my volunteering, I think about how much I have loved the many ways volunteers have improvised over the years. How resourceful and generous they have been, their compassion and consideration. So many things needing to be done on the fly or without resources, working together, always finding a solution - sometimes with great effort but always with great strength!



Proudly supported by



City of KINGSTON



Neighbourhood Houses
The heart of our community



Community Information & Support Victoria



St Leonard's College



THE ROYAL MELBOURNE GOLF CLUB



fresh connection



Thank you!

Aldi Supermarket Bentleigh
Aldi Supermarket Sandringham
All Souls Anglican Church
All Souls Opportunity Shop
Janice Anderson
Wendy Anthony
John Arbuckle
Australian Red Cross
Stuart Bacon
Baker's Delight Highett
Bayside City Council
Bayside Community Emergency Relief
Bayside CWA
Bayside SES
Beumaris-Mordialloc Baptist Church
Bendigo Community Bank Highett
Bethlehem Hospital
Roberta Boyce
Bright Sparqe
Brighton Theatre Mgt Team
Canteen Bayside
Phil Carr
Centrelink Cheltenham
Cheltenham -Mentone Uniting Church
Faye Clark
Sandra Clark
Fiona & Laurie Clark
CWA Victorian Headquarters
Jillian & Geoffrey Cunningham
Suzi Daley
Christine Edwards
FareShare
F45 Fitness Centres
Anne Fogarty
FoodFilled
Freemasons Community Relief
Freemasons Brighton
Fresh Connection Brighton
Malcolm Garnham
Hampton Garden Club
Hampton Primary School
Hampton Scout Group
Vivianne Hessler
Holy Trinity Anglican Church
Hot Bird Cheltenham
Kiwanis
KOGO
Norma Kukovec
Laminex Australia

**And... Thanks to all the
anonymous supporters
who drop off supplies on
the way past!**

Clare Lane
Leighmoor Uniting Church
Ross Lemgar
Levett Family
Lions Club Moorabbin
Lions Club Sandringham
Peter McKinnon
Christine McNaughton
Carol Merrett
Jay Miller
Moorabbin Fresh Fruit Market
MTO Shahmaghsoudi
Anita Nedic
Office of Brad Rowswell & staff
Office of Nick Staikos & staff
Office of James Newbury & staff
123read2me
Peckish Cafe Cheltenham
Pets of the Homeless
Pinchapoo
Lynne Polson
Beth Rivkah
Rotary Club of Beaumaris
Rotary Club of Brighton
Rotary Club of Hampton
Rotary Club of Sandringham
Royal Melbourne Golf Club - Women's Committee
Sandringham District Lodge
Sandringham Primary School
Sandringham Signs
Sandringham Uniting Church
Sandybeach Child Care
Judy & Barry Schofield
Service Australia - Nepean Fundraising
Share the Dignity
Simplot Australia
Soroptimist International Brighton & Southern Districts
St David's Anglican Church
St James Lutheran Church
St Leonard's Secondary College
St Paul's Primary School
St Peter's Kindergarten
StreetSmart Australia
Wendy Silver
Carly Storer
Trinity Uniting Church Brighton
Uniting Church Cheltenham
Shirley Walker
Karen Ward
Gail Williams
Women's International Group (WIGs)
Woodland Golf Club



BayCISS Financials

Mark Henricks
Treasurer

In another difficult year for the organisation and particularly for our vulnerable service users, BayCISS has used our grant monies and donations to maintain the effective service delivery for which we are known and valued. With the cessation of COVID related payments we anticipated a difficult time during the 2021-2022 year. We ended the year by recording a loss of \$124,004 compared to a profit of \$167,191 in the previous year.

This loss was due to reduced Revenue, down \$195,000, (of which \$177,000 was due to operating without COVID funding payments), and increased Expenses, up \$95,000 due to ongoing demand.

Castlefield Community Centre ramped up operations with Revenue increasing by \$32,000 and our Grants were only slightly down from the prior year. Although our Donations recorded a drop we are of course extremely grateful to all of our donors.

The fiscal policies embraced by BayCISS over previous years have allowed us to record a healthy Cash balance which has helped us continue our services during a hard year. This balance will act as a working balance and allow us to fund future staff liabilities and a portion of this money will be set aside to fund new activities in the coming year. We will closely monitor our expenditure in FY 2023, and as always proactively explore ways to increase our revenue and manage our costs for the coming and future years.

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 for the year ended 30 June 2022. This report comprises the Committee's Report, Balance Sheet, Comprehensive Income Statement, Cash Flow Statement, Statement of Change in Equity and Notes to and Forming Part of the Financial Statements (which comprise a summary of significant accounting policies and other explanatory information).

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 2022 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, 2022, and of its performance for the year ended on that date; and
- b) Complying with Australian Accounting Standards and The Act.

Dated this 7th day of November, 2022
Caulfield

DIAMOND PARTNERS PTY LTD
Chartered Accountants



.....
Director

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

FINANCIAL STATEMENTS

30 June 2022

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

COMMITTEE'S REPORT

In respect of the financial year ended 30 June 2022 the committee of management 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

| | |
|------------------------------------|--|
| President | Arthur Hubbard |
| Vice President | Haydn Gibson |
| Treasurer | Mark Henricks |
| Secretary | Suzanne Daley |
| Ordinary Members: | |
| Rowland Hassall | Bonnie Harris |
| Deb Carveth | Geoff Cunningham |
| Daniel Czech | Andy Mitchell – Until 15 June 2022 |
| Janet Matheson – From 15 June 2022 | |
| Executive Officer | Karyn Doyle – Until 1 April 2022 Rose Paduano – From 1 April 2022 |

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 within the community, provision of education support for school students, occasional child day care to pre-school age children and support activities and programs.

3. TRADING RESULTS

The loss for the year ended 30 June 2022 was \$124,004

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 2022 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:



Arthur Hubbard - Chairman

Melbourne

4 November 2022



Mark Henricks - Treasurer

Melbourne

4 November 2022

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

BALANCE SHEET AT 30 JUNE 2022

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

| | Notes | 2022 | 2021 |
|--------------------------------------|-------|-------------------|-------------------|
| | | \$ | \$ |
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 4 | 402,964 | 487,239 |
| Receivables | | 560 | 6,825 |
| Other | | | |
| TOTAL CURRENT ASSETS | | 403,524 | 494,064 |
| NON-CURRENT ASSETS | | | |
| Property, plant and equipment | 5 | <i>Nil</i> | <i>Nil</i> |
| TOTAL NON-CURRENT ASSETS | | <i>NIL</i> | <i>Nil</i> |
| TOTAL ASSETS | | 403,524 | 494,064 |
| CURRENT LIABILITIES | | | |
| Provisions | 6 | 52,500 | 77,062 |
| Other | | 82,836 | 24,810 |
| TOTAL CURRENT LIABILITIES | | 135,336 | 101,872 |
| NON-CURRENT LIABILITIES | | <i>Nil</i> | <i>Nil</i> |
| TOTAL NON-CURRENT LIABILITIES | | <i>Nil</i> | <i>Nil</i> |
| TOTAL LIABILITIES | | 135,336 | 101,872 |
| NET ASSETS | | 268,188 | 392,192 |
| COMPANY EQUITY | | | |
| Retained Profits | | 268,188 | 392,192 |
| TOTAL EQUITY | | 268,188 | 392,192 |

COMPREHENSIVE INCOME STATEMENT FOR THE YEAR ENDED 30 June 2022

| | Notes | 2022 | 2021 |
|--|-------|-----------------|----------------|
| Revenues from ordinary activities | | \$ | \$ |
| Receipts from donations | 7 | 94,083 | 136,532 |
| Receipts from operations | 8 | 96,368 | 64,238 |
| Government grants | 9 | 510,477 | 518,567 |
| COVID related payments | 10 | Nil | 177,117 |
| Interest | | 225 | 260 |
| Total revenues from ordinary activities | | 701,153 | 896,714 |
| Expenses from ordinary activities | | | |
| Employee Benefits Expense | | | |
| Administration and counselling | | 570,774 | 319,062 |
| Castlefield | | | 136,226 |
| Emergency Relief | | | 67,285 |
| Total employee benefits expense | | 570,774 | 522,573 |
| Other expenses | | | |
| Administration and counselling | | 63,344 | 60,362 |
| Emergency relief | | 92,447 | 72,429 |
| Education support | | 14,357 | 35,820 |
| Castlefield | | 70,036 | 27,221 |
| Depreciation | | Nil | Nil |
| Assets Immediate Write Off | | 14,200 | 11,118 |
| | | 254,384 | 206,950 |
| Total expenses from ordinary activities | | 825,157 | 729,523 |
| Loss from ordinary activities before income tax | | -124,004 | 167,191 |
| Income tax expense relating to ordinary activities | 2(d) | Nil | Nil |
| Other comprehensive income | | Nil | Nil |
| Net operating Loss comprehensive income | | -124,004 | 167,191 |

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

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2022

| | Notes | 2022 | 2021 |
|--|--------------|----------------|----------------|
| | | \$ | \$ |
| Cash Flows from operating activities | | | |
| Receipts from donations | 7 | 94,083 | 130,532 |
| Receipts from operations | 8 | 102,633 | 64,287 |
| Government grants | 9 | 510,477 | 518,567 |
| COVID related payments | 10 | Nil | 177,117 |
| | | 707,193 | 890,503 |
| | | | |
| Payments to suppliers | | 791,694 | 727,648 |
| | | | |
| Net cash inflow from operating activities | | -84,501 | 162,855 |
| | | | |
| Cash flows from investing activities | | | |
| Interest received | | 225 | 260 |
| Net cash inflow from investing activities | | | |
| Increase (decrease) in cash | | -84,276 | 163,115 |
| Purchase of fixed assets | | Nil | Nil |
| | | | |
| Net increase in cash | | -84,276 | 163,115 |
| | | | |
| Cash at start of financial year | | 487,239 | 324,124 |
| | | | |
| Cash at end of financial year | | 402,964 | 487,239 |

STATEMENT OF CHANGE IN EQUITY FOR THE YEAR ENDED 30 June 2022

| | Notes | 2022 | 2021 |
|--|--------------|----------------|----------------|
| | | \$ | \$ |
| Balance at beginning of financial year | | 392,192 | 225,001 |
| Comprehensive income for year | | (124,004) | 167,191 |
| Balance at end of financial year | | 268,188 | 392,192 |
| | | | |
| Total Company Equity | | 268,188 | 392,192 |

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDING 30 June 2022**

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 insitution 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.

(e) Equipment

Recognition and measurement

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

(f) 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.

(g) 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 | 2022 | 2021 |
|-------------------|-----------------|-------|----------------|----------------|
| | | | \$ | \$ |
| Cash at Bank | General Account | | 202,545 | 386,972 |
| | Term Deposit | | 200,419 | 100,268 |
| Total cash | | | 402,964 | 487,240 |

(b) Reconciliation of cash flows from operations with profit from ordinary activities after income tax

| | Notes | 2022 | 2021 |
|---|--------------|-----------------|----------------|
| Profit from ordinary activities after income tax | | (124,004) | 167,191 |
| Depreciation | | 0 | 0 |
| Changes in assets and liabilities | | | |
| Increase in payables | | 33,463 | 1,874 |
| (Increase)/Decrease in receivables | | 6,265 | (5,950) |
| Asset purchases | | Nil | Nil |
| Net cash provided/(used) by operating activities | | (84,276) | 163,115 |

5. Property, plant and equipment

BayCISS fixed assets are as follows:

| | Notes | 2022 | 2021 |
|----------------------------------|--------------|---------------|---------------|
| Fixtures and fittings | | 11,593 | 11,593 |
| Office furniture and equipment | | 54,674 | 54,674 |
| Total fixed assets | | 66,267 | 66,267 |
| Less: Provision for depreciation | | 66,267 | 66,267 |
| Net fixed assets | | Nil | Nil |

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 | 2022 | 2021 |
|--|--------------|---------------|----------------|
| Bendigo Bank | | 500 | 10,000 |
| All Souls Opportunity Shop | | 5,345 | 37,000 |
| Royal Melbourne Golf Club | | 17,000 | 0 |
| Moorabbin Justice Centre | | 8,600 | 19,000 |
| Rotary Club of Brighton Charitable Trust | | 15,000 | 33,790 |
| Rotary Club of Sandringham | | 4,508 | 1,950 |
| Peter McKinnon | | 6,000 | 6,000 |
| Bayside City Council | | 8,250 | 10,000 |
| Sandringham Masonic Lodge | | 1,500 | 1,500 |
| Salvation Army | | 1,250 | 1,260 |
| Cheltenham/Mentone Uniting Church | | 3,000 | 5,000 |
| Rotary Club Beaumaris | | 2,000 | 2,000 |
| Other | | 21,130 | 9,032 |
| Total donations | | 94,083 | 136,532 |

8. Income from Operations

| | 2022 | 2021 |
|-------------------------------------|---------------|---------------|
| Child Care Fees | 49,944 | 33,084 |
| Counselling Fees | 2,927 | 3,967 |
| Room Hire | 13,924 | 7,939 |
| Other Income | 12,216 | 12,420 |
| Education Support Program refund | 17,357 | 6,828 |
| Total Income from Operations | 96,368 | 64,238 |

9. Income from Grants

Grants were received from the following organisations:

| | 2022 | 2021 |
|---|----------------|----------------|
| Administration and Counsellors | | |
| Bayside City Council | 121,672 | 122,321 |
| Department of Families, Fairness & Housing - Family Counsellors | 115,771 | 112,281 |
| Kingston City Council | 33,824 | 37,375 |
| Commonwealth Emergency Relief Grants | 71,460 | 66,668 |
| State Government Victoria – Business Support Fund | Nil | 20,000 |
| Philanthropic Grants | 4,545 | 8,546 |
| Castlefield | | |
| Bayside City Council | 73,609 | 64,886 |
| Department of Families, Fairness & Housing Neighbourhood house | 89,596 | 86,490 |
| Total Grants | 510,477 | 518,567 |

10. COVID related payments

| | | |
|-------------------------------------|------------|----------------|
| JobKeeper | Nil | 93,000 |
| Covid 19 Supplement | Nil | 42,049 |
| Cash Flow Boost | Nil | 42,068 |
| Total COVID Related Payments | Nil | 177,117 |

11. Dividends

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

Thank you



BayCISS Community
Information &
Support Service Inc.
12 Katoomba Street
Hampton East



BayCISS Castlefield
Community Centre

505 Bluff Road
Hampton



manager@bayciss.org.au



castlefield@bayciss.org.au



(03) 9555 9910



(03) 9068 3882

<https://bayciss.org.au/>

<https://www.facebook.com/bayciss/>

<https://www.castlefield.org.au/>

[https://www.facebook.com/
Castlefield-Community-Centre](https://www.facebook.com/Castlefield-Community-Centre)