

DIAMOND VALLEY LEARNING CENTRE

ANNUAL REPORT

2019

RTO NO. 3769
ABN: 58 891 533 250



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Learning Centre
RTO 3769

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Chairman's Report



This is my fifth annual report as President (Chairman of the Board) of DVLC. The year under review, 2019, was another year of change and growth.

This is a short report from a Board perspective and only takes an overview of performance and activities. Operational items with greater detail are provided by the Chief Executive Officer and the Treasurer in their reports. Even more detail is contained in the Annual Report document.

At the time of writing the report we are in the midst of restrictions created by the Covid-19 pandemic and that means we will be conducting the meeting online via Zoom.

Veronica's CEO Report will have more of the operational material and I will not pre-empt that in my report.

We, at DVLC, are blessed to have Veronica as our CEO and the way she leads the team is to be commended. The whole team has continued to work towards a degree of unity that will surely produce even greater results going forward.

The Finance Report will show that we have done quite well in 2019 and the whole Finance Team has performed extremely well in getting us to this result. Hopefully we are moving closer in our plan to be registered as an Independent School and, if successful, this will give us better resources to serve our VCAL students.

Our relationship with Melbourne Polytechnic and the facilities they provide for us is of tremendous value to our operation and we thank the staff there for their support.

I express appreciation to various organisations that have again made donations and grants to help us with our goals. Of course, our main goal is to provide services to our students and community people and groups.

This AGM brings two of our longer serving Board Members to the end of their term as provided in our Constitution. David Fuller, who has been Vice President for a number of years, and Joy Ferguson, who has been a keen contributor to our Board and programmes, have both served for six years. I personally express my sincere appreciation to Dave and Joy for their support and encouragement.

Thomas Flitner was added to the Board during this past year and we have one new nomination to present to this meeting. We also added our first staff representative in Michael Jakubowski and this has been a good development. Carol Conibear has taken up the finance role at DVLC and attends meetings ex officio.

My thanks to Ian Fisher and Nalin Perera for the contribution as Secretary and Treasurer respectively.

Ongoing Board members are David Ling, Jill Ramsay, Ian Fisher, Thomas Flitner, Nalin Perera, Veronica Kioria, and Michael Jakubowski.

It appears to me that there is good capacity in the Board to provide strong governance for the future and I believe the management is also in good hands.

At the time of this report DVLC has already launched into a new year and, although presented with some unprecedented challenges, is pressing forward with strength and determination.

To all the people mentioned in this report and a whole group of others who are not specifically mentioned, I express my sincere thanks. I have great pleasure in fulfilling my part in the work of our organisation and encourage you all to keep up the good work.

David Ling

Chairman



David presenting a Community Services student with her certificate.

Chief Executive Officer's Report

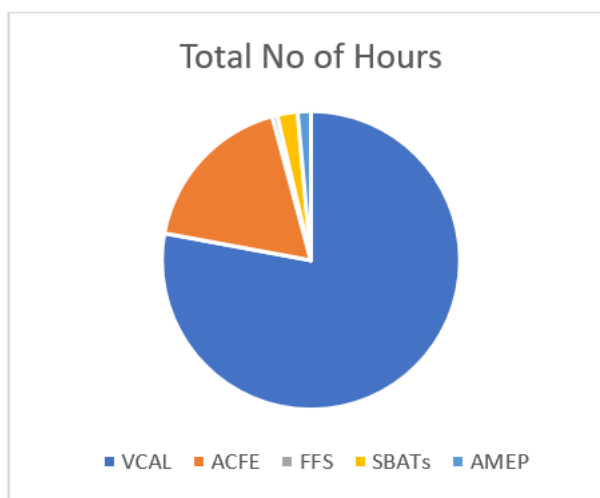
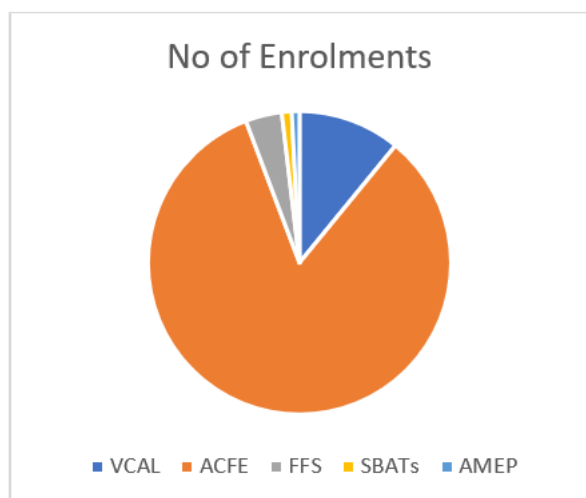


Thank you for yet another opportunity to write my 2019 DVLC Annual Report. 2019 was to me and the staff a very successful year. After two years of hard work and sacrifice, the year provided us with an opportunity to solidify our gains.

Once again, I would like to acknowledge and commend the work of the Board, the staff, volunteers and the entire community. And, at the same time, show my appreciation for their overwhelming support during the year. In 2019, a total of 453 students participated in our programs which amounted to over 89,500 hours of delivery for the whole year.

That means an average of 46 hours per day of training was delivered at DVLC. This to me reflects on the enormous work done by the staff to ensure we serve our local community, going over and above expectations.

Program	No of Enrolments	Total No of Hours
VCAL	93	69786
ACFE	709	16034
FFS	33	482
SBATs	9	1980
AMEP	7	1290
Total	851	89572



From the figures above, ACFE had the largest number of enrolments with VCAL providing the highest number of hours delivered over the period. This confirms that we are still a provider of choice for the most vulnerable in the community. These are the disengaged and at-risk young people; people seeking to re-enter the workforce after significant time away; women who have experienced or are experiencing family violence, early school leavers, low skilled workers and people with disabilities.

This should not fill us with pride, but with humility in knowing that we are, as a whole, impacting on people's lives and more importantly, their future. Our core values of Empowerment, Compassion and Fairness towards all, Kindness, Integrity, Trustworthiness, Objectivity, Professional Competency and Accountability continue to shine in what we do and guide us.

Early in the year, we embarked on re-registration of the VCAL Program after 5 years of registration. Though successful in the end, it was an onerous project that occupied most of year. With two sites being audited

and new staff in the program with no prior experience in the audit process, we all felt the challenge and the demand to rise above our skills and capabilities. We rallied together and relied on each other's skill sets to finally get us over the finish line. Special thanks to Heather Glover and Natalie Kellett for their hard work.

DVLC was yet again honoured to provide floral table arrangements for the 2019 Learn Local Awards. As in the past two years, our students in floristry, guided by their teacher Jude McGrath rose to the occasion and arranged excellent table pieces.

This year's financial report truly reflects the incredible work of the Board, staff and volunteers. I would like to acknowledge the good work done by Asad Abbasi for dedicating the past few years in streamlining the accounts. This provided a "clean" slate for Carol Conibear to build on into the future. With good management skills, we were able to make a substantial surplus by significantly cutting costs and looking at better ways to manage with what we already have.

For a second year running, staff undertook in-house professional development which was facilitated by volunteers with experience in the industry. We want to continually reinvest in developing our staff with ongoing training. We have witnessed that these PD sessions allow staff not only to learn from the facilitators but to work together, share ideas and explore new ways of work.

We are also keen on giving our staff opportunities to take on higher responsibilities or roles through our policy of internal recruitments to fill vacant positions. In 2019, we promoted several staff to senior roles, gave employment opportunities to volunteers and even employed our own students. This ensures that we are keeping talented personnel and give opportunities to our very own trained students so that they will stay with us and help them reach their full potential.

Our success this year would not have been possible without the support of many community organisations. I want to take this opportunity to thank Banyule Council, Banyule/Nillumbik Local Learning & Employment Network, Banyule/Nillumbik Tech School, Bunnings (Eltham), Lions Club of Eltham, Melbourne Polytechnic, Rotary Club of Eltham, Rotary Club of Greensborough, Rotary Club of Greensborough Central, Rotary International, Melbourne Polytechnic, and all the local schools and other community organisations and businesses not mentioned. We thank you for your support and believing in our work.

My gratitude also goes to the Board, led by David Ling. Though your service to DVLC is a voluntary one, you have performed it with great dedication and tenacity. You distinguish yourself as a judicious steward of DVLC and on behalf of the staff, I want to appreciate your support in every way.

And to my dear staff and colleagues. I feel so fortunate to be part of this wonderful team. Thank you for your great work. Your enthusiasm and support make it a pleasure to come to work every day.

The success of 2019 should not blur our responsibility and obligation to the community and to those who came before us. We must ensure DVLC continues to provide "individuals in the community with greater access to educational opportunities", offer "women the experience of direct involvement (sometimes for the first time in their lives) in decision-making, as well as organisational and administrative skills" and together, inspire "stimulating and enduring friendships". (Insistent Voices, The story of Diamond Valley Learning Centre).

Thank you.

Veronica Kioria

Chief Executive Officer

Training Report



In 2019, DVLC delivered approximately 75 classes including:

- Accounting
 - MYOB
 - Nuts & Bolts of Bookkeeping
 - Xero (cloud accounting)
- CPR (HLTAID001) and First Aid (HLTAID003)
- Computer Beginners
 - Computer Beginners
 - Computer Beginners Plus
 - Computer Beginners Plus More
- Floristry
 - Intro to Floristry
 - Advanced Floristry
- Languages
 - Italian – Beginners, Beginners Level 2, Pre-Intermediate, Advanced
 - Sign Language (Auslan) – Beginners, Advanced
 - Spanish – Beginners, Intermediate
- Barista
- Writing & Spelling
- Creative Writing
- English Skills for Everyday

We ran some pre-accredited courses for our VCAL cohort (out of school hours) including:

- Wheels to Work
- Get Job Ready
- Swimming Lessons
- Writing & Spelling for Work & Study
- Barista

In 2019 we also delivered a successful School Based Apprenticeship Training (SBAT) program, in conjunction with AGA – Certificate II in Community Services CHC22015. We had nine students graduate with the Certificate II qualification.

Our floristry classes remain popular and were again part of the annual Victorian Learn Local Awards, providing table arrangements for the evening.

We enjoyed a Ministerial visit during the year. The Minister was able to see our floristry group in action as per the picture below. This was attended by both the Hon. Gayle Tierney, State Minister for Training and Skills and Minister for Higher Education as well as MLA for Eltham, Ms Vicki Ward.



Minister Gayle Tierney and Member for Eltham, Vicki Ward, paid a visit to DVLC and saw our floristry class in action.

All our classes provide valuable pathways, including employment prospects and further study. The relaxed and friendly environment is conducive to learning. The quality of our tutors is also excellent, they all bring valuable expertise to our classes.

We had three self-managed groups in 2019. Classes included:

- Literature for Pleasure
- EWIG – Exploring Women’s Issues Group
- Writers’ Workshop

Thank you to all our Teachers, Trainers, Tutors, Volunteers and Administration staff. I’m very proud of our dedicated team. We could not run our programs successfully without their valuable input.

The Certificate II in Community Services SBAT group was a lively group of nine students.

All of them graduated successfully, seven of them are pictured here.



Our graduating class of Certificate II in Community Services students with David, Veronica and Carol.

Finally, a big thank you to all the teachers, tutors and staff involved in running our courses this year. Your dedication and commitment is very much appreciated. We couldn’t do it without you!

Carol Conibear

Training, Records & Accounts Manager

Adult Migrant English Program (AMEP)

Report

In late 2018 DVLC signed a contract with Melbourne Polytechnic for the delivery of the Adult Migrant English Program (AMEP) in Bundoora. The AMEP assists migrants and humanitarian entrants to develop the English language skills needed to successfully settle in Australia, and to participate socially and economically in everyday life. The program is administered by the Department of Home Affairs and offers participants up to 510 hours of face to face or distance learning within legislated timeframes, including access to free childcare.

Work began early in 2019 to set up the program with Heather Glover as coordinator, assisted by Carol Conibear. Wendy Hames was hired as the classroom teacher/assessor and initial interviews began in March. Students were initially waitlisted and offered access to the Volunteer Tutor Scheme (VTS), run by Melbourne Polytechnic. In July DVLC began the first AMEP class at Darebin North East Community Hub (DNECH) with 6 students enrolled in Certificates I or II in English as an Additional Language (EAL). During this time beginner level students remained on the waitlist but received weekly one-to-one tuition sessions through the VTS. Class numbers dropped sharply in October when a number of students left to take up employment, or maternity and childrearing duties. As a temporary measure, some lower level students were added to the class to keep it running. Our thanks go to Wendy for her willingness to take on this restructured multilevel class, and for the hard work entailed in keeping it running to mid-December.

As the program developed, plans were enacted for additional marketing, a new classroom venue for 2020 (at 20 Enterprise Drive), a new coordinator/teacher, commencement of a beginner level class in 2020, and additional staff. Loreto joined the team as a hardworking and energetic administrator to replace Carol, and Betty Mathews will take on a coordination and teaching role in 2020. With the AMEP national contract extended to June 2022, DVLC AMEP is well placed to develop further in 2020.

DVLC would like to thank Melbourne Polytechnic for all their assistance and support throughout the year. Special thanks go to Veronica and the AMEP team (Wendy, Loreto and Carol) for their exceptional efforts in establishing AMEP in 2019.

Heather Glover

Compliance Officer/AMEP Coordinator



Our AMEP students with their tutor, Wendy

VCAL Report

Our VCAL program continued to meet community re-engagement education needs, and a big focus of the year was ensuring the program continues for another five years through the re-registration process.

We began the year with some staff changes yet managed to engage returning and new students. We welcomed and got to know every new student by organising a welcome barbecue to offer new students a space that feels safe for them and encourages diversity and respect.

Our VCAL Quality Assurance and Re-registration audits were a success, demonstrating that we are a quality education provider. These processes involved a major delineation of our policies and procedures, most of which were at a high standard already but needed a little formalisation. We now have more clarity for our Child Safe practices and our curriculum is now mapped for all units. This creates a robust resource for teachers, particularly new teachers, and also sets a benchmark for moderation that we know has been approved.

Our whole team, who already were embedding quality teaching and wellbeing into our school, have been highly responsive in keeping up with policy and compliance processes to inform our practice. Their ability to embrace and empower students with high needs, while meeting robust compliance requirements is to be commended.

Our partnership with Banyule/Nillumbik Tech School's programs enabled students to participate in various activities including a jewellery-making workshop with a digital art component. Students were also involved in fundraising events at Bunnings (Eltham), raising hundreds of dollars throughout the year and, at the same time, providing opportunities for students to attain their VCAL outcomes. Other events included students attending Don Bosco in Brunswick where students engaged in various sporting activities aimed at supporting their mental wellbeing.

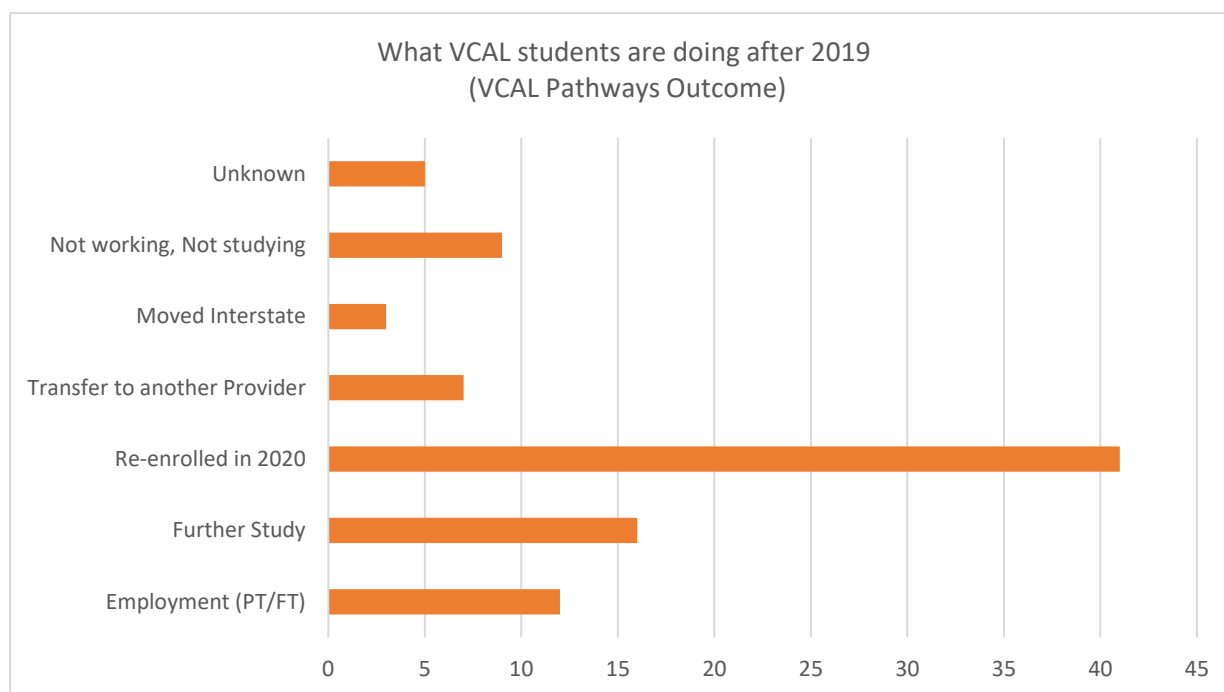
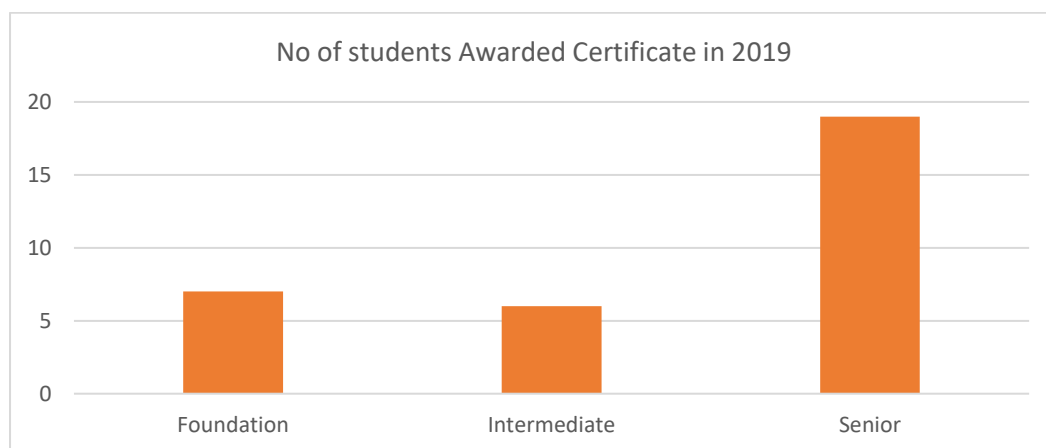
A summary of the enrolments, outcomes and pathways for the 2019 students is shown below.

VCAL Learning Outcomes (2019)

VCAL Certificate level	No of students enrolled	No of students Awarded Certificate	No of Withdrawals
Foundation	29	7	14
Intermediate	36	6	8
Senior	28	19	2
Total	93	32	19

2019 VCAL Pathways Outcomes (what students are doing after 2019)

Activity	No of students
Employment (PT/FT)	12
Further Study	16
Re-enrolled in 2020	41
Transfer to another Provider	7
Moved Interstate	3
Not working, Not studying	9
Unknown	5



Natalie Kellett

VCAL Curriculum Development Officer



VCAL students and staff get together at the beginning of the year.



VCAL students display their 'Say No To Violence' t-shirts during the year.



Former student Luke paid us a visit to show off his new car. Well done Luke! Pictured here with MJ.



And another former student, Cris, with his new car. Pictured here with Josh. Well done Cris!

Student Success Story



From Star Student to Employee

Success is often measured as a single dimensional view of accomplishment and/or gain. My success story is multi-dimensional as I measure my success based on personal happiness, life balance and valued relationships. I discovered that DVLC is a hub of opportunity for anyone who wants to pursue their own version of success. I started out by enrolling in the Certificate III in Business Administration (Medical) which for me was a giant step. I was filled with inhibitions at the prospect of the course challenges that lay ahead. Up to this point I had been a full-time parent for 15 years, focused on my children and supporting my husband's career aspirations. The time had come to do something for myself.

Like so many before me, as a new student at DVLC, I realised from early on that I was a valued member of a learning community. The classroom became a melting pot of stimulating learning and shared interests with likeminded people who contributed to enriching my quality of life. I found myself looking forward to each new session and topic as the course was gaining momentum.

DVLC became a building block in my success story. I enjoyed being involved in any capacity that I could. I volunteered to work as an assistant in Computer Beginner classes and I volunteered as an office administrator. I am now employed part-time as a Training Support Officer for DVLC. I was grateful for these opportunities, as each one helped me to solidify my newfound skills and, in the process, I forged relationships and friendships. My core values resonate with DVLC and it is reflected in how happy I feel to be part of the team. That's my personal definition of my success.

Loreto Fenton

Training Support Officer



DVLC staff enjoy a well-earned Christmas lunch in December 2019.

Ambassador/Grants Officer's Report



In 2016 the Board engaged me in an honorary position to promote the DVLC name/brand and obtain grants, gifts and donations.

My budget for 2019 was \$20,000. Unfortunately, I only raised \$13,620. This shortfall was mainly caused by several previously generous donors not being in a financial position to help us in 2019.

List of 2019 Donations/Grants received:

Banyule City Council – Two computers
Coles Greensborough Plaza – food gift vouchers
Diamond Valley Railway Inc. Eltham - Grant for capital purchases
Eltham Rural Group – Two computers
Foodshare – Greensborough Food Parcels
Fort Knox – Boxes
Greensborough RSL – Coffee Making Machine
Lions Club – Eltham – Donation for materials to replace outside furniture that was stolen
WaterMarc – Greensborough – Family slide & swimming passes

Other Achievements:

This year we were able to purchase a commercial quality coffee making machine which will now allow us to offer classes to help students gain employment in the hospitality industry.

Savings Made in 2019:

I was able to negotiate a further discount for electricity.

Thank You:

I was thrilled to be nominated by DVLC for the "Banyule's Citizen of the Year" at the Banyule Community Ball held at La Trobe University. Together with the four other finalists we totalled 100 years of service to the community. Wow!

Looking ahead for 2020:

Due to the horrific damage caused by bushfires and the amazing generosity of the Australian people to help the many affected I expect, like many other non-profit organisations, we will also encounter hard times for raising funds in 2020.

We will continue to develop closer relationships with Foodshare Greensborough, WaterMarc, Banyule City Council, Diamond Valley Community Support and other local organisations.

2020 will see the delivery and installation of some new computers and laptops paid for with funds we received late last year and I am hopeful that I will be able to follow up on some new fundraising leads.

The outside student's garden is now starting to become an exciting area. In the coming months we should be able to find the funds for replacement of the table and chairs stolen from this area.

I would like to thank the Board, staff and volunteers for your encouragement and support.

Please remember that DVLC can issue valid tax receipts for most gifts or donations.

Bill Jeffery

Finance Report



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Greensborough VIC 3088

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FINANCIAL REPORT

STATEMENT BY THE BOARD

In the opinion of the Board of the Association:

1. The accompanying Income and Expenditure Statement is drawn up so as to give a true and fair view of the Association's income for the year ended 31st December 2019.
2. The accompanying Balance Sheet gives a true and fair view of the state of the Association for the year ended 31st December 2019
3. At the date of this statement, there are reasonable grounds to believe that the Association can meet its debts as and when they fall due

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

Member's Name: NALIN PEKERA Sign: [Signature] Date: 28-4-2020

Member's Name: Michael Jakubowski Sign: [Signature] Date: 28-4-2020

**Diamond Valley Learning Centre Inc.
Income and Expenditure Statement
For the year ended 31 December 2019**

	2019 \$	2018 \$
<u>Income:</u>		
Student Fees	155,775	114,196
Skills Victoria (VET Funding Contract)	633,698	602,963
ACFE (Pre-accredited and REAL's Grant)	136,257	171,691
Melbourne Poly (LLN/SEE program)	8,749	-
Bundoora Sec. College (SRP & Disability Funding)	-	-
DHHS (Neighbourhood House Coordination)	81,143	69,890
Banyule Council Grant	30,390	30,000
Grants and Donations	16,235	37,878
Social Enterprise & Project Income	21,486	14,788
Other Income (Sundry & Interest)	167	380
Total Income	1,083,900	1,041,787
<u>Expenditure:</u>		
Administration & Management Salaries	269,861	286,703
Programme Related Salaries	448,656	466,165
Staff Training and Development	2,356	2,748
Superannuation	66,572	68,866
WorkCover insurance	7,568	8,605
	795,011	833,087
<u>Other Expenses:</u>		
Accounting and Audit	200	3,000
Advertising & Marketing	1,616	2,187
Bank Fee	514	1,536
Board Expense	444	1,213
Centre Amenities	2,847	2,510
Cleaning Expense	8,811	8,163
Compliance and Scope Registration	3,607	383
Council Rates and Rentals	1,589	1,446
Department of Education Repayment	30,590	15,295
Depreciation	47,053	15,000
Donation, Events & Fundraising	2,016	1,802
Insurance	1,526	1,340
Internet & Web Hosting	9,947	9,284
IT Support	27,716	23,057
Licence, Software and Subscriptions	7,854	4,468
Membership and Subscriptions	4,255	7,360
Photocopying & printing expenses	15,145	13,916
Postage	453	929
Professional consultation	800	200
Repairs and Maintenance	2,018	2,418
Rentals (Solar panels & Melbourne Poly)	23,126	24,401
Security	1,046	2,681
Social Enterprise & Volunteering Expense	-	50
Stationery & Office supplies	156	1,197
Storage	-	-
Student resources and course costs	52,120	50,743
Telephone	-	1,877
Travel	273	637
Utilities (Electricity, Gas & Water)	7,104	7,513
	252,826	204,583
<u>Total Expenditures</u>	1,047,838	1,037,670
<u>Surplus (Deficit) for the year 2019</u>	36,063	4,117

DIAMOND VALLEY LEARNING CENTRE INC.

	Notes	2019 \$	2018 \$
<u>ASSETS</u>			
<u>Current Assets</u>			
Cash and Cash Equivalents	2	276,447	237,744
Trade Debtors		<u>32,262</u>	<u>49,899</u>
		308,709	287,643
<u>Non-current Assets</u>			
Property, Plant & Equipment	3	94,637	136,767
Intangible Assets	3	<u>-</u>	<u>122</u>
		94,637	136,889
Other Assets:			
Other Debtors	5	241,153	274,802
<u>TOTAL ASSETS</u>		<u><u>644,498</u></u>	<u><u>699,334</u></u>
<u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Trade and Other Creditors		390	27,379
DEED Repayment	5	241,153	274,802
Payroll, GST & Super Liabilities		30,783	24,094
Provision for Long Service Leave		4,076	4,076
Provision for Annual Leave		20,018	36,837
Revenue received in advance		<u>-</u>	<u>20,129</u>
<u>TOTAL LIABILITIES</u>		<u><u>296,419</u></u>	<u><u>387,317</u></u>
<u>NET ASSETS</u>		<u><u>348,079</u></u>	<u><u>312,017</u></u>
Represented By:			
<u>MEMBERS FUNDS</u>			
Accumulated funds at start of year		312,017	307,899
Surplus (Deficit) for the year 2019		<u>36,063</u>	<u>4,117</u>
<u>Funds at the end of year</u>		<u><u>348,079</u></u>	<u><u>312,017</u></u>

Diamond Valley Learning Centre Inc.

Statement of changes in equity for the year ended 31 December 2019

	Retained surplus \$	Total \$
Balance at 1 January 2018	307,899	307,899
Surplus / (deficit) for the year	4,117	4,117
Balance at 31 December 2018	<u>312,017</u>	<u>312,017</u>
Balance at 1 January 2019	312,017	312,017
Surplus / (deficit) for the year	36,063	36,063
Balance at 31 December 2019	<u>348,079</u>	<u>348,079</u>

The accompanying notes form part of these financial statements

DIAMOND VALLEY LEARNING CENTRE INC
STATEMENT OF CASH FLOW FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes:	2019 \$	2018 \$
Cash flow from operating activities			
Receipts from customers & grants (inclusive of GST)		1,169,022	1,097,712
Payments to suppliers and employees (inclusive of GST)		- 1,125,519	- 1,129,234
Net cash (outflow) inflow from operating activities	4	43,503	31,522
Cash flow from investing activities			
Payments for property, plant and equipment		- 4,800	-
Net cash (outflow) inflow from investing activities		- 4,800	-
Net increase (decrease) in cash and cash equivalents		38,703	- 31,522
Cash and cash equivalents at the beginning of the year		237,744	269,266
Cash and cash equivalents at the end of the year	2	276,447	237,744

Note 2 Current assets - Cash and cash equivalents

	2019 \$	2018 \$
CBA - Cheque Account 4551	143,223	182,371
CBA - Cheque Account 1596	123,600	45,770
CBA Online Saver 0738	4	4
CBA Term Deposit	9,263	9,205
CBA Business Online Saver	- 7	- 7
Petty Cash	365	400
Total Cash and Cash Equivalents	276,447	237,744

Note 3 Fixed Assets & Intangibles

		2019 \$	2018 \$
Computer Equipment	cost	186,422	186,422
Less: Provision for Depreciation	-	156,455	- 138,975
Fixtures & Fittings	cost	96,574	96,574
Less: Provision for Depreciation	-	75,624	- 68,641
Office Equipment	cost	20,984	16,184
Less: Provision for Depreciation	-	15,740	- 13,991
Building Works	cost	126,080	126,080
Less: Provision for Depreciation	-	87,604	- 66,886
		94,637	136,767
Intangible Assets	cost	16,748	16,748
Less Provision for Depreciation	-	16,748	- 16,626
		-	122
Net Fixed Assets		94,637	136,889

Note 4 Reconciliation of cash flow from operations with operating profit

	2019 \$	2018 \$
(Loss) / Profit for the year	36,063	4,117
Add back depreciation	47,053	15,000
Changes in operating assets and liabilities	83,115	19,117
(Increase) Decrease in trade debtors & student fees	51,286	31,860
(Decrease) Increase in trade creditors and accruals	- 74,078	- 30,225
(Decrease) Increase in LSL & Annual Leave Provisions	- 16,820	10,769
Net cash (outflow) inflow from operating activities	43,503	31,522

Note 3		2019 Depreciation Schedule						
		31.12.2018	Value at 01.01.2019	Additions / Disposed	31.12.2019	Rate	Depreciation 31.12.2019	Net Value at 31.12.2019
Computer Equipment	cost	\$ 186,421.08						
Less: Provision for Depreciation		\$ 138,975.04	\$ 47,446.64	\$ -	\$ 47,446.64	33%	\$ 17,480.37	\$ 29,906.27
								\$ -
Fixtures & Fittings	cost	\$ 96,573.91						
Less: Provision for Depreciation		\$ 68,640.78	\$ 27,933.13	\$ -	\$ 27,933.13	25.00%	\$ 6,983.28	\$ 20,949.85
Office Equipment	cost	\$ 16,184.26						
Less: Provision for Depreciation		\$ 13,991.46	\$ 2,192.80	4800.00	\$ 6,992.80	25.00%	\$ 1,740.20	\$ 5,244.60
Building Works	cost	\$ 126,080.46						
Less: Provision for Depreciation		\$ 66,886.23	\$ 59,194.23	\$ -	\$ 59,194.23	35.00%	\$ 20,717.98	\$ 38,476.25
Total								
Intangible Assets	cost	\$ 16,748.37						
Less: Provision for Depreciation		\$ 16,625.63	\$ 122.74	\$ -	\$ 122.74	25.00%	\$ 122.74	\$ 0.00
Net Fixed Assets			\$ 136,889.54		\$ 141,889.54		\$ 47,052.57	\$ 94,836.97

Net Value at 31.12.2019 =	\$ 94,836.97
Net Value at 01.01.2019 =	\$ 136,889.54
Total Depreciation	\$ 42,252.57

Note # 5 Department of Education and Training Repayment/Deferred Refund

Consistent repayments were made to the Department up to 30 June 2019. A total of \$115,339 was paid with an outstanding balance of \$241,152.67.

At that time, the Department agreed to a six-month deferral on repayments until 31 December 2019, with an extension to the repayment period.

As a community organisation, any significant financial constraints impact directly on our service delivery to the community. The repayment deferral ensured we could maintain a sound financial position while honouring our commitment to the Department to repay the debt.

Amortisation/Deferred payment scheduled for the repayment to the Department of Education:		
Amount Payable		\$ 356,492.07
Less: Payments Made		
Date	Amount Paid	Balance
Initial Payment-1/06/2016	\$ 20,000.00	\$ 336,492.07
Payments made from 01/02/2018 to 04/06/2019 as per approved plan	\$ 95,339.40	\$ 241,152.67
1/1/2020	\$ 5,608.20	\$ 235,544.47
2/1/2020	\$ 5,608.20	\$ 229,936.27
3/1/2020	\$ 5,608.20	\$ 224,328.07
4/1/2020	\$ 5,608.20	\$ 218,719.87
5/1/2020	\$ 5,608.20	\$ 213,111.67
6/1/2020	\$ 5,608.20	\$ 207,503.47
7/1/2020	\$ 5,608.20	\$ 201,895.27
8/1/2020	\$ 5,608.20	\$ 196,287.07
9/1/2020	\$ 5,608.20	\$ 190,678.87
10/1/2020	\$ 5,608.20	\$ 185,070.67
11/1/2020	\$ 5,608.20	\$ 179,462.47
12/1/2020	\$ 5,608.20	\$ 173,854.27
1/1/2021	\$ 5,608.20	\$ 168,246.07
2/1/2021	\$ 5,608.20	\$ 162,637.87
3/1/2021	\$ 5,608.20	\$ 157,029.67
4/1/2021	\$ 5,608.20	\$ 151,421.47
5/1/2021	\$ 5,608.20	\$ 145,813.27
6/1/2021	\$ 5,608.20	\$ 140,205.07
7/1/2021	\$ 5,608.20	\$ 134,596.87
8/1/2021	\$ 5,608.20	\$ 128,988.67
9/1/2021	\$ 5,608.20	\$ 123,380.47

10/1/2021	\$ 5,608.20	\$ 117,772.27
11/1/2021	\$ 5,608.20	\$ 112,164.07
12/1/2021	\$ 5,608.20	\$ 106,555.87
1/1/2022	\$ 5,608.20	\$ 100,947.67
2/1/2022	\$ 5,608.20	\$ 95,339.47
3/1/2022	\$ 5,608.20	\$ 89,731.27
4/1/2022	\$ 5,608.20	\$ 84,123.07
5/1/2022	\$ 5,608.20	\$ 78,514.87
6/1/2022	\$ 5,608.20	\$ 72,906.67
7/1/2022	\$ 5,608.20	\$ 67,298.47
8/1/2022	\$ 5,608.20	\$ 61,690.27
9/1/2022	\$ 5,608.20	\$ 56,082.07
10/1/2022	\$ 5,608.20	\$ 50,473.87
11/1/2022	\$ 5,608.20	\$ 44,865.67
12/1/2022	\$ 5,608.20	\$ 39,257.47
1/1/2023	\$ 5,608.20	\$ 33,649.27
2/1/2023	\$ 5,608.20	\$ 28,041.07
3/1/2023	\$ 5,608.20	\$ 22,432.87
4/1/2023	\$ 5,608.20	\$ 16,824.67
5/1/2023	\$ 5,608.20	\$ 11,216.47
6/1/2023	\$ 5,608.20	\$ 5,608.27
7/1/2023	\$ 5,608.27	\$ -
Total	\$ 356,492.07	\$ -

DIAMOND VALLEY LEARNING CENTRE INC

Notes to the Financial Statements

For the year ended 31 December 2019

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Associations Incorporation Reform Act 2012. The members have determined that the Association is not a reporting entity.

Basis of Preparation

The report has been prepared in accordance with the following applicable Accounting Standards and Urgent Issues Group Interpretations:

AASB 101:	Presentation of Financial Statements
AASB 107:	Cash Flow Statements
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110:	Events after the Balance Sheet Date
AASB 1031:	Materiality
AASB 1048:	Interpretation and Application Standards

No other Australian Accounting Standards, International Accounting Standards Urgent Issues Group Interpretations or other authoritative pronouncements of the Australian Accounting Board have been applied.

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historic costs.

The following is a summary of the material accounting policies adopted by the Association in the presentation of the financial reports the accounting policies have been consistently applied, unless otherwise stated.

Accounting Policies

(a) Income Tax

The Association is a "not for profit" entity and is not subject to income tax.

(b) Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal.

(c) Depreciation

The depreciable amount of all fixed assets is depreciated on a Prime Cost basis over their useful lives to the Association commencing from the time the asset is held ready for use.

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

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(d) Cash and Cash Equivalents

Cash and Cash Equivalents include cash on hand, deposits held at call with banks or financial institutions.

Auditor's Report

To the members of Diamond Valley Learning Centre Inc.:

Report on the financial report

We have audited the accompanying financial report, being a general purpose financial report of the Diamond Valley Learning Centre Inc. (the association), which comprises of the balance sheet as at 31st December 2019, the income statement, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the committee's report.

Committee's responsibility for the financial report

The committee of the association is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012*. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

Audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Audit's opinion

In our opinion the financial report of the association has been prepared in accordance with the *Associations Incorporation Reform Act 2012* including:

- a) giving a true and fair view of the entity's financial position as at 31 December 2019 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards as referred to in Note 1 to the financial statements.

Basis of accounting and restriction on distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Diamond Valley Learning Centre Inc. to meet the requirements of the *Associations Incorporation Reform Act 2012*. As a result the report may not be suitable for another purpose.



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Stephen George Le Couilliard
ASIC Registered Company Auditor No: 8579
471 Princes Highway Narre Warren Vic 3805
Telephone: (03) 9704 7661
Facsimile: (03) 9796 6711
Date: 06.04.2020

Treasurer's Report

Financially and operationally, the year 2019 delivered some very good results.

Due to the significant strategic changes implemented 2016 to 2018, we are very happy to report a surplus for the year.

We had a total income of approximately 1.084 million and expenditure of about 1.048 which leaves us with a healthy surplus of about \$36,000.

Overall staffing costs are still the major component in our expense items, which is to be expected in our sector. However, we optimised our cost structure by reducing major costs and tightly controlling our budget throughout the year, including the staff budget.

In regard to the balance sheet, we have been able to balance out our non-current assets due to the increase in net equity. The Department of Education agreed to a six-month deferral on repayments from June 30 until 31 December 2019, with an extension to the repayment period. The repayment deferral ensured we could maintain a sound financial position.

Our objective is to continue to build on the success we have seen in 2019.

As Treasurer, I want to reassure our Board, staff, students and all our key stakeholders that DVLC is financially viable and going from strength to strength.

Thank you for your continued dedication and support.

Nalin Perera

Treasurer

What students say about DVLC

"I really enjoyed the course. Tutor was highly skilled and showed us how to use the flowers/sundries correctly"

"Andrea is a very good teacher. Easy to learn from her and she explains very well"

"I improved my writing skills. I learnt how to write a resume and cover letter which will help me to find a job"


"Excellent content, great communication and exercises. The information taught will help me with managing accounts and bookkeeping in my new business"



"We continue to learn skills and knowledge related to floristry. I have been able to do flowers for a few weddings from what I have learnt"


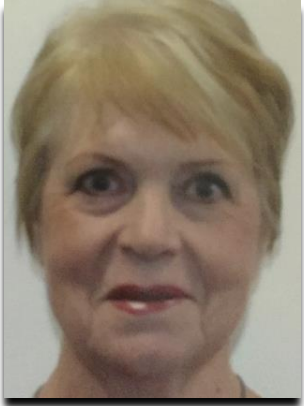
"Learnt how to open a new document, emails, write a letter and do a flyer. This was the right course for me as I was slow and no question was silly"



"The tutor and assistant were so patient and clear with their teaching skills. They made the course interesting and enjoyable"



DVLC Board Members

Name	Position at DVLC	Summary of Experience
 <p>David Ling</p>	Board Chairman	<ul style="list-style-type: none"> • Fellow – FIML (Member, Institute of Managers and Leaders). • Member Australian Institute of Company Directors. • Proficient in Accounting Packages Quicken and MYOB. • Minister of Religion Apostolic Church Australia, 1973-2006. Current active retired. • Worked for Apostolic Church Australia Ltd (Melbourne, Vic) as CEO Administration for 25 years. • Internal Auditor Apostolic Church Australia, 2006 – 2012. • Go International Aid Inc (Bundoora, Vic). <p>Extra-Curricular</p> <ul style="list-style-type: none"> • Board of Trustees Chairman Fusion Australia Limited (Sydney, NSW). Retired. • Board member Victory Christian College Bendigo. Current. • Board member and Deputy Chair ChildSafe Australia. Retired. • Over thirty years working with communities in Vanuatu. Awarded a Vanuatu Service Medal in 1998. • Thirty years involvement in China. Sixteen years Chairman of the Board of the English Language Association. • Projects for rescue of abandoned babies, medical programme of training for rural doctors, Training and care cerebral palsy, HIV aids education and care. • Pioneered a church and community movement in Pakistan as a non-resident from 1988 with annual (at least) visits for 20 years some ongoing involvement current.

Name	Position at DVLC	Summary of Experience
 <p data-bbox="163 683 297 710">Dave Fuller</p>	<p data-bbox="568 236 734 296">Board Deputy Chairman</p>	<ul data-bbox="808 268 2128 699" style="list-style-type: none"> • Senior Minister at All Saints Anglican Church, Greensborough since July 2012, leading a staff team of six. • Priest in schools and church related work since 1987. • He has worked for Concern Australia, Ridley Theological College and St Martin's Community Church in Collingwood. • He has served as a chaplain at Glenroy Secondary College and Ivanhoe Grammar School's Plenty Campus. • He has had a passion for work with teenagers, education and training and leadership development over that time. • He is an active life member of the God's Squad Christian Motorcycle Club. • In December 2015, he was made Archdeacon of the Yarra region of the Anglican Diocese of Melbourne assisting the Regional Bishop. • He has two degrees in Theology and specialist training in Pastoral Care.
 <p data-bbox="156 1238 271 1265">Ian Fisher</p>	<p data-bbox="555 772 748 799">Board Secretary</p>	<ul data-bbox="808 772 2107 932" style="list-style-type: none"> • Worked at GAF/ASTA/Boeing for 38 years, which included twelve years as a Foreman (eight as Junior and four as Senior) and sixteen years in the Training Department. • 14 years at RMIT in both Aircraft Engineering and Fashion & Textiles Merchandising. • The roles at RMIT were Acting Program Manager (Aerospace) and Acting Program Coordinator (Merchandising) with most times working mainly with industry clients

Name	Position at DVLC	Summary of Experience
 <p>Nalin Perera</p>	<p>Treasurer</p>	<ul style="list-style-type: none"> • Australian graduate in Business and Economics having further qualification in International Finance. He has undertaken extensive study in management practices, strategies and techniques. • A Certified Practising Accountant, a member of the Chartered Institute of Management and the Australian Institute of Company Directors. • Nalin has served as a financial controller and as Company Secretary for several leading international companies with Australian subsidiaries. • He has been responsible for major financial planning initiatives, and for broad corporate planning and implementations within a range of industries. • Nalin is the owner/manager for NP Financials in Heidelberg West, Vic.
 <p>Joy Ferguson</p>	<p>Board Member</p>	<ul style="list-style-type: none"> • Admin and PR at Bundoora Extended Care Centre 7 years. • Owner Director Bundoora Child Care Centre 36 years. • L2P Driving Mentor concentrating on disadvantaged youth, promoting wellbeing and life skills. • Community liaison for Diamond Valley Learning Centre. • Brings small business experience and ability to network with local service clubs and individuals for financial and other support. <p>Qualifications</p> <ul style="list-style-type: none"> • General Trained Nurse - Royal Prince Alfred Hospital - Sydney

Name	Position at DVLC	Summary of Experience
 <p>Jill Ramsay</p>	Board Member	<ul style="list-style-type: none"> Principal of Glen Katherine PS 2009 – June 2015 (Retirement); Principal of Gladstone Views PS, Gladstone Park 2000 – 2008. Executive Officer of School Councils (15 years). Principal Convenor of Somerton Schools’ Network of School Support Officers (2002 – 2006) – coordinated the work of departmental psychologists, speech pathologists and social workers across 13 primary and secondary schools. Assistant Principal Gladstone Views PS 1995 – 2000; Primary school class teacher 1981 – 1994. Special Education teacher 1975 – 1980 (Remedial education; socially/emotionally disadvantaged youth at Tally Ho Children’s Village and Winlaton Youth Training Centre). Community service through Rotary (2003 – current) President Rotary Eltham 2018-19. <p>Qualifications</p> <ul style="list-style-type: none"> Graduate Diploma in Special Education. Bachelor of Special Education; Diploma of Primary Teaching.
 <p>Thomas Flitner</p>	Board Member	<ul style="list-style-type: none"> Principal Legal Practitioner, Flitner & Company Pty Ltd. Greensborough. Managing director of his own legal practice since November 2002. Supervises over 7 staff members, which includes 3 lawyers, a bookkeeper and support staff. <p>Qualifications:</p> <ul style="list-style-type: none"> Graduate Diploma in Legal Practice, Law. LL.B, Law. MBA, Business Management. Graduate Certificate in Professional Accounting. Associate Diploma Legal of Business Legal Practice, Legal Studies. Associate Diploma of Business Accounting. Advanced Certificate in Accounting.

Name	Position at DVLC	Summary of Experience
 <p>Veronica Kioria</p>	Board Member	<ul style="list-style-type: none"> • As CEO, Veronica was invited to Board following an AGM approval to have staff members on the Board. • Several years managing education institutes including her own RTO. • Sessional Teacher – Swinburne TAFE. • Manager – Spectrum Migrant Resource Centre, overseeing integration of newly arrived migrants through employment. • 2018 VET International Practitioner Fellowship. • Advisory Committee Member – Banyule Multicultural Committee. • Member of the Board – Banyule Nillumbik Local Learning and Employment Network (BNLLEN). <p>Qualifications</p> <ul style="list-style-type: none"> • MBA, BA (hons). • Diploma of Business (Leadership). • Advanced Diploma in Children’s Services. • Diploma of Training Design & Development. • Diploma of Vocational Education and Training (VET). • Master of Education (Deferred).
 <p>Michael Jakubowski</p>	Board Member	<ul style="list-style-type: none"> • Diploma of School Aged Education & Care. • Level 2 First Aid. • Service supervisor at Big Childcare Whittlesea (2 years) and Big Childcare Hume Anglican Grammar (2 years). • Education support and basketball at Upper Plenty Primary School (3 years). • Imports Manager at U.P.S. (2 years). <p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor of Psychological Sciences (working towards).

Many thanks

to the following businesses and organisations for their support throughout the year...

Araluen
Banyule City Council
Banyule/Nillumbik Tech School
BNLLEN
Bunnings Eltham
CAVE
Commonwealth Bank
Diamond Valley Community Support
Diamond Valley Mitre 10
Diamond Valley Railway Inc
Eltham Rural Group
Lions International
Living Faith Church Greensborough
Melbourne Polytechnic
Office Works Bundoora
Rotary Club of Greensborough
Rotary Club of Greensborough Central
WaterMarc



Diamond Valley Learning Centre
1 Diamond Creek Road, Greensborough, Vic 3088 Tel: 03 9435 9060 www.dvlc.org.au