

ST. GEORGE COMMUNITY HOUSING CO-OP

ANNUAL REPORT

1996



AGENDA



1. Attendance and Apologies
2. Launch of Code of Practice
Presented by NSW Federation of Housing
3. Guest Speaker - Kathleen Brannigan from the Office of
Community Housing
5. Minutes
6. Reports: - Chairperson's
 - Treasurer's
 - Financial Manager
 - Housing Manager
6. General Business
7. Nominations for Auditor
8. Elections
9. Declaration of New Management Committee
10. Close - Supper

CONTENTS



1. Minutes of Previous A.G.M.
2. St.George Community Housing Co-op
Aims and Objectives
3. Managment Committee Members
4. Chairperson's Report
5. Treasurer's Report
6. Auditor's Report
7. Service Reports:
 - Finanicial Manager
 - Housing Manager

MINUTES OF THE ANNUAL GENERAL MEETING
OF ST. GEORGE COMMUNITY HOUSING CO-OP
HELD ON WEDNESDAY, 15TH NOVEMBER, 1995.

WELCOME: The Chairperson, Susan Lappan opened the meeting at 6.45 p.m. and welcomed all those present.

APOLOGIES: Janine Wilke, Colleen Whittle, Barbara Dover, Linda Sarsfield.

ATTENDANCE: Susan Lappan, Julie Brown, Robert Argue, June Rowe, Rose Rowson, Mr. and Mrs. Malas, F & R Hijazi, Saana Mrad, Melissa Syed, Sue Yaghi, Mustapha Reslan, Ahmad Mokachur, Evelyn Condatos, Victoria Worledge, Stephanie Johnson, Linda Hijazi, Thora Kewley, Pam Hood, Debra McFarland.

RECEPTION AND ADOPTION OF PREVIOUS MINUTES:

The previous minutes were read and accepted unanimously.

BUSINESS ARISING FROM PREVIOUS MINUTES:

There was no business arising from previous minutes.

CHAIRPERSON'S REPORT:

The Chairperson's report was read and accepted unanimously.

HOUSING WORKER'S REPORT:

The Housing Worker's report was read and accepted unanimously.

TREASURER'S REPORT:

General discussion took place regarding the Auditor's Report. The Treasurer's report was read and accepted unanimously.

APPOINTMENT OF AUDITOR:

It was unanimously agreed that the 1995/96 Audited report would remain with Newton, Marzol, Ball & Co.

GENERAL BUSINESS:

There was no general business.

ST GEORGE COMMUNITY HOUSING CO-OP LTD.
AIMS AND OBJECTIVES

To establish an organisation for the relief of poverty, sickness, destitution, helplessness and distress, regardless of race, creed colour or gender.

To create secure, affordable and sensitively managed housing opportunities for the poor, need and underprivileged.

To encourage self-management of properties by ensuring that opportunities exist for the involvement of tenants in the management functions of the organisation.

To take up equity in properties wherever possible.

To work for the prevention of the further loss of accommodation for low-income earners and the associated escalation in accommodation cost which is causing dispossession and displacement of these people.

To bring back into the rental market that housing stock which is presently vacant and requiring upgrading for placement of these people.

To identify unused publicly-owned properties and to bring these under the society's management where appropriate.

To liaise with and complement existing housing provision and housing support services.

To encourage the support of all levels of government for the development and expansion of community based, non-profit housing programs.

To raise public awareness and understanding of the reasons why people become homeless or poorly housed.

To focus on the housing needs of those population groups discriminated against in the private rental market and/or excluded from other housing programs.

To strive for:

a just and equitable distribution of and access to housing resources in New South Wales;

community and consumer involvement, participation and representation in planning and implementing housing policies;

an integrated approach to housing and human settlement including consideration of necessary facilities, amenities, opportunities and community supports.

Management Committee During 1995/96



OFFICE BEARERS

Chairperson	Susan Lappan	Department of Housing Tenant
Deputy Chairperson	Robert Argue	Service Consumer
Secretary	Stephanie Johnson	Service Consumer
Treasurer	Rose Rowlson	Service Consumer

Other Members during 1995/96

Thora Kewley	Service Consumer
Victoria Worledge	St. George Hospital, Mental Health
Katerina Korfiatis	GROW
Evelyn Cordatos	St. George Women's Housing
Julie Brown	CRC Justice Support
Janine Wilkie	Southern Sydney Youth Refuge

CHAIRPERSON'S REPORT

I would like to welcome everyone to our 1996 A.G.M.

There have been so many changes over the last twelve months since I was elected as Chairperson.

Both Debra and Pam have done an excellent job as Housing Workers. This year we also added another member to the team, Natalie who is also doing an excellent job. Tina has continued to be another valuable member of the team. We have been able to increase staffing to keep up with the added workload.

The Mentally Ill Housing Program is still ongoing, there is funding available for the organisation to purchase another property for this. This year we have taken on another house at Rockdale which has been divided into two flats.

Debra, Natalie and Julie attended a recent Housing conference where various member's of Parliament spoke about proposed changes in the development in subsidies for housing. In addition Debra Natalie and Julie attended a rally against the proposed changes. This will be an ongoing fight by all interested in saving the opportunities that have occurred within or organisation by increased lobbying opportunities.

This year we received additional funding by DOCS to initiate and develop the 12 month Pilot Tenancy Management Project which is aimed at providing long term independent tenancies. Part of the funding is to be used for the support of clients exiting SAAP Services. This pilot will provide 17 units of accommodation in both the St. George and Sutherland Shire, targeting women with children and youth.

Our management committee has once again been comprised of a variety of members from other welfare agencies as well as tenants. This has been very productive for our scheme.

This year once again as Chairperson has been a very rewarding experience for myself. I have appreciated the untiring efforts of the other board members. I attended various workshops at the office and as a representative of the organisation at a conference at Wyong arranged by the Housing Federation and also I have attended a conference at the Sydney offices of the Housing Federation.

Page Two

I would like to especially thank Rose Rowson for her many years as a member of our board and say that we are sorry that she will be leaving as Treasurer to pursue her counselling career. I would like to wish her every success in her chosen profession.

I would like to take this time to thank my fellow directors for their support and the hours that they have devoted to our scheme over the past year.

SUSAN M. LAPPAN.
CHAIRPERSON

FINANCIAL AND ADMINISTRATION REPORT

We have completed another successful financial year with a reserve of nearly \$49,000. Most of this is surplus Capital property income from previous years which prior to this year wasn't show in the provisional category.

Provisions of \$57,564 which is over and above our reserve, is retained for future spending on our Capital properties, administration and long service leave and holiday pay.

1995/96 has been an exciting year with the continued GROWTH of our Association, but also a trying one. It was necessary to increase staffing hours beyond what was recommended to cope with the added workload within the office and it will be necessary this following year to do the same. A lot of extra work is needed in preparing for any new Capital properties, although we do not receive the income to support administration and staffing costs until the properties are within management and for this reason we are always short of staffing funding.

Natalie Paris has joined our staff this year to boost our staffing to four members, all working between 28 and 35 hours per week and we expect to increase further as our Association continues to expand.

During 1995/96 we were able to purchase two new computers and a photocopier as well as installing a new rental software program, M.Y.O.B. accounting software program and updating further computer software which will help in running the office more efficiently.

We received an increase in our leasehold funding for 1995/96 which enables us to pay rents on properties within the private market and because we have experienced a considerable increase in rental prices we have only been able to maintain our quota of 54 properties within this program.

A grant of \$40,000 was received from D.O.C.S. for a pilot program offering housing for selected clients from various organisations requiring support.

The SOCIAL HOUSING SUBSIDY PROGRAM commenced 1995/96 with the purchase of 31 properties targeted for clients from very low incomes to a more moderate income. Most of these properties were newly built and after some initial property repairs we expect these not to require any upgrading or cyclical maintenance for a number of years. The program allowed us to house clients in a higher income bracket which we would not normally be able to house.

I would like to thank Rose Rowison for her help and support during her years on our Management Team and particularly her time as Treasurer. Rose has been a dedicated worker giving time and effort to ensure the smooth running of the office.

Introduction of Policies and Procedures and adopting the Code of Practice will enable our Association to maintain a high standard of client service and to compete effectively within the housing sector.

With numerous changes in place and our continued GROWTH we look forward to 1996/97 with enthusiasm and further success.

PAM HOOD

HOUSING MANAGER'S REPORT

This has been a year of massive change to St. George Community Housing Co-op, and the housing sector overall. With our continued growth we have achieved to date a total of 135 properties under management (compared to 66 reported at the last Annual General Meeting) and hope to achieve our business plan objectives of achieving 431 properties by the end of 1998. We have continued our commitment to providing supported housing opportunities for those with mental illness as part of our Mentally Ill Supported Housing Program and have also been fortunate in establishing supported housing opportunities for ex-offenders (women with children). This year we were also successful in our CHP submission to provide housing in Canterbury and Bankstown for those with mild mental illnesses as a joint project with GROW, N.S.W. Our growth has also enabled us to provide a high proportion of exit housing from support services to clients from various groups including women with children, youth, D & A rehab and those within the community with high needs. The Social Housing Subsidy program targeting low to moderate income earners, sparked a lot of interest from the community. It has helped not only low income earners but also those who may not have been eligible for housing assistance in the past, but who nevertheless, faced extreme housing stress and insecurity on the private market.

With funds being made available from Department of Community Service for the Pilot Tenancy Management Project, partly, in recognition that some clients leaving SAAP services need some ongoing support provision. This pilot ensures they have the opportunity to access long term tenancy options, hopefully with a higher chance of success by ensuring links established with support services and their local community are not lost. We would like to express our special thanks to Deborah Georgio (FHA), Laurie Ranger (DOH) and Nick Sabel (formerly OHP) for their assistance in getting this project off the ground and our thanks to the many SAAP services who have expressed interest in being part of this pilot and the members of the Project Steering Committee.

This year we also adopted our Policy and Procedure Manual which has been helpful to both members and the community in having a public document available providing clear and precise information regarding present practises. These are constantly under review and open for

Page Two

comment from the community. The organisation is also very excited about the adoption of the Code of Practice which will provide the community with an assurance of our commitment to best practise guidelines and will create a more accountable and professional organisation.

We are saddened by the Federal Government's proposed changes to the Commonwealth State Housing Agreement by the introduction of a rental subsidy model for public/community housing tenants. In our opinion, this will not only cause widespread homelessness, but will in fact, create further ghettos in our society with future low income tenants having no option but to rent in areas of cheap rent and to accept poorly maintained private rentals with no security of tenure. Many thanks to all the members who assisted in lobbying against these changes.

Firstly, I would like to thank Pam, our financial wizard and Tina, our quiet achiever for all their efforts during this turbulent time of growth. Thanks to our Management Committee, staff and members for their ongoing commitment to the growth of St. George Community Housing Co-op in our endeavour to provide quality, affordable housing opportunities to our consumers.

A special thank you goes to our tenant, Rose Rowson who has put many voluntary hours into the organisation being a director since 1991. We will miss her input greatly.

This year we have been fortunate in welcoming a new member to our staff team, Natalie Paris. She has had to deal with immense pressure - having to draw on her own initiative many times but has handled it all with a professionalism that cannot be faltered.

I would also like to take the opportunity to thank the following:-

- To all our members for their continued co-operation and involvement.*
- To all government and non-government organisations who have supported us throughout the year.*
- Federation of Housing Association for all the resources they have provided and to Debra Georgio and Sue Aujard for being so supportive.*

Page Three

- *Department of Housing especially Laurie Ranger and John Waite for their continued support.*
- *Department of Housing Business Team especially Bruce Bradford and Matthew Meers for putting up with all our demands.*

This report certainly does not cover everything that we have achieved this year, that would take many more pages but, so as not to bore you I would just like to make a final comment and at the end will include a saying which I believe sums the struggle up in a nutshell.

As we move towards the next century, St. George Community Housing will need to continue its growth if it is to succeed in meeting the needs of its local community in providing safe, secure housing options for low income earners and supportive housing arrangements for those with special needs.

*'Often the goal is nearer than
It seems to a faint and faltering man,
Often the struggler has given up
When he might have captured the Victor's cap
And he learned too late when the night came down
How close he was to the Golden Crown.'*

DEBRA McFARLAND
HOUSING MANAGER.

TREASURER'S REPORT

Well another year has passed, a year of many changes in every area of our organisation, including staff changes and board changes.

I am please to say that it has been quite a successful year, much better than we first expected. We were able to come out ahead, with a surplus. This year I have worked very closely with the financial manager, in order to stay within our budgeted figures. We were able to estimate our running costs and set out budgets on a monthly basis. This will help us as an organisation in the future, to monitor where our money goes and to help us stay within our means.

During the year, we were able to complete much needed cyclical maintenance on properties. Also updated office equipment was purchased including extending our phone systems to copy with new staffing arrangements and extra workloads. We have certainly come along way since our earlier days.

Please see attached auditors report presented by the financial manager which will give you an accurate overall picture of where we are financially. We are confident that our finances for the near future are quite sound.

I am saddened tonight, that I will be standing down as Treasurer of this organisation, having been a part of the Board of Directors for many years. During those years we have been through a great deal of change, many challenges, many joys and many tears. I sincerely thank our dedicated office staff who have weathered the storms and our board of many directors who have worked hard over the years to cover the many shortfalls associated with an organisation such as ours.

My special thanks go to our Chairperson, Sue Lappan, for many shared hours of work and friendship, and most importantly to Pam Hood, the Financial Manager, who has taught me a great deal over the years and for whom I have much respect and admiration.

Page Two

In closing, I wish the new Treasurer and incoming Board of Directors my best and encourage your continued support of our community.

Thank you,

**ROSE ROWLSON
TREASURER.**

ST.GEORGE COMMUNITY HOUSING CO-OP LTD

1995/96

AUDITOR'S REPORT



THE UNIVERSITY OF CHICAGO
LIBRARY
510 EAST 57TH STREET
CHICAGO, ILL. 60637

1970

THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

**ST GEORGE COMMUNITY HOUSING
CO-OPERATIVE LIMITED**

**NOTES FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 1996**

	1996 \$	1995 \$
2 OPERATING PROFIT (LOSS)		
(a) Operating profit before income tax has been determined after:		
Crediting as Income:		
Interest Received		
Other Persons.	3,584	3,006
Charging as expense:		
Purchase Plant and Equipment	10,499	1,439
Provision-Capital Maintenance	10,000	-
Provision-Holiday Pay/LSL	7,430	1,180
Provision-Capital Maintenance Social Housing Program	16,019	-
(b) Operating Revenue		
Included in operating profit are the following items if operating revenue:		
Other Revenue	11	2
Grants Community Tenancy Scheme	316,921	313,642
Rent Received	291,401	234,562
Interest Received	3,584	3,006
	<u>611,917</u>	<u>551,212</u>

**ST. GEORGE COMMUNITY HOUSING
CO-OPERATIVE LIMITED**

**BALANCE SHEET
AS AT 30 JUNE 1996**

	NOTE	1996 \$	1995 \$
CURRENT ASSETS			
Cash	4	109,612	35,703
Receivables	5	46,342	41,303
Other	6	1,539	1,041
TOTAL CURRENT ASSETS		<u>157,493</u>	<u>78,047</u>
TOTAL ASSETS		<u>157,493</u>	<u>78,047</u>
CURRENT LIABILITIES			
Creditors and borrowings	7	122	738
Provisions	8	57,564	24,085
Other	9	51,110	8,088
TOTAL CURRENT LIABILITIES		<u>108,796</u>	<u>32,911</u>
TOTAL LIABILITIES		<u>108,796</u>	<u>32,911</u>
NET ASSETS (LIABILITIES)		<u>48,697</u>	<u>45,136</u>
SHAREHOLDERS' EQUITY			
Share capital		—	—
Retained profits		48,697	45,136
TOTAL SHAREHOLDERS' EQUITY		<u>48,697</u>	<u>45,136</u>

The accompanying notes form part of these financial statements

**ST. GEORGE COMMUNITY HOUSING
CO-OPERATIVE LIMITED**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1996**

	1996 \$	1995 \$
7 CREDITORS & BORROWINGS		
CURRENT		
Bank Overdraft		660
Capital	122	78
	<u>122</u>	<u>738</u>
8 PROVISIONS		
CURRENT		
Provision-Capital Maintenance	20,000	10,000
Provision-Equipment Replacement	5,000	5,000
Provision for Holiday Pay	12,515	5,085
Provision-Leasehold Maintenance	2,000	2,000
Provision Training/Meetings	2,000	2,000
Provision-Capital Maintenance Social Housing Programme	16,049	-
	<u>57,564</u>	<u>24,085</u>
Aggregate employee entitlement liability	<u>12,515</u>	<u>5,085</u>
9 OTHER LIABILITIES		
CURRENT		
Accrued Expenses	6,697	5,585
Rent in Advance	4,413	3,503
Funds in Advance- Dept Comm Services	40,000	-
	<u>51,110</u>	<u>8,088</u>

**ST. GEORGE COMMUNITY HOUSING
CO-OPERATIVE LIMITED**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1996**

	1996 \$	1995 \$
3 GOING CONCERN		
The accounts have been prepared on a going concern basis. This is on the assumption that ongoing funding and support will be provided by the government.		
4 CASH		
Cash on hand	6	6
Deposits	100,663	35,697
Cash at bank	8,943	-
	<u>109,612</u>	<u>35,703</u>
5 RECEIVABLES		
CURRENT		
Trade Debtors	47,842	42,803
Less: Provision for Doubtful Debts	1,500	1,500
	<u>46,342</u>	<u>41,303</u>
6 OTHER ASSETS		
CURRENT		
Accrued Income	411	225
Prepayments	1,128	816
	<u>1,539</u>	<u>1,041</u>


INDEPENDENT AUDIT REPORT Continued

Audit Opinion

In our opinion the financial statements of St. George Community Housing Co-operative Limited for the year ended 30 June 1996 are properly drawn up:

- (a) so as to give a true and fair view, in accordance with the accounting policies described in Note 1 to the financial statements of the profit of the co-operative and, of the matters required by Divisions 4,4A and 4B of Part 3.6 of the Corporations Law to be dealt with in the financial statements;
- (b) in accordance with the provisions of the Corporations Law; and
- (c) in accordance with the provisions of the Co-operatives Act; and
- (d) in accordance with applicable Accounting Standards to the extent described in Note 1 to the financial statements
- (e) the funds provided by the Department have been invested in accordance with the terms and conditions of the Funding Agreement.

NEWTON MARZOL BALL & CO


J NEWTON, ACA, Registered Company Auditor
Mortdale, 25 September, 1996

NEWTON, MARZOL, BALL & CO.

Public Accountants, Tax Agents & Registered Auditors

111 Victoria Avenue
Mordiallo 2223
P.O. Box 33 Mordiallo 2221
Telephone: (02) 550 1016
Telex: (02) 550 1084

INDEPENDENT AUDIT REPORT

To the Scheme and Department of Housing

Scope

We have audited the attached financial statements being a special purpose financial report, of St. George Community Housing Co-operative Limited for the year ended 30 June 1996 incorporating the Profit and Loss Statement, Balance Sheet and Director's Statement. The co-operative's directors are responsible for the preparation and presentation of the financial statements and the information contained therein, and have determined that the accounting policies used are described in Note 1 to the financial statements are appropriate to meet the requirements of the Corporations Law and Co-operatives Act and are appropriate to meet the needs of the Scheme. We have conducted an independent audit of the financial statements in order to express an opinion to the Scheme and the Department of Housing on their preparation and presentation.

The financial statements have been prepared for the purpose of fulfilling the directors' financial reporting requirements under the Corporations Law, Co-operatives Act and Funding Agreement. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the Scheme, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and UIG Consensus views.

The audit opinion expressed in this report has been formed on the above basis.