



DONNYBROOK

Community Resource Centre

ANNUAL REPORT

2022-2023



Proudly supported by



Department of
**Primary Industries and
Regional Development**



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Who we are

Donnybrook Community Resource Centre Inc. (DCRC) is a community owned and managed not-for-profit association working towards providing improved contracted services of a Business, Economic and Social Development nature within our community.

Our main funding is provided by a state government awarded contract through the Department of Primary Industries and Regional Development (DPIRD). Additional funding is gained through The Preston Press, 'user pays services' and one-off grants for specific projects. For this financial year the CRC engaged 1 full-time Manager (working 37.5 hours per week) 1 Assistant Manager (working 22.5 hours per week) and a Trainee working 37.5 hours per week. We also employ an Editor for the Preston Press newsletter for 56 hours per month. Working alongside the paid staff are our Volunteers who give their time so generously and for which we are forever grateful. All of this empowers the Donnybrook CRC to offer quality services to our community.



This year we applied for and received various grants to augment our services.

- Volunteer Southwest grant for holding a Thank a Volunteer Day event
- DPIRD grant for Technology and Innovation which was used for computer upgrades
- DPIRD grant for Video Conferencing Services to update our video conferencing facilities
- International Day of People with Disability awareness event
- Grants from Bendigo Bank, DCRC, Lions Club of Donnybrook, Donnybrook Balingup Shire, and RAC for the Donnybrook Town Team project - Donnybrook Dunny Do Over.

We belong to many professional agencies including the network's peak body, Linkwest and we are incorporated under the *Associations Incorporation Act 2015 (WA)*.

The members of the Donnybrook CRC association elect a Management Committee, all of whom are voluntary workers, who administer the management and governance of the organisation.

Our Values

- Community First
- Service Orientated
- Participation and Involvement
- Ethical and Professional
- Continuous Improvement

Our Vision



Building resilience and sustainability with members of our community, community groups and businesses.

Our Mission



To develop and enhance community by providing educational, business, and personal opportunities, to the people of the Shire of Donnybrook / Balingup, thus improving capacity, resilience, wellbeing, and lifestyles.



What we do



Access to government services

- Access to local and state government information and services
- Video conference services
- Services Australia Centrelink Agent
- Information, displays and support for government agencies



Economic and business development support

- Traineeships, work-for-the-dole, work experience and volunteer opportunities
- Referral services to business development and employment support services
- Facilitation of business development workshops, seminars, and initiatives
- Business support services and information



Social development support

- Referral services to social support agencies
- Facilitate social development activities, workshops, and initiatives
- Provide information and support



Services and products

- Social conscience approach in providing access to services and products which have strong local demand but are not economically viable to deliver in a for-profit business model



Building community connections

- Communication strategies including our community newsletter, website, and social media
- Community social events
- Engagement with community via surveys, group meetings and offering not-for-profit groups free membership

Chairperson's Report



Donnybrook the Gateway to the South West

Donnybrook Community Resource Centre (DCRC) comprises of a team of 8 dedicated volunteers who form the Management Committee, 5 paid staff, 55 members and numerous volunteer helpers. This Annual Report expresses a snapshot of the year's activities and events.

The community is extremely lucky to have the team of Sue Martin, Manager and Graham Burns, Assistant Manager who continue to work energetically for our community. Together they keep the Community Resource Centre ticking along with few hiccups and a lot of positivity.

Our new Trainee, Amanda who commenced in February is fitting into the team extremely well. Amanda is doing a Certificate 3 in Business Administration, and despite some personal injury issues during the year has maintained her studies and is well on track to complete her Traineeship early in 2024.

During the year, we have called on one of our past Trainee's in Ryan Burns to fill and relieve at the centre whilst people have been on leave. Thank you Ryan, you fill a valuable role when needed.

Shendelle Mullane continues to showcase her amazing skills and editorial knowledge in the production of the Preston Press. With Shendelle's skills, this publication continues to give our community some interesting news stories. Assisting Shendelle is Sarah Hornsey who has been doing some interesting articles on people in our community.

The Donnybrook Town Team movement has achieved some amazing goals in completing the Dunno Do Over, the public toilet block

adjacent to the Railway Station. This project was about consulting the community on what they wanted, engaging an artist to design and draw the mural onto timber panels which the community painted under the guidance of the artist. The end result is a vibrant mural on the public toilets in the main street which attracts a lot of attention from visitors and locals alike. More projects are on the agenda which include beautifying some of the alley ways in the main street, an Orchid and Art Trail to mention a few.

We do rely on volunteers who are an integral part of our team. Whilst we have several of these volunteers, I would like to recognize Debbie Bourke who volunteers her time unconditionally.

The volunteers cover a vast range of jobs for both the centre and the Preston Press and to all of you, I say THANK YOU. Your work towards helping the Donnybrook CRC achieve its goals in making our community vibrant, inclusive and connected community is very much valued. Everybody Matters!

Lee Fitzgerald

Manager's Report

2022-2023 has seen changes for the Donnybrook Community Resource Centre.

I find my position as Manager of the Donnybrook Community Resource Centre very rewarding and keeps me in touch with our community.

I would also like to take this opportunity to thank all our staff, committee, and volunteers, who without, the CRC cannot function efficiently.

During the last five years I have been meeting more of our local business and association leaders to discuss opportunities for all in the Donnybrook-Balingup Shire.

Over the past 12 months we have seen a steady rise in new ideas, a range of new community partnerships and a host of new marketing strategies. We have been able to inform and generate interest in the community resulting in increased attendance at the CRC. We are looking forward to further increasing our reach into the whole of our shire.

Our Services Australia facilities have become stronger with us becoming an Agent. We have been an Agent for 2 years now, which entails better service for our community. This was highlighted when we all needed vaccination certificates. There was a large number of people needing assistance with setting up MyGov accounts and downloading of apps onto phones. We got through it with the help and patience of our community.

There has been a number of new referral and collaborative relationships strengthened over the last year. This is an important direction for the Centre as increasingly, funding and grant requirements demand collaborative

approaches to service delivery. We continue to value, maintain, and develop our relationship with the Shire, working with the Shire's Community Development team and collaborating on projects and initiatives of shared interest.

The relationship with the Chamber of Commerce has been strengthened, with monthly attendance at committee meetings, joint Business Sundowners and involvement in sub-committee activities and discussions around potential joint initiatives. As I am a committee member, representing the CRC, I look forward to increased awareness amongst Chamber members of our business services, and the possibility of service delivery to the Chamber itself.

The Donnybrook CRC staff/volunteers and committee are mindful of the current and potential future economic climate. We are therefore working to ensure that the community has access to empowering services and resources that enable individuals to manage their finances and prevent or manage long-term financial hardship.

We continue to provide opportunities for local community members to gain new skills, by providing traineeships, work for the dole and work experience opportunities. We feel this is an important investment in building the capacity of our community, increasing the skills and experience of job seekers, and making them more competitive in the labour market.

In addition to ongoing tender funding from DPIRD and a contract with the Services Australia as an Agent, we have been able to secure funding and generate income from a range of additional sources. Our conference room is getting more bookings for businesses that don't have a physical address, also community groups are utilising this facility. We continue to offer a range of fee for service

products and services, including computer and IT access, office and printing services, office and conference room facilities and equipment.

We have increased our range of one-on-one fee for services to include assistance and problem solving with electronic devices such as tablets and phones, and assistance with job applications and visa applications. We intend to extend these offerings in the future to include grant writing and other fee for service support for businesses and community organisations, drawing on the range of skills we have amongst our staff, and looking for opportunities to collaborate with local individuals, businesses, and organisations.



Thank you
Sue Martin
Manager



Year in Summary



6058

People provided government and community information



9

Workshops delivered



26

Overall services we provide our community



8

Successful grants received



6

Local people employed



11

Volunteers engaged



7

Community events held



46

Hot office bookings



5

Collaborations with other community groups



131

One-one-one IT training sessions provided

Government Services

Government Access Point

With Donnybrook located 35km from our nearest regional centre Bunbury, and 203km from the state capital Perth with very limited public transport, it can be challenging for local residents who need access to government information and services. As part of our contract with the Department of Primary Industries and Regional Development, and Services Australia, we support our local community to have improved access to government information and services by providing a number of these services at our centre.

Via our Government Access Point, we provide free access to online and print resources related to local and state government agencies, as well as a selection of relevant non-government organisations, which offer community, support services. This service enables clients with a lack of internet access to navigate government websites to gain information without having to travel or wait in queues to speak to a call centre officer.

Videoconferencing Connections

Our video conferencing suite is modern and well appointed, allowing Donnybrook residents to connect with service providers in other locations to access support. The facilities are also used to run training sessions for CRC personnel.

Services Australia

We are now a Services Australia Agent. This will allow our clients to connect with Services Australia and meet their obligations without travelling to Bunbury. This facility is well used, which is reflected in our contract with Services Australia. It includes a touch screen PC, fax/printer, paper shredder, telephones, and brochure display.



Our exterior services sign

Economic and Business Development Support

Throughout the 2022-2023 year the Donnybrook CRC offered a variety of workshops to our local business community. These included workshops that would appeal to business operators as well as job seekers in-line with our contract with the Department of Primary Industries and Regional Development.

We facilitated three Business Workshops over the course of the year. For those in our community currently seeking employment we engaged JSW Training & Community Services to present two workshops at the CRC on how best to promote themselves to prospective employers. These workshops covered up to date thinking and strategies for successful Resume writing and common interview questions and answers relating to Interview Preparation. The third workshop was in association with South West Women's Health who led a 'Women Leading Together' workshop with the theme of 'building up voices' and 'building on strengths'. This was an opportunity to recharge and meet new people and was open to all women in our community to attend and not just local business women.

We held two Business Networking events over the year. The first was in November which was an open invitation to all businesses and community groups in Donnybrook to join us in acknowledging our volunteers at a networking Sundowner. The second Networking Event was in June and was combined with our celebration of the CRCs Preston Press Newspaper 20th Anniversary. Representatives from the Shire Council and local business joined us in

celebrating this milestone event marking 20 years of continued community involvement. It was a wonderful opportunity to formally thank our volunteers, staff and contributors from the community who have helped make the newspaper the success that it is.

Workshop events held throughout the year:

Training/ Workshops

- Cover Letter Workshop – presented by JSW Training & Community Services
- Interview Preparation - presented by JSW Training & Community Services
- Women Leading Together – Leadership Workshop with South West Women's Health

Networking and Information Sessions

- Thank a Volunteer Business Networking Sundowner
- Business Networking event combined with 20 Years of CRC Preston Press celebration



Preston Press celebrating 20 Years

Social Development Support

The Donnybrook CRC has successfully provided a range of interesting workshops, information sessions and ongoing inclusion initiatives throughout the 2022–2023 year.

The CRC engaged different facilitators to provide the expertise for many of the workshops and information sessions offered throughout the year, although some were created and presented in-house by CRC staff. The CRC had the responsibility for creating all promotional materials, organising advertising and responsible for taking bookings and payments. The events were held either at the CRC or at external venues depending on attendance numbers.

We ran an introduction to computers workshop, Computing 101A, which was run one morning a week for two hours over three weeks at the CRC. This workshop was specifically targeted towards people with very little or no computer experience and aimed to build their confidence progressively over the three weeks.

Once again, the CRC hosted the annual 'International Day of People with Disability' celebration. This is an event which aims to raise awareness within the general community about disability and provides an opportunity for us to deliver specific information from various disability service providers in the South West. The event was held over a three-hour period under the platform at the Donnybrook Railway Station and attracted interest from 55 people over the course of the day.

We hosted a number of information sessions held during WA Seniors Week in November. Advocare ran an information session for us on Navigating Aged Care Services while local service providers ran sessions covering topics on Advance Health Directives and End of Life Decisions. The feedback was consistently positive and people were appreciative of having these issues presented for discussion.

We provided a variety of ongoing social initiatives that ran throughout the year. These included a fortnightly Produce Swap which has been running for six years now, the increasingly popular Donnybrook Street Library and Kirup Street Library, and Donnybrook Town Teams – Donnybrook Dunny Do Over project.

The Donnybrook CRC continues to publish the Preston Press Newsletter, which keeps residents in the Shire of Donnybrook-Balingup up to date with what's happening and achievements in the local community. Its continued popularity has allowed our Editor, Shendelle Mullane, and her team to maintain the average size of the paper at 48 pages over the past year.



Donnybrook Dunny Derby

Events and ongoing initiatives held throughout the year:

- Donnybrook Friends with Disability
- Donnybrook Town Team – Donnybrook Dunny Do Over project
- Women Leading Together ‘What makes a well-being’ Workshop

Seniors Support and Engagement

- Advanced Health Directives Information Session
- End of Life Decisions Information Session
- Navigating Aged Care Services Information Session
- Preston Retirement Village Information Session on Little Black Book of Scams
- WA Seniors Week activities

Wellbeing

- International Day of People with Disability – awareness raising event
- RUOK Day – low key distribution of promotional material to display amongst local businesses
- Suicide prevention one day workshop

Connectivity

- Produce Swap event series
- Introduction to computer basics 101A – each course 2 hour per week for 3 weeks
- Zoom – Free video conferencing opportunities offered to the community
- Workshop for Women – Introduction to Workshop Tools - 3 x three-hour sessions over three weeks
- Donnybrook Street Library – in partnership with Donnybrook CHC and Men’s Shed
- Kirup Street Library

Legal/ Consumer Rights/ Financial Management

- Grant Writing for Associations – one on one training sessions
- Financial Audit for community groups



Donnybrook Dunny Do Over - before



Donnybrook Dunny Do Over - After

Services and Products

The Donnybrook CRC works to identify where services are required but may not be commercially viable for a business to provide.

As part of our commitment to make the Shire of Donnybrook-Balingup more liveable, we are always open to new business opportunities as these allow us to expand services available to residents as well as generate income to reinvest into other aspects of our business. The CRC is keen to hear from residents with ideas for business opportunities the CRC could pursue, or those who would like to discuss a business incubation approach with the CRC.

The CRC's monthly community newsletter 'The Preston Press' continues to grow in popularity, with FREE distribution of 2000 copies per month, for eleven months of the year.

The following services continue to be provided at the Donnybrook CRC:

Office and secretarial services

- Word processing
- High volume colour printing & copying up to A3
- Document scanning
- Laminating
- Document binding
- Document tri-folding
- CD/DVD burning
- Memory card readers

Access to the internet and other communications technology

- High-speed, low-cost internet access
- Laptop access ports
- Video conferencing facility
- Webcams and headsets

Information from various government agencies

- Government Information Access Point
- Services Australia Agent
- Notice boards and brochure displays for government agencies

Job search assistance

- Employment opportunities notice board
- 30 minutes free use of computer for job search

Training and support

- Training courses / workshops
- Exam supervision
- Individual training

Room and equipment hire

- Meeting room for hire
- NLIS cattle scanning wand hire & data upload service
- Projector and screen media equipment

Access to referral services for:

- Financial counselling
- Health services
- Employment services



Medical Advanced Health Directives Information Session



Time Capsule ready for burial - testing the depth of the hole

Building Community Connections

Membership of the Donnybrook CRC is at 55 members, including 30 community groups.

Key stakeholders and partners are:

Donnybrook-Balingup Shire

- Shire of Donnybrook-Balingup
Use of Shire owned building for a peppercorn rent; Shire contribution of \$5,000 to the production of the 'Preston Press' community newsletter. In return, the DCRC provides the Shire with some free promotional space in the Preston Press, as well as notice board space within the premises

- Donnybrook-Balingup Chamber of Commerce
Engaging and partnering in events/workshops. Promotion of CRC events to Chamber members, support for Chamber activities and sub-committees.

- All Saints Anglican Church
Referrals for support and assistance with food, housing, and pastoral care

- Donnybrook Senior's Group
Information, support, and social gatherings for local seniors

- Donnybrook Arts and Crafts
Partnering in workshops

- Donnybrook Library
Venue support for community and business workshops and information sessions

- Donnybrook Community Radio
Cross promotion to members and listeners

- Donnybrook Regional Tourism Association
Membership, office services and marketing

Bunbury- Geographe Region

- Accordwest (previously Agencies for South West Accommodation) crisis counselling service
Service referral, free room hire, support and marketing

- Volunteers South West
Membership and support services.

- South West Development Commission
Collaborating in events, training, and workshops

- Enable
Support for individuals and families with disabilities

- Business South West – Small Business support
Engaging and partnering in events/workshops, Service referral

- South West Women's Health and Information Centre
Engaging and partnering in events/workshops, Service referral

- JSW- Jobs South West
Contracting services and collaborating in events. Service referral

- ASWA- (Agencies for South West Accommodation) Crisis counselling service
Free room hire, support and marketing

- WACOSS- Western Australia Council of Social Service

Membership and support

- LINKWEST- Community Learning and Development

Membership and support

- Forrest Personnel

Facilitation and support

- Anglicare

Counselling and support services, service referral

- Richmond Wellbeing- mental health organisation

Service referral

- Rural in Reach- Woman's Health and Family Services

Service referral

- Regional Men's Health- raising awareness of men's health

Service referral

- Employment Law Centre of WA

Service referral

- Bunbury Senior High School

Work experience program

- Parenting Connection WA

Service referral

- Department of Primary Industries and Regional Development
Contractual funding and support

- Department of Child Protection
Facilitation and support

Federal Government

- Services Australia Agent for Centrelink, Medicare, Family Assistance and Child Support services

- Department of Agriculture
National Livestock Identification System (NLIS) wand hire & data upload service

- Australian Taxation Office
Room Hire

- Nola Marino MP, Federal Member for Forrest.
Facilitation and support, Hot Office provided when required

- Indigenous Business Australia
Information, support, and services for Aboriginal people in business

State Government

- Jodie Hanns MLA

Facilitation and support, Hot Office provided when required

- Department of Training & Workforce Development

Dedicated job search facility, with free access to a computer, internet, and support, to enable job seekers to research and prepare for jobs



Jodie Hanns MLA viewing our new computers with CRC Manager Sue Martin

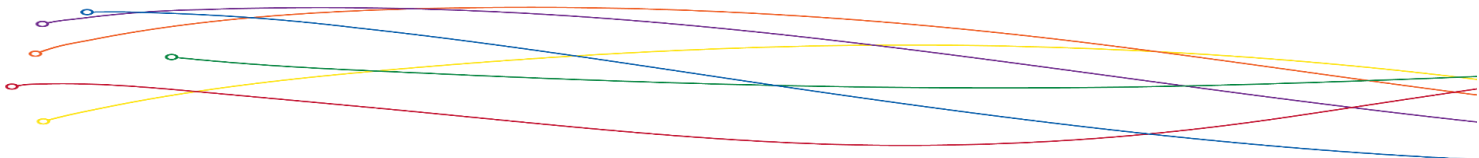
Our Team

Management Committee

Our Management Committee comprises of seven positive and enthusiastic representatives. The committee's commitment to good governance ensures strong and positive outcomes for the community and their contributions are greatly valued.

<p>Lee Fitzgerald CHAIRPERSON</p>	<ul style="list-style-type: none"> Retired Business Manager (Donnybrook DHS) with 25+ years' experience in Financial Planning and Budgeting, Human Resource Management, Asset, Resources and Facilities management including major building projects Vice President of Donnybrook Golf and Golf Director on Board of Management, Donnybrook Country Club. Secretary to South West Districts Ladies Golf Association. Community volunteer with a passion for community
<p>Brian O'Hare DEPUTY CHAIRPERSON</p>	<ul style="list-style-type: none"> Trained and worked as a business machine technician in various parts of Australia, including own business 20 years working as a school librarian with the Education Department - WA Thirty years' service as a Scout Leader including District Commissioner for the Blackwood Warren District Two full terms as a Shire Councillor with Boyup Brook Shire Founding and Life Member of the Warren Arts Council Ten years' experience on Boyup Brook CRC management committee
<p>John Ridgway TREASURER</p>	<ul style="list-style-type: none"> 25+ years' experience working for the State Government in senior management roles. Much of that time was working for the Department of State Development negotiating and managing State Agreement Acts Most recent role was with the Department of Mines and Petroleum as the Project Manager for the proposed Carbon Capture and Storage Project in the South West Sound skills in financial management, project management and leadership
<p>Judith Morrisey SECRETARY</p>	<ul style="list-style-type: none"> Retired business owner of an information management consultancy based in Perth. Sound skills in project design and management, group facilitation and problem solving and solution generation A member of professional and community organisations of various types for decades. Held positions of President, Treasurer and Secretary and manager of various projects in these organisations. Moved to Donnybrook in 2016

	<ul style="list-style-type: none"> • Passionate about ensuring that people are directly engaged in developing their community.
Christina Gammon COMMITTEE MEMBER	<ul style="list-style-type: none"> • Currently a Registered Nurse working in education at South West Women’s Health and Information Centre • Has an online business supporting women through parenting challenges • Her focus in both roles is women’s empowerment through education, health/self-literacy, and community connection
Sarah Kirkpatrick COMMITTEE MEMBER	<ul style="list-style-type: none"> • Grew up in Balingup • Lives on family farm with 2 daughters • Runs a small massage therapy business from home and works as a disability support worker • Enjoys being part of the community and has recently started a disability support and friendship group
Madeline (Maddie) Kiernan-Smith COMMITTEE MEMBER	<ul style="list-style-type: none"> • 50 years as a registered nurse, 35 spent in the north, Darwin, Kimberley’s, and the Gascoyne • Child Care proprietor in Busselton • Served on many different organisations as secretary and/or treasurer. • Currently school health nurse in Donnybrook • Local coordinator for Hands Up 4 Kids reading program



Preston Press through the years



Community Club Expo

Staff Team

Donnybrook CRC is fortunate to have a staff team made up of dedicated and talented individuals who aim to deliver high quality service with a professional yet caring approach. This year our staff team has continued to improve a number of internal procedures thus streamlining our processes.

Manager

Sue Martin is the current Manager at the CRC responsible for managing the staff, coordinating the day-to-day operations, advising Management Committee about operational and governance issues, contributing to planning and policy development, and ensuring that contractual outcomes are achieved and reported to the Department of Primary Industries and Regional Development. Sue possesses extensive Office Administration experience gained whilst working at two Katanning based businesses as well as interstate businesses. Sue provides strong customer service to all clients with a willingness to ensure that the customer's needs are met.



Assistant Manager

Graham Burns is the current Assistant Manager. Graham works closely with the Manager in organising the events set out in the DCRC's Action Plan. Graham has a strong work ethic, always willing to add value to the team and has strong customer support skills.



Trainee Reception Officer

Amanda Walton is our new trainee who joined us in February this year as our Reception Officer at the CRC. She is working 5 days a week full-time for the duration of her one-year traineeship. She is currently working towards completing a Certificate 3 in Business.



Preston Press Editor

Shendelle Mullane is the Editor. The Preston Press continues to do well, with consistent advertising and plenty of interesting contributions from the community. The paper continues to attract new advertisers both within and outside of the Shire which is a testament to the paper's popularity, reach and effectiveness as an advertising medium. Of the 11 editions produced in 2021/22, eight were 48 pages long and three 56 pages. The Preston Press regularly receives positive feedback from readers.



Volunteer

Debbie Bourke is one of our longest serving volunteers. She has been volunteering 2 to 3 days per week over the past 5 years. She has provided valuable customer service on reception while upskilling in office computer programs.



Volunteer

Anne Wall has volunteered with Preston Press sorting/ distribution and in our reception position at various times over the past several years. Since January 2022 she has committed to three days per week assisting us on reception which has been invaluable to the smooth running of the CRC.



Bookkeeper

Michaela Raccanello is engaged as our bookkeeper by the DCRC to assist in updating and checking our financial processes.

Cleaner

Helen Samelko is the CRC's current cleaner. We especially notice the difference she makes during winter when many muddy boots visit the DCRC over the course of the week, but Monday morning when staff arrive, the floor is clean again!

Our Supporters

Government

Donnybrook CRC receives funding via contracts from Department of Primary Industries and Regional Development and Services Australia. These contracts provide our main source of government funded income and allow us to provide our wide range of services to our community.

Local Government

The Donnybrook CRC acknowledges and is grateful for the high level of support offered by the Shire of Donnybrook-Balingup. The Shire provides our premises under a peppercorn lease arrangement and is a generous supporter of community groups, the Community Resource Centre being one of those beneficiaries. We look forward to a continued positive working relationship.

Community Partners

The Donnybrook CRC is very appreciative of the loyalty of our members and other supporters. Working collaboratively with stakeholders is very important to us and we are keen to continue to grow our relationships with individuals and organisations in our community.

Special Thanks

Special thanks to all our volunteers who offer their time and energy to assist the Donnybrook CRC and the Preston Press Community Newsletter. Their contributions enable us to continue providing an affordable and quality service to our community. Their assistance is invaluable to us, and we would not be without it. We also thank the local community groups who continue to support us through their membership and collaborating in activities.



University of the Third Age

Treasurer's Report

Overview

From a financial perspective, this was not the easiest of years. A contributing factor was that the CRC provided assistance to the Town Team by being the means for it to manage its finances. This assistance complicated the financial management of the CRC, to some extent, but the benefit was a worthwhile contribution to our community. Once again, the CRC and Preston Press were financially well managed by the staff.

The combined financial outcome for the CRC and the Preston Press was a Loss of \$17,343.00. Whilst this is a disappointing outcome, from a purely financial perspective, the CRC is focused on managing its finances in the current financial environment.

Donnybrook CRC

Whilst the basic outcome for the CRC was a loss of \$14,200.00 for the financial year, the finances were managed as efficiently as possible. The staff and the committee are aware of the difficult financial environment impacting on all organisations and will continue to work on maintaining financial stability.

A contributor to the deficit was the overall increase in salaries expenditure. This increase was brought about mainly due to normal business practice such as annual reviews and general staff issues etc, and was in line with expectations. The future staffing of the CRC and related financial matters is an issue that will need to be addressed in the coming financial year.

The CRC expended \$7,345.00 on computers. The expenditure was financed through

funding obtained in the previous financial year and is therefore not matched by income in this financial year.

The Preston Press made a \$40,310.00 transfer to the CRC. This is a \$9,980.00 increase on the previous year. The primary reason for this increase is the change of editor and related expenditure.

Income

The total income for the financial year was \$222,154.00. This is an increase over the income for the 2021/22 financial year of \$22,884.00.

The significant issues are:

- The CRC obtained \$106,707.00 from the Department of Primary Industry and Regional Development (DPIRD). This is a small increase of \$3,639.00 on the previous years support. The CRC greatly appreciates the support provided by DPIRD and its on-going support will enable the CRC to continue providing our services to the community.
- The Services Australia funding of \$27,038.00 is also appreciated. The level of services being provided by the CRC staff however has continued to increase as the community has needed more and more assistance. This issue will need to be considered by the committee in the coming year.
- The Preston Press transferred \$40,310.00 for salaries to the CRC during the financial year. The Preston Press also transferred a monthly payment of \$100.00 to the CRC for

access to its facilities. This payment is a minimal amount and is subject to review.

- The CRC's sales and services income has risen over the previous year by \$2,833.00. This income increase is appreciated. There will be a review of service charges carried out during the next financial year seeking means to improve the financial return.

- The community initiatives expenditure of \$5,329.00 relates to the Donnybrook Town Team and is support being provided by the CRC.
- Expenditure on insurances, consumables, photocopier usage, etc are as expected.

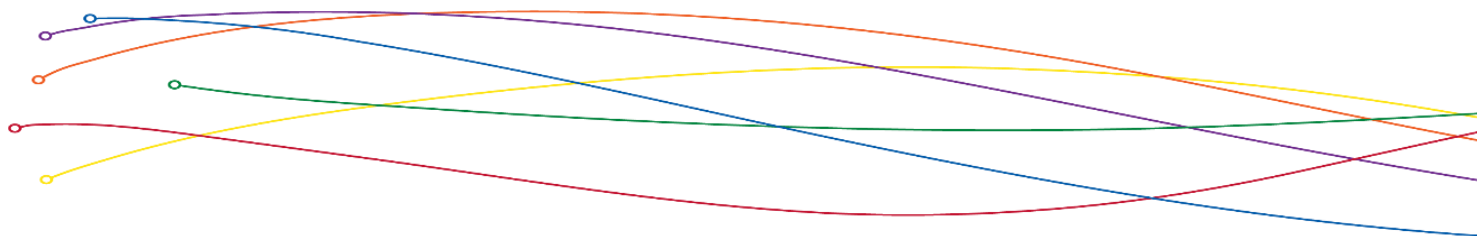
All of the expenditures made by the CRC were consistent with the committee's expectations and met the operational needs.

Expenditure

The total expenditure for the CRC was \$236,354.00. This is an increase of \$34,818.00 over the previous year.

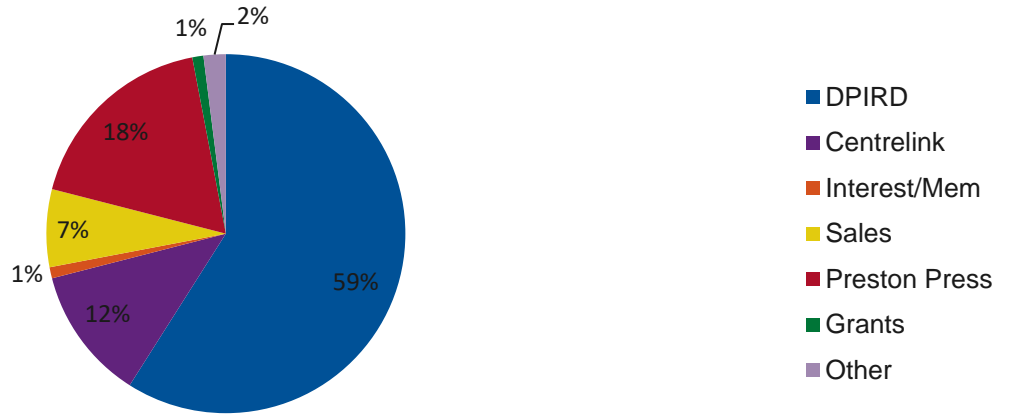
The primary contributors to this outcome are:

- The employment expenses rose by \$20,131.00. Whilst this is a significant increase, it is not an unexpected outcome and is in line with expectations.

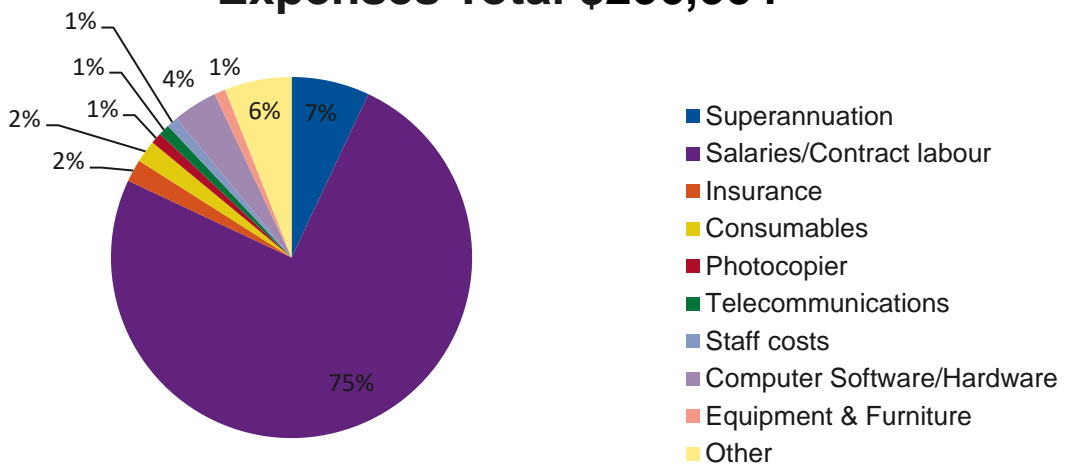


DPIRD grant - conference room upgrade

Donnybrook CRC Income Total \$222,154



Donnybrook CRC Expenses Total \$236,354



Preston Press

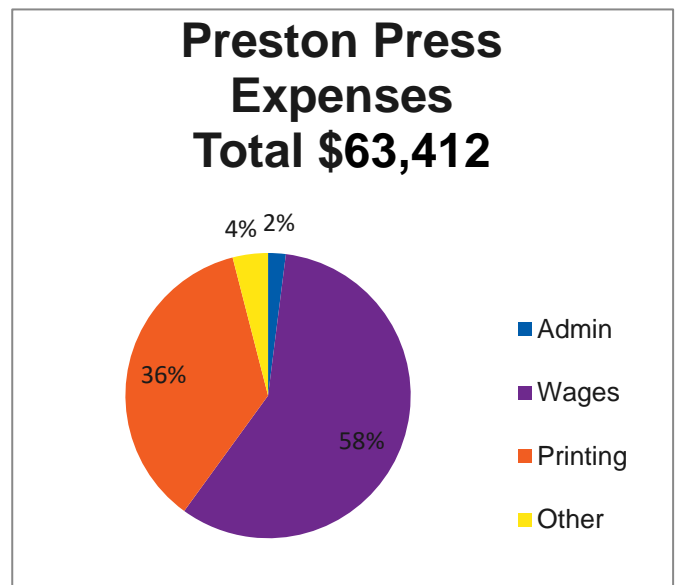
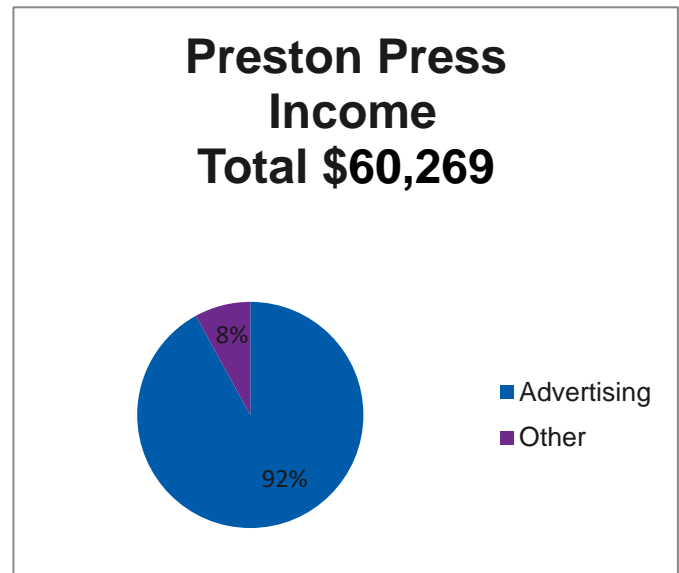
The Preston Press has again provided a very valuable service to our community. Unfortunately, the paper again recorded a small loss. Whilst this loss is regrettable, it is in part due to the significant increase in printing costs that were incurred for the last few months of the financial year. The decision of IVE Printing to cease its operations meant that the Preston Press had to obtain new printing services. Whilst the quality of the printing is considerably better than previous, the monthly cost increase will have to be offset by an increase in advertising charges and other funding sources.

The major contributing factors to the Preston Press performance were:

- The total income for the financial year was \$60,269.50, this is an increase of \$5,233.67 over the previous year. Whilst this is a pleasing result, it is still behind the income obtained in previous years.
- The advertising income of \$55,198.12 is an improvement on the income for the previous year of \$5,408.00. There was an increase in advertising charges but a small fall in the number of adverts.
- The total cost of printing for the financial year was \$21,442.00 which is only an increase of \$2,663.00 on the previous year. This was due to the significant increase in the last few months of the year.
- The wages for the editor increased by \$1,379.24 which is in line with the expected increase.
- The Donnybrook Council provided \$5,000.00 under the service level agreement between the Council and the CRC. This funding has been a significant benefit to the Preston Press and has helped maintain the high standard of the publication.

As in previous years, the manager of the CRC has spent time reducing the amount of outstanding debt owed to the Preston Press. This has helped maintain the current low level of debt.

The Preston Press has continued to pay a minimal sum to the CRC for access to its facilities. This has again led to a subsidy being provided by the CRC. This issue, together with the other costs of production, will be reviewed by the Committee in the coming financial year.



Audit results

The audit was carried out by David Paine of NFP Audits. The audit did not identify any issues of significant concern for the CRC. The Audit Report has been reviewed by the management, the CRC Committee and the Bookkeeper. Graham M Sherriff, Audit and Accounting Service once again conducted the annual audit. There were no issues of any significance identified by the audit concerning either the CRC or the Preston Press. The minor issues mention in the audit have been addressed by the management.

Thanks

For a number of years, the audit for the CRC and Preston Press was undertaken by Graham M Sherriff, Audit and Accounting Services. Mr Sherriff has now retired from this role. His work for the CRC has been greatly appreciated and his advice has help the CRC manage its finances. We wish him well for the future.

The bookkeeping work has been undertaken by Michaela Raccanello. Her help with keeping the financial records, producing the monthly reports for the CRC Committee and her advice has been appreciated.



Bendigo Bank Pitch Night Winners

Financial Statements

Donnybrook Community Resource Centre Incorporated

Statement of Profit or Loss

For The Year Ended 30 June 2023

	Year Ended June 2023	Year Ended June 2022
Operating Income		
Sales Services CRC	16,030	13,197
Sales Services - Courses	655	136
PP income	1,200	1,200
Donations		655
RUOK donations		1,149
Sale of Plant & Equipment	182	
Membership	648	373
Reimburse PP Wages	40,310	30,330
Bank Interest	205	162
DPIRD Operational Support	106,707	103,068
DPIRD Info & Comm Technology	8,592	
DPIRD Prof Dev & Training	2,500	3,392
DPIRD Trainee Support	14,714	10,000
Grants	2,575	3,202
Grant - Volunteer Day	800	
Services Australia	27,038	27,717
Miscellaneous Income		3,688
Total Operating Income	222,154	198,270
Operating Expenses		
General Expenses		
Accounting and Auditing	1,980	
Advert Promotions & Marketing	852	1,108
Bank Charges	435	413
Catering & Amenities	2,010	1,756
Computer Software ICT Purchase	1,856	1,840
Community Initiatives	5,329	65
Contract Labour	9,208	9,963
Event costs	850	449
Honorariums/Gifts Volunteers	300	18
Insurance	4,050	3,995
Memberships Paid	563	1,110
Office Consumables	2,475	1,330
Postage & Freight	566	571
Photocopy usage	3,308	2,344
RUOK Donations	0	1,149

Donnybrook Community Resource Centre Incorporated

Statement of Profit or Loss

For The Year Ended 30 June 2023

	Year Ended June 2023	Year Ended June 2022
Repairs & Maintenance Building	2,271	2,967
Repairs & Maintenance Equip	156	154
Sundry Expense		93
Support Services Package	2,250	2,250
Telecommunications	1,277	1,195
Volunteer Day Expenses	733	
Training & Prof Development	662	185
Travel Costs	139	1,430
Uniforms	342	
Total General Expenses	41,614	34,384
Employment Expenses		
Wages & Salaries	161,359	149,074
Workers' Compensation	2,342	1,909
Superannuation	17,530	14,514
Employee Leave Entitlements	4,396	
Total Employment Expenses	185,628	165,497
Capital Expenditure		
Computer Hardware Purch	7,345	192
Equipment & Furniture	1,767	1,462
Total Capital Expenditure	9,112	1,654
Total Operating Expenses	236,354	201,536
Net Profit (Loss)	(14,199)	(3,266)

Balance sheet report

Cash mode
30 Jun 2023

	Total	
	Actual	Last Year
1-0000 Assets		
1-1000 Current Assets		
1-1100 Cash On Hand		
1-1120 Master Card Credit a/c	1,005.60	805.34
1-1130 Cash Drawer Float	100.00	100.00
1-1140 Petty Cash	77.75	136.25
1-1141 CRC / PP Clearing Account	3,492.45	0.00
1-1145 Bendigo Cheque a/c	74,098.92	62,264.86
1-1150 CRC Term Deposit 2849	44,698.67	44,502.98
Total Cash On Hand	123,473.39	107,809.43
Total Current Assets	123,473.39	107,809.43
Total Assets	123,473.39	107,809.43
2-0000 Liabilities		
2-1000 Current Liabilities		
2-1200 Trade Creditors	(163.77)	0.00
2-1230 Unexpired Grants	23,286.00	9,000.00
2-1300 GST Liabilities		
2-1310 GST Collected	2,632.63	2,385.95
2-1330 GST Paid	(1,377.37)	(1,242.44)
Total GST Liabilities	1,255.26	1,143.51
2-1400 Payroll Liabilities		
2-1410 PAYG Withholding Payable	6,868.00	2,015.00
2-1420 PAYG Withholding Payable	0.00	2,976.00
2-1430 Superannuation Liability	5,615.16	3,920.42
Total Payroll Liabilities	12,483.16	8,911.42
2-1550 Donnybrook Town Team Grants		
2-1552 DDDO - Shire	1,685.01	0.00
2-1553 DDDO - Community Resource Ctre	1,218.18	0.00
2-1554 DDDO - Lions Club	186.74	0.00
2-1555 DDDO - Bendigo Bank	818.50	0.00
2-1560 Munda Biddi Realignment	2,000.00	0.00
2-1561 PO Laneway	(175.14)	0.00
Total Donnybrook Town Team Grants	5,733.29	0.00
2-1900 Annual Leave provision	18,561.16	17,849.35
2-1950 Long Service Leave Provision	7,517.61	3,833.11
Total Current Liabilities	68,672.71	40,737.39

	Total	
	Actual	Last Year
Total Liabilities	68,672.71	40,737.39
Net Assets	54,800.68	67,072.04
3-0000 Equity		
3-8000 Retained Earnings	67,072.04	70,536.40
3-9000 Current Year Earnings	(12,271.36)	(3,464.36)
Total Equity	54,800.68	67,072.04

Profit and loss report

Accrual mode

01 Jul 2022 - 30 Jun 2023

	Actual	Last Year
4-0000 Income		
4-1000 Advertising Income	55,198.12	54,880.42
4-2000 Other income	5,000.00	0.00
4-3000 Bank Interest	71.43	155.46
Total Income	60,269.55	55,035.88
Gross Profit	60,269.55	55,035.88
6-0000 Expenses		
6-0500 Admin costs	1,100.00	1,300.00
6-1020 Bank Fees	312.71	320.95
6-1600 Contract Labour	1,150.00	1,900.00
6-2500 Freight	846.00	828.59
6-3250 Printing costs	21,442.00	18,779.00
6-3500 Travel	200.00	787.64
6-3600 Training & PD	895.00	795.00
6-4000 Amenities Entertainment	863.06	200.00
6-5100 Wages & Salaries	36,172.73	34,793.49
6-6000 Bad Debt Write offs	430.91	0.00
Total Expenses	63,412.41	59,704.67
Operating Profit	(3,142.86)	(4,668.79)
Net Profit	(3,142.86)	(4,668.79)

Balance sheet report

Accrual mode

30 Jun 2023

	Actual	Last Year
1-0000 Assets		
1-1141 PP / CRC Clearing Account	(3,492)	0
1-1150 Bendigo cheque a/c	48,037	50,736
1-1190 Term Deposit 3126	29,351	29,306
1-1192 Term Deposit 7755	12,572	12,550
1-2000 Trade Debtors	2,279	3,977
Total Assets	88,746	96,569
2-0000 Liabilities		
2-2000 Trade Creditors	0	5,639
2-3000 GST Liabilities		
2-3010 GST Collected	1,420	(105)
2-3030 GST Paid	(764)	(197)
Total GST Liabilities	656	(302)
Total Liabilities	656	5,337
Net Assets	88,089	91,232
3-0000 Equity		
3-8000 Retained Earnings	91,232	95,901
3-9000 Current Earnings	(3,143)	(4,669)
Total Equity	88,089	91,232



Donnybrook CRC

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