



MACE

linking the community through learning



Annual Report

2019

MANSFIELD ADULT CONTINUING EDUCATION



MACE is a community owned and managed incorporated association which encompasses a Learn Local Education provider; a Neighbourhood House; a Centrelink Agent and an Early Childhood Education and Care Centre.

Statement of Purpose

Enriching lives through learning, engagement and community programs

Values

- We will enable frameworks that exemplify quality across all MACE business and community activities.
- We will ensure that MACE is accountable by being open, transparent and ethical in all our practices and behaviours.
- We ensure the integrity of MACE by being honest, inclusive and respectful in our interactions and communication with everyone.

MACE Incorporated

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Incorporation No: A0048770V

ABN: 25 306 780 833

Licensed Childcare Provider No: 9921



President's Report 2019

On behalf of the MACE Incorporated Board of Management, I am pleased to present the President's Report for the year ending 31 December 2019.

2019 Overview

2019 was not only a year of consolidation for MACE Incorporated, it was also a year where a handful of new business initiatives were implemented.

The MACE Board and Chief Executive Officer were focused on growing the business sustainably with new projects, such as the 'Business Hub Project', being introduced. Another project, the 'Out of Hours School Care' program has grown exponentially during the 2019 year after its implementation in 2018.

I am also pleased to report that MACE returned a small, but satisfying, surplus.

Governance

This year the Board has put a lot of their focus into Children's Services to ensure that community demand continues to be met. With Cubby House places full most days, the Board has been looking at ways in which to be able to expand its long day care services. MACE is currently working closely with the Mansfield Kindergarten and Mansfield Shire Council to review and plan for possible expansion.

The Board reviewed its governance practices at the beginning of 2019 and introduced a new way of working with the introduction of 90 Day Board Goal Plans. Each 90 days the Board prioritises its top goals under the headings of finance, improvement, marketing and engagement. Each objective is allocated to a Board member to oversee and progress is formally reported at each board meeting. This has assisted the Board to focus on the important issues. Another initiative undertaken by the Board is the introduction of an 'Ideas Generation Session'. These sessions are included in the agenda for each meeting and facilitated by different board members; the results have been very positive and we plan to continue with them for the foreseeable future.

During the year we farewelled Katie Lockey after three and a half years on the Board. Katie's wise counsel will be missed but we thank her for her time, dedication and hard work. We also farewelled our Vice President, Kerstie Lee, whose increase in her own work commitments resulted in reluctantly having to resign her position on the board. Kerstie's insight and experience in business and environmental sustainability issues was highly valued and we thank her for providing us with a solid foundation on which to incorporate these issues into our future business planning processes.

Without the other members of the Board, who have worked tirelessly and with great enthusiasm throughout the 12 months, MACE would not have had a successful year. A big 'thankyou' to David Roff (Treasurer), Imogen Smith (Secretary/Chair of Governance), Murray Chenery (Vice President from August 2019) and Simon Hicks (IT guru). It has been a pleasure to work with such dedicated people.

Leadership and Support

The MACE and Cubby House teams have been extraordinary during the year, rising to the challenges that a changing organisation faces on a day-to-day basis.

Our Chief Executive Officer, Ms Kylie Richards, has met these challenges head on and has continued to demonstrate that her hard-working team has a 'can-do' attitude.

On behalf of the Board I would like to thank Kylie and her staff for their continued support and commitment to MACE Incorporated. A special thanks to the Cubby House team who worked so hard during the year to ensure national quality standards continued to be met.

Financial Sustainability

MACE returned a small surplus for 2019.

Our debt repayment program continued which has significantly reduced our borrowings.

The Board has identified the need to delve further into each individual business unit to identify growth opportunities and ongoing sustainability. To this end, a new financial reporting system will be introduced in 2020.

We are predicting another small surplus in 2020, however, at the time of writing this report, the effects on budget in relation to the COVID-19 pandemic are still to be determined.

Into the Future

The effects of the worldwide pandemic on our business is still unknown. The MACE Board has proactively put in place contingencies that will hopefully see the organisation continue into the future.

We are confident that we have done, are doing, and will continue to do, everything we can to support our staff, clients, business partners and the community

Janene Ridley



President, Board of Management



Chief Executive Officer's Report

2019 was another positive and satisfying year at MACE, with our Board and Management working hard to ensure financial stability, relevance and sustainability for the organisation. We aim to enrich lives through learning, engagement and community programs, through community programs that add to your skill set and help link you to the community.

During 2019, MACE continued to partner with Registered Training Providers to ensure the delivery of accredited training locally, these partnerships ensured the local community could continue with education and training locally.

In 2019 we created a new MACE Business HUB, offering a private space/meeting room to work, study or meet clients. Our Business Hub is affordable, with Wi-Fi access, phone, coffee/tea station and copy, print and scan facilities, and proved popular.

Our Child Care service, Mansfield Community Cubby House continued to offer both Long Day Care and Outside of School Hours Care.

Cubby House continued to thrive and grow, with consistent quality education programs provided. We look forward to expanding our childcare services, based on current community needs. I would like to thank all our educators for their continued passion and commitment to ensuring quality, flexible and reliable child care is delivered to the community.

I would also like to thank the Board for their ongoing support, professionalism and collective wisdom throughout 2019. I look forward to continuing to work with the remarkable team at MACE, to ensure MACE remains sustainable, and relevant to the community.

Kylie Richards

A handwritten signature in black ink, appearing to read 'Kylie Richards', with a long horizontal flourish extending to the right.

Chief Executive Officer



Treasurer's Report

The 2019 year saw a continuation of MACE's journey towards sustainability. With some increase in income and control on costs, a small operating surplus was generated for the second successive year and debt was reduced by \$25,613.

The Balance Sheet shows net assets of \$1,502,679 and the liquidity ratio at 31 December 2019 was 2.04:1, a healthy position

Our Child Care Centre, Cubby House continues to perform strongly with occupancy almost at capacity on most days and waiting lists evident. The challenge of capacity constraints is one that is exercising the minds of the Board.

The MACE team have done an excellent job in controlling costs, whilst at the same time growing revenue, with trading revenue (childcare, user fees, Centrelink and room hire) up 4.65 % - with child care up 5.6% with in that. On the cost side, whilst labour costs have increased by 6%, largely due to the increase in childcare activity, overall cost increases have been contained to 1.7%.

The Board has spent some time on the outlook going forward and is confident that MACE can continue to improve its position.

David Roff

Treasurer, Board of Management

2019 Programs and Services



Accredited Training

MACE continued to ensure Accredited Courses were offered locally. We continued to work closely with The Centre for Continuing Education Inc. (The Centre) and with Asthma Australia to deliver Accredited Training to the community.

Accreditation means the course is nationally recognized, and MACE remains committed to the continued delivery of accredited training in Mansfield and the surrounding district.

During 2019, MACE students enrolled in a variety of accredited courses, including:

- Certificate III in Education Support, CHC30213
- Food Hygiene, SITXFSA001
- Provide Cardiopulmonary Resuscitation, HLTAID001 (CPR)
- Provide First Aid, HLTAID003
- Provide First Aid in an Education and Care Setting, HLTAID004
- Provide Responsible Service of Alcohol, SITHFAB002
- Use Hygienic Practices for Food Safety, SITXFSA101

Learn Local



As a Learn Local provider, MACE continued to offer a range of education and training programs. These programs are also known as pre-accredited programs and are designed to help learners gain the confidence and skills needed to look for a job or go on to further study. They included courses in communication, job search skills, getting ready to go back to work and literacy and numeracy.

MACE had 129 enrolments in the following pre-accredited programs in 2019;

- Adult Literacy and Numeracy
- Adult Reading and Writing
- iPad and iPhone Introduction
- Intel Easy Steps
- Introduction to Beekeeping
- Introduction to Constructional Welding
- Introduction to Welding
- Introduction to Woodwork
- Literacy and Numeracy through Beekeeping
- Maintain and Operate a Chainsaw
- Microsoft Office Intensive
- MYOB Basics
- Reboot Your Employability Skills
- Success4U
- Workshop Safety Induction and Best Practice

MACE is looking forward to expanding on the programs offered to learners and will continue to provide learning programs at a local level.

Neighbourhood House



Neighbourhood Houses bring people together to connect, learn and contribute in their local community through social, educational, recreational and support activities. Neighbourhood Houses welcome people from all walks of life. This inclusive approach creates opportunities for individuals and groups to enrich their lives through connections they might not otherwise make.

MACE remains committed to community development and engagement through increased communication, improved transparency and achieving positive outcomes for all participants in Neighbourhood House programs, activities and associated clubs.

Popular programs and activities in 2019 included;

- Basic Barista
- Camembert and Mozzarella Cheesemaking Workshop
- English Literacy
- Horse Handling
- Learn to draw in Charcoal
- Microsoft Office Training
- Spanish Language
- Tai Chi
- Welding Forge Making

MACE continued to proudly assist and support the following local community groups:

- Line Dancing
- Mansfield Craft Group
- Mansfield Croquet Club
- Mansfield High Country Quilters
- Social Badminton
- Social Table Tennis

Business Hub

The MACE Business Hub offers a private desk space/meeting room to work, study or meet clients.



Centrelink Agent

MACE continued to work with the Department of Human Services to offer Agent Services in Mansfield. An Agent helps people in their local area to access Medicare, Centrelink and Child Support services.

Agent Services available at MACE:

- Copy and verify identity documents
- Get help to set up and access digital services
- Use internet enabled computers and printers
- Get brochures and fact sheets
- Call Centrelink using a phone provided
- Use the phone claiming service
- Get reply paid Medicare envelopes
- Scan and upload documents

A total of 997 customer enquiries were processed by MACE staff throughout 2019.

MACE considers acting as an Agent an essential service to the Mansfield community, and is pleased to continue to provide this service.

Gadhaba Local Aboriginal Network, Mansfield



The Gadhaba Local Aboriginal Network (GLAN) acknowledges the Taungurung People as the Traditional Owners of the land on which it operates and pays respect to their Ancestors and to Elders – past, present and emerging.

Local Aboriginal Networks were established in Victoria from 2008 by Aboriginal Victoria to enable and support local Aboriginal communities to set local priorities and problem solve to develop local solutions; improve social cohesion and strengthen relationships and to empower Aboriginal people to participate in civic and community life.

Gadhaba LAN meet together monthly at MACE and in the community, to address local issues and to participate in all the above aspects through their 2019–2024 Community Plan. The word Gadhaba – pronounced Gud-a-bah, is a Taungurung word meaning “together”.

Mansfield Gadhaba LAN is a volunteer based, non-incorporated community action group comprising both Aboriginal and non-Aboriginal membership. GLAN are appreciative of the opportunity to gather at MACE. Other key partner organizations include NE Tracks LLEN, and Mansfield Shire Council.

In 2019, the GLAN network continued to raise awareness in Mansfield through regular events such as National Reconciliation Week and National Aborigines and Islanders Day Observance Committee (NAIDOC) week. The NAIDOC theme in 2019 was *"Voice, Treaty, Truth"*. Other GLAN projects in progress are the development of a local website, production of an interpretative booklet to accompany the Word Mural housed at Mansfield library, and an edible garden in the Botanic Park.

Multicultural Group



Mansfield Multicultural Group (MMG) provides a program which is active in welcoming and supporting new residents to our growing Mansfield multicultural community. MMG gathers monthly at MACE to enjoy good company and food with people from many cultures, including Nepal, Argentina, Cambodia, England, India, Holland, Pakistan, Norway, Malaysia, Laos, Thailand and China.

The North East Multicultural Association (NEMA) provides specific support and networking opportunities, to enable the MMG group to share in a variety of cultural activities in Mansfield, and the North East.

The MMG social group is a welcome place for learning about local and other cultures. Guest speakers are often invited to present on their topic, and cultural festivals are usually acknowledged and celebrated with traditional food and dance. Everybody is welcome.

Skills First Reconnect Program



The Department of Education and Training (DET) / Skills First Reconnect program has successfully provided unique opportunities to assist more than 40 Mansfield learners re-engage and succeed at MACE in:

- vocational education such as First Aid, Food Hygiene and RSA
- pre-accredited learning such as barista, equine, computers, wellbeing and literacy
- transition to accredited training such as Certificate II in General Education and Certificate III in Individual Support (Aged Care), or
- pathways to employment.

This DET / Swinburne University outreach program has been delivered in partnership with MACE since 2017, and will conclude in June 2020. Plans are underway to ensure that our MACE Learn Local can continue providing flexible options once the Reconnect program is completed, in particular for disengaged people and those who may not have studied for many years, or who may lack confidence.

Embracing MACE purpose and values, Reconnect has encompassed many benefits to enrich lives, including quality intensive one-to-one support, networking and liaison or case management with local service agencies, practical strategies and solutions to barriers faced, and planning for ongoing options.

A dedicated literacy and employability skills course was established through Reconnect at MACE, which addresses learning needs for this demographic, but is beneficial more broadly for the community. The course was developed to meet individual needs in a supportive class environment for pre-accredited learning, and has evolved to include study group support for accredited training. Critical to the success of this course is the experienced tutor employed by MACE.

Reconnect Access Worker, Elin Ree has ensured that registrants are engaged in development of their knowledge about pathways and individual strengths and attributes. People in the program come from diverse backgrounds, and range from age 17 to early 60s. Most participants express how beneficial the program is, and for many, Reconnect has provided the impetus for major life changes.



Mansfield Community Cubby House Report

We pride ourselves on the fantastic relationships between educators and our families, that continues to ensure families feel safe, secure and supported in us providing care for their children.

Cassie and Molly teamed up in 2019 as Children's Services Managers to make these family relationships strong and maintain the high-quality care the educators of Cubby House provide.

The year 2019 again saw Cubby House at near capacity with a healthy waiting list for all age groups. We began the year with a trip to the big city (Melbourne), to tour the high-rise Child Care Centre Lady Gowrie. All our educators travelled down to Carlton North to Lady Gowrie for a professional development discussion on Play Based Learning Spaces and a tour of the childcare service. The tour of the childcare centre situated on a high rise building in the middle of Carlton North was an eye opener to the high county girls!

We were invited to participate in research around childhood health, with the Deakin University Global Obesity project "RESPOIND". This initially involved a community workshop to discuss the drivers of child health and potential community responses to strengthen the health of children in the region. The purpose of this research is to develop a map of the causes of physical activity and healthy eating within the Ovens Murray/Goulburn region of Victoria, and support community members to collaboratively discuss and plan initiatives to support the health of children within communities, and encourage children in the Mansfield Community to become active and healthy.

Our Outside School Hours Care (OSHC) programs run during the school holidays exceeded our expectations, in the number of children in attendance. The children took part in many amazing experiences around our community and embraced all the activities and programs. OSHC was also assessed and rated under the *National Quality Framework* in accordance with the *Education and Care Services National Law Act 2010*.

We welcomed Shannon, Taylah and Stephanie to the Cubby House team. These young fresh educators brought fun and a lot of enthusiasm, providing many smiles for our children. We farewelled Margot and Sally, with Kylie going on Maternity Leave.

Our room leaders Clare, Amy, Sally, Taylah and Corrin showed great passion in providing stimulating experiences throughout the year for the children. A lot of planning and relationship building with children and families goes into guiding the programs for each individual child. Along with the experienced educators in each room, we constantly learn and evolve as a service to ensure our community of children and families are safe, happy, and healthy.

Cassie Daykin and Molly Walker
Children's Services Managers





MACE – Board of Management

Janene Ridley	President
Kerstie Lee	Vice President (outgoing)
David Roff	Treasurer
Imogen Smith	Secretary
Katie Lockey	
Simon Hicks	
Murray Chenery	

MACE – Staff

Kylie Richards	Chief Executive Officer
Bernadette Caminos	Student & Administration Officer, Finance Officer (incoming)
Daryl Hunt	Digital Development Officer
Elin Ree	Education & Quality Officer
Tania Crawford	Finance Officer (outgoing)
Vanessa van Clute	Reception (incoming)

Mansfield Community Cubby House Staff



Bachelor in Early Childhood Education or working towards:

Molly Walker – Children’s Services Manager

Diploma Qualified or working towards:

Cassie Daykin – Children’s Services Manager

Arwen Hannaford – Education Leader

Teagan Hopgood – Education Leader

Alicia Foster

Amy Hearn

Belinda Banks

Caitlin Armstrong

Chloe Smith

Clare Dale

Corrin Crawford

Elizabeth Banks

Jesseca Walsh

Kate Crawford

Madeline Cooksey

Nicole Medcraft

Sally Kirley

Shannon Cameron

Steph Imlach

Tara Clark

Taylah Service

Certificate III or working towards:

Chloe Rekers

Emily Jackson

Kylie Warren

Lauren Hutchinson

Margot Trelu

Nadine Mackintosh

Santana Allen

MACE INCORPORATED.

ABN 25 306 780 833

Annual Financial Statements

For the period 1st January 2019 to 31st December 2019

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31ST DECEMBER 2019**

	Note	2019	2018
Revenue from ordinary activities	1,2	1,353,109	1,337,563
Depreciation expenses	3	(16,162)	(17,217)
Other expenses from ordinary activities	3	<u>(1,336,422)</u>	<u>(1,316,067)</u>
Profit from ordinary activities Before Income Tax Expense		525	4,279
Income Tax Expense	1	NIL	NIL
Profit (Loss) from Ordinary Activities after Related Income Tax Expense		525	4,279
Retained Profits		1,502,153	1,497,874
TOTAL EQUITY		<u>1,502,678</u>	<u>1,502,153</u>

1 The accompanying notes form part of these financial statements.

**STATEMENT OF FINANCIAL
POSITION
AS AT 31ST DECEMBER 2019**

	Note	2019	2018
CURRENT ASSETS			
Cash and cash equivalents	4	36,211	68,293
Debtors and Other Receivables	5	65,525	69,645
Other Financial Assets	6	<u>10,000</u>	<u>10,000</u>
TOTAL CURRENT ASSETS		<u>111,736</u>	<u>147,938</u>
NON CURRENT ASSETS			
Property, plant & equipment	7	<u>1,954,897</u>	<u>1,968,099</u>
TOTAL NON CURRENT ASSETS		<u>1,954,897</u>	<u>1,968,099</u>
TOTAL ASSETS		<u>2,066,633</u>	<u>2,116,037</u>
CURRENT LIABILITIES			
Creditors & Other Payables	8	49,818	58,619
Provisions – Employee Benefits	9	<u>83,817</u>	<u>79,203</u>
TOTAL CURRENT LIABILITIES		<u>133,635</u>	<u>137,822</u>
NON CURRENT LIABILITIES			
Money Held		0	20,129
ANZ Loan		<u>430,320</u>	<u>455,933</u>
TOTAL NON CURRENT LIABILITIES	10	<u>430,320</u>	<u>476,062</u>
TOTAL LIABILITIES		<u>563,955</u>	<u>613,883</u>
NET ASSETS		<u>1,502,678</u>	<u>1,502,153</u>
EQUITY			
Retained Profits		<u>1,502,678</u>	<u>1,502,153</u>
TOTAL EQUITY		<u>1,502,678</u>	<u>1,502,153</u>

**STATEMENT OF CASH FLOWS FOR THE
PERIOD ENDED
31ST DECEMBER 2019**

	Note	2019	2018
CASH FLOW FROM OPERATING ACTIVITIES			
<i>Payments</i>			
Wages Salaries and benefits		(1,036,902)	(1,001,063)
Suppliers		(280,366)	(267,242)
Interest and Charges		(23,341)	(27,030)
<i>Receipts</i>			
User charges		1,107,339	1,003,479
Grants received		153,835	150,741
Investment Income		64	136
Other		95,991	135,673
<i>Net Cash used in operating activities</i>	11	<u>16,620</u>	<u>(5,305)</u>
CASH FLOW FROM FINANCE ACTIVITIES			
Decrease in Money Held	10	(20,129)	
Decrease in Bank Loan	10	<u>(25,613)</u>	<u>16,172</u>
<i>Net Cash used in finance activities</i>		(45,742)	16,172
CASH FLOW FROM ASSET TRANSACTIONS			
Building/Leasehold Purchases / Sales	7	<u>(2,960)</u>	<u>(18,600)</u>
<i>Net Cash used for asset sales</i>		(2,960)	(18,600)
Net increase/decrease in cash held		(32,082)	(7,732)
Cash at the beginning of the period		<u>68,293</u>	<u>76,025</u>
Cash at the end of the period	4	<u>36,211</u>	<u>68,293</u>

STATEMENT OF CHANGES IN EQUITY FOR THE PERIOD ENDED 31ST DECEMBER 2019

	Retained earnings	Total
Balance at 1st January 2018	1,497,874	1,497,874
Net Profit/(loss) for the period	4,279	4,279
Balance at 31st December 2018	1,502,153	1,502,153
Balance at 1st January 2019	1,502,153	1,502,153
Net Profit/(loss) for the period	525	525
Balance at 31st December 2019	1,502,678	1,502,678

4 The accompanying notes form part of these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2019

NOTE 1: Statement of significant Accounting Policies

The financial statements cover MACE INCORPORATED as an individual entity. MACE INCORPORATED is an association incorporated in Victoria under the Associations Incorporation Reform Act 2012.

Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Accounting Standards, Australian Accounting Interpretations and the Association Incorporation Reform Act 2012.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about the transactions, events and conditions. Compliance with Australian Accounting Standards ensures that the financial statements and notes comply with International Financial Reporting Standards. Material accounting policies adopted in the presentation of these financial statements are presented below and have been consistently applied unless otherwise stated. The financial statements have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Accounting Policies

Income Tax

MACE INCORPORATED is an exempt body for taxation purposed under the Income Tax Assessment Act. Accordingly, no income tax is payable.

Rounding Off

All amounts show in the financial statements are expressed to the nearest dollar.

Property, Plant and Equipment

Property, Plant and Equipment are measured on a cash basis less depreciation and impairment losses. The carrying amount of Property, Plant and Equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount of these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019 (CONTINUED)**

Depreciation

Property, plant and equipment is depreciated on a straight-line basis over the life of the asset.

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

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

Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or to sell the asset.

Financial Instruments are initially measured at fair value plus transactions costs except where the Instrument is classified "at fair value" through profit or loss in which case transaction costs are expensed to profit or loss immediately.

Leased Property and Equipment

A distinction is made between financial leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased non-current asset, and operating leases under which the lessor effectively retains all such risks and benefits. Assets held under a finance lease are recognised as non-current assets at their fair value or, if lower, at the present value of the minimum lease payments, each determined at the inception of the lease. A corresponding liability is established and each lease payment is allocated between principal component and the interest expense.

Impairment of Assets

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. The assessment will include considering external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the assets, being the higher of the asset's fair value less costs to sell and the value in use to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of comprehensive income.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimated the recoverable amount of the cash-generating unit to which the asset belongs.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019 (CONTINUED)**

Employment Benefits Provision

Provision is made for the association's liability for employee benefits arising from services rendered by employees at the end of the reporting period. The liability taken up is the amount calculated as payable on the balance date.

Creditors and Other Payables

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand; deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less.

Revenue Recognition

Revenue is recognised in accordance with AASB118. Income is recognised as revenue to the extent it is earned. Interest revenue is recognised when received.

Debtors and other receivables

Trade debtors are carried at nominal amounts due and are normally due for settlement within 30 days from the day of recognition.

Creditors and Other Payables

Liabilities for trade creditors and other amounts are carried at a cost which is fair value of the consideration to be paid in the future for goods and services received.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables in the balance sheet are shown inclusive of GST.

Comparative Figures

Where necessary the previous year's figures have been reclassified to facilitate comparisons.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019 (CONTINUED)**

	2019	2018
Note2: Revenue		
Rental Income	42,264	43,091
Fees and Charges	1,103,219	1,051,014
Grant Income	153,835	150,740
Centrelink	38,368	37,550
Interest	64	136
Other Income	15,359	55,032
TOTAL REVENUE	1,353,109	1,337,563
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES		
a) Depreciation of plant and equipment:	16,162	17,217
	16,162	17,217
b) Other Expenses		
Advertising and Promotion	2,177	3,329
Administrative Expenses	8,039	2,043
Audit Expenses	2,670	2,273
Bad Debts	-	2
Childcare Expenses	27,860	25,139
Bank Fees	2,215	2,420
Equipment Costs	11,928	15,788

MACE INCORPORATED
A.B.N. 25 306 780 833

Equipment Maintenance	-	-
Book Loss	-	-
Insurance	5,244	6,264
Interest	23,341	27,030
Information Technology	11,801	11,458
Motor Vehicle Operation	2,241	2,478
Occupancy	94,862	72,616
Operating Expenses	63,115	76,851
Human Resources	1,041,516	1,000,355
Staff Training and Development	4,249	1,333
Tutors and Contractors	27,423	61,774
Program Delivery	7,741	4,915
Accounting Expenses		-
	1,336,422	1,316,067
NOTE 4: CASH AND CASH EQUIPVALENTS		
ANZ – Business Overdraft	20,428	42,120
ANZ Online Saver	15,158	25,094
Cash on hand	625	1,079
	36,211	68,293
NOTE 5: DEBTORS & OTHER RECEIVABLES		
Trade Debtors	65,525	69,645
NOTE 6: OTHER FINANCIAL ASSETS		
Shares – Mansfield Community Bank	10,000	10,000

9 The accompanying notes form part of these financial statements.

MACE INCORPORATED
A.B.N. 25 306 780 833

NOTE 7: PROPERTY, PLANT AND EQUIPMENT

Land 145-147 High Street Valuation 12/2009	649,500	649,500
Buildings 145-147 High Street at Cost	1,221,868	1,221,868
Leasehold properties at Cost	155,066	155,066
Less: Accumulated Depreciation	(79,528)	(71,785)
Plant and Equipment at Cost	250,700	247,740
Less: Accumulated Depreciation	(242,709)	(234,290)
	1,954,897	1,968,099

NOTE 8: CREDITORS & OTHER PAYABLES

Australian Taxation Office	19,738	18,706
Trade Creditors	25,623	36,150
Employee Superannuation	4,457	3,763
	49,818	58,619

NOTE 9: PROVISIONS

Annual Leave	62,073	61,862
Long Service Leave	21,744	17,342
Parental Leave		-
	83,817	79,203

NOTE 10: BORROWINGS

Money Held	NIL	20,129
ANZ Loan	430,319	455,932
	430,319	476,061

NOTE 11: CASH FLOW INFORMATION

Reconciliation of Cash flow from Operations with Profit

Net Profit/(Loss) for the year	525	4,279
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10 The accompanying notes form part of these financial statements.

MACE INCORPORATED
A.B.N. 25 306 780 833

Net cash flows in profit		
Depreciation	16,162	17,217
Decrease in receivables	4,120	(47,535)
Increase in payables	(8,800)	21,441
Increase in employee entitlements	4,614	(707)
Cash flows from operations	16,620	(5,305)

DIRECTORS' DECLARATION

In the opinion of the directors of MACE Incorporated:

- (a) The financial statements and notes as set out on pages 2 to 12, are in accordance with the Corporations Act 2001, including:
 - (i) Giving a true and fair view of the financial position of the company as at 31 December 2019 and of its performance, for the year ending on that date; and
 - (ii) Complying with Australian accounting standards – reduced disclosure requirements, other mandatory professional reporting requirements to the extent described in note 1 and the Corporations Regulations 2001; and

- (b) There are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

Dated on 26th March 2020

Signed in accordance with a resolution of the directors.

Director

Director

**Independent Auditor's report
to the members of MACE Incorporated**
ABN 25 306 780 833
145-147 High Street,
Mansfield, Victoria 3722

Report on the financial statements

We have audited the accompanying financial report of MACE Inc., which comprises the statement of financial position as at 31st December, 2019, the statement of profit or loss and other comprehensive income, 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 directors' declaration.

Management's responsibility

Management is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the needs of the members.

Auditor's responsibility

Our responsibilities are to express an opinion, based on our audit, on the financial report. We conducted our audit of the financial report and the financial statement in accordance with Australian Auditing Standards. The applicable Standards require that we comply with relevant ethical requirements and plan and perform our work to obtain reasonable assurance about whether the financial report and the financial statement are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and the financial statement and about the entity's compliance with the Grant Agreement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report and financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report and the financial statement, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used by management, as well as evaluating the overall presentation of the financial report and the financial statement.

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

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion:

the financial report presents fairly, in all material respects, the financial position of MACE Inc. as at 31st December, 2019, and its financial performance and its cash flows for the year then ended in accordance with the Associations Incorporations Reform Act (Vic) 2012, including:

- (i) Giving a true and fair view of the association's financial position as at 31st December, 2019 and of its performance for the year ended on that date; and
- (ii) Complying with Australian accounting standards.

McCANN FINANCIAL GROUP



Phil McCANN B. Comm., FCPA, RTA

1st Floor, 36-38 Errol Street,
North Melbourne, Victoria 3051

Dated in Melbourne this 26th March 2020

Mansfield Adult Continuing Education

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Office Hours

Monday 10am - 4pm

Tuesday to Friday 9am - 4pm

