



Annual Report

2023

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Chairperson's Report

2023 has proved to be another successful year for Carringbush. It is wonderful to see the breadth of programs being offered, often in collaboration with partner organisations.

It was fantastic to have our work recognised at the 2023 Learn Local Awards, with Carringbush announced winner in the Innovation Category for our program developed and delivered in partnership with Baptcare, in which vulnerable employees in the in-home care service were supported to build their confidence and employability skills.

The Carringbush board met regularly throughout the year and continues to strengthen governance and our focus on strategy and risk. I would like to thank all the members for their contribution. A special thanks to Miranda Chen, who has stepped away from the board, after being a valued member for two years. During the year, we took the opportunity to refresh our current

strategy and look forward to continuing to deliver meaningful outcomes for the community. The team has been working responsively to achieve the Carringbush mission and it is rewarding to see the impact we have on people's lives as they build their skills and confidence.

On behalf of the Carringbush board I would like to thank our CEO Margaret Corrigan and all the Carringbush team for their great work during the year.



Ari Cassarchis
Chairperson

A handwritten signature in black ink, appearing to read 'Ari'.

CEO's Report

The past year has been one of further consolidation following the upheaval of the pandemic. It has been pleasing to see our class numbers stabilize as our teachers work hard to engage learners. Carringbush has continued to build the capacity of our organisation to support teachers and learners to build their digital capacity. We recognize the importance of ensuring our learners have the best possible outcomes, so also continue to invest in our Digital Device Library to ensure people who need a device for learning, can borrow one for the time they are enrolled at Carringbush.

We strive to deliver our programs using evidence-based approaches, with the support of researchers at Monash University and Australian Catholic University in our building of digital capacity and with Latrobe University and VicTESOL in our teaching of pronunciation. It is exciting for us to be challenged to ensure we are giving our students the best possible opportunities.

A big thank you to our wonderful volunteers, who have made an outstanding contribution to the work of Carringbush this year. Across a

range of areas, including individual mentoring; conversation groups; digital mentoring; classroom support and board member duties, 35 volunteers have donated 950 hours of their time in 2023. We can't thank them enough! Special thanks to Mui-Keng Heng who has stepped down from the Volunteer Coordinator's role. We will miss her gentle ways and wish her well.

Thanks to the dedicated Carringbush team for another great year.

Margaret Corrigan
CEO



Education Program

The Education Program at Carringbush in 2023 was consistent in student enrolments and funding sources.

Our accredited program consisted of 6 classes across the 5 curriculum levels. These classes were well attended with an average of 16 people in each class.

Teachers participating in a variety of professional learning activities, particularly in relation to building their digital skills for teaching and learning.

In all programs, we delivered strong digital literacy capacity building, including paid mentoring opportunities for staff and multiple weekly mentoring opportunities for students.

This digital focus at Carringbush has been a point for difference in our operations. We have a large digital lending library where we loan students iPads, laptops and internet dongles.



Highlights

- Successful in application to add Certificate III in Education and Care to our scope of registration.
- Being invited to participate and present at a newly formed Job Advisory Group.
- Education Manager and Professional Learning Co-ordinator gained valuable insights by attending the ACAL conference in Adelaide.
- End of year Poetry performance where all classes participated in whole school event.



Education Program



Key numbers

- 100 people enrolled in accredited classes.
- 6 different classes over 5 curriculum levels.
- 220 people in pre accredited classes.
- 18 different pre accredited programs.
- Partnered with 10 different organisations to deliver pre-accredited learning.
- 77 iPads loaned to students.
- 23 dongles loaned to students.



Special projects

- Trial of LWA online resources with staff and students - February to November 2023.
- Partnership research project with ACU - investigating and building the digital capacities of our staff and students.
- Trial of a new Employability Skills Assessment Tool with ACFE - April to July 2023.



Community Development

The Community Development team has had an exciting year in 2023 with new partnerships, new programs and strengthening existing programs.



Highlights

A major highlight for us was taking on the African Women's Group as lead organisation. It was a huge success providing regular meetings for the group with increasing participation. We formed new partnerships with Free to Feed and the Social Studio to support their participants and programs with our specialised capacity-building approach.



Key numbers

- 20 women graduation the Yarra Women Behind the Wheel program.
- 100 women participating in the African Women's Group.
- 30 families attended weekly family literacy programs.
- 4 sessions with Life Saving Victoria supporting 60 participants around water safety and CPR.
- 100 brand new books from Let's Read with the Smith Family for families.
- 30 participants with Free to Feed capacity building for hospitality employment.
- 5 sessions with Services Australia supporting 100 participants on MyGov and anti-scams.
- Supported 6 women with language barriers to obtain their first aid certificate in Education and Care settings.

Community Development



Grants Received in 2023

- Living Local Equipment grant – IT equipment for learning spaces.
- Department of Family, Fairness, and Housing – Referral and Support Service.
- City of Yarra – Referral and Support Service.
- Victorian Women’s Trust – Women’s Empowerment and Financial Freedom.
- DFFH Office for Women – Women Behind the Wheel.
- Local Innovation Grant ACFE – LLNED Teacher and 11 iPads.
- North Richmond Precinct Grant - Referral and Support Service for parents.
- Family Literacy Program.



Community Development



Yarra Women Behind the Wheel

We delivered two rounds of education for women drivers that are moving from their Learners license to Probationary license. Delivered in partnership with MiCare, Victoria Police, Victoria Legal Aid, Neighbourhood Justice Centre Financial Counselling team. The program provides holistic support with child-minding and interpreters available for participating mothers.



African Women's Group

Carringbush took the role of lead organisation, in collaboration with MiCare and City of Yarra, we supported 100 women to come together for monthly sessions focused on a requested subject by the women. We covered topics such as wellbeing, parenting, financial literacy, women's health, and Centrelink services. We had excursions to a swimming pool for water safety.



Tuesday Family Literacy Program and Friday Family Literacy Program

had consistent numbers of families attending our sessions during 2023. We delivered both these groups in partnership with City of Yarra Family Services.



Let's Read

Carringbush was grateful to receive brand new bilingual and English books to support our Family Literacy Programs. Parents appreciated the new books and the support strategies given to help them read at home with their children.

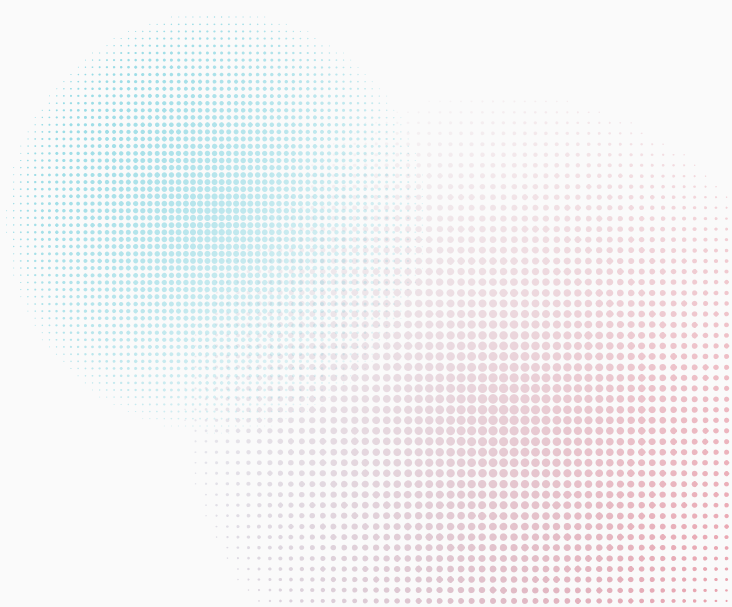


Carringbush partnered in with **William Angliss Institute and North Richmond Community Health** to deliver support sessions for learners undertaking the certificate one in hospitality.



Partnered with Life Saving Victoria.

We attended South Melbourne Beach Club and enjoyed the LSV water safety program on the beach. LSV also attended Carringbush classes, cert 1-3, for CPR training and their Meet a Lifeguard program. LSV, additionally, visited the African Women's group to talk about water safety coming into summer.



Community Development



Carringbush was approached by **Free to Feed** in 2023 about partnering in with their pre-employment program that supports people wanting to pursue a vocational pathway in the hospitality industry. Carringbush partnered in to deliver a bespoke 8-week pre-employment program that focuses on food safety and employability skills.



Carringbush partnered with **the Social Studio** to deliver short information sessions on Digital Literacy and Pre-employment skills. The Social Studio have booked in more workshops for 2024 and 2025.



Carringbush partnered with **Red Cross** to deliver a slow-paced Education and Care First Aid certificate. We had 6 women successfully complete the first aid language revision for 4 weeks then complete the full first aid certificate with CPR for Education and Care settings, delivered over 3 weeks. Upon completion, all participants felt confident to administer first aid in a workplace setting.



Case Management and Individual Support Programs

The Reconnect Program delivered education and employment pathways support with wrap-around casework for participants who identified as having barriers to participation and/or complex support needs. Carringbush delivered the program in partnership with Carlton Neighbourhood Learning Centre in an outreach model at a range of community venues across Richmond, Collingwood and Carlton. The majority of 2023 participants will continue their 18 months support working towards outcomes in 2024.

The Richmond Referral and Support Service supported community members with form filling, short-term casework, digital access and referrals to local support services in Richmond and Collingwood. This service was also supported and enhanced by the invaluable work of Hoa Tran as Vietnamese Bicultural Support Officer.



Highlights

- All Reconnect Milestones were reached with outcomes for participants including increased confidence and capacity to engage in community activities, engagement in education and employment; increased access to and engagement with support services; increased health and wellbeing; reduced financial hardship and the development of new relationships and social connections.
- Reconnect delivery at the Neighbourhood Justice Centre was expanded to three days per week to meet increased referrals and demand for support. In addition to Corrections and Client Services referrals, in 2023 we have received direct referrals from legal services to support clients to engage in Reconnect to improve client outcomes and pathways out of the justice system.
- RASS outcomes across Richmond and Collingwood included:
 - Practical and timely support to resolve immediate tasks such as form filling, digital access and communicating with services.
 - Supported, culturally appropriate and responsive referrals made to external organisations.
 - An increase in participants' awareness, access and participation in local services and an increased reach of local services.
- Direct Financial Hardship Support in the form of Coles Vouchers, food aid and Myki fares was provided to over 40 people experiencing homelessness, family violence and/or extreme financial hardship.

Case Management and Individual Support Programs



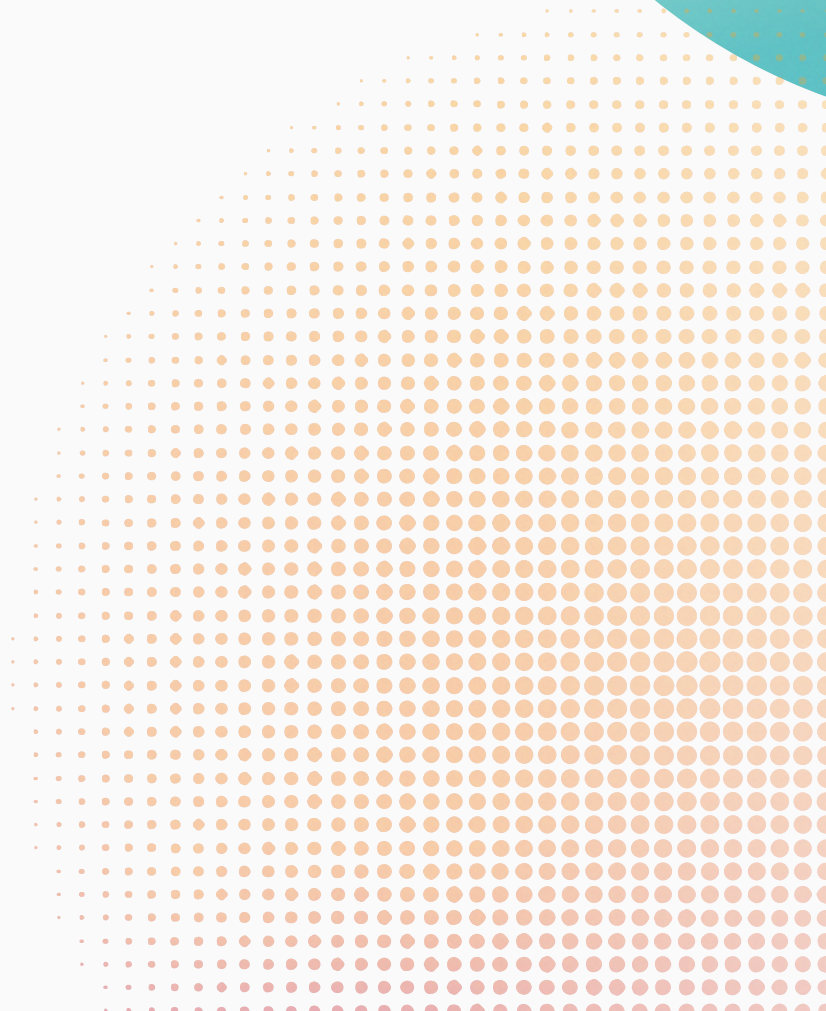
Key numbers

- 60 participants supported through Reconnect.
- 40 community members supported in Richmond RASS.
- 26 community members supported in NJC Women's RASS.



Special projects

- Adult Learning Program pilot project partnership between Carringbush, Neami and the Neighbourhood Justice Centre was successfully implemented and developed into ongoing program for 2024. The majority of participants are Reconnect and Neami clients.



FSVAT – Mentoring Project

Carringbush Adult Education has offered highly individualised LLN and study support to traineeship staff across the Family Violence and Sexual Assault sector. This mentoring was delivered both individually and in small groups, then expanded to offer online workshops across a range of topics on support needs identified by trainees.



Highlights

- Developed a broad range of practical digital resources and information sheets to support both trainees and their supervisors across the Family Violence and Sexual Assault sector.
- Drop-in education sessions covered the following topics:
 - Addressing selection criteria.
 - Digital skills at work.
 - Active reading strategies for study.
 - A focus on time management & wellbeing.
 - Report writing skills.
 - Understanding assessment requirements.
 - Writing professional emails.
 - Supporting your trainee.
 - Working with trainees from CALD backgrounds: communication tips.
- Tailored 1:1 support was offered by mentors Sarah Sim and Julie Milton and delivered in a flexible and responsive way to meet the needs of trainees.



Key numbers

- Mentoring was promoted and available to 93 Stage 1, 98 Stage 2 and 126 Stage 3 trainees.
- 20 drop-in ‘meet the mentor’ sessions were offered online.
- 60 drop-in online workshops were on offer, delivering content on 9 different topics.



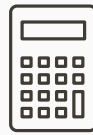
Recruiting for Diversity

Carringbush Adult Education delivered specialist training to HR and hiring staff from the Family Violence and Sexual Assault sectors. This professional development workshop series aimed to build skills in how to attract, recruit and retain multicultural and diverse workers to the sector. Participants were highly engaged in the interactive training, and consistently provided positive feedback regarding the topics covered, informative speakers and the overall value of attending the program.



Highlights

- Delivered 3 digital workshops.
- Delivered 1 face-to-face workshop in Richmond.
- Engagement and enthusiasm from the sector prompted the extension of this project, and delivery of 2 additional workshops in 2024.



Key numbers

- 107 total enrollments across all workshops.
- Partnered with 6 different organisations to engage expert speakers to deliver the training.
- Participants represented 34 different services from the Family Violence and Sexual Assault sector.



Special projects

- A tailored workshop was delivered to organisations involved in the FSVAT Mentoring program.



Key Partnerships



Free to Feed



The Social Studio



Carringbush Adult Education Inc.

**Annual Financial Statements
for the 12 Months Ended
31 December 2023**

Carringbush Adult Education Inc.
ABN 82 649 196 812

Report by the Committee of Management

Your committee members submit the financial report of the Carringbush Adult Education Incorporated for the year ended 31 December 2023.

The committee members as at 31 December 2023 are:

Aris Cassarchis	Elizabeth Wotherspoon
Ben Wong	Maria Gindidis
Dinh Triet Nguyen	Eleonora Luisetto

Principal Activities

The principal activities of the association during the year were to provide adult education to the public.

Significant Changes

There were no significant changes in the operations during 2023.

Operating Result

The net profit from operations for the year was \$268,285 compared with the prior year profit of \$498,044.

Total revenue for the year was \$1,595,738 showing a growth from the previous year \$1,527,787.

The Committee is delighted with this result and formally acknowledges the hard work and dedication of all the staff in a very successful year.

Signed in accordance with a resolution of the Committee:



Aris Cassarchis
Chairperson



Elizabeth Wotherspoon
Board Member

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Statement of Financial Performance

For the Year Ended 31 December 2023

	2023	2022
	\$	\$
Income		
Revenue ACFE	192,132	150,111
Revenue AMEP	817,025	683,261
Revenue SEE	57,153	74,447
Revenue Skills Victoria	21,054	126,440
Revenue Other	415,240	466,497
Interest	93,133	27,031
	1,595,738	1,527,788
Expenditure		
Wages	923,133	683,146
Superannuation	120,490	90,368
Annual Leave	19,826	(4,739)
Long Service Leave	25,798	12,340
Rent expense	45,125	63,655
Audit	2,500	2,300
Bank fees	59	59
Cleaning	31	358
Payroll Costs	9,576	6,328
Insurance	3,979	4,316
WorkCover	11,319	10,601
Office expenses	78,855	50,044
Educational Materials	9,910	12,445
Telephone	2,818	2,377
Internet	2,404	4,404
Computer expenses	32,841	32,567
Consultants	2,430	15,480
Depreciation	22,973	13,881
Training	4,024	4,574
Recruitment Costs	8,757	6,890
Marketing	609	18,350
	1,327,453	1,029,744
Net surplus from ordinary activities	268,285	498,044
Accumulated surplus from 1 January	2,193,628	1,695,584
Accumulated surplus as at 31 December	2,461,913	2,193,628

CARRINGBUSH ADULT EDUCATION INC

A.B.N. 82 649 196 812

Statement of Comprehensive Income

For the Year Ended 31 December 2023

	2023	2022
	\$	\$
Net current year surplus from ordinary activities	268,285	498,044
Other comprehensive income		
Items that will not be reclassified subsequently to the profit or loss	-	-
Items that will be reclassified to the profit or loss when specific conditions are met	-	-
	-	-
Total comprehensive income for the year	268,285	498,044
Total comprehensive income attributable to members of the entity	268,285	498,044

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Statement of Financial Position

As at 31 December 2023

	Notes	2023	2022
		\$	\$
Current assets			
Cash	2	2,236,801	2,531,112
Trade debtors		110,119	93,268
Pre-payments		18,639	17,105
Total current assets		2,365,558	2,641,484
Non-current assets			
Fixed assets at written down value	3	53,702	40,648
UEthical Growth Fund		969,241	414,356
Total non-current assets		1,022,943	455,004
Total assets		3,388,502	3,096,488
Current liabilities			
Trade creditors		44,793	73,762
Unspent Grants		425,297	482,450
PAYG payable		25,582	21,677
Superannuation Payable		17,135	13,483
GST Payable		20,471	31,521
Provision for annual leave		60,699	40,873
Provision for long service leave		132,379	116,259
Total current liabilities		726,356	780,025
Non-current liabilities			
Provision for long service leave		-	-
Total liabilities		726,356	780,025
Net assets		2,662,145	2,316,462
Equity			
Initial capital		17,914	17,914
Investment revaluation		182,319	104,921
Accumulated surplus		2,461,912	2,193,627
Total equity		2,662,145	2,316,462

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Statement of Cash Flows

For the Year Ended 31 December 2023

	2023	2022
	\$	\$
Cash flow from Operations		
Receipts from operations	1,403,745	1,565,078
Payments to staff and suppliers	(1,277,675)	(996,214)
Interest received	93,135	21,095
Cash generated (used) by operations	219,205	589,959
Cash flow from Investing		
Equipment purchases	(36,028)	(34,234)
Investment in Long Term Investment	(477,488)	(20,530)
Cash used in investing	(513,516)	(54,764)
Net increase (decrease) in cash held	(294,311)	535,195
Opening Cash 1 January	2,531,112	1,995,917
Closing Cash 31 December	2,236,801	2,531,112
Net increase (decrease) in cash held	(294,311)	535,195
Reconciliation of cash to operating profit		
Operating result	268,285	498,044
Movement in debtors	(16,387)	(37,718)
Movement in creditors	(91,612)	115,797
Movement in provisions	35,946	(45)
Depreciation	22,973	13,881
	219,205	589,959

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Statement of Changes in Equity

For the Year Ended 31 December 2023

	Initial Capital	Reserves	Accumulated Surplus	Total
	\$	\$	\$	\$
Balance 1st of January, 2021	17,914	155,529	1,695,582	1,869,026
Comprehensive income				
Net surplus for the year	-	-	498,044	498,044
Long Term Investment Revaluation	-	(50,608)	-	(50,608)
Total comprehensive income for the year attributable to members	-	-	110,115	110,115
Balance at 31st December, 2022	17,914	104,921	2,193,626	2,316,462
Comprehensive income				
Net surplus for the year	-	-	268,285	268,285
Long Term Investment Revaluation	-	77,398	-	77,398
Total comprehensive income for the year attributable to members	-	-	268,285	268,285
Balance at 31st December, 2023	17,914	182,319	2,461,911	2,662,145

CARRINGBUSH ADULT EDUCATION INC

A.B.N. 82 649 196 812

Notes to and forming part of the Financial Statements

For the Year Ended 31 December 2023

NOTE 1 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report that has been prepared in accordance with the Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporations Act (Victoria).

The financial report covers Carringbush Adult Education Inc. an individual entity. Carringbush Adult Education Inc. is an association incorporated in Victoria under the Associations Incorporation Reform Act 2012.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by Carringbush Adult Education Inc. in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Income Taxes

Carringbush Adult Education Inc. is a Charitable Institution and is Income Tax Exempt.

Property, Plant & Equipment

Each Class of Plant & Equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

The carrying amount of plant & equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Committee commencing from the time the asset is held ready for use.

The Depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Computer Equipment	37.50%
Office Equipment	11.25%

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Notes to and forming part of the Financial Statements

For the Year Ended 31 December 2022

Employee Benefits

Contributions are made by Carringbush Adult Education Inc. to employee superannuation funds and are charged as expenses when incurred.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of the GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognized as part of the cost of the acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

NOTE 2 – Cash and Cash equivalents

	2023	2022
	\$	\$
Cash at bank	265,448	404,274
Term deposits	1,971,353	1,681,799
UEthical enhanced Cash	-	445,039
	2,236,801	2,531,112

NOTE 3 – Fixed Assets

	Computer Equipment	Office Equipment	Total 2023	Total 2022
	\$	\$	\$	\$
Balance at the beginning of the year	93,054	32,010	125,064	90,830
Additions	12,070	23,957	36,027	34,234
Gross carrying amount at the end of the year	105,124	55,967	161,091	125,064
Balance at the beginning of the year	59,242	25,174	84,416	70,535
Depreciation for the year	19,336	3,637	22,973	13,881
Balance at the end of the year	78,578	28,811	107,389	84,416
Net carrying value 31.12.2023	26,546	27,156	53,702	40,648

CARRINGBUSH ADULT EDUCATION INC
A.B.N. 82 649 196 812

Notes to and forming part of the Financial Statements

For the Year Ended 31 December 2023

Annual Statement by the Committee of Management

We, Aris Cassarchis and Elizabeth Wotherspoon, being members of the committee of Carringbush Adult Education Inc., certify that:

The statements attached to this certificate give a true and fair view of the financial performance and position of Carringbush Adult Education Inc. during and at the end of the financial year of the association ending on 31st of December 2023.

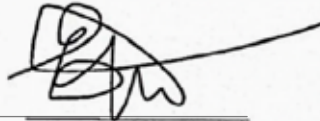
There are reasonable grounds to believe that the association will be able to pay its debts as and when they fall

Signed: _____



Dated: 12/04/2024

Signed: _____



Dated: 12/04/2024