

# 2017 ANNUAL REPORT

You have two hands. One to help yourself and the second to help others.

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## OUR VISION

To provide quality backpacks and nappy bags to children aged 0-17 years, entering foster care in Victoria. Backpacks or nappy bags will contain age and gender appropriate contents including essential items, clothing, blanket and a toy or activity which will belong to the child.

### Mission Statement

- Provide backpacks to Department of Health and Human Services, Victoria Police and Out-of-home Care agencies, upon written request or by agreement
- Support carers by providing quality packs for the kids so they don't have to worry about little things like toothbrushes and hygiene while trying to settle a distraught teen or toddler
- Operate on donations, fundraising, grant applications and sponsorship
- Operate from premises which are available at no cost or at a minimum pepper-corn rent
- Use media available at low cost
- Accept donations of new and used items, and in-kind support from volunteers
- Build relationships within the local, state and nationwide community organisations to foster working together for a common cause

- Actively recruit and provide support to others willing to start satellite projects in their own areas
- Acknowledge donations and pledges with thank you cards or letters, and in accordance with individual and corporate acknowledgement guidelines
- Build relationships with businesses to facilitate continued material support of the Organisation

Backpacks 4 VIC Kids Inc is a not-for-profit incorporated association with Rules, a Committee of Management and members. We are legislated by Victorian State law applying to Incorporated Associations. We are committed to operating ethically.

## **4<sup>th</sup> Annual General Meeting of Backpacks 4 Vic Kids Inc.**

8 November 2017  
86 Camms Road, Cranbourne

### **AGENDA**

7:15pm	Welcome and acknowledgement of Country
7:30pm	President to open Annual General Meeting
7:35pm	Minutes of previous AGM held 17 November, 2016
7:50pm	Financial Statements presented and certified by two committee members that the financial statements give a 'true and fair' view of the association's financial position and performance.
7:55pm	All members of the Committee stand down to leave all positions vacant
	Guest Chairperson assumes the Chair: Damon Mattson asking for nominations of general committee members
	Nominations announced and voting takes place if necessary. Committee Members announced and new President is given the Chair
8:15pm	Meeting closed

## **Statement of Acknowledgement**

Backpacks 4 VIC Kids acknowledges that we are on the traditional land of the Bunurong and Wurundjeri People and pays respect to all elders past and present.

## **Minutes of Annual General Meeting of Backpacks 4 VIC Kids Inc. held: 9.11.2016**

Meeting opened at: 7:25 pm

Meeting held at: 86 Camms Rd, Cranbourne

Type of meeting , 3rd Annual General Meeting

Guest Chairperson , Sharyn Beard, after entire Committee stands down.

Note taker , Sally Whelan

Attendees , Sally Ritter, Ross Beard, Jody Achterdenbosch, Sharyn Beard, Ian Wilshusen, Penny Fleming, Dawn Whiting, Mark Guthrie, Gaynor Lowery, Monique Rees

### [Minutes of the previous Annual General Meeting](#)

Motion to accept the Minutes of Annual General Meeting as a true and correct record of the meeting held 17 November 2015 moved by Sharyn, seconded by Jody. Motion carried

### [Presentation of Financial Statements](#)

2016 Financial Statements were certified as giving a true and fair view of Backpacks 4 Vic Kids Inc.'s financial position and performance as at 30 June 2016, by Jody and Sally. The certified copies must be submitted to Consumer Affairs Victoria. Please see Financial Statement in the 2016 Annual Report

### [New Applications for Membership](#)

New applications: Monique Rees and Gaynor Lowery

No committee members had any concern with the acceptance of these two applications for membership and they were both therefore accepted.

### [President's Report](#)

Dawn presented her President's Report 2015-2016 as per attached. Please see President's Report in the 2016 Annual Report

### [Membership/Subscription](#)

Discussion , The implementation of a membership fee has not yet commenced, therefore applications for membership are accepted free of charge at this time.

Current membership stands at 10 members. Those memberships expire today. New Applications for membership have been received by Sally Ritter, Ross Beard, Dawn Whiting, Mark Guthrie, Penny Fleming, Jody Achterdenbosch, Ian Wilshusen as Renewal of Membership (the correct form was not available). With the two new members above, as at 9/11/16 we have 9 current members. Those subscriptions will expire on 9/11/17 or at the 2017 AGM, whichever occurs first.

### [Appointment of 2016-2017 Committee of Management](#)

Guest Chairperson , Sharyn Beard

Dawn announced all positions on the Committee of Management as vacant as per Association Rules.

Sharyn Beard accepted the Chair as she was not accepting a nomination for a committee position this year due to additional study and work commitments. Sharyn was presented with the Certificate of Acknowledgment for her hard work since becoming our first Treasurer.

Sharyn announced the nominations:

Dawn Whiting nominated by Jody Achterdenbosch as President, seconded by Mark Guthrie

Mark Guthrie nominated by Jody Achterdenbosch as Vice-President, seconded by Monique Rees

Monique Rees nominated by Dawn Whiting as Treasurer, seconded by Sally Ritter

Sally Ritter nominated by Dawn Whiting as Secretary, seconded by Jody Achterdenbosch

Ross Beard nominated by Sally Ritter as General Member, seconded by Dawn Whiting

Penny Fleming nominated by Sally Ritter as General Member, seconded by Dawn Whiting

Ian Wilshusen nominated by Sally Ritter as General Member, seconded by Dawn Whiting

With all nominations being accepted, and with no contest of any position, all 7 positions were declared filled, leaving 2 vacant General Member positions.

Sally moved that Executive committee members will have access to electronic banking and authority to use e-tokens. The motion is that: i) Sharyn Beard and Jody Achterdenbosch to be removed from our banking, and ii) Dawn Whiting, Monique Rees and Mark Guthrie attend Bendigo Bank with full ID and a copy of these minutes to each become a signatory and authorised electronic banker. Dawn, Monique and Mark will be added as authorised to use an e-token for electronic banking, with a 'Pay Anyone' and transaction daily limit of \$2500, have access to internet banking, be registered to use an e-token and have a 'Pay Anyone' daily limit of \$2,500. All voted in favour of the motion. Motion carried.

[Next Annual General Meeting date](#): 19 December, 2017 to be held at 7pm at 86 Camms Road, Cranbourne

Meeting closed 8pm

## President's Report 2017

Our third year at Backpack 4 Vic Kids has been a fabulous and exciting one.

Our aim is to help children in crisis who are at risk. This is a very scary time for them and we provide them with some comfort and hopefully they feel that someone still loves them. We also help Careers to be able to focus on the needs of these children without having to worry about having essentials items on hand.

This year we set ourselves a few goals to achieve.

- Running our Op Shop as a profitable fundraiser to help pay for the up keep of our Head Quarters,

- To increase awareness in the agencies in Tasmania as well as Victoria,

- To deliver 2000 filled back packs to children in need

- Become a better Committee and streamline our meetings

- Fundraise \$150,000 for the year.

Our volunteers did a fabulous job of running the Op Shop and making a steady income for us. Unfortunately, it was taking up much needed space and we had to close it. This will enable us to have a more streamlined work space and our volunteers will be able to help out in other areas of our business.

We did actually deliver backpacks to Tasmania, which was wonderful and we are getting more and more exposure throughout Victoria.

We didn't quite hit our target of 2000 filled back packs delivery, but with our extra space we can aim high again this year.

We added a few new committee members throughout the year, bringing with them some more skills and connections to help us become a better committee.

With the help of the Op Shop, Ladies Night, Trivia night and our fabulous supporters, Freemasons Foundation, Dick Smith Foods Foundation, NOVA 100, Ibis Hotel Group, Kmart, SJD Homes, Grilled, just to name a few, and friends and families we have had a fabulous year of fundraising.

Well done to all.

None of this would have been possible if it wasn't for the amazing efforts of our Operations Manager and Founder Sally. I would like to thank Sally personally for all her hard work and devotion. This has been a huge year and would not have been accomplished without you. Thankyou Sally.

I would also like to thank our committee members and volunteers. It has been an honour and a pleasure working with you all. We have all worked hard for this great cause this year and I look forward to the new challenges and achievements coming our way next year.

Dawn Whiting

President

Backpack 4 Vic Kids

## **Operations Manager's Report**

Firstly, let me thank the Committee of Management for having the foresight and confidence to appoint me as Operations Manager in May this year. We have met many challenges head on with an eagerness to improve our processes, increase awareness of our cause and to provide more support to more children entering out-of-home care and emergency accommodation.

My former role as Work for the dole Co-ordinator was absolutely necessary for Backpacks 4 VIC Kids to host a Work for the dole activity. That program was delivered from to support our relocation from my home to our commercial premise at 86 Camms Rd, Cranbourne. The WFD program gave us some financial income and also many extra hands to help us establish ourselves and get Headquarters organised and operational. Running from June 2016 until February 2017, we had fifty-one participants register, each with varying numbers of hours to complete with us each week. Our eight voluntary WFD Supervisors were outstanding in their support and supervision of participants. Not only did our Supervisors give much needed personal support to participants but also assisted participants to gain and strengthen skills for the workforce. We know of six participants who went directly from our program into paid employment, which is a fantastic result. Five of our participants returned to volunteer in their own time, one of those becoming a Supervisor. We also received very positive feedback from the Victorian Government Education Department's WFD regional coordinator, Max Solutions and our program's Provider, Matchworks.

Targets each month completing and delivering 1554 filled nappy bags and backpacks, 228 Christmas gifts, 11 Toilet Training packs and 23 pairs of new school shoes. The quality of donations has improved with us receiving more new items. It's great to be able to give children new clothing and sleepwear, books and so on.

Last year, Christmas gifts were requested by a facility, and this has now become a program we intend to deliver annually. During a casual conversation with a local carer, I heard that she had eight children in her home on Christmas Day 2016, from three different families, and only some of the promised presents arrived. It breaks my heart to imagine how some of those kids felt whilst they watched other children in the home unwrapping gifts. I was ecstatic when our Committee agreed to make giving gifts for the festive season an annual program and with enthusiasm, I recruited Sally Draayers to lead the program. Sally has done a fantastic job with what sometimes seems an

overwhelming number of registrations. With 600 children now registered this year, it's a big program! Our goal is to give each child a book, a soft toy and an activity or education based gift. All gifts will be new. We have gleaned some corporate donations. In addition, community groups and individuals are making driving collections for us. Carers and workers will be invited to attend our Christmas 4 Kids in Care 'shop' by appointment, or select gifts remotely, and our team of elves will wrap and post if requested. The 'shop' will be open from 4 to 17 December. Requests for gifts for children entering care in the period between 17 and 25 December will be met if possible.

Foster Feet Fitting Right In is a program born from need. A local carer made a special request for help with school shoes for three siblings who had just arrived in her care and had no shoes to wear to school. Bata Shoe Co. Australia responded without hesitation and then offered us a whole lot more. Bata donated about 100 pairs of shoes to be given to children in care. When children are brought to headquarters for fitting, the look on their faces when they see their well covered feet in the mirror is priceless. Children have commented on feeling more like the other kids, when they don't have to wear shabby worn out or ill-fitting shoes to school. We hope to continue this partnership with Bata well into the future.

Our B4VK Charity Op Shop opened in November 2016 and met our fundraising goal from the second week of operating. We had a remarkable number of people come to voluntarily staff the shop, from sorting to selling, merchandising to customer service. Feedback from customers has been very positive, with many commenting on our reasonable prices and clean well organised stock. The Committee's decision to close the op shop was not without deep consideration of the challenges in floor space and our production capacity. Our shop truly was a credit to the volunteers who worked hard, provided friendly customer service and helped Backpacks 4 VIC Kids become better recognised in our local community. Although missed, our Op Shop was a fundraising activity which we had to cease in order to regain the floor space at HQ.

I'm proud for Backpacks 4 VIC Kids to have developed supportive relationships with small and large organisations who have kindly given us support. With our wonderful community we have been able to achieve great things. Much of our success is the result of more promotion of our organisation, presentations, attending events, building a database, creating an online newsletter system and building a bigger volunteer team.

I wish to acknowledge with heart felt gratitude the voluntary time and support of many people. From hosting drop off points far afield to organising fundraising events, picking and packing backpacks to cleaning the warehouse floor. We've welcomed company staff from Cummins Filtration Australia and Loscam Australia Pty Limited who came to headquarters to provide much needed expert skills and we thank them for choosing Backpacks 4 VIC Kids. Schools including Toorak College, Emerald Secondary School and Carrum Downs Secondary School to name a few, have transported students to our Headquarters to give us a hand, and to better understand the needs of some of the children in their community. It is humbling to see the awe on visiting faces when they see the scale of our operations, and to see the acknowledgment of need, grief and sometimes destitution of the children we support. It is especially hard to hold back the tears when we have a visitor who has been in care themselves, or has received one of our packs, and is able to relate some of their experience with us.

Our vision for the future is big! I feel sure, although with a little 'good' nervousness, that we'll continue to go from strength to strength, strongly support children in OOH care and their carers, and be more responsive to the needs identified by workers in the sector. The future for Backpacks 4 VIC Kids Inc. is exciting. It is both an honour and a privilege to have such strong support of my Committee of Management, the sector and our amazing community. To work alongside people who share my vision, my There are no words to describe my gratitude for everything that has been done to support our organisation and my passion, so I hope that two simple words are enough.....*thank you.*

## Financial Statements

For the period ended 30 June 2017

Backpacks 4 VIC Kids Inc.

Management Committee's Declaration

The Committee of Management Members have determined that the Charity is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The Committee of Management declare that:

- The financial statements and notes, as set out in the report, are in accordance with the Associations Incorporation Act:
  - Comply with Accounting Standards as described in Note 1 to the financial statements, and other mandatory professional reporting requirements; and
  - Give a true and fair view of the financial position as at 30 June 2017 and of the performance for the year ended on that date of the Charity in accordance with the accounting policies described in Note 1 to the financial statements; and
- There are reasonable grounds to believe that the Charity will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Management Committee.

President: Mark Guthrie      Dated the 31<sup>st</sup>      day of August 2018



## Notes to the Financial Statements for year ended 30-June-2017

### Statement of Significant Accounting Policies

The Committee members have prepared the financial statements on the basis that the Charity is a non-reporting entity, because there are no users dependent on General Purpose financial statements. The financial statements are therefore Special Purpose financial statements that have been prepared in order to meet the needs of the Committee members.

The financial statements have been prepared in accordance with the accounting policies disclosed below which the Committee members have determined are appropriate to meet their needs. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared by applying the accrual basis and going concern basis of accounting. They are based on historical costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

Keith P Beecher OAM. CPA.

03-July-2018

**We sincerely thank our kind and generous supporters.**

Grants, sponsorship, gifts and competition prizes	\$
<b>Bendigo Bank Carrum Downs and Marriott Waters</b>	2,000
<b>Berwick Brae Craft Club</b>	400
<b>City of Casey: Community Grant</b>	1,000
<b>Clayton Football and Netball Club</b>	200
<b>Cranbourne Junior Football Club</b>	971
<b>Cranbourne West Primary School</b>	365
<b>CWA Cranbourne</b>	100
<b>CWA Pearcedale</b>	250
<b>CWA Woodleigh</b>	575
<b>Dick Smith Foods Foundation</b>	10,000
<b>Fiddlers Green Friendship and Craft Group</b>	500
<b>Freemasons Victoria</b>	10,000

<b>Gippsland Masters United Association</b>	500
<b>Grill'd Casey Central</b>	300
<b>Gully Env. Network: ReGEN Op Shop</b>	1,000
<b>Henry Schein and staff</b>	370
<b>Ibis Melbourne Little Bourke Street</b>	949
<b>Johnski Pty Ltd</b>	100
<b>Lions Club Clarinda</b>	250
<b>Maranatha Christian School ELC</b>	150
<b>NOVA 100: Brown's Community Chest</b>	10,000
<b>Retail Savvy Group</b>	2,000
<b>SECASA</b>	1,000
<b>Selandra Community Group</b>	126
<b>South East Challenge Group</b>	2,000
<b>South Eastern Masonic Centre</b>	8,000
<b>St. Louis De Montford Primary School</b>	458
<b>The Turner Family</b>	715
<b>VicRoads Seaford staff</b>	200
<b>Victoria Chapter No. 207</b>	500
<b>Wallboard Tools Charity Community</b>	500
<b>Warragul Masonic Centre</b>	756
<b>TOTAL:</b>	56,235

## Item Donations

There really have been an amazing number of items donated so we couldn't possibly list all of you! Please know that your support and kindness is very much appreciated, and helps us to give lovely clean and new resources to the children who need them the most. We wish to acknowledge just a few significant contributors.

Cummins Filtration Australia	<b>Warehouse shelving</b>
B4VK Sewing Group	Toiletry bags, Library bags, Nappy bags and more!
Outlet Shop for Kids	New clothing and underwear
Bata Shoe Co Australia	New school shoes
IKEA	\$1000 gift card (which we spent on blankets)
The Craft Lovers Charity Group	Blankets, soft toys our beautiful aprons
The Corinella Crafties	Handmade knitted and crocheted items
Care Pharmaceuticals	FESS tissue packets
Nice Pak Products	Sudocreme
Chicks with Sticks	knitwear
Creating a Difference	Handcrafted items
KOGO	Knitwear and crochet items
The Nappy Collective	Disposable nappies
Four Golden Hearts	Toiletries, colouring books
John	Thousands of new soft toys
Find a Penny Foundation	knitwear

Donations in kind include the phenomenal number of hours that people volunteer in support of our cause. Those many hours given have helped B4VK to give and grow. We really appreciate the effort people go to when they commit to helping out in any way.

Many groups of staff, parents and families of schools, workplaces and community groups gathering awesome items for us to pack in our Nappy Bags and Backpacks. Your support is very much

appreciated.

To our drop off point hosts, you are meeting an integral need, for donors to be able to drop off their kind donations, sorting them and then arranging for those items to get to us at HQ for packing. We don't have much face to face contact with you guys and understand that sometimes you can feel on the outer of our rapidly growing organisation. Please know that you are all crucial parts of this big challenging puzzle.

Thanks again to everyone. Please forgive any omissions. We appreciate you all and everything you do!