



CULTURE CARE WA INC

2021-2022 ANNUAL REPORT

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Acknowledgements

Partners and funding bodies

Culture Care WA Inc (**CCWA**) extends its gratitude to the following (listed in alphabetical order) for their financial and other (in kind) support and assistance

Association for Services to Torture and Trauma Survivors
City of Armadale
City of Belmont
City of Canning
City of Gosnells
Metropolitan Multicultural Resources Centre
WA Department of Health – Roll Up for WA
Royal Life Saving WA

The management committee extends its thanks and appreciation to all individual and organisations that have participated in our projects and program. We also would like to thank our dedicated volunteers and the support of our CCWA members, both Life Members and Ordinary Members.

CCWA Constitutional Objectives

To be a charity with the purpose of advancing the social welfare of individuals and families that speak English as their second language and/or are from a non-English speaking background by bringing about positive social change.

- Assisting with finding employment and otherwise settling in Australia
- To supply care services and family support to improve family relationship wellness
- Preserving cultural traditions by encouraging the descendants of migrant families to continue practising their own culture, traditions and languages
- Improve understanding and respect within Australia's diverse society and increase our proud international standing as a multicultural and multilingual nation
- Promoting reconciliation and mutual respect and tolerance for, and social inclusion of, people who speak English as their second language and those who come from a non-English speaking background, so that they can fully participate in all aspects of life in Australia without fear of discrimination
- Promoting and protecting human rights by acting as an advocate for people from non-English speaking background to exercise their rights and responsibilities, as well as access to eligible services and benefits in Australia

CCWA Management Committee

The name of the Executive Committee Members as at 30 June 2022 were as below:

Chairperson	Dr Lee Lee Tan
Senior Vice Chairperson	Dr Alex Chong
Secretary	Ms Elvie Yap
Assistant Secretary	Ms Chin Liew
Assistant Secretary	Ms Mei Tan (resigned 19 Feb 2022)
Treasurer	Ms Cynthia Wong (resigned 15 Jan 2022)
Acting Treasurer	Ms Miranda Ho (Appointed 15 Jan 2022)
Assistant Treasurer	Ms Jenny Jin (Appointed 13 Aug 2022)
Committee Member	Shenjeet Kaur Gill-Sekhon 'Shen'

Chairperson Message

Dear members,

I would like to begin by acknowledging the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.

Welcome to our first annual report. I am very proud to be given this opportunity to be part of this Culture Care. We were established in 2021 amid a pandemic.



In a brief period, Culture Care has grown rapidly and organised various activities promoting cultural diversity and health in a culturally diverse community. We have established Culture Care Canteen, which will continue to grow and provide its service for the community and school children.

We also have various exciting activities for our members during school holidays for families to promote physical and mental well-being.

Thank you to our past and present committee members who contributed their precious time and effort in supporting Culture Care and contributing their expertise uniquely. We have also recruited many volunteers who have generously given their time helping out in various projects. A special thank you to our secretary, Ms Elvie Yap, for her dedication and commitment to making Culture Care possible.

We are very grateful and fortunate to receive support from various local governments, including the City of Gosnells, the City of Armadale, the City of Belmont and the City of Canning.

Our highlight for this year is the multicultural 'Wellness Expo' held at Hillview intercultural community Centre in October 2022. We saw many volunteers working together; the Culture Canteen WA provided high-quality food during the two-day expo and many performances from different cultural backgrounds. Most importantly, we had multiple booths giving health information and education to our attendees.

We would like to see more diversity in our projects. Most importantly, we are here to serve the community and consolidate our goals which are cultural and health promotion, capacity building and establishing support services. Please stay tuned for more exciting projects and activities in 2023.

May all be well, and have a safe and happy festive season and a fresh new year ahead.

**Chair Person
Dr Lee Lee Tan**

Secretary's Report



It was a busy seven months since we successfully registered as an Incorporated Association with the WA Department of Mines, Industry Regulation and Safety, Consumer Protection on 12 November 2022.

We have been actively organising cultural promotion activities and performances to support local events organized by various local governments. We also actively applying community grants from various local governments to run capacity building projects, in order to offer support services to migrant families,

in particularly women.

In addition, we also secured funding from other providers such as Association for Services to Torture and Trauma Survivors (AseTTs) to run a series of health education workshops, as well as working in partnership with Metropolitan Migrant Resources Centre offered a range of sporting activities for our members for the well-being of families and individual.

Between November 2021 and June 2022, we have also successfully created a range of online marketing channels for Culture Care WA, including our website, Facebook page, Instagram, YouTube, LinkedIn, as well as using Mailchimp to disseminate information to members and community via our e-newsletter. The four major focus of our services are cultural promotion, capacity building, support services and health promotion.

1. Cultural Promotion

- 1.1. On November 12 & 13, we were invited by the City of Gosnells to run a Chinese Cultural Booth at the annual largest Multicultural event in Western Australia, the Fusion Festival.
- 1.2. On January 15, we were invited by the City of Canning decorated a display area with Chinese New Year cultural elements in the Cannington Library.
- 1.3. On February 13, we were invited by the Livingston Shopping Centre to run a cultural interactive activity stall in the shopping centre for its Chinese New Year Festival celebration.
- 1.4. On March 21, we were invited by the City of Armadale Library to run a Calligraphy workshop.
- 1.5. On April 24, we were invited by the City of Belmont Library to run a Calligraphy workshop

2. Capacity Building

- 2.1 In January, we have successfully secured a partnership agreement with the City of Canning to provide a five days Child Care Education and Care Training for migrant women, the training was held for five Tuesdays between 15 February and 15 March which were held at Hillview Intercultural Community Centre.

AIWT was the Registered Training Organisation we engaged to provide the training. 21 migrant women enrolled for the training, 16 of them successfully received their Accredited First Aid Certificate and registered for individual Australian Business Number. These women registered under Culture Care WA as an independent service provider for babysitting services provided, they obtained their working with children check, national police check and insurance.

- 2.2 In March, we conducted a Digital Literacy 5 session program for the community, conducted at the Computer Lab in Hillview Intercultural Community Centre. The venue was free as it was part of the Expression of Interest project we apply when this venue first open in February. It was a fees payable session, costs \$50 for 5 lessons. There were only two people enrolled due to COVID situation and costs involved. For this reason, we have applied as a member of Be Connected program which we would have access to funding running for digital technology lessons for community.

- 2.3 In April, we submitted a Community Grant application to City of Gosnells proposed for the Culture Care Canteen project. The funding including paying for a website development of food ordering, training program of food preparation and health and safety, marketing and advertising, design and print. The application was approved in June. The project is aimed to train a group of community cook being able to prepare meals in an approved kitchen or commercial kitchen under the banner of Culture Care Canteen for community service and school order. A two days Food Safety and Handling Workshop was scheduled to be conducted in July by a registered Training Organisation, APSI.

3. Support Services

- 3.1 We are building the list of independent service providers who can provide babysitting, pick up and drop off, domestic cleaning and meal preparation for migrant families that seeking for cultural appropriate services.

4. Health Promotion

- 4.1 In April, we received a \$5,500 funding from the Association for Services to Torture and Trauma Survivors to engage registered psychologist, dietitian and physiotherapist as well as First Aid trainer to provide community health education talk to community during COVID. The four health education sessions were conducted between 22 May and 12 June. This funding also enabled us to fund some volunteers for their Working with Children Check and National Police Check.

- 4.2 Our committee decided to run an annual signature event, the Multicultural Wellness Expo by engaging bilingual health professionals to conduct health talk and local health service providers to set up booth providing health information with language support, as well as inviting multicultural performers. The event was planned to be held at Hillview Intercultural Community Centre in October.
- 4.3 With the partnership with the Metropolitan Migrant Resources Centre, we have run a series of free or low-cost sporting activities for our members under a Connect, Move, Play project. These sporting activities including Archery, Kayaking, Catamaran, Badminton, Ice Skating etc. It helped us to attract new members as well.

With the range of community activities and programs we have an increasing number of members and volunteers in our current database. There were 68 Life Members registered under Culture Care WA and 21 registered volunteers as of 30 June 2022.

Treasurer's Report

Objectives

This report covers the period from the date of incorporation of Culture Care WA Inc. (**Culture Care/Organisation**), being 12 November 2021, to the financial year ended 30 June 2022 (**the Period**), and has been prepared for the following objectives:

1. Report on the financial performance of Culture Care for the Period.
2. Comply with the requirements for an incorporated association to hold its annual general meeting under the Associations Incorporation Act 2015.

Highlights

- Culture Care became an incorporated association on 12 November 2021. Its objectives are to bring positive social, economic and psychological impact to individuals and families who have English as their second language, particularly those from non-English speaking backgrounds.
- On 11 December 2021, Ms Li Theng Elvie Yap, the Secretary of Culture Care, executed a 3-year loan agreement with the Organisation for a loan of \$10,000. The loan aimed to provide development and operating funding to the Organisation.

Under the loan agreement, the first repayment is \$300, and the subsequent monthly repayments for the rest of the loan term are \$278, to be paid by each month's end. As of 30 June 2022, Culture Care had made six repayments (totalling \$1,690).

- During the reporting period, the Organisation accepted 68 life members and received membership fees totalling \$2,040.
- In December 2021, Culture Care received a grant of \$7,801 (excluding GST) from the City of Canning for a "Women Help Women" project. The funds were used to deliver a free "5-Day Childcare Education & Care Training" program for migrant women from February to March 2022. The balance of \$121.01 was donated to Culture Care WA by the City of Canning.
- The City of Gosnells accepted Culture Care to run a community program called "Culture Care Canteen". The City will provide total funding of \$8,800 (including GST), while the Organisation will contribute \$8,000 to this project.

In April 2022, the first \$4,000 (excluding GST) was received. The funds were spent on the Culture Care Canteen website development, a free "2-Day Food Safety & Handling

Workshop”, and miscellaneous supplies for the program. As of 30 June 2022, Culture Care had incurred \$4,288.77 (excluding GST).

Under the agreement, the second \$4,000 will be made available to the Organisation once total expenses exceed \$16,000.

- In May 2022, Culture Care received partnership funding totalling \$5,000 (excluding GST) from the Association for Services to Torture and Trauma Survivors (ASeTTS) for a community project, “Building a Covid-Safe Community”. The total amount was spent on four community health talks, recruiting volunteers and reimbursement of the application fees for National Police Check and Working with Children Check for volunteers.
- See below a summary of other small community programs with local governments:

Program	Income	Expense	Profit/(Loss)
City of Gosnells - Fusion Festival 2021	\$400.00	\$370.93	\$29.07
City of Gosnells - CNY Performance 2022	\$800.00	\$470.00	\$330.00
City of Armadale - CNY Activities 2022	\$200.00	\$100.00	\$100.00
City of Belmont - Cultural Activities (Calligraphy Workshop) 2022	\$500.00	\$250.00	\$250.00
Total Amount	\$1,900.00	\$1,190.93	\$709.07

- Except for the grants/partnership funding from local governments, the Organisation also took up a paid cultural promotion event for the 2022 Chinese New Year and a 5-Week Computer & Apps Class. The Organisation made a net profit of \$310.
- See below a summary of the three most significant expenditures concerning Culture Care’s operations:

Particulars	Amount
Depreciation (Computer Equipment / Web Development)	\$2,500.00
Consulting & Accounting	\$2,100.00
Insurance	\$1,564.80
Total Amount	\$6,164.80

Please refer to the Profit & Loss Statement on Page 5 for further details.

- Culture Care made a loss of \$3,740.45 as of 30 June 2022. The loss incurred was related to the set-up costs of the Organisation, i.e., engaging a chartered accountant to set up the incorporated association, preparing model rules, hiring an IT professional to develop the Organisation's official website and getting the public liability insurance cover.

In the seven months to 30 June 2022, Culture Care actively applied for grants from local governments and partnership funding to deliver several successful community programs and promote cultural promotion events. The Organisation gradually built up its reputation and got connected with the community. The Organisation's financial position is expected to improve in the forthcoming financial year.

Financial Report 2021-2022

Balance Sheet

Account

30 Jun 2022

Assets

Bank	
Bankwest - Culture Care WA	5,005.50
Total Bank	5,005.50
Fixed Assets	
720 - Computer Equipment / Web Development	2,500.00
721 - Less Accumulated Depreciation on Computer Equipment / Web Development	(2,500.00)
Total Fixed Assets	0.00
Total Assets	5,005.50

Liabilities

Current Liabilities	
820 - GST	435.95
Total Current Liabilities	435.95
Non-current Liabilities	
910 - Loan from Elvie	8,310.00
Total Non-current Liabilities	8,310.00
Total Liabilities	8,745.95

Net Assets	(3,740.45)
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Equity

Current Year Earnings	(3,740.45)
Total Equity	(3,740.45)

Profit and Loss

Account	2022
Trading Income	
200 - Sales	610.00
Total Trading Income	610.00
Gross Profit	
610.00	
Other Income	
210 - Life Membership Fee	2,040.00
220 - Ordinary Membership Fee	60.00
250-01-01 - Partnership Funding - City of Canning - Women Help Women Project (Feb-Mar 2022)	7,801.00
250-02-01 - Partnership Funding - City of Gosnells - Fusion Festival 2021	400.00
250-02-02 - Partnership Funding - City of Gosnells - CNY Performance 2022	800.00
250-02-03 - Partnership Funding - City of Gosnells - Culture Care Canteen	4,000.00
250-03-01 - Partnership Funding - City of Armadale - CNY Activities 2022	200.00
250-04-01 - Partnership Funding - City of Belmont - Cultural Activities (Calligraphy Workshop) 2022	500.00
250-05-01 - Partnership Funding - ASeTTS Heath Talks Series 2022	5,000.00
Total Other Income	20,801.00
Operating Expenses	
412 - Consulting & Accounting	2,100.00
416 - Depreciation	2,500.00
430 - Government & ASIC Fee	245.00
433 - Insurance	1,564.80
453 - Office Expenses	50.00
463 - Community Event Expenses - General	300.00
463-01-01 - Community Event Expenses - City of Canning - Women Help Women Project (Feb-Mar 2022)	7,678.99
463-02-01 - Community Event Expenses - City of Gosnells - Fusion Festival 2021	370.93
463-02-02 - Community Event Expenses - City of Gosnells - CNY Performance 2022	470.00
463-02-03 - Community Event Expenses - City of Gosnells - Culture Care Canteen	4,288.77
463-03-01 - Community Event Expenses - City of Armadale - CNY Activities 2022	100.00
463-04-01 - Community Event Expenses - City of Belmont - Cultural Activities (Calligraphy Workshop) 2022	250.00
463-05-01 - Community Event Expenses - ASeTTS Heath Talks Series 2022	5,000.00
485 - Subscriptions	232.96
Total Operating Expenses	25,151.45
Net Profit	(3,740.45)

Statement of Cash Flows

Account 2022

Operating Activities

Receipts from customers	610.00
Payments to suppliers and employees	(22,651.45)
Cash receipts from other operating activities	21,236.95
Net Cash Flows from Operating Activities	(804.50)

Investing Activities

Payment for property, plant and equipment	(2,500.00)
Net Cash Flows from Investing Activities	(2,500.00)

Financing Activities

Other cash items from financing activities	8,310.00
Net Cash Flows from Financing Activities	8,310.00

Net Cash Flows	5,005.50
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	0.00
Net change in cash for period	5,005.50
Cash and cash equivalents at end of period	5,005.50

Depreciation Schedule

Name	Cost	Opening Value	Purchases	Disposals	Depreciation	Closing Value
Computer Equipment / Web Development						
Culture Care website design and development as per quote. Additional requirements as per below						
• Setup members area including user registration, profile, members resources	1,250.00	0.00	1,250.00	0.00	1,250.00	0.00
• Integrate Mail Chimp newsletter subscription						
• Install and configure Google Trans						
Design Fee for Culture Care WA Inc's official website	1,250.00	0.00	1,250.00	0.00	1,250.00	0.00
Total Computer Equipment / Web Development	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
Total	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00

Notes to Financial Statements

- Expenses are generally recognised when incurred.
- Fixed assets are recorded at cost and depreciated in their full amount during the financial year.
- Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.
- Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

