

**ACT DISABILITY, AGED AND CARER
ADVOCACY SERVICE INCORPORATED**

ABN: 15 750 251 576

**Financial Report For The Year Ended
30 June 2016**

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INCORPORATED**

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ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
ABN: 15 750 251 576
BOARD'S REPORT

Your board members submit the financial report of ACT Disability, Aged and Carer Advocacy Service Incorporated for the financial year ended 30 June 2016.

Board Members

The names of board members throughout the year and at the date of this report are:

Stephen Still (Chairperson)
Kim Stewart (Treasurer)
Dominic Cookman
Sean Fitzgerald
Alana Fraser
Diana Nasr
Kym Duggan
Coleen Box (Public Officer)

Principal Activities

The principal activities of the association during the financial year were: promoting and protecting the rights of people with disabilities, of people who are ageing, and of those who care for them.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The surplus for the 2016 financial year amounted to \$74,346.

Signed in accordance with a resolution of the Board.



Stephen Still (Chairperson)



Kim Stewart (Treasurer)

Dated this 25th day of October 2016

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
ABN: 15 750 251 576
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2016

	Note	2016 \$	2015 \$
INCOME			
National Disability Advocacy Program		199,023	199,672
Disability ACT (SDM Grant)		100,000	103,669
Home & Community Care (net of c/f amount)		527,415	485,994
National Aged Care Advocacy Program		154,524	152,391
Mental Health Consumer Advocacy		126,572	118,951
Disability ACT Grant		-	1,091
External Merits Review and Development		98,000	118,000
Link and Learn		85,824	-
Summer Foundation		46,000	-
ACT Business Investment Package		5,330	-
Interest received		9,677	10,280
Membership Income/Donations		1,578	559
Co-ordination of Supports		17,761	-
IDEAS Inc Brokerage		6,229	5,833
Contribution for Motor Vehicles		18,165	20,448
Comm Serv Dir Arts ACT		-	6,365
Profit on Disposal of Assets		-	425
Other ADACAS Income		77,486	52,701
		<u>1,473,584</u>	<u>1,276,379</u>
EXPENDITURE			
Advertising and Promotion		13,540	7,252
AGM, meetings & conferences		16,112	6,477
Audit Fees		2,150	2,000
Consultant Fees		41,018	41,221
Depreciation		22,691	22,846
Equipment Purchase & Maintenance		11,623	8,666
Insurance		15,429	12,424
Loss on Disposal of Assets		4,106	750
Motor Vehicle, travel & mileage		49,470	52,524
Office supplies/stationery & general expenses		32,240	15,211
Prof fees/governance/memberships		10,624	4,096
Rent		46,686	46,545
Salaries & staff benefits		950,385	858,965
Staff development/support supervision		26,662	29,216
Staff leave provisions		27,948	30,205
Superannuation		91,156	80,126
System monitoring & development		18,225	17,227
Telephone/computer and internet		19,172	21,137
		<u>1,399,238</u>	<u>1,256,887</u>
Net current year surplus		<u>74,346</u>	<u>19,492</u>
RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR		<u>262,819</u>	<u>250,467</u>
Prior period adjustment		-	(7,140)
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR		<u><u>337,165</u></u>	<u><u>262,819</u></u>

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
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STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash on hand	2	406,194	271,372
Accounts receivable and other debtors	3	48,214	54,326
TOTAL CURRENT ASSETS		<u>454,408</u>	<u>325,698</u>
NON-CURRENT ASSETS			
Property, plant and equipment	4	97,959	65,546
Leasehold Improvements	4	7,194	7,245
TOTAL NON-CURRENT ASSETS		<u>105,153</u>	<u>72,791</u>
TOTAL ASSETS		<u>559,561</u>	<u>398,489</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	66,489	51,516
Employee provisions		84,334	68,305
Unexpended grants		71,573	12,320
TOTAL CURRENT LIABILITIES		<u>222,396</u>	<u>132,141</u>
NON-CURRENT LIABILITIES			
Provisions	6	-	3,529
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>3,529</u>
TOTAL LIABILITIES		<u>222,396</u>	<u>135,670</u>
NET ASSETS		<u>337,165</u>	<u>262,819</u>
MEMBERS' FUNDS			
Accumulated Surplus		<u>337,165</u>	<u>262,819</u>
TOTAL MEMBERS' FUNDS		<u>337,165</u>	<u>262,819</u>

The accompanying notes form part of these financial statements.

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2016

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Income		1,830,080	1,377,142
Interest Income		9,677	10,280
Payments to suppliers and employees		(1,645,776)	(1,404,068)
Net cash provided by/(used in) operating activities	8	193,981	(16,646)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		10,436	7,500
Purchase of property, plant and equipment		(69,595)	(11,884)
Net cash provided by/(used in) investing activities		(59,159)	(4,384)
Net increase/(decrease) in cash held		134,822	(21,030)
Cash on hand at beginning of financial year		271,372	292,402
Cash on hand at end of financial year	2	406,194	271,372

The accompanying notes form part of these financial statements.

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
ABN: 15 750 251 576
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

Note 1 Summary of Significant Accounting Policies

This financial report covers ACT Disability, Aged and Carer Advocacy Service Incorporated as an individual entity. ACT Disability, Aged and Carer Advocacy Service Incorporated is an association incorporated in the Australian Capital Territory under the *Associations Incorporation Act 1991* and the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis of Preparation

The financial report is a special purpose financial report that has been prepared in order to satisfy the reporting requirements of the *Associations Incorporation Act 1991* and the *Australian Charities and Not-for-profits Commission Act 2012*. The board has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis, is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

Income Tax

The Association is a non-profit organisation and is exempt from paying income tax in accordance with Section 50-5 of the *Income Tax Assessment Act 1997*.

Depreciation

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

The depreciation rates used for each class of depreciable assets are:

Computers	40%
Phone System	20%
Motor Vehicles	22.50%
Air Conditioning	20%

Goods and Services Tax (GST)

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). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the cost of acquisition of the asset or as part of an item of expense.

Employee Benefits

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with any entitlements arising from wages and salaries, annual leave and long service leave that will be settled after one year, have been measured at their nominal amount.

Note 2 Cash On Hand

	2016	2015
	\$	\$
Cash at Bank	405,950	271,296
Petty Cash	244	76
Total cash on hand	<u>406,194</u>	<u>271,372</u>

Note 3 Trade and Other Receivables

Prepaid Expense	28,751	30,403
Sundry Receivable	13,345	19,221
Bond	6,118	4,702
	<u>48,214</u>	<u>54,326</u>

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

Note 4 Property, Plant and Equipment

	2016	2015
Equipment & Fittings	\$	\$
At Cost	70,744	48,390
Less: Accumulated depreciation	(27,842)	(30,333)
	<u>42,902</u>	<u>18,057</u>
Motor Vehicles		
At Cost:	89,158	96,358
Less: Accumulated depreciation	(34,101)	(48,869)
	<u>55,057</u>	<u>47,489</u>
Total Property, Plant and Equipment	<u>97,959</u>	<u>65,546</u>
Leasehold Improvement		
At Cost	7,300	7,300
Less: Accumulated depreciation	(106)	(55)
	<u>7,194</u>	<u>7,245</u>

Note 5 Trade and other payables

Business Credit Cards (CBA)	1,193	-
Trade payables and Accruals	41,638	30,590
GST and PAYG payables	23,658	20,926
	<u>66,489</u>	<u>51,516</u>

Note 6 Provisions

Current

Employee entitlements - annual leave	84,334	68,305
	<u>84,334</u>	<u>68,305</u>

Non Current

Employee entitlements - long service leave	-	3,529
	<u>-</u>	<u>3,529</u>

Note 7 Unexpended grants

Link and Learn	36,903	-
ACT NDIS	34,670	-
ACT Health - HACC	-	12,320
	<u>71,573</u>	<u>12,320</u>

Note 8 Cash Flow Information

**Reconciliation of Operating Surplus (Loss)
with Cash Flow from Operations**

Operating Surplus (loss)	74,346	19,492
Prior Year Adjustment	-	(7,140)
Add/subtract Non Cash Items		
Depreciation	22,691	22,846
Provision for staff leave entitlements		16,768
(Profit)/Loss on sale of assets	4,107	324
Operating surplus adjusted for non-cash items	<u>101,144</u>	<u>52,290</u>
Movement in Current Assets and Liabilities		
Decrease/(increase) in Sundry debtors	6,111	(24,634)
Decrease/(increase) in Creditors	27,473	(47,463)
Decrease/(increase) in Unexpended grants	59,253	3,161
Net Cash from Operations	<u>193,981</u>	<u>(16,646)</u>

ACT DISABILITY, AGED AND CARER ADVOCACY SERVICE INCORPORATED
ABN: 15 750 251 576
RESPONSIBLE ENTITIES' DECLARATION

In the opinion of the Board Members of the ACT Disability, Aged and Carer Advocacy Service Incorporated (ADACAS):

- a. the financial statements comprising of the statement of financial position as at 30 June 2016, the statement of comprehensive income and statement of cash flows for the year then ended, notes comprising of the summary of significant accounting policies and other explanatory information give a true and fair view of ADACAS for the year ended 30 June 2016 and comply with the *Associations Incorporation Act 1991* and the *Australian Charities and Not-for-profits Commission Act 2012*; and
- b. at the date of this statement there are reasonable grounds to believe that ADACAS will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Board.



Stephen Still (Chairperson)



Kim Stewart (Treasurer)

Dated this 25th day of October 2016

Auditor's Independence Declaration

To the Board Members of ACT Disability, Aged and Carer Advocacy Service Incorporated

As auditor for the audit of the ACT Disability, Aged and Carer Advocacy Service Inc. for the year ended 30 June 2016, I declare that, to the best of my knowledge and belief, there have been:

- no contraventions of the auditor independence requirements of the *Australian Charities and Not for Profits Commissions Act 2012* in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.

Vincents Assurance & Risk Advisory



Peter Sheville
Director

25 October 2016

canberra. brisbane. sydney. melbourne. gold coast

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Independent Auditor's Report

To the members of ACT Disability, Aged and Carer Advocacy Service Incorporated

We have audited the accompanying financial report, being a special purpose financial report, of ACT Disability, Aged and Carer Advocacy Service Incorporated (the association), which comprises the statement of financial position as at 30 June 2016, the statement of comprehensive income and statement of cash flows for the year then ended, notes comprising of the summary of significant accounting policies and other explanatory information.

Responsible Entities' Responsibility for the Financial Report

The board of ACT Disability, Aged and Carer Advocacy Service Incorporated is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Australian Charities and Not-for-profits Commission Act 2012*, the *Associations Incorporation Act 1991* and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the association and is appropriate to meet the needs of the members. The board's responsibility also includes such internal control as the board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the board, as well as evaluating the overall presentation of the financial report.

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

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Opinion

In our opinion, because of the existence of the limitation on our assurance over the comparative figures, and the effect of such adjustments, if any, as might have been determined necessary had the limitation not existed, we are unable and do not express an opinion as to whether the comparatives for 2015 and the results of ACT Disability, Aged and Carer Advocacy Service Incorporated's operations for the year ended 2015 are presented fairly in accordance with applicable Accounting Standards and the requirements of the *Associations Incorporation Act 1991* and *Australian Charities and Not-for-profits Commission Act 2012*.

In our opinion

- a) the financial statements of the association for the financial year ended 30 June 2016 are properly drawn up;
 - a. so far as to give a true and fair view of the matters required by subsection 72(2) of the *Associations Incorporation Act 1991* to be dealt with in the accounts for the financial year reported on;
 - b. in accordance with the accounting policies described in Note 1, the provisions of the *Associations Incorporation Act 1991* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*; and
 - c. in accordance with proper accounting standards.
- b) proper accounting and other records have been kept by the association.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist ACT Disability, Aged and Carer Advocacy Service Incorporated to meet the requirements of the *Associations Incorporation Act 1991* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose.

Vincents Assurance & Risk Advisory

Peter Sheville
Director

25 October 2016