



CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

Annual Report

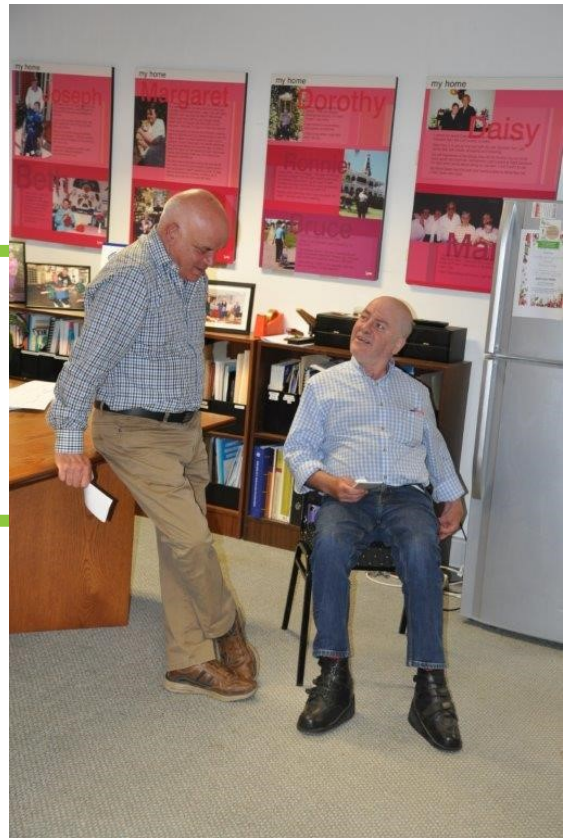
2019

Citizen Advocacy Sunbury & Districts Inc

ABN 70 069 363 776 | Assoc No A0009849V

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Funding & Support

Citizen Advocacy Sunbury & Districts Inc gratefully acknowledges the funding provided by the Commonwealth of Australia, Department of Social Services



Australian Government
Department of Social Services

Citizen Advocacy Sunbury & Districts Inc gratefully acknowledges the financial support provided by



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What is Citizen Advocacy?

The Program

Citizen Advocacy is an innovative community based movement which aims to recognise, promote and defend the rights and interests of people with an intellectual disability.

It does so by finding and supporting caring, responsible citizens who are prepared to act voluntarily to make a positive difference in the life of a person, who may be lonely, face difficult challenges, or be in a risky situation.

Each citizen Advocacy relationship is unique. The citizen advocate may for example, offer his or her protégé: friendship, the experience of family, new experiences and opportunities, and in some instances, spokesman ship and protection from abuse.

The Citizen Advocacy office carefully matches protégés and citizen advocates ensuring that there is a good fit between the needs and interests of the protégé and the abilities, resources and commitment of the citizen advocate.

Types of Advocacy

Citizen Advocacy can be divided into three main forms:

1. Expressive Advocacy

Everyone needs to feel warmth and understanding that comes from friendship. This is what expressive advocacy describes - the “friendship” aspect of advocacy - the caring, sharing, emotional support, spending time together, having fun and just being there.

2. Instrumental Advocacy

Everyone needs assistance at different times just to learn how to get along in everyday life. The way we learn most things is through experience and by having someone there to show us different ways to do things. Instrumental advocacy describes the practical aspect of advocacy.

3. Spokesmanship

In some situations people with intellectual disabilities are not treated with respect and dignity, their basic human rights are denied, and they are expected to put up with life-conditions and services that you and I would not accept. Advocates may need to speak out on behalf of a person to ensure their rights are met or assist that person to speak out for themselves. An advocate will need to represent their friend’s interests as if they were their own.

Our Mission

To recognise, promote and defend the rights and interests of people from culturally diverse backgrounds and situations within our community, who have an intellectual disability. We do so by recruiting and supporting caring, responsible citizens (advocates) on a long term one to one basis who are prepared to act voluntarily to make a positive difference in the life of a person who may be lonely, face difficult challenges, or be in a risky situation (protégés). We carefully match protégés and citizen advocates ensuring that there is a good fit between the needs and interests of the protégés and the abilities, resources and commitment of the citizen advocate.

Principles

The operation of a Citizen Advocacy program is based on the following principles:

Advocate Independence

- Advocates must be free to develop a primary loyalty to the person with whom they are matched and be able to act as independently as possible.
- Citizen Advocates are supported as unpaid, independent citizens acting as an advocate for an Individual person.

Program Independence

- Our program is independent and free from conflict of interest in how it is administered and funded. The office is administratively and physically separated from agencies which operate direct service programs involving (potential) Protégés.

Clarity of Staff Functions

- Our Citizen Advocacy staff understand the nature and possibilities of Citizen Advocacy and communicate this understanding by:
- Supporting, not supplanting, Protégé/Advocate relationships.
- Directing their energies toward building and maintaining the office as a whole.

Balanced Orientation to Needs of People requiring Advocates.

- People with an intellectual disability have a wide variety of needs for representation and relationships which can be met by Citizen Advocates. Our program works to developed plans for recruiting and supporting a range of relationships.

Positive Interpretations of People with a Disability.

- The Citizen Advocacy program model provides a positive interpretation of people with disabilities. The program always seeks the most highly positive, value conferring and yet valid possible associations which support developmental growth potential, citizenship role and individual personhood of people at risk of social devaluation.

Non-Discriminatory Advocacy

- Citizen Advocacy Sunbury & Districts Inc. promotes to Citizen Advocates, sensitivity towards the social and cultural values, beliefs and practices of the Protégés.



Our Advocates

We would like to acknowledge the advocates of CA Sunbury for their wonderful achievements in serving the community and the protégés they support. The world would be a poor place without your selfless giving of time, friendship, assistance and support.

Julie Allen

Maureen Anderson

Lyn Armstrong

Barbara Ashley

Katie Bishop

Ljubica Bosevska

Mary Buchanan

Nell Canty

Pauline Cole

Alison Cunningham

Nathan Dellamarta

Lisa Edwards

Carol Grant

Angela Fitzwater

Leanne Holland

Eveline Hoctor

John Karagiannidis

Edith Langshaw

Cathy Leatch

Penny Mallia

Angelo Micallef

Jodie Milenkovic

Susan Neale

Lyn Plummer

Joan Purton

Jeniffer Renda

Stuart Ritchie

David & Claire Ross

Peter Rovers

Helen Sims

Bill Shepheard

Tony Tanti

Ruth Vigus

Debra Batchelor

Coordinator - David Abela

It's been an honour to be Coordinator of Citizen Advocacy Sunbury for the past 28 yrs. In this time I have been able to help take this program from something that began with the aim of asking people in the Sunbury community to visit and protect vulnerable and often abandoned people living in the large institution called Caloola, to a Citizen Advocacy program working in the wider community with a range of people and needs, when Caloola was shut down.

In this time I have also been able to participate in a number of Citizen Advocacy Program Evaluations (CAPE), workshops and seminars around the country, reinforcing and clarifying my strong believe that people with disability, like everyone, need a balance in their lives – being good quality services and programs and freely given relationships, offering friendship, inclusion and protection. Helping people achieve this, is immensely satisfying work.

I live in the small township of Riddell's Creek and have 4 children and 2 grandchildren. When not being a CA Coordinator I have a passion for sport, including equestrian, triathlons, cycling, running, and various sport the children played over the years. Currently, I am helping my 18 year old daughter Grace, retrain and prepare our two ex-racehorses for equestrian sport.



Administration - Melita Bonett

I have been a part of Citizen Advocacy Sunbury for over 8 years now, and I have loved every minute! Working alongside incredible community members means that no two days are ever the same.

My husband Dave and I have, one beautiful daughter, 2 horses, 2 Welsh Mountain ponies and a very shaggy Golden Retriever. Also keeping me busy, is the family's fully self sufficient vegetable garden, orchard and beloved chooks!



Committee of Management

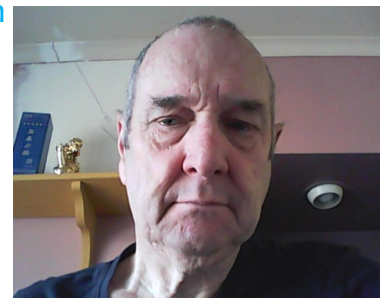


Chairperson - Angelo Micallef

I migrated to Australia from Malta in 1983 with my wife and two young daughters. All our family have been involved in voluntary work with various organisations or on our own because we feel an obligation to share our luck. This was partially ingrained in us by my late mother who was very caring for others in need. My hobbies are gardening, sports and travel the world with my wife.

Vice Chairperson - Greg Osborn

I am a retiree after spending 50 yrs in the work force 27 as a banker and the rest operating businesses until about 2012 when I took a job as a chef in a childcare centre here in Sunbury. I moved to Sunbury in 2006 after spending most of my adult life in the northern suburbs of Melbourne. My interests include gardening, painting and pottery I am also a member of the local men's probus club.

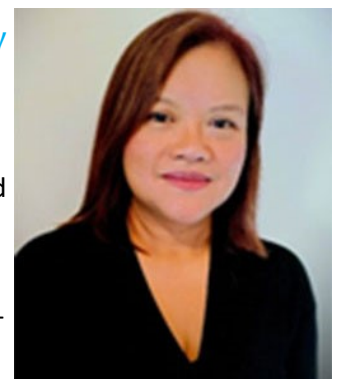


Treasurer - Dianna Melhem

I came on Board as Treasurer of Citizen Advocacy in June 2019 and in the short time I have been involved, have learned a lot about the program and its benefits to the community. I am a self-employed CPA Accountant, who has been running my own business full-time for the last eleven years, working with various small businesses helping them meet their BAS requirements as well as consulting to help grow their businesses. Prior to that I worked in Public Practice for 13 years. I am blessed with a beautiful family that comprises of my husband and two teenagers as well as my dog Shadow. I am looking forward to seeing what the next financial year brings in my learnings and growth as Treasurer of Citizen Advocacy.

Secretary - Carmela Vergara - Rigby

Many years ago a former CA member, Kate Kennedy had told me how rewarding helping someone with an intellectual disability can be and encouraged me to be a part of Citizen Advocacy Sunbury. I was inspired by how she balanced work, raising a family and volunteer work. Although I was only twenty, I always knew I wanted to help make a difference for someone. It has taken me over twenty five years to finally be involved with CA. This is my second year serving on CA's Committee and I hope to be able to contribute something truly wonderful to CA Sunbury. My family moved to Sunbury in 1984 and I love living in this town where I feel there is great feeling of Community spirit. I also volunteer with Sunbury Neighbourhood Kitchen which I find very rewarding. I am a Mum who juggles working five days a week, five adult children (3 sons, a step daughter and a god child that lives with us) and a husband of 26 years with my volunteer work. I am a hobby gardener, keen bush walker and camper and would love to travel this beautiful world more and am looking forward to meeting my future protege one day.





Anna Kell

I moved to Sunbury in May 2010 with 2 young children. Sunbury was the perfect place to restart. It helped that I had my brother and sister living here too. I remarried in 2015 and my young children are now teenagers. I live in the center of town and work at Cartridge World Sunbury, which means I get to walk to work and enjoy our lovely town on the way. I also run Dragonflies Can Fly that offers administration support to local businesses together with assisting local charities and organisations with event and fundraiser promotions. I have volunteered for various local charities of the years. Earlier this year I was looking to volunteer again and along came Jodie Milenkovic who asked me to attend a committee meeting for Citizen Advocacy. I'm

glad she did. I hope I can help the CAS in promoting the rewarding relationship between Advocates and Protégés in the future.

Jodie Milenkovic



I have been an Advocate for almost two years and have sat on the board for just over the last twelve months. This experience has been more rewarding than I could have anticipated, as an advocate I get to witness how meaningful this relationship becomes to both the protégée and to the advocate, and sitting on the board has enabled me to collaborate with a fantastic team of talented, knowledgeable and committed individuals who want to ensure the ongoing success of this marvelous program. I am currently working in the community sector which I love, being able to positively support and contribute to change in a person's life regardless of how big or small those changes are is something I very much enjoy.

Justin O'Brien



My name is Justin O'Brien and I am deaf I wear a cochlear device in each ear. I would like to help other people in the Sunbury Community. I work with three committees, ADMINA, (Action for more Independence and Dignity in Accommodation Inc.) REINFORCE, (self-advocacy). These committees work from a venue called ROSS HOUSE (in Melbourne) and recently CITIZEN ADVOCACY SUNBURY. Being on these committees helps me to learn how to help other people with disability and also share some of my ideas. I hope to make friends, share ideas and link up with other people involved with disability.



Chairperson's Report

Introduction

On behalf of the Committee of Management I have the privilege of presenting the annual report for the 2018/2019 financial year. What a year it was.

Citizen Advocacy Sunbury rests on the pillars of the Administration, Committee, Advocates and Protégé's. The main aim is to synchronise all those concerned to obtain the optimum outcome. All of us should be proud of ourselves that the DSS funding and grants that we were trusted with are used to improve CAS.

2.0 Highlights

The main highlights during the year are the following:

2.1 A new committee has been established in line with the constitution of which is made of persons with specific skills and respective responsibilities. It has been established according to their individual expertise, as follows:

- A. Media - Anna
- B. Events - Jodie
- C. Financial - Dianna
- D. Information Technology – Angelo & Greg
- E. Procedures - Angelo
- F. Governance – Greg
- G. Secretary - Carmela
- H. Advocates and Protégé's spokesperson and ideas innovation - Justin

2.2 Administration (David and Melita) have been evolving in a manner that is more suited to their responsibilities and tasks that beforehand had been outsourced or taken over ad hoc by COM. These have been given back to the office. The benefits of this is that administration is not negatively impacted, if there are any changes in COM members, also they are able to provide expertise in their selected responsibilities. It also increases job satisfaction.

2.3 Effort is also being focused on the networking and support for the Advocates. Several events have been held to get them together such as dinners etc. The new COM will try their best to equip the advocates with active programs to improve their capability and appreciation.

2.4 The same goes with the protégés were we held several events and will be exploring avenues open to CAS that will add value to the program. One such ongoing program is the Protégé Artwork. We subsidise them in creating something artistic that we will decorate the office with. An initial one is from Elizabeth.

3.0 Going Forward

3.1 The Administration and COM decided to evaluate themselves and make decisions on how to improve. We are very lucky that a culture was created based on

Responsibility

Transparency

Value other person's contribution

Defined Outcomes

We agreed that one of the best ways to improve is that we need to put (as they say) pegs in the ground. To attain this we have a challenging program of producing Procedures, Responsibilities and Instruction documents. These will provide us the ability to document any learning being positive or negative and take actions and incorporate them in the respective documents. This also means that any new ideas or suggestions are considered for inclusion.

COM and Administration are also focusing on opportunities that we can explore to increase the amount of events for both Advocates and Protégé's that will especially assist in training and networking.

4.0 Conclusion

4.1 I would like to thank DSS, Grant providers and all the members that make Citizen Advocacy Sunbury so valid. It is amazing the amount of dedication that make our organisation a success. Thanks for your time



Coordinator's Report

David Abela

It is with pleasure that I present my 2018/19 AGM Co-Ordinator's report.

After the crash of our previous CA Sunbury website, we went on to develop a new website and a more consistent Facebook page. This year we have continued to get the message out, promoting the program by using a bit of modern technology, social media and good old-fashioned networking and presentations. All valuable resources and methods to engage with the community and hopefully encourage individuals to give some of their time to someone else.

Not only do we need to provide information to the public about our program, we also need to have information and training provided to our committee members and advocates. In August we brought in to the office, Caroline Wogan from Breakthru - Craigieburn to conduct a talk /discussion around NDIS registration and planning for those that are advocates for people who have little or no family support and/or those that are borderline eligible to apply. A relaxed informative discussion developed and many questions answered.

After discussions with the Community Engagement worker at the Sunbury Library, it was decided to give a talk to staff and make available posters and brochures to the library. It was pointed out to me that many homeless and vulnerable people are frequenting libraries to stay warm and access free internet. A strong effort will be made to reach some of these people especially after the opening of the new Global Learning Centre.

Another successful Standards Audit was conducted in July. I'm glad to say after each audit our systems are further refined and improved and most importantly, the auditors are always impressed with the standard of advocate protégé matches and the wonderful bond and trust that develops between people.

In September several committee members and myself attended a C A Network meeting in Western Australia – A successful weekend for all who attended. At the end of the gathering, a national group represented by most CA programs was formed to respond and represent common issues faced by programs and the CA network. This national group continues and meets regularly via phone conference. Our programs representative is our chairperson Angelo Micallef.

Our presence at the Sunbury Show went well. Great interest by people as they walked past our brand-new marquee, which looked very impressive and allowed our materials and volunteers to be under cover when required. Being



parked next to the Freemasons Marquee gave me the opportunity to network with members who were interested in a CA Presentation and the possibility of making a donation to assist the programs work or even assisting with fundraising efforts. Consequently, I attended the Freemasons community night a few weeks later where I had the opportunity to listen to other community organisations and also talk about CA.



DEX is the Data Exchange system that reflects the two-way partnership of information sharing between funding agencies and service providers. This enables both to understand the overall outcomes being achieved for individuals, families and their communities. Our first complete report was successfully submitted this year as required.

Our Christmas Dinner at the Ballcourt Hotel was a huge success. People were very happy with the food, music and gifts! Great interaction between everyone and an opportunity for advocates, proteges and committee to mingle with each other. We look forward to the next one coming up and welcome any suggestions for this year's venue.

The annual Hume City Council Community Grant was collected by Ang, Juan and myself at the Craigieburn Global Learning Centre. We received a \$1200 Hume Community Activity Grant and have since produced multilingual pamphlet's describing CA and inviting people from all backgrounds to get involved.



A post-Christmas Bunnings fundraiser on the 29th Dec was a huge success and we actually sold out of sausages! Thanks to everyone who volunteered their time and hard work. It was a very profitable day both in

terms of dollars and peoples understanding and interest in the work of their local Citizen Advocacy program.



In February 2019, I was able to arrange a guest speaker from State Trustees. With many people requiring Financial Administration this is always a relevant and sometimes complex and emotional topic. Our speaker explained the various services offered by State Trustees and answered individual questions.

In March I gave a talk to the "Rights & Responsibility" group at Distinctive Options, several people with disabilities wanted further information around gaining greater independence and social opportunities through the involvement of a Citizen Advocate in their life. It was made clear that there is always an open door at Citizen Advocacy if anyone wanted to talk.

Sunfest in March, is always a big event in Sunbury and Citizen Advocacy has had a presence there for the last few years. We were able to distribute many CA pamphlets along the way whilst talking to many people about the program and its value to individuals and the community resulting in some on-going interest. Also, in March, 2 committee members and myself attended a Governance Training Day at Ross House CBD. This was a valuable opportunity to further explore and understand what is required, legally and financially to help manage a not for profit organisation.

In May a presentation to “Probus mixed group” was given at Sunbury Football Club. Some 50 people were in attendance! There was lots of interest with a number of questions being asked and experiences shared from people who lived around and worked at the Caloola institution, remembering the development of Citizen Advocacy Sunbury from the urgent needs and vulnerability of people residing at the institution. It was an opportunity to remind people that closing the doors of the institution was the easy part. We still have a long way to go to help people live more inclusive productive lives.

The annual Advocate Dinner was also held in May and we had a small but engaging group of advocates and committee members enjoy a meal together at a local Tia restaurant where people shared stories and encouragement.

Another Standards Audit was conducted within the financial year to end a 3 yr cycle. All went smoothly



with another very good outcome. Our next Audit will now be done in 18 months from the date of this last audit instead of every 12mths.

Finally, in June I attended the Advocacy and NDIS Quality and Safeguard Commission Forum.

A newly established commission where people with disability receiving NDIS services and supports can go to have concerns, complaints and reportable incidents, including abuse and neglect

heard and dealt with. If a person making a complaint requires support and advocacy throughout this process an independent person such as a Citizen Advocate can also be involved.

A strong effort has been made this year to inform and engage the community about the disability advocacy model we offer to the community. Not only highlighting the benefits and need to the vulnerable person but also the rewards and satisfaction, helping and protecting another person’s rights brings to the advocate. A united effort has had good results after attending various community events and developing educational and thought-provoking materials.

There are currently several proteges and advocates in the process of being matched after careful consideration over several weeks or months during the year, ensuring there is a good fit between the needs and situation of the protégé and the skills and time available of the Citizen Advocate.

In this specified period there were 38 CA matches being supported including 3 new matches making terrific progress and achievements and 2 more on the way.

Thanks to her advocate a young woman with intellectual disability is venturing out on her own from time to time and making her own choices after encouragement and mentoring from her advocate. An older woman living in a nursing home is residing in a more appropriate room within the facility after unnecessarily being in “high care” and living a more restricted life. She now looks forward to getting out with her advocate and sharing stories and experiences over a cuppa. A middle-aged woman living a fairly independent life but suffering from anxiety and lack of confidence and motivation has an advocate that is in weekly contact and has ensured her NDIS package has adequate services and outreach workers that help her buy the right food and cook healthy nutritious meals and attends important medical appointments . An improvement in her social and community life is also being looked at.



Many other different roles were undertaken by advocates throughout the year, everything from visiting people at their homes or hospital to representing people at NDIS meetings, attending medical appointments, helping proteges with issues around family or staff at a residential service and even giving marital advice!



Of course, as always at the core of all these relationships is friendship, which is freely given and free of conflict of interest. I have seen this requirement or wish become more and more important for people, heavily reliant on the service system and now having many aspects of their lives purchased and programmed by NDIS funding. Lately, many NDIS funded carers and outreach workers themselves have come to me concerned at the vulnerable, abusive and often neglected lives of their clients. Their appeal for someone to be found for their client, to help them have some control over their own lives is often a last resort after the system, individuals or client’s own family have let them down or just simply forgotten about them.

Of course, I could not do my work without the involvement of so many other people. As always, a big thanks to our admin assistant Melita and the various tasks completed by her. We currently benefit from a hard-working dedicated group of committee members with a great range of skills and experience. Special thanks to our President Angelo who puts in many extra hours both in and out of the office and all the other committee members listed at the front of this annual report who perform their tasks so efficiently and generously. You are all a great support and asset to this program and I know your motivation comes from a strong sense of social justice and concern for your fellow human beings.



Treasurer's Report

Dianna Melhem

I am very pleased to present the Citizen Advocacy Sunbury & Districts Inc. financial reports for the year ended 30th June 2019.

THE RESULTS FOR 2019

Citizen Advocacy Sunbury & Districts Inc. is in a strong and stable position. The overall result for 2019 was an expected surplus of \$15,162.33. The increase in the surplus is due to a rise in come from Grants and Fundraising Events of \$9,886.00, and a slight decrease in our expenses by \$1,991.00.

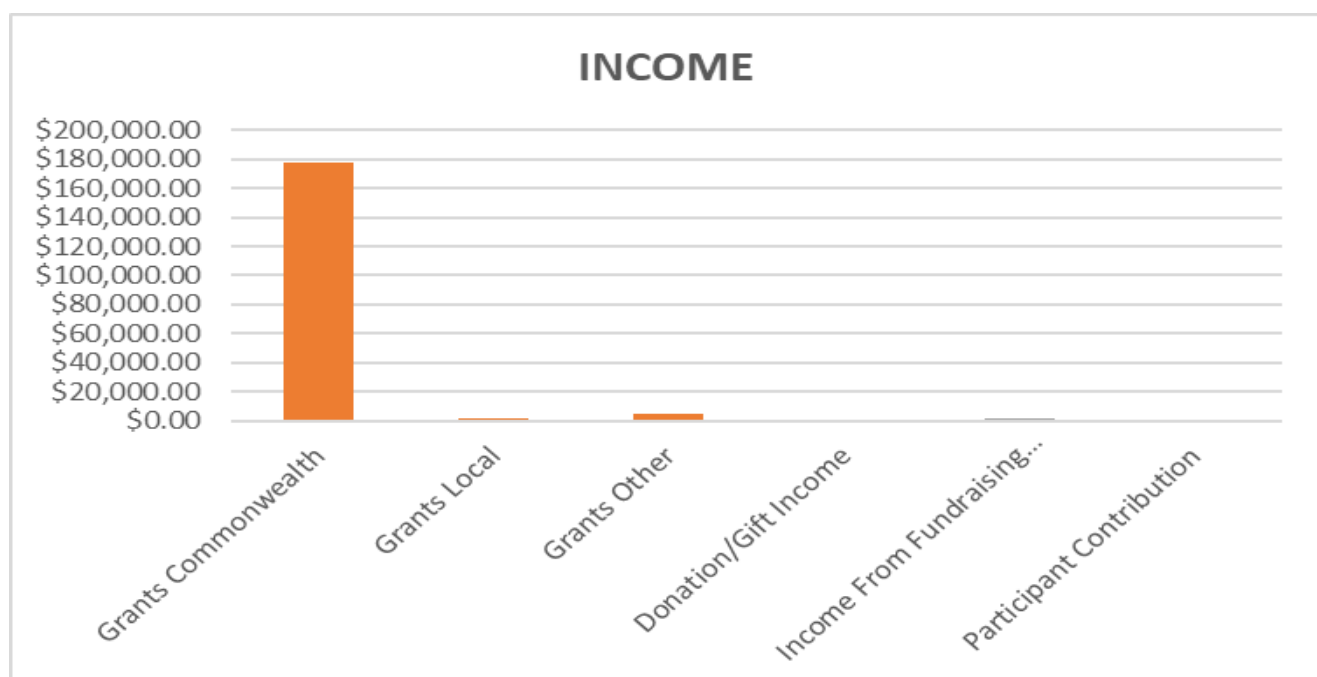
Total Assets has also increased during the year over the previous year by \$13,755.62 which is due to an increase in the Cash on Hand which as at 30th June 2019 totalled \$113,823.67.

Total Liabilities have decreased by \$1,406.71 for the year compared to the previous year.

INCOME

The greater part of funding to run the program comes from the Department of Social Services through the National Disability Advocacy Program.

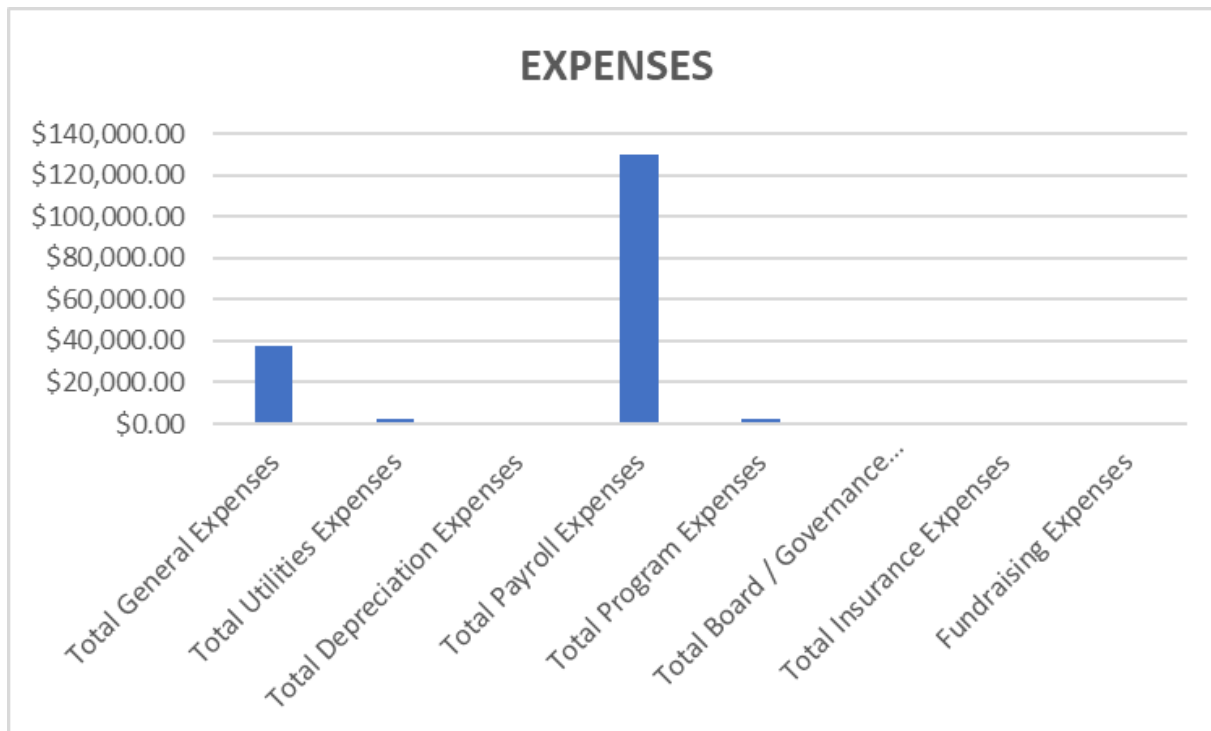
Citizen Advocacy Sunbury & Districts Inc welcomed an increase to the grant for 2019 and 2020. The additional funds allowed us to update computers in our offices that were struggling to run.



EXPENSES

In 2019 expenses decreased by \$1,991.01 from the previous year. The main item of expenditure is Payroll including provision for leave entitlement, representing 75% of outgoings.

\$43,132.95 (25%) was spent on General Expenses, Board / Governance Expenses, Program Expenses, Depreciation, Insurance, Utilities and Fundraising Expenses.



The Committee of Management and Staff are committed to ensuring the organisation remains viable and sustainable through our efforts to supplement our federal government funding with other grants, donations and fundraising.

FINANCIAL STATEMENTS

In the following pages you will find:-

- Profit and Loss Statement
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Financial Statements

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Independent Auditor's Report

Profit & Loss
Citizen Advocacy Sunbury & Districts Inc
June 2019

	Jun-19	Jun-18
Income		
Grant Income		
Grants Commonwealth	\$ 177,861.10	\$ 174,887.04
Grants Local	\$ 1,090.91	\$ 1,200.00
Grants Other	\$ 5,000.00	\$ -
Donation/Gift Income	\$ 530.00	\$ 725.00
Income from Fundraising Events	\$ 1,935.10	\$ 139.00
FBT Employee Contribution	\$ 420.00	\$ -
Gain (Loss) on Sale of Asset	\$ -	\$ -
Total Income	\$ 186,837.11	\$ 176,951.04
Gross Profit	\$ 186,837.11	\$ 176,951.04
Expenses		
General Expenses		
Accounting/Bookkeeping Fees	\$ 922.73	\$ 2,100.00
Advertising & Marketing	\$ 2,208.68	-\$ 1,449.00
Audit Fees	\$ 5,723.60	\$ 4,750.00
Bank Fees	\$ 88.88	\$ 279.55
Cleaning Expenses	\$ 28.41	\$ 148.91
Computer Expenses	\$ 4,545.45	\$ 1,095.00
Consultant Fees	-\$ 4,600.00	\$ -
Council Rates	\$ 340.50	\$ 379.80
Fees & Permits	\$ 57.80	\$ 56.90
Freight	\$ 34.05	\$ 50.82
General Repairs & Maintenance	\$ 7.91	\$ -
Gifts	\$ 277.90	\$ 244.71
Internet/Website	\$ 817.50	\$ 637.50
Membership Fees	\$ 1,122.73	\$ -
Printing	\$ 339.33	\$ 243.22
Postage	\$ 171.78	\$ 297.27
Office Equipment	\$ 1,649.11	\$ 576.02
Rent	\$ 19,857.56	\$ 13,341.42
Rounding & Adjustment	\$ 0.83	-\$ 126.61
Stationery	\$ 645.78	\$ 374.47
Subscriptions	\$ 763.68	\$ 860.87
Telephone Expenses	\$ 2,324.11	\$ 2,618.75
Total General Expenses	\$ 37,326.32	\$ 26,479.60
Program Expense		
Advocate Expense	\$ 791.01	\$ 1,914.70
Functions	\$ 1,435.82	\$ 1,337.52
Police Checks	\$ 35.80	\$ 44.82
Total Program Expense	\$ 2,262.63	\$ 3,297.04
Utilities Expense		
Electricity Expense	\$ 1,987.14	\$ 1,908.84
Gas Expense	\$ 164.64	\$ 198.45
Water Expenses	\$ 84.05	\$ 58.24
Total Utilities Expense	\$ 2,235.83	\$ 2,165.53
Total Fundraising Expense	\$ 677.86	\$ 103.60
Board / Governance Expense		
Board - Training	\$ 252.36	\$ 896.60
Board - Travel & Accom	\$ 147.04	\$ 6,489.21
Meeting Expense - AGM	\$ 104.63	\$ 198.85
Meeting Expense - Board	\$ 126.28	\$ 270.15

Profit & Loss
Citizen Advocacy Sunbury & Districts Inc
June 2019

	Jun-19	Jun-18
Total Board / Governance Expense	\$ 630.31	\$ 7,854.81
Depreciation Expenses		
Office Equipment Depreciation	\$ -	\$ 1,013.64
Computer Depreciation	\$ -	\$ 1,200.00
Furniture Depreciation	\$ -	\$ 951.82
Total Depreciation Expenses	\$ -	\$ 3,165.46
Insurance Expenses		
Business Insurance	\$ -	\$ 579.38
Pro Indemnity Insurance	\$ -	\$ 832.50
Public Liability Insurance	\$ -	\$ 1,260.79
Total Insurance Expenses	\$ -	\$ 2,672.67
Payroll Expenses		
Wages & Salaries		
Annual Leave Provision	\$ 8,980.68	\$ 8,884.77
Long Service Leave Provision	\$ 10,301.42	\$ 3,404.93
Personal Leave Provision	\$ 4,510.60	\$ 11,810.13
Travel Allowance	\$ 3,327.81	\$ 4,000.10
Superannuation	\$ 9,472.04	\$ 8,753.48
Wages & Salaries	\$ 89,689.26	\$ 85,692.76
Work Cover Premiums	\$ 2,744.04	-\$ 1,158.68
Staff Amenities	\$ 342.60	\$ 182.50
Staff - Training	\$ 249.54	\$ 896.60
Staff - Travel & Accom	\$ 184.19	\$ 6,014.66
Other Payroll Expenses	\$ -	\$ 706.18
Total Payroll Expenses	\$ 129,802.18	\$ 129,187.43
Total Expenses	\$ 172,935.13	\$ 174,926.14
Operating Profit	\$ 13,901.98	\$ 2,024.90
Other Income		
Interest Income	\$ 1,260.35	\$ 1,252.85
Total Other Income	\$ -	\$ -
Net Profit/(Loss)	\$ 15,162.33	\$ 3,277.75

Balance Sheet
Citizen Advocacy Sunbury & Districts Inc
June 2019

	Jun-19	Jun-18
Assets		
Current Assets		
Bank Accounts		
BLL - Operating Account	\$3,029.42	\$2,625.46
BLL - Cash Reserves Account	\$56,099.28	\$48,865.52
BLL - Staff Entitlements	\$54,070.19	\$41,611.50
BLL - MasterCard	\$624.78	\$6,965.57
Total Bank Accounts	\$113,823.67	\$100,068.05
Total Current Assets	\$113,823.67	\$100,068.05
Non-Current Assets		
Office Equipment		
Office Equipment At Cost	\$12,477.64	\$12,477.64
Accum. Depr. Office Equipment	(\$12,477.64)	(\$12,477.64)
Total Office Equipment	-	-
Computers		
Computers At Cost	\$1,977.35	\$1,977.35
Accum. Depr. Computers	(\$1,977.35)	(\$1,977.35)
Total Computers	-	-
Furniture		
Furniture At Cost	\$951.82	\$951.82
Accum. Depr. Furniture	(\$951.82)	(\$951.82)
Total Furniture	-	-
Bond		
Bond - Macedon St	\$1,000	\$1,000
Total Bond	\$1,000	\$1,000
Borrowing Costs	-	-
Total Non-Current Assets	\$1,000	\$1,000
Total Assets	\$114,823.67	\$101,068.05
Liabilities		
Current Liabilities		
ATO		
ATO Intergrated Client Account	\$0	\$1,840
Total ATO	\$0	\$1,840
GST Liabilities		
GST Collected	-	-
GST Paid	(\$2,449.42)	(\$1,311.64)
Total GST Liabilities	(\$2,449.42)	(\$1,311.64)
Payroll Liabilities		
PAYG Withholding Payable	3,584.00	-
Superannuation Payable	\$2,243.85	\$2,050.77
Provision - AL - Current	\$6,500.23	\$7,951.51
Provision - PL - Current	\$16,045.04	\$11,810.13
Provision - LSL - Current	\$41,288.96	\$30,987.54
Total Payroll Liabilities	\$69,662.08	\$52,799.95
Other Current Liabilities		
Trade Creditors	\$241.13	\$15,532.19
Total Other Current Liabilities	\$241.13	\$15,532.19
Total Current Liabilities	\$67,453.79	\$68,860.50
Non-Current Liabilities		
Payroll Liabilities		
Provision - LSL - Non Current	-	-
Other Non-Current Liabilites		
Chattel Mortgage - Holden	-	-

Balance Sheet
Citizen Advocacy Sunbury & Districts Inc
June 2019

	Jun-19	Jun-18
Unexpired Charges - Holden	-	-
Total Non-Current Liabilities	-	-
Total Liabilities	\$67,453.79	\$68,860.50
Net Assets	\$47,369.88	\$32,207.55
Equity		
Retained Earnings	\$32,207.55	\$28,929.80
Current Year Surplus/Deficit	\$15,162.33	\$3,277.75
Total Equity	\$47,369.88	\$32,207.55

CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Committee Members Declaration

YEAR ENDED 30 JUNE 2019


The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

- 1 Presents a true and fair view of the association's financial position as at 30 June 2019

- 2 There are reasonable grounds to believe that the association will be able to pay its debts as and when they become due and payable.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the committee by:



 NAME: **DIANNA MELHEM**
 Committee Member
TREASURER
 Signed on the **05th** day of **August** 2019

 NAME:
 Committee Member
 2019

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CITIZEN ADVOCACY SUNBURY & DISTRICTS INC.**

Opinion

We have audited the financial report of Citizen Advocacy Sunbury & Districts Inc (“the Association”) which comprises the balance sheet as at 30 June 2019, the statement of profit or loss for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the committee’s declaration.

In our opinion the financial report of the association *has been prepared in accordance with the Associations Incorporation Reform Act 2012* including:

- a) giving a true and fair view of the entity’s financial position as at 30 June 2019 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards as referred to in Note 1 to the financial statements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 Code of Ethics for Professional Accountants (“the Code”) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter – 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 Citizen Advocacy Sunbury & Districts Inc to meet the requirements of the Associations Incorporation Reform Act 2012. As a result the report may not be suitable for another purpose.

Information Other than the Financial Report and Auditor’s Report Thereon

The Committee is responsible for the other information. The other information comprises the information included in the Association’s financial report for the year ended 30 June 2019, but does not include the financial report and our auditor’s report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Committee's responsibility for the financial report

The Committee of the Association is responsible for the preparation of the financial report and has determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012. The Committee's responsibility also includes such internal control as the Committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee to cease operations, or have no realistic alternative but to do so.

Auditor's responsibility

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

A further description of our responsibilities for the audit of the financial report is included in Appendix A of this auditor's report. This description, which is located directly after the audit report, forms part of our auditor's report.

Ryecrofts Pty Ltd

A handwritten signature in black ink, appearing to read 'Terrence Vail', with a horizontal line underneath.

Terrence Vail CPA
Director
Registered Company Auditor – 305706
Dated: 05 August 2019

Appendix A: Auditor's Responsibilities for the Audit of the Financial Report

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



“Creating and supporting relationships that make a positive difference in the life of a person with an intellectual disability”