



**CITIZEN ADVOCACY**  
SUNBURY & DISTRICTS INC

# Annual Report

## 2020

**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

Marylou Elderfield

## Coordinator - David Abela

It's been an honour to be Coordinator of Citizen Advocacy Sunbury for the past 29 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 3 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 20 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 on 10 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, an energetic Fox Terrier and one very shaggy Golden Retriever. Also keeping me busy, is the family's fully self sufficient vegetable garden, orchard and beloved chooks!



# Committee of Management

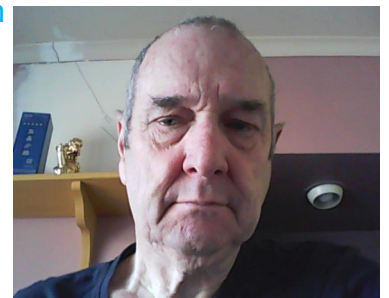


Chairperson - Angelo Micallef

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.

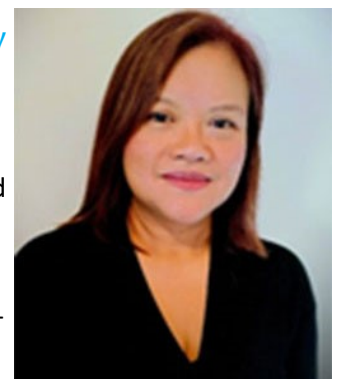


Treasurer - Dianna Melhem

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 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 - Retired

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—Retired

I have been an Advocate for almost four years and have sat on the board for just over the 2 years. 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

## 1.0 Introduction

1.1 On behalf of the Committee of Management (COM) I have the privilege of presenting the annual report for the 2019/2020 financial year. It was a year that most of us will remember all our lives due to COVI-19.

We had been holding on to conduct the AGM in person as per previous years and were looking forward to make the outmost effort to conduct it that way. On the February 2021 COM meeting that was held in the office we became aware of another COVID outbreak and decided that we should not wait any longer and go ahead with the AGM using emails and surface mail as required.

Hopefully this virus experience will be a one off for a very long time.

## 2.0 Highlights

2.1 Highlights The main highlights during the year are the following:

2.2 There was some highlight that we managed to accomplish before COVID-19 hit us.

- All procedures that cover CA Sunbury operations and guidelines have been completed by COM. This was an extensive effort which required the contribution of both COM and office staff.
- The Microsoft outlook was reorganised to improve the operational efficiency using a standardised system.
- The folder cabinets were also reorganised to reflect the operational requirement and old files archived.
- Completed all the planning for an SRV Brisbane Conference. This was cancelled due to COVID-19.
- A First Aid course had also been planned and had to be cancelled.
- Other initiatives had to be delayed.

2.3 Administration (David and Melita) have contributed a lot to standardise the office computers files management and cabinets. This required scrutinising individual respective contents, categorising it and archive them. They also had to respond in a safe and efficient manner to the COVID-19 lockdown which obviously was challenging to say the least.

- 2.4 The COM meetings had to be curtailed and basically, we used emails for discussions. Obviously, we had to be very careful to not be subjected to any health negative impact that would assist the domino effect of the virus.

### 3.0 Going Forward

We have to wait until the COVID-19 health issue is resolved so as to recommence the events and initiatives. Currently most of the events programme is on hold.

### 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 and support that make our organisation a success.

Thanks for your time



# Coordinator's Report

David Abela

It is with pleasure that I present my Coordinator's report for what has been an out of the ordinary period for everyone, with the onset and development of the COVID-19 pandemic. Unfortunately, a lot of 2020 has been a write off in terms of recruitment of new advocates and proteges and all the activities and negotiations around it. I am now in the process of reconnecting and motivating people to become advocates and following up the people who could benefit from being matched to someone who could befriend and support them in so many ways. Thankfully most people are happy to pick up where they left off and in some cases are even clearer on the importance of good regular connections for vulnerable people to help prevent isolation and neglect.

Existing Advocates and Proteges were of course impacted greatly by the virus with a lot of face-to-face contact coming to a stop and instead, more regular phone calls occurring. With such a wide range of proteges involved in the program, it was not always possible to use technology as an alternative form of communication and monitoring with some advocate's doing their best to stay in touch through other involved workers in CRUS and where possible dropping in and following COVID-19 regulations. The pandemic has certainly highlighted the already isolated and vulnerable lives so many people live. This tragic phenomenon only compounded the situation for many.

Unfortunately, many promotional and support activities had to be postponed including -

- CA Information Night at the new Sunbury Global Learning Centre
- First Aid Course for Advocates
- Advocate Yearly Dinner
- Discussion Night around various topics common to Citizen Advocates
- Mental Health First Aid course for Advocates
- Community Engagement Sessions contributing to public Information about the program and its purpose.
- Coordinator and Committee SRV training/conference being held in Brisbane.
- Surveillance Standards Audit looking at our systems and practices.
- Development of a new CA promotional video and vignettes for social media.

We hope to reorganise the majority of these activities throughout 2021 and are currently in negotiations with The Department of Social Services to ensure unspent funds from the 19/20 financial year are able to be kept and used this year after postponement in accordance with Federal and State Government advice for pandemic containment measures.

In response to the disruption caused by the Covid 19 virus a Pandemic Continuity Plan was developed. This explained what a Pandemic is, how it effects the daily running of our program and our plan for activities that could and could not continue. The plan has been sent to participants of the program and is available on our website.

Before Covid 19 hit and in the first half in the 19/20-year things were going along as normal. Our yearly Standards Audit came and went smoothly resulting in some very positive observations and a few minor recommendations which have been taken up and instigated, helping us review and strengthen our systems and ensuring we meet government standards.

During August 2019 a short video was produced highlighting and promoting the work of CA and the role of a Citizen Advocate. In this instance Nathan Dellamarta expressed his experience as an advocate and I was able to explain CA and the benefits of people having advocates. This was then used on a social media page promoting Sunbury businesses and community organisations.

After a couple of months away on a trip to Europe with my youngest daughter it was time to get back to work. Our vice president Greg and I attended a Community Expo held at the Sunbury Memorial Hall in October. The event attracted many people in and around Sunbury and was a great networking opportunity as well as resulting in two new advocates for the program.



October is the time of the annual Sunbury Show. C A was there with their brand-new CA marquee and making a good presence as information was passed on as people walked past, often stopping for a chat. Events like this help us spread the word to the wider community and hopefully help people understand what Citizen Advocacy is.



In November I gave a presentation to a group of people from the Sunbury branch of Heartbeat at the Aveo Retirement village. Interesting and vibrant discussion followed with some people having firsthand experience of Caloola and development of the Sunbury community.

A little later that month we had a visit from the opposition leader Bill Shorten and Rob Mitchell MP. Bill was greatly impressed by the work of CA and could clearly see the great value of vulnerable and disadvantaged people having freely given relationships, especially in these early times of the NDIS and the complexities that can ensue.



A multilingual CA Pamphlet was developed by committee member Anna Kell and this has been distributed at various venues around the City of

Hume with the aim of making CA available to as broad a range of people as possible.

Our Annual Christmas dinner in December was another huge success with everyone having a very good time and enjoying the food and great music performed by the Insync choir who very kindly donate their time and beautiful voices to make our Christmas dinner very festive and enjoyable. A big thank you must also go to the Sunbury Stars for their generous donation of \$500 that goes towards this night.

The day after, Justin O'Brien and myself were off to collect our Hume Council Community grant going towards Advocate training and greatly appreciated.

A community promotional day was held in February 2020 at the Sunbury Coles plaza, just getting in before this was no longer possible and engaging many people as well as distributing information including our new multilingual pamphlet's

Unfortunately, the National SRV conference planned for March 2020 did not go ahead due to Covid 19 and has been postponed until 2022. I along with the committee members and Advocates attending look forward to the new date.

This year, amongst many other things, examples of what some of the 35 magnificent Citizen Advocates were able to do were:

- o Help proteges review and improve their NDIS planes.
- o Support and overlook the privatisation of the CRU some protégés live in.
- o Ensure protégé can attend church.



- Accompany protégé to medical appointments.
- Protect protégé against fraud.
- Help protégé celebrate birthday.
- Deal with various family issues with protege.
- Review services provided to protégé.

Submission made and attendance to the Royal Commission into Violence, Abuse and Exploitation of people with Disability, following an incident with her protégé at a CRU outing.

- Regular visits and monitoring at nursing home.
- Attended funeral.
- Help gain supported employment.
- Deal with issues concerning CRU staff on behalf of protégé.
- Applying for and receiving the Disability Support Pension.
- Various supports during the Covid 19 lockdown.

As always, a big thankyou to our dedicated team of admin worker Melita and committee of management, all involved in the smooth running of this small but effective program and helping to make it possible for people with disability to have someone on their side as a friend and advocate.







# Treasurer's Report

Dianna Melhem

I am very pleased to present the Citizen Advocacy Sunbury & Districts Inc. financial reports for the year ended 30<sup>th</sup> June 2020.

## THE RESULTS FOR 2020

Citizen Advocacy Sunbury & Districts Inc. is in a strong and stable position. The overall result for 2020 was an expected surplus of 56,162.91. The increase in the surplus is due to a COVID-19 Government Stimulus of \$10,000.00 and DANA grant of \$11,000.00. Also due to COVID-19 expenses were dramatically reduced due to not being able to hold events or operate as normal.

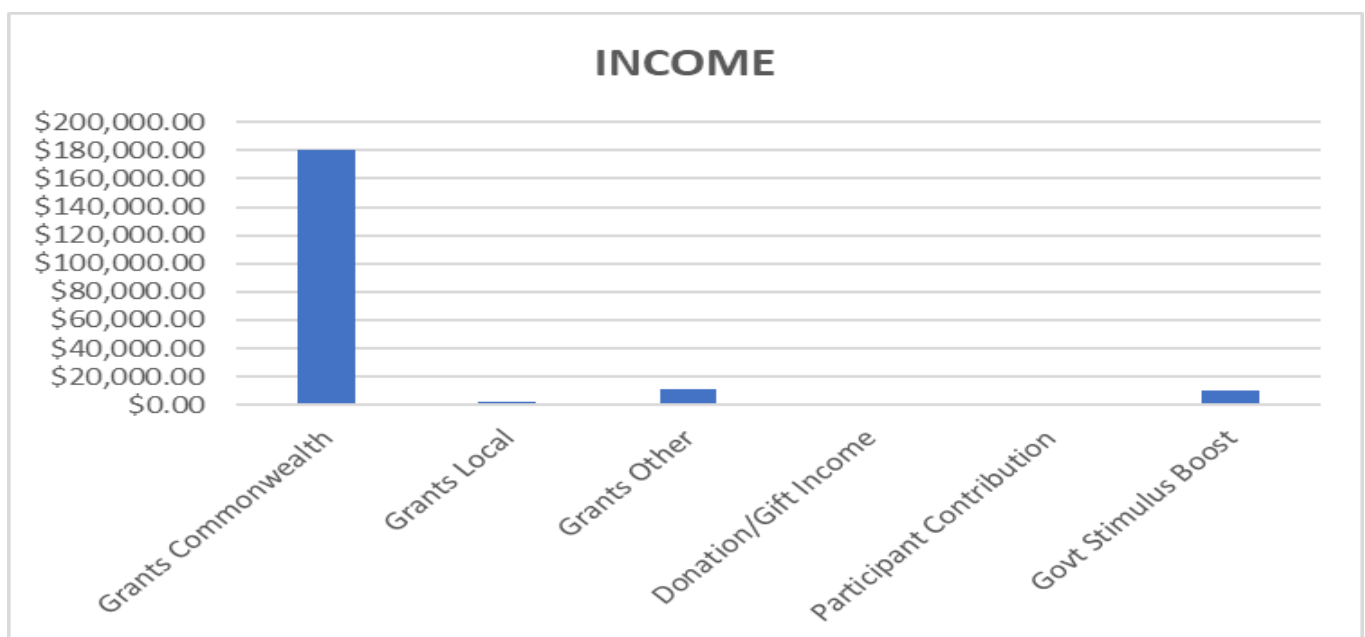
Total Assets has also increased during the year over the previous year by \$62,113.72 which is due to an increase in the Cash on Hand which as at 30<sup>th</sup> June 2020 totalled \$175,937.39.

Total Liabilities have increased by \$5,950.81 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 2020 and 2021. Due to COVID-19 these additional funds have not been able to be used as of yet.



## EXPENSES

In 2020 expenses decreased by \$24,219.75 from the previous year. The main item of expenditure is Payroll including provision for leave entitlement, representing 82.35% of outgoings.

\$26,241.20 (17.65%) 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:-

- Statement by the Committee
- Profit and Loss Statement
- Balance Sheet
- Notes to the Financial Statement
- Independent Auditor's Report



# Financial Statements

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Balance Sheet

Committee Member Declaration

Independent Auditor's Report

Citizen Advocacy Sunbury & Districts Inc

## Profit & Loss Statement

July 2019 To June 2020

	30 June 2020	30 June 2019
Income		
Operational Income		
Grant Income		
Grants Commonwealth	\$180,846.53	\$177,861.10
Grants Local	\$1,700.00	\$1,090.91
Grants Other	\$11,000.00	\$5,000.00
Donation/Gift Income	\$530.00	\$530.00
Income From Fundraising Events	-	\$1,935.10
Participant Contribution	\$490.00	\$420.00
Govt Stimulus Boost	\$10,000.00	-
<b>Total Income</b>	<b>\$204,566.53</b>	<b>\$186,837.11</b>
Expenses		
General Expenses		
Accounting/Bookkeeping Fees	-	\$922.73
Advertising & Marketing	\$1,776.70	\$2,208.68
Audit Fees_Standards Cert.	\$300.00	\$4,251.20
Audit Fees _Financial	\$1,250.00	\$1,472.40
Bank Fees	\$84.20	\$88.88
Cleaning Expenses	-	\$26.41
Computer Expenses	\$1,545.36	\$4,545.45
Consultant Fees	-	(\$4,600.00)
Council Rates	\$363.50	\$340.50
Fees & Permits	\$18.40	\$57.80
Freight	-	\$34.05
General Repairs & Maintenance	-	\$7.91
Gifts	\$103.14	\$277.90
Internet / Website	\$180.00	\$817.50
Membership Fees	\$209.09	\$1,122.73
Printing	\$177.94	\$339.33
Postage	\$212.73	\$171.78
Office Equipment	\$317.06	\$1,649.11
Rent	\$7,000.02	\$19,857.56
Rounding & Adjustment	-	\$0.83
Stationery	\$601.98	\$645.78
Subscriptions	\$868.68	\$763.68
Telephone Expenses	\$2,472.37	\$2,324.11
<b>Total General Expenses</b>	<b>\$17,481.17</b>	<b>\$37,326.32</b>
Program Expense		
Advocate Expense	\$1,436.96	\$791.01
Functions	\$1,430.67	\$1,435.82
Police Checks	\$73.60	\$35.80
<b>Total Program Expense</b>	<b>\$2,941.23</b>	<b>\$2,262.63</b>
Utilities Expense		
Electricity Expenses	\$1,666.83	\$1,987.14
Gas Expenses	\$113.89	\$164.64
Water Expenses	\$88.10	\$84.05
<b>Total Utilities Expense</b>	<b>\$1,868.82</b>	<b>\$2,235.83</b>
Fundraising Expense	-	\$677.86

**Citizen Advocacy Sunbury & Districts Inc**

ABN 70 069 363 776 | Assoc No. A0009849V

	<b>30 June 2020</b>	<b>30 June 2019</b>
Board / Governance Expense		
Board - Training	-	\$252.36
Board - Travel & Accom	\$260.54	\$147.04
Meeting Expense - AGM	\$123.26	\$104.63
Meeting Expense - Board	\$534.90	\$126.28
<b>Total Board / Governance Expense</b>	<b>\$918.70</b>	<b>\$630.31</b>
Insurance Expenses		
Business Insurance	\$977.78	-
Pro Indemnity Insurance	\$832.50	-
Public Liability Insurance	\$1,221.00	-
<b>Total Insurance Expenses</b>	<b>\$3,031.28</b>	<b>-</b>
Payroll Expenses		
Wages & Salaries		
Annual Leave Provision	(\$1,488.67)	\$8,980.68
Long Service Leave Provision	\$1,699.47	\$10,301.42
Personal Leave Provision	\$3,495.97	\$4,510.60
Travel Allowance	\$3,364.74	\$3,327.81
Superannuation	\$9,831.72	\$9,472.04
Wages & Salaries	\$103,491.95	\$89,689.26
Work Cover Premiums	\$994.19	\$2,744.04
Staff Amenities	\$391.17	\$342.60
Staff - Training	\$420.91	\$249.54
Staff - Travel & Accom	\$272.73	\$184.19
<b>Total Payroll Expenses</b>	<b>\$122,474.18</b>	<b>\$129,802.18</b>
<b>Total Expenses</b>	<b>\$148,715.38</b>	<b>\$172,935.13</b>
<b>Operating Profit</b>	<b>\$55,851.15</b>	<b>\$13,901.98</b>
Other Income		
Interest Income	\$311.76	\$1,260.35
<b>Total Other Income</b>	<b>\$311.76</b>	<b>\$1,260.35</b>
<b>Net Profit/(Loss)</b>	<b>\$56,162.91</b>	<b>\$15,162.33</b>

Citizen Advocacy Sunbury & Districts Inc

## Balance Sheet

June 2020

	30 June 2020	30 June 2019
<b>Assets</b>		
Current Assets		
Bank Accounts		
BLL - Operating Account	\$46,647.71	\$3,029.42
BLL - Cash Reserves Account	\$62,616.67	\$56,099.28
BLL - Staff Entitlements	\$66,395.44	\$54,070.19
BLL - MasterCard	\$277.57	\$624.78
Total Bank Accounts	\$175,937.39	\$113,823.67
Total Current Assets	\$175,937.39	\$113,823.67
Non-Current Assets		
Furniture		
Furniture At Cost	\$951.82	\$951.82
Accum. Depr. Furniture	(\$951.82)	(\$951.82)
Total Furniture	-	-
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	-	-
Bond		
Bond - Macedon St	\$1,000.00	\$1,000.00
Total Bond	\$1,000.00	\$1,000.00
Total Non-Current Assets	\$1,000.00	\$1,000.00
<b>Total Assets</b>	<b>\$176,937.39</b>	<b>\$114,823.67</b>
<b>Liabilities</b>		
Current Liabilities		
GST Liabilities		
GST Paid	(\$679.74)	(\$2,449.42)
Total GST Liabilities	(\$679.74)	(\$2,449.42)
Payroll Liabilities		
PAYG Withholding Payable	\$4,102.00	\$3,584.00
Superannuation Payable	\$2,441.34	\$2,243.85
Provision - AL - Current	\$5,011.54	\$6,500.23
Provision - LSL - Current	\$42,988.43	\$41,288.96
Provision - PL - Current	\$19,541.03	\$16,045.04
Total Payroll Liabilities	\$74,084.34	\$69,662.08
Other Current Liabilities		
Trade Creditors	-	\$241.13
Total Other Current Liabilities	-	\$241.13
Total Current Liabilities	\$73,404.60	\$67,453.79
<b>Total Liabilities</b>	<b>\$73,404.60</b>	<b>\$67,453.79</b>
<b>Net Assets</b>	<b>\$103,532.79</b>	<b>\$47,369.88</b>
Equity		
Retained Earnings	\$47,369.88	\$32,207.55
Current Year Surplus/Deficit	\$56,162.91	\$15,162.33
<b>Total Equity</b>	<b>\$103,532.79</b>	<b>\$47,369.88</b>



**CITIZEN ADVOCACY**  
SUNBURY & DISTRICTS INC

**Citizen Advocacy Sunbury & Districts Inc**

ABN 70 069 363 776 | Assoc No. A0009849V

5A, 36 Macedon Street (PO Box 420) Sunbury VIC 3429

Tel 03 9744 7378 | Fax 03 9740 8535

[www.CitizenAdvocacySunbury.com.au](http://www.CitizenAdvocacySunbury.com.au)

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CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Committee Members Declaration

YEAR ENDED 30 JUNE 2020

In the opinion of the Committee Members of Citizen Advocacy Sunbury and Districts Inc.

1. The financial statement of Citizen Advocacy Sunbury and Districts Inc. are in accordance with the *Australian Charities and Not-for Profits Commission Act 2012*, including:
  - a) Giving a true and fair view of its financial position as at 30 June 2020 and of its performance for the financial year ended on that date; and
  - b) Complying with Australian Accounting Standards including the Australian Accounting Interpretations and the Australian Charities and Not-for-profits Commission Regulation 2013; and
2. In the committee members' opinion there are reasonable grounds to believe that Citizen Advocacy Sunbury and Districts Inc. 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 committee.

Dianna Melhem

Committee Member and Treasurer

30 October 2020

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE COMMITTEE MEMBERS OF CITIZEN ADVOCACY SUNBURY & DISTRICTS INC.**

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as lead auditor for the audit of Citizen Advocacy Sunbury & Districts Inc. for the year ended 30 June 2020, I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit.

Ryecrofts



Terrence Vail  
Director

Dated: 30 October 2020



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

**Opinion**

We have audited the financial report of Citizen Advocacy Sunbury & Districts Inc. (“the entity”) which comprises the balance sheet as at 30 June 2020, the statement of profit or loss and other comprehensive income for the year then ended, and the committee members’ declaration.

In our opinion, the accompanying financial report of the entity is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the registered entity's financial position as at 30 June 2020 and of its financial performance and cash flows for the year ended on that date; and
- ii. complying with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

**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 Entity in accordance with the auditor independence 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 confirm that the independence declaration required by Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, which has been given to those charged with governance, would be in the same terms if given as at the time of this auditor’s report.

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**

We draw attention to format of the financial report. The financial report has been prepared for the purpose of fulfilling the committee’s financial reporting responsibilities under the *Australian*

*Charities and Not-for-Profits Commission Act 2012*. As a result the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

***Subsequent event: The impact of the uncertainty of COVID-19***

We draw attention to the declaration of COVID-19 as a pandemic in March 2020. The pandemic is ongoing with the possible effects of the future implications of COVID-19 on the Association's future financial position and performance not disclosed in the financial report. In our view this issue is fundamental to users' understanding of the Financial Report. Our opinion is not modified in respect of this matter.

**Other Matter**

**Information Other than the Financial Report and Auditor's Report Thereon**

The committee members are responsible for the other information. The other information comprises the information included in the entity's financial report for the year ended 30 June 2020, 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.

**Responsibilities of the Committee Members for the Financial Report**

The committee members of the Entity are responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation is appropriate to meet the requirements of the *Corporations Act 2001* and the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The committee members' responsibility also includes such internal control as the committee members determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee are responsible for assessing the ability of the Entity 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 members either intend to liquidate the Entity or to cease operations, or have no realistic alternative but to do so.

### Responsibilities for the Audit of the Financial Report

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



Terry Vail  
Director  
Registered Company Auditor - 305706  
Dated this 30<sup>th</sup> day of October 2020





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