



CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

Annual Report

2021

Citizen Advocacy Sunbury & Districts Inc

ABN 70 069 363 776 | Assoc No A0009849V

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Funding & Support

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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, spokesmanship 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

John Mckinnon

Danielle Bottams

Coordinator - David Abela

It's been an honor to be Coordinator of Citizen Advocacy Sunbury for the past 30 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 always 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 a small township of Riddell's Creek and have 4 children and 3 little grandchildren. When not being a CA Coordinator, I have been retraining our 2 Off the Track horses (ex-racehorses) for dressage competitions.



Assistant Coordinator – Rebekah Tucker

Whilst my time at Citizen Advocacy has been short, I have learnt a great deal and am looking forward to engaging more with the program once we are out of lockdown. I will be working alongside David to recruit and match advocates/proteges and support them through their relationships. In my previous role I was working for the NAB, assisting customers with fraud and scam related queries and creating cases for further investigation. After speaking with many people who were coerced into romance and job scams, I decided I wanted to do more to help people who may be vulnerable or marginalised. With that, I began studying a Certificate IV in Community Services which I am still completing along with starting my new role here. I'm excited to be given the opportunity to contribute to an organisation that works to empower and protect the rights of people with an intellectual disability, and I look forward to meeting you all in the near future.



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 years in the work force 27 as a banker and therest 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 – Tony Tanti



Earlier this year, my workdays got cut down and opened the opportunity to come back to Citizen Advocacy and support the CA program. I joined the committee in May 2021 and three months later, the treasurer's position got vacated. Dianna Melham's excellent recordings and procedure manual and notes made it very easy for anyone to continue with the Treasurer's duties. The engagement of a bookkeeper, Joanne Sedgeman will make sure CA maintains the financials recording responsibilities, and compliant with under the Australian Charities and Not-for-Profits Commission Act 2012. Prior to this engagement, I was involved with CA advocacy Sunbury for few years and learned a lot about the program and its benefits to the community. I have extensive project work experience and in managing budgets. I consider myself a good team player to work along with both CA coordinators and the committee members. My other interests include woodturning, gardening, and meeting with people from our local communities. I look forward to seeing what this financial year brings in my learnings and growth as Treasurer of Citizen Advocacy Sunbury.

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 volunteerwork. 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 stepdaughter 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 greeting my future protege one day.





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 2020/2021 financial year. Like most of last year, we endured months of being cocooned while normal life and expectations passed us by. COVID-19 has had an impact on all of us and we should be proud of ourselves, that through our resilience, we managed it. The programmes and initiatives that Citizen Advocacy planned have mostly been parked, which is a great pity as the COM and staff did a lot of planning. Anyway, it is what it is and hopefully the economic, social and psychological negative impacts we've endured and the experience itself, will only be a historical part of our lives.

2.0 Highlights

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

2.2 Achievements have obviously been limited with COVID-19. We managed to conduct the First Aid course which was well attended. A Mental Health complimentary course is also in the works when some form of normality is established, and we can conduct a face-to-face course. Most of the COM meetings have been held through Zoom, which assisted the COM in managing CA under the current restriction. Obviously one of the priorities were the health of all concerned as per the Victorian government guidelines and we successfully managed not to have any incidence.

We also started a media strategy that will include video components and have already established the planning level. Once lockdown is resolved we can move to the implementation phase.

2.3 Committee

After years of voluntary expertise and dedication as a Treasurer, Dianna Melhem decided to vacate the post due to her business pressure. The post is now filled by Tony Tanti which we welcome him to pick up were Dianna left

2.3 Administration

We had a re-organisation in the office and the position of Assistant Administrator was upgraded to Assistant coordinator. Rebekah Tucker has filled the new position and we thank Melita Bonett for all her effort during the years she held the position.



Coordinator's Report

David Abela

As always, I am pleased to present my annual report. It goes without saying, it has been another year of universal difficulties and disruption, but Citizen Advocacy is made up of passionate, socially minded people and the majority of advocates have maintained and supported their protégé throughout the year. The lockdowns forced us to shut the office door and work from home at times. Not ideal, but with the aid of a little modern technology, it is possible to stay in touch and support our advocate's and protégés. More recently advocates have worked together with their protégé to ensure individuals are maintaining lockdown restrictions and most importantly ensuring Covid-19 vaccinations are accessible and taken up.

In-between lockdowns we have, this year been able to conduct some of the postponed promotional and support activities scheduled for the year before.

These include:

- Surveillance Audit February 2021, looking at our systems and practices. Another very good outcome, resulting in no non-conformities and good feedback and suggestions for ongoing improvement.
- Advocate Yearly Dinner held at Vic's in Sunbury and attended by some 20 advocates and committee members enjoying each other's company and taking up the opportunity to discuss program development and support issues.
- Advocate Discussion night, to help build advocate capacity. This interactive workshop titled Understanding and increasing expectations for proteges to learn and work was conducted by Catalyst training and facilitated by Josie Prioletti a previous CA Coordinator. The workshop was well attended and very informative.
- We were able to conduct a FIRST AID Course in June 2021, with some very enthusiastic participants coming away with potentially lifesaving skills and knowledge.
- Earlier this year we started the ball rolling on our upcoming new promotional video which will highlight some current CA matches and the benefit people gain from them. Angelo and I have met with the producer Stefan Markworth and a down payment has been made to start as soon as Covid-19 regulations allow us.

A CA information night at the Sunbury Global Learning will be run, most likely in 2022, Covid-19 Regulations allowing. This recruitment drive will help increase community awareness about the role of citizen advocacy and opportunities to participate in the program. This event will target business, community and religious leaders of all denominations within Hume with the aim of attracting more advocates and proteges to ensure we can expand our program to the wider community. A planned Mental Health First Aid Course has also been put on hold until it is possible to conduct in a safe manner as a group.

As the events above had to be postponed in the 19/20 financial year to keep people safe, it resulted in a substantial amount of unspent funds, which the Department were wanting to claim back. This would have impacted negatively on our capacity to deliver the postponed activities designed to develop and maintain the program in the coming months and after a difficult period. After various negotiations and a supporting letter from Rob Mitchell M P, I'm glad to say that the Department allowed us to carry over the majority of the funds to be used to implement our strategy to utilise these unspent funds in 2021 in line with our funding agreement. A big thanks to DSS for their understanding and special thanks to Rob Mitchel and his staff for all their support and correspondence to the relevant minister.

Fortunately, we were able to hold our annual Christmas party in-between lockdowns! It had to be held outdoors and was catered for by N&M spit roasts who provided us with a lovely lunch time meal whilst we listened to beautiful Christmas carols sung by 'In Sync' Choir. Thank you also goes to the Sunbury Stars for their generous donation towards the annual Christmas Party.

We managed to set up a community awareness stall at Bunnings in May 2021. Great interaction with the general public, with lots of people coming up and telling us of people they know and their experiences and showing great interest in what we do and what we stand for. Unfortunately, we were unable to continue with any further stalls due to lockdown, but we will pick up where we left off, as soon as possible, not only at Bunnings but also other venues within City of Hume and Macedon Ranges.

The lockdown of course made it difficult to introduce new people to the program, but I was able to introduce two new proteges to their advocates, just before lockdown. I'd like to welcome John & Ben and Danielle & Danny and wish them all the best in their new CA relationship. Another protégé was also matched to an advocate but the protégé decided to withdraw from the relationship for the time being. There are other people waiting to be matched as soon as Covid -19 restrictions allow.



During lockdowns, online meetings became necessary and effective. In August 2020 an online meeting which I participated in, was held with Josh Bull MP and Hume community organisations giving us the opportunity to come together and discuss issues created by the pandemic. This also helped to clarify many issues around what people can and can't do in these times such as work permits and in home Covid-19 testing for people with disability. Another interesting "online chat" conducted in October 2020 during National Carers Week, was the opportunity to be interviewed by a local carers group about the C A program, its aims and objectives and how it could be possible for



carers to contact our program on behalf of the person they care for, and look at the possibility of recruiting an advocate. This was an excellent community education / information opportunity in a time when it was not possible to talk to people face to face.

Maintaining and improving the reach of our Facebook posts was also something that came to the fore during the year, as we struggled to continue promoting the program to new people. Short video clips highlighting CA relationships

and their value, people needing advocates and relevant Covid-19 information have been regularly featured. It is with sadness that I note the passing of two of our long time valued proteges, Ronnie Jelbert passed away at the age of 91 Ronnie was a resident of Caloola and became part of his advocates family who ran the Olive Tree Hotel in its earlier days. He will be missed by the many people who knew him in Sunbury, especially his advocate Lisa who grew up with Ronnie at her parents pub. Vasiliki Rousses who passed away suddenly in hospital was originally a resident of the first CRU in Sunbury. Unfortunately, her advocate Edith Langshaw was unable to attend Vasiliki's funeral due to Covid-19 restrictions which was very sad considering Edith's 20 + yr. relationship with Vassi who she would visit almost weekly. As with every year, this report would not be complete without mentioning some examples of the achievements and support provided by advocates.

- Advocate attended and gave evidence at Disability Royal Commission hearing which went on to be used in final report.

- Advocate ensured proteges safety after receiving inappropriate phone calls.
- Advocate secured funding for Occupational Therapy for protégé.
- Advocate supported protégé during relocation.
- Advocate gone on to also become a community visitor.
- Advocate assisted protégé with difficulty paying electricity bill.
- Advocate helping to work through issues effecting protégé at CRU.
- Advocate helped protégé register for NDIS.
- Advocate helped protégé with VCAT hearing.
- Advocate reviewed NDIS Funding on behalf of protégé.
- Advocate involved in funeral arrangements for protégé.
- Advocate continues to work with protégé to overcome hoarding.
- Advocate helped ensure wheelchair safe to use at night.
- Advocate visited protégé whilst in hospital.
- Advocate supported protégé to attend funeral of deceased co resident.
- Advocate supported anxious protégé to get vaccinated.
- Advocate assisted protégé to get legal aid.
- Advocate went to local MP, with young protégé to discuss difficulties of gaining employment resulting in a part time job at a local supermarket.
- Most Advocates have and continue to support their protégé throughout the pandemic with all the various issues including lockdowns, isolation and vaccinations.

Leaving the program this year is our admin assistant Melita. I'd like to thank Melita for all her hard work and dedication over the last 10 yrs., she will be missed, and I wish her all the best for her future ventures. Also stepping



down is our treasurer Dianna Melham having done an excellent job in helping to keep the program financially healthy. Her comprehensive handover procedures have made it easier for our incoming treasurer Tony Tanti. We have also engaged the services of Joanna Sedgeman as bookkeeper who currently does the books for other community services and businesses in Sunbury and has 17 years of experience. I'm sure we will continue to be in good financial hands with our new Treasurer and bookkeeper.

I would like to welcome our new Assistant Coordinator Rebekah Tucker. Rebekah has had to work from home from the commencement of her employment with CA, due to the lockdown but has made a great start in developing her understanding of CA theory and good practice and worked at helping to promote the program through social media and other platforms. I look forward to working with Rebekah to make many more great CA matches and introducing her to you. I know she is keen to meet you all.

Finally, a big thankyou to our dedicated Committee of Management. It also has been difficult for the committee this year unable to contact monthly committee meetings at the office and other normal activities and doing what they can, through zoom. I look forward to a productive, smoother 21/22 year with hopefully, less interruptions!



Treasurer's Report

Tony Tanti

I am very pleased to present my first Citizen Advocacy Sunbury & Districts Inc. financial reports for the year ended 30th June 2021.

The results for 2021

Citizen Advocacy Sunbury & Districts Inc. under my predecessor, Dianna Melhem continued to maintain a strong and stable position. The overall result for 2021 ended with an expected surplus of \$13,873. The surplus was due to carrying a surplus from previous year, another COVID-19 Stimulus boost of \$10,000, and DANA grant of \$10,500. Again, due to COVID-19 restrictions, expenses reduced due to not being able to hold activities.

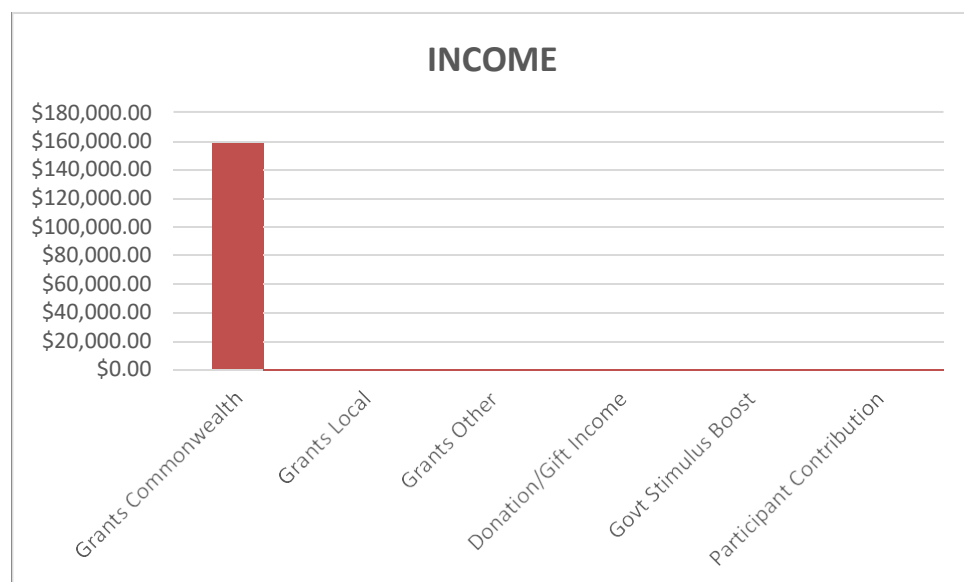
Total Assets has also increased during the year over the previous year by \$39,126 which is due to an increase in office equipment and the Cash on Hand which as of 30th June 2021 totalled \$216,064.

Total Liabilities have increased by \$25,254 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.

Like the previous year, Citizen Advocacy Sunbury & Districts Inc used the additional funds to update the office equipment and computers in our offices.



Expenses

In 2021, total expenses increased by \$28153 from the previous year. The main item of expenditure is Payroll including provision for leave entitlement, representing 75% of outgoings.

\$32,288 (19%) was spent on General Expenses which includes advertising and Office equipment. The remaining expenses were spent on Program Expenses, Utilities, Board/Governance Expenses, and Insurances.



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 REPORT FOR THE YEAR ENDED 30 JUNE 2021

Profit and Loss Account: -

The Net Profit in the accounts as at June 2021 shows an amount of \$13,873 for the year to date.

Balance Sheet: -

Bank Accounts – the following accounts show a balance as at 30th June 2021 that reconcile to the actual bank statements of: -

<input type="checkbox"/> Bendigo Bank Operating Account	\$ 23,080.23
<input type="checkbox"/> Bendigo Bank Cash Reserves Account	\$ 92,706.47
<input type="checkbox"/> Bendigo Bank Staff Entitlements	\$ 81,463.99
<input type="checkbox"/> Bendigo Bank Mastercard	\$ 627.07

Cash Payments: -

During the month of June 2021 brought to account the Video work, paid rent in advance, paid our insurance and had over 12mths of utilities to pay.

Final Notes/Points: -

Citizen Advocacy Sunbury have managed to spend funds on what was required for the 2021 year.



Tony Tanti

10th September 2021

Citizen Advocacy Sunbury & Districts Inc
Profit & Loss Statement
1 July 2020 to 30 June 2021

	30 June 2021	30 June 2020
Income		
Operational Income		
Grant Income		
Grants Commonwealth	\$159,536	\$180,847
Grants Local	-	\$1,700
Grants Other	\$10,500	\$11,000
Donation/Gift Income	\$550	\$530
Participant Contribution	-	\$490
Govt Stimulus Boost	\$10,000	\$10,000
Total Income	\$180,586	\$204,567
Expenses		
General Expenses		
Advertising & Marketing	\$7,930	\$1,777
Audit Fees_Standards Cert.	\$3,617	\$300
Audit Fees _Financial	\$1,250	\$1,250
Bank Fees	\$72	\$84
Cleaning Expenses	\$12	-
Computer Expenses	\$159	\$1,545
Council Rates	\$340	\$364
Depreciation Expenses	\$676	-
Fees & Permits	-	\$18
Freight	\$67	-
Gifts	-	\$103
Internet / Website	\$305	\$180
Membership Fees	\$218	\$209
Printing	\$63	\$178
Postage	\$124	\$213
Office Equipment	\$138	\$317
Rent	\$13,583	\$7,000
Stationery	\$370	\$602
Subscriptions	\$832	\$869
Telephone Expenses	\$2,532	\$2,472
Total General Expenses	\$32,288	\$17,481
Program Expense		
Advocate Expense	\$2,818	\$1,437
Functions	\$1,954	\$1,431
Police Checks	\$37	\$74
Total Program Expense	\$4,809	\$2,942
Utilities Expense		
Electricity Expenses	\$1,041	\$1,667
Gas Expenses	\$116	\$114
Water Expenses	\$27	\$88
Total Utilities Expense	\$1,184	\$1,869
Board / Governance Expense		
Board - Travel & Accom	-	\$261
Meeting Expense - AGM	-	\$123
Meeting Expense - Board	\$590	\$535
Total Board / Governance Expense	\$590	\$919
Insurance Expenses		
Business Insurance	\$3,151	\$978
Pro Indemnity Insurance	-	\$833
Public Liability Insurance	-	\$1,221
Total Insurance Expenses	\$3,151	\$3,031

Profit & Loss Statement 1 July 2020 to 30 June 2021

	30 June 2021	30 June 2020
Payroll Expenses		
Annual Leave Provision	\$4,980	(\$1,489)
Long Service Leave Provision	\$1,655	\$1,699
Personal Leave Provision	\$2,769	\$3,496
Travel Allowance	\$3,240	\$3,365
Superannuation	\$9,476	\$9,832
Wages & Salaries	\$99,744	\$103,492
Work Cover Premiums	\$2,633	\$994
Staff Amenities	\$350	\$391
Staff - Training	-	\$421
Staff - Travel & Accom	-	\$273
Total Payroll Expenses	\$124,847	\$122,474
Total Expenses	\$166,869	\$148,716
Operating Profit	\$13,717	\$55,851
Other Income		
Interest Income	\$158	\$312
Total Other Income	\$158	\$312
Net Profit/(Loss)	\$13,875	\$56,163



Citizen Advocacy Sunbury & Districts Inc
Balance Sheet
As at 30 June 2021

	30 June 2021	30 June 2020
Assets		
Current Assets		
Bank Accounts		
BLL - Operating Account	\$23,080	\$46,648
BLL - Cash Reserves Account	\$92,706	\$62,617
BLL - Staff Entitlements	\$81,464	\$66,395
BLL - MasterCard	\$627	\$278
Total Cash	\$197,877	\$175,938
Prepaid expenses	\$9,402	-
Total Current Assets	\$207,279	\$175,938
Non-Current Assets		
Furniture		
Furniture At Cost	\$952	\$952
Accum. Depr. Furniture	(\$952)	(\$952)
Total Furniture	-	-
Office Equipment		
Office Equipment At Cost	\$20,938	\$12,478
Accum. Depr. Office Equipment	(\$13,153)	(\$12,478)
Total Office Equipment	\$7,785	-
Computers		
Computers At Cost	\$1,977	\$1,977
Accum. Depr. Computers	(\$1,977)	(\$1,977)
Total Computers	-	-
Bond		
Bond - Macedon St	\$1,000	\$1,000
Total Bond	\$1,000	\$1,000
Total Non-Current Assets	\$8,785	\$1,000
Total Assets	\$216,064	\$176,938
Liabilities		
GST Liabilities		
GST Paid	(\$2,152)	(\$680)
Total GST Liabilities	(\$2,152)	(\$680)
Payroll Liabilities		
PAYG Withholding Payable	\$3,808	\$4,102
Superannuation Payable	-	\$2,441
Provision - AL - Current	\$9,992	\$5,012
Provision - LSL - Current	\$44,643	\$42,988
Provision - PL - Current	\$22,310	\$19,541
Other Payroll Liabilities	-	-
Total Payroll Liabilities	\$80,753	\$74,084
Other Current Liabilities		
Trade Creditors	\$7,800	-
Unused Funds	\$12,258	-
Total Other Current Liabilities	\$20,058	-
Total Current Liabilities	\$98,659	\$73,405
Total Liabilities	\$98,659	\$73,405
Net Assets	\$117,405	\$103,533
Equity		
Retained Earnings	\$103,533	\$47,370
Current Year Surplus/Deficit	\$13,872	\$56,163
Total Equity	\$117,405	\$103,533

Profit & Loss [Multi-Period]

July 2020 To June 2021

ABN: 70 069 363 776

Email: casunbury1@bigpond.com

	July	August	September	October	November	December	January	February	March	April	May	June	Adjustment Only	Total
Income														
Grants Commonwealth	\$15,318	\$15,318	\$15,318	\$15,318	\$15,318	\$15,318	\$15,318	\$15,318	\$3,291	\$15,318	\$15,318	\$15,318	-\$12,258	\$159,536
Grants Other	\$0	\$5,500	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
Donation/Gift Income	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$550
Govt Stimulus Boost	\$5,000	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Total Income	\$20,318	\$20,818	\$15,818	\$20,318	\$15,318	\$15,318	\$20,318	\$15,318	\$3,341	\$15,318	\$15,318	\$15,318	-\$12,258	\$180,586
Total Cost Of Sales														
Total Cost Of Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gross Profit	\$20,318	\$20,818	\$15,818	\$20,318	\$15,318	\$15,318	\$20,318	\$15,318	\$3,341	\$15,318	\$15,318	\$15,318	-\$12,258	\$180,586
Expenses														
General Expenses														
Advertising & Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$130	\$7,800	\$0	\$7,930
Audit Fees_Standards Cert.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,617	\$0	\$0	\$0	\$0	\$3,617
Audit Fees _Financial	\$0	\$0	\$0	\$0	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250
Bank Fees	\$7	\$6	\$5	\$6	\$6	\$6	\$5	\$6	\$5	\$7	\$7	\$7	\$0	\$72
Cleaning Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12	\$0	\$0	\$12
Computer Expenses	\$73	\$0	\$0	\$0	\$86	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
Council Rates	\$0	\$0	\$340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$340
Depreciation Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,699	\$2,348	\$2,413	\$0	-\$7,785	\$676
Freight	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67
Internet / Website	\$0	\$305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$305
Membership Fees	\$0	\$218	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$218
Printing	\$8	\$0	\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$34	\$0	\$14	\$0	\$63
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124	\$0	\$0	\$0	\$0	\$124
Office Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$138	\$0	\$138
Rent	\$1,167	\$1,167	\$1,250	\$1,250	\$1,250	\$1,250	\$0	\$2,500	\$1,250	\$0	\$1,250	\$7,500	-\$6,250	\$13,583
Stationery	\$0	\$0	\$0	\$0	\$0	\$0	\$87	\$71	\$26	\$24	\$162	\$0	\$0	\$370
Subscriptions	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$0	\$832
Telephone Expenses	\$218	\$187	\$195	\$200	\$206	\$0	\$478	\$205	\$216	\$200	\$220	\$208	\$0	\$2,532
Total General Expenses	\$1,609	\$1,952	\$1,859	\$1,532	\$2,868	\$1,325	\$639	\$2,851	\$9,006	\$2,682	\$4,264	\$15,736	-\$14,035	\$32,289
Program Expense														
Advocate Expense	\$0	\$0	\$0	\$0	\$509	\$0	\$0	\$0	\$0	\$6	\$1,745	\$558	\$0	\$2,818
Functions	\$0	\$0	\$0	\$0	\$0	\$1,186	\$0	\$0	\$0	\$0	\$768	\$0	\$0	\$1,954
Police Checks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37	\$0	\$0	\$0	\$37
Total Program Expense	\$0	\$0	\$0	\$0	\$509	\$1,186	\$0	\$0	\$0	\$43	\$2,513	\$558	\$0	\$4,809
Utilities Expense														

This report includes Year-End Adjustments.

Profit & Loss [Multi-Period]

July 2020 To June 2021

ABN: 70 069 363 776

Email: casunbury1@bigpond.com

	July	August	September	October	November	December	January	February	March	April	May	June	Adjustment Only	Total
Electricity Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,041	\$0	\$1,041
Gas Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$116	\$0	\$116
Water Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27	\$0	\$27
Total Utilities Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,185	\$0	\$1,185
Board / Governance Expense														
Meeting Expense - Board	\$0	\$0	\$0	\$0	\$0	\$277	\$0	\$68	\$90	\$63	\$0	\$91	\$0	\$590
Total Board / Governance Expense	\$0	\$0	\$0	\$0	\$0	\$277	\$0	\$68	\$90	\$63	\$0	\$91	\$0	\$590
Insurance Expenses														
Business Insurance	\$3,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,152	-\$3,152	\$3,151
Total Insurance Expenses	\$3,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,152	-\$3,152	\$3,151
Payroll Expenses														
Wages & Salaries														
Annual Leave Provision	\$587	\$587	\$587	\$587	\$880	-\$2,760	\$1,560	\$456	\$587	\$445	\$587	\$880	\$0	\$4,980
Long Service Leave Provision	\$127	\$127	\$127	\$127	\$191	\$127	\$127	\$129	\$127	\$127	\$127	\$191	\$0	\$1,655
Personal Leave Provision	\$293	\$293	\$293	\$293	\$156	\$293	\$293	\$15	\$293	\$293	\$293	-\$42	\$0	\$2,769
Travel Allowance	\$249	\$249	\$249	\$249	\$374	\$249	\$249	\$249	\$249	\$249	\$249	\$374	\$0	\$3,240
Superannuation	\$724	\$724	\$724	\$724	\$1,087	\$780	\$708	\$740	\$724	\$727	\$724	\$1,087	\$0	\$9,476
Wages & Salaries	\$7,626	\$7,626	\$7,626	\$7,626	\$11,439	\$8,212	\$7,456	\$7,792	\$7,626	\$7,651	\$7,626	\$11,439	\$0	\$99,744
Work Cover Premiums	\$0	\$2,633	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,633
Staff Amenities	\$61	\$27	\$0	\$8	\$34	\$5	\$10	\$38	\$25	\$23	\$90	\$29	\$0	\$349
Total Payroll Expenses	\$9,668	\$12,267	\$9,607	\$9,615	\$14,160	\$6,906	\$10,404	\$9,420	\$9,631	\$9,515	\$9,697	\$13,957	\$0	\$124,846
Total Expenses	\$14,428	\$14,220	\$11,466	\$11,147	\$17,537	\$9,695	\$11,042	\$12,339	\$18,728	\$12,303	\$16,474	\$34,679	-\$17,187	\$166,871
Operating Profit	\$5,890	\$6,599	\$4,353	\$9,171	-\$2,219	\$5,624	\$9,276	\$2,979	-\$15,387	\$3,015	-\$1,155	-\$19,361	\$4,929	\$13,715
Other Income														
Interest Income	\$16	\$21	\$25	\$24	\$16	\$8	\$8	\$8	\$7	\$8	\$8	\$8	\$0	\$158
Total Other Income	\$16	\$21	\$25	\$24	\$16	\$8	\$8	\$8	\$7	\$8	\$8	\$8	\$0	\$158
Total Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit/(Loss)	\$5,906	\$6,620	\$4,377	\$9,195	-\$2,202	\$5,632	\$9,284	\$2,988	-\$15,379	\$3,023	-\$1,147	-\$19,352	\$4,929	\$13,873

This report includes Year-End Adjustments.



CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Committee Members Declaration

YEAR ENDED 30 JUNE 2021

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 2021 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.

Tony Tanti

Treasurer

10th September 2021

**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 2021, I declare that, to the best of my knowledge and belief, there have been:

1. 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
2. b) No contraventions of any applicable code of professional conduct in relation to the audit.

Ryecrofts

Terrence Vail Director

Dated: 10 September 2021



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**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 2021, 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 2021 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.

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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 2021, 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.

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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: 10 September 2021



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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 Entity'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 Entity'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 Entity 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”