



CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

Annual Report

2022

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

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



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

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 Hctor

John Karagiannidis

Edith Langshaw

Cathy Leatch

Penny Mallia

Angelo Micallef

Jodie Milenkovic

Susan Neale

Lyn Plummer

Joan Purton

Jeniffer Renda

Stuart Ritchie

Helen Sims

Bill Shepheard

Tony Tanti

Ruth Vigus

Debra Batchelor

Marylou Elderfield

John Mckinnon

Danielle Bottams

Fidelia Bowden

In the Office

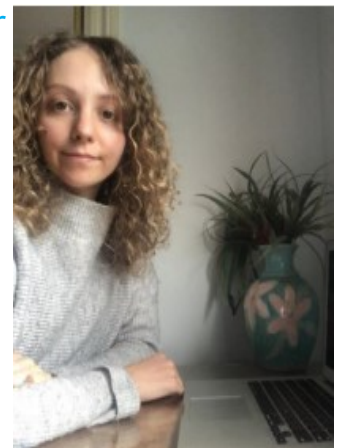
Coordinator - David Abela



It's been an honour 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 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 belief 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 4 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 (Outgoing) - Rebekah Tucker

Whilst my time at Citizen Advocacy has been short, I have learnt a great deal. I have been 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 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.



Assistant Coordinator (Incoming) - Shukona Benka



Over the last few years, each time I went to the VicRoads office, I would stop in the corridor, look at the Citizen Advocacy sign board and say to myself, *one day I'll become an advocate* - just have to find the right work-life balance and I'll be ready. I was pleased when that finally happened early this year. Loved my orientation with David and Rebekah, met several advocates, proteges and committee members and the passion and vibe that I felt was amazing. Then late this year along came the opportunity to work within the CA office, and to say I'm so excited is probably an understatement.

In my previous role in higher education I assisted students seeking special consideration due to distressing conditions such as the onset of mental illness or domestic violence, while my volunteering role with the Choir of Hard Knocks has given me a genuine appreciation for social role valorisation. When I'm not at CA or looking after my three ducks or out bushwalking with my family, I work as a Mindfulness Practitioner, helping people who are facing challenging personal circumstances such as depression, anxiety or substance abuse. CA's work in making a positive difference in the lives of some of our community's most disadvantaged and vulnerable citizens strongly resonates with me. I am looking forward to working with the team and make many successful matches going forward.

Committee of Management



President - 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 President - 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 - Tony Tanti

It has been a challenging year since I have taken over the role as treasurer. I could not perform the position without having the professional bookkeeper Joanne Sedgeman to support our financial recording. The input from the Coordinators David Abela and Rebekah Tucker has also been valuable towards managing these activities. The treasurer's role has assisted me to learn more about the program and its benefits to the community. My past project management experience and engagement in Aged Care domestic home assistance coordination encourage me to continue contribute to and be part of the CA committee. My other interests include gardening and meeting with other people from our local communities. I extend my thanks to the Proteges and Advocates for their trust and support they provide towards our communities.

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 third 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.





David Sharpe

My name is David Sharpe and I am 58 years old. I suffered a brain injury due to a car accident that I had in 1974 when riding my bicycle, that left me in a coma for four months. When I became aware of my situation that's when the proverbial hit the fan because I could not walk or talk. After many years I learned to both walk and talk.

My hobbies are socialising with people and I am well known around Sunbury. I used to go horse riding in fact I even made it to the state finals.

I have been actively involved supporting the cause of the disabled people and attended conference to voice my opinion. An example was in the initial Sunbury Day Hospital consultation. I am currently a member of the CA Sunbury as well as the Committee where my opinion and feedback are valued and appreciated.

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.



President's Report

Angelo Micallef

1.0 Introduction

- 1.1 On behalf of the Committee of Management (COM) I have the privilege of presenting the annual report for the 2021/2022 financial year. Another year that created several limitations due to COVID—19.

Last year AGM was held by correspondence which obviously was not as good as having it face to face. This year we are able to conduct it in the office and it will be great meeting most of you and share the achievements of the past year. Obviously we will take any current precautions as per government directions.

2.0 Highlights

- 2.1 Some of the highlights that we managed to accomplish during the year before COVID-19 hit us are the following:

- Held a Mental Health First Aid course which was very helpful with the instructor sharing some personal experience which gave a more touching feeling of the subject and emphasized its importance.
- Presentation regarding Protégé work potential.
- A new data base called IVO has been purchased with the aim of facilitating the CA operations. IVO is currently being used in other CA's and they are happy with the results.
- Held a First Aid course that was well attended and interactive.
- Transformation in IT by moving from office based operational setup to DRIVE Cloud. This will facilitate working from home or outside the office, provide better backup storage and also improves IT data security

- 2.2 Administration (David and Rebekah) have been instrumental in managing the office under the COVID-19 continuous changes and limitations. They managed to organise several events that have been delayed from previous year and all of them were successful in delivery and attendance.

- 2.3 The COM meetings progressed within the COVID-19 constraints. The COM welcomed Tony Tanti as the new Treasurer and he bring the financial management capability and also ideas due to his full time job in a large not for profit organisation. David Sharpe is also an excellent addition because of the fact that he is a Protégé himself and very vocal in forwarding his views and giving ideas to enhance the people with disability cause.

3.0 Going Forward

The coming year will be a focus on moving the office day to day operations on the IVO data-base which will decrease the amount of person hours that is consumed especially due to governance reporting that CA Sunbury has to abide with.

We will also focus on recruiting more Protégés and Advocates by re evaluating current strategies for potential improvements.

4.0 Conclusion

4.1 I would like to thank DSS, Grant providers and all the members that make Citizen Advocacy Sunbury so valid and contribute in creating such a positive change It takes a lot of dedication, commitment and support to deliver CA Sunbury level of success.

Thanks for your time



Coordinator's Report

David Abela

I am pleased to present my annual report for 21/22. The long-term effects of Covid still lingered on, in the 21/22 year with many programs that rely on people to voluntarily give their time struggling to get new people involved. We fortunately have a group of very passionate, loyal advocates and committee members who maintained their contact and support no matter what barriers were thrown at them. It is a testament to the commitment of the stalwart Advocates that, despite all the obstacles, especially at nursing homes and Community Residential Units, contacts and support only decreased slightly last year. Unfortunately recruiting new Advocates has also been affected. Many people in the older age group i.e.: over 55 y o were still concerned about the exposure to the virus health risks.

Rebekah Tucker was successful in obtaining the assistant coordinator position in the early part of the year. Rebekah was forced to make a difficult start initially, having to work from home only, due to covid lockdowns. Once allowed, Rebekah made great progress and fitted in nicely. Unfortunately for us, Rebekah decided to move to another area outside of Hume and took on another job.



Angela Cox, an established disability lawyer was engaged in December, to discuss and inform advocates and proteges about the developments of the NDIS and Royal Disability Commission. Great attendance by advocates and some proteges leaving attendees with improved understanding and a terrific contact for the future should the need develop.

When an advocate is able to assist their protégé achieve a major goal in their life we like to let the community know. This was the case when advocate Marylou assisted Protégé Emma secure a part time job at Woolworths Ravenhall. The story and a lovely photo were highlighted in the Star Weekly. [You can read the full article in this report.](#)



Early December was time to have our annual Christmas function. We were again fortunate to have the beautiful voices of the In Sync Choir making this a function greatly looked forward to by many participants of the program. One of our proteges/

committee members, David Sharpe gave a heartfelt thankyou and gift to the Choir on behalf of the program which was greatly appreciated by all.

Another Advocate support session was conducted on the 11th December 2021, when we were able to use a Hume Council Community Grant to hold a Mental Health First Aid course. This excellent one-day course gave participants an



insight in to the importance of good mental health and how to identify and connect people to appropriate services should the need arise.



The effects of Covid taught us the importance of being able to work from home on short notice. It was decided to engage technology specialist David Abdilla to put all our files and systems on *Onedrive*, allowing easy access when working from home or anywhere else and helping to keep things in good order.

It was not long after the festive season in January when staff and committee were deep into completing and submitting a National Disability Advocacy Program Funding submission. This review of all funded advocacy programs under the NDAP was vital to our renewed funding agreement for the next few years. I'm glad to report that we were successful and have received our new funding agreement for the next three years. Thanks to Tony Tanti our treasurer who put in many hours to ensure the documents were accurate and completed in time.

Reporting processes to our funding body and our own record keeping has become more complex and demanding lately, therefore we have purchased and developed a modern functioning database allowing us to input "DEX" data to our funder DSS and maintain good useable records for our office.

Another successful standards audit was conducted in April 2022, reconfirming good processes and policies instigated by the program with some minor recommendations to follow up on before the next audit. This is currently being worked on.

In May we celebrated National Volunteer Week by hosting an advocates' dinner at the Sunbury social club. It gave people who are like minded an opportunity to share stories, exchange ideas and celebrate their achievements.

During the year, Box Hill Institute helped us develop an easy read Citizen Advocacy brochure by people with disability for people with disability. This has made it much easier for some people with disability to get there head around what CA is for and how it works. Thank you to all the



students that contributed to this project.

In June 2022 we were treated to a motivational self-advocacy workshop by Reinforce Self Advocacy. One of our proteges, Heather Smith, was one of the presenters and everyone involved did a great job, giving



people some very useful strategies to help people with disability speak up and develop confidence.

Unfortunately, we lost two of our proteges involved in this program from its inception this year, Dawn Murray passed away on the 13th December 2021. Her advocate was Penny Mallia. Bruce Mitchell passed away 25th July 2022. His advocate was Ivan Wadsworth. Both Dawn and Bruce were ex Caloola residents and well known and loved identities in the Sunbury community.

As with every year this report would not be complete without mentioning the magnificent achievements and support provided by our Advocates. The following are some brief examples:

- Advocate supported protégé when co resident passed away
- Advocate questioning CRU Staff about lack of time spent with client
- Advocate assisted protégé to get covid vaccine
- Advocate assisted protégé to move house
- Advocate trying to help protégé start his own gardening business
- Advocate mentoring protégé during court case
- Advocate attended meeting with local MP eventually finding employment
- Protégé supported by advocate during move to live with sister in WA
- Advocate arranged mental health support during covid
- Protégé not paying bills - advocate arranged financial counselling
- Several advocates assisted and represented proteges with NDIS issues
- Advocate encouraged to reconnect with protégé after covid lockdown
- Advocate spoke to CRU manager about helping protégé get to appointments
- Advocate assisted to arrange holiday
- Protégé assisted with NDIS Funding increase
- Protégé encouraged to limit spending and time at pokies
- Advocate assisted protégé with complicated Centrelink paper work

Leaving the program this year, was of course Rebekah after a short stint as Assistant Coordinator. We wish Rebekah all the best for the future and in her new job.

A big thankyou to Angelo Micallef for stepping in and working with me until a new assistant Coordinator was appointed. We got some good work done and will continue with many of the new processes. Angelo has also decided to step



down from the committee after 6 yrs. the majority being President. Angelo has always been a loyal, hard working committee member and has contributed greatly to the development and maintenance of the program. I'm glad to say Angelo will continue as advocate for David Sharpe.

Welcome to our new Assistant Coordinator Shukona Benka who has a background in University Administration and is a Mindfulness practitioner when not working at CA. Shukona was waiting to become an advocate when the right person came along. Going through the orientation gave her an insight to the program and she has made a brilliant start with great administrative skills and an excellent rapport with a variety of people. I look forward to working with Shukona and making many good matches.

The Committee of Management remain integral to the success and accountability of CA Sunbury. A big thankyou goes to this dedicated group of people, including our outgoing president Angelo Micallef who is always able to come up with a solution. Our vice president and chairman extraordinaire Greg Osborne. Our dedicated and hardworking Treasurer Tony Tanti who ensures we are working within our budget. Secretary Carmela Rigby with her organisational skills, and Ordinary Members Justin O'Brien and David Sharpe who are all great contributors to the running of the program and give us a protégé perspective.



Our outsourced bookkeeper Joanne Sedgeman also continues to do a great job ensuring invoices are accounted for and balanced and pays processed amongst other financial requirements.

Finally, a big thankyou to all our advocates and other supporters who make this small community organisation function and support so many vulnerable and disadvantaged members of our community.

Finding more than a job

By Oliver Lees

After six years of searching for any form of employment, Emma Brown finally landed her first job at Woolworths, with the help of her friend Marilou Elderfield.

The pair met through the Sunbury & Districts branch of Citizen Advocacy, which has been connecting volunteers with people with intellectual disabilities since 1985.

Program co-ordinator David Abela has been involved in the organisation for 30 years.

He said the primary function of the service is to find a suitable advocate for a program participant, so they can lend a hand wherever necessary.

“We wait until we try to get a good fit between the needs of the person and the skills of the advocate,” David said.

“It’s not just the next person in the door who gets matched to the next person waiting.

“If a person is isolated for instance, they’ll need an advocate with enough time to be able to visit them regularly.

“Or perhaps the protege needs help with their budgeting, so we’ll find someone with those skills.”

David said it’s also important for each pair to be able to form a genuine friendship in order to introduce a non-transactional relationship into the participant’s life.

In Emma’s case, she desperately wanted to find a job, but that wasn’t the only thing that mattered.

“I was wanting to find a friend, really ... finding someone who can help me out with things,” Emma said.

Marilou said when she met Emma two years ago they clicked immediately.

And Marilou has been instrumental in landing Emma her first job. As well as helping her craft her CV, Marilou became fed up



Marilou Elderfield and Emma Brown outside Emma’s new place of employment. (David Abela)

with the bureaucratic process, and took her concerns directly to Sunbury MP Josh Bull.

“It took about three months, and I was losing hope, so I followed it up,” Marilou said.

“Emma persevered to arrange for an interview. She called three times, if she gave up, my effort would be for nothing.”

Now in the job for three months, Emma

said she’s still getting her bearings, but is glad to have finally made a breakthrough.

“I was happy about it, like finally, getting somewhere,” she said.

“I’m more looking for office admin work ... but it’s a start.”

Details: www.citizenadvocacysunbury.com.au/

Treasurer's Report

Tony Tanti

I am very pleased to present the Citizen Advocacy Sunbury & Districts Inc. financial reports for the year ended 30th June 2022.

THE RESULTS FOR 2022

Citizen Advocacy Sunbury & Districts Inc. is in a strong and stable position. The overall result for 2022 was an expected surplus of \$5,233. The surplus covers outstanding expenses for advertising and marketing.

Total Assets has also increased during the year and over the previous year by \$ 6,180 which is due to an increase in the Cash on Hand which as at 30th June 2022 totalled \$222,244.

Total Liabilities have decreased by \$21,365 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 years, Citizen Advocacy Sunbury & Districts Inc. were successful in the application for the National Disability Advocacy Program Grant opportunity for 2022-2025. The grant funding will allow Citizen Advocacy Sunbury to continue with the program.

EXPENSES

In 2022 expenses increased by \$39,360 from the previous financial year. The main item of expenditure is Payroll expenses consisting of wages back pay, Long Service Leave provision and Superannuation, representing 80% of out goings.

\$42,907 (20%) was spent on General Expenses, Board/Governance Expenses, Program Expenses, Depreciation, Insurance, Utilities 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 fund raising.

FINANCIAL STATEMENTS

In the following pages you will find: -

- o Financial Report for the Year ended 30th June 2022
- o Statement of Profit & Loss and Retained Earnings 2021-2022
- o Balance Sheet as at 30th June 2022
- o Committee Members Declaration
- o Auditor's Independence Declaration
- o Independent Audit Report



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CITIZEN ADVOCACY
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CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

**FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2022**

Citizen Advocacy Sunbury & Districts Inc
 ABN: 70 069 363 776

STATEMENT OF PROFIT & LOSS AND RETAINED EARNINGS
1 JULY 2021 TO 30 JUNE 2022

	30-Jun-22	30-Jun-21
Income		
Grants Commonwealth	198,285	159,536
Grants Local	2,269	-
Grants Other	10,500	10,500
Donation/Gift Income	315	550
Govt Stimulus Boost	-	10,000
Total Income	211,369	180,586
Expenses		
General Expenses		
Accounting/Bookkeeping Fees	3,882	-
Advertising & Marketing	215	7,930
Audit Fees_Standards Cert.	4,299	3,617
Audit Fees _Financial	1,250	1,250
Bank Fees	79	72
Cleaning Expenses	-	12
Computer Expenses	812	159
Council Rates	827	340
Depreciation Expenses	3,496	676
Freight	-	67
General Repairs & Maintenance	13	-
Gifts	404	-
Internet / Website	-	305
Membership Fees	236	218
Printing	132	63
Postage	149	124
Office Equipment	-	138
Rent	14,875	13,583
Stationery	365	370
Subscriptions	1,204	832
Telephone Expenses	2,239	2,532
Total General Expenses	34,477	32,288
Program Expense		
Advocate Expense	2,573	2,818
Functions	1,430	1,954
Police Checks	-	37
Total Program Expense	4,003	4,809
Utilities Expense		
Electricity Expenses	1,109	1,041
Gas Expenses	28	116
Water Expenses	135	27
Total Utilities Expense	1,272	1,184
Fundraising Expense	3	-

Citizen Advocacy Sunbury & Districts Inc
 ABN: 70 069 363 776
STATEMENT OF PROFIT & LOSS AND RETAINED EARNINGS continued
1 JULY 2021 TO 30 JUNE 2022

	30-Jun-22	30-Jun-21
Board / Governance Expense		
Meeting Expense - Board	-	590
Total Board / Governance Expense	-	590
Insurance Expenses		
Business Insurance	3,152	3,151
Total Insurance Expenses	3,152	3,151
Payroll Expenses		
Annual Leave Provision	1,578	4,980
Long Service Leave Provision	7,835	1,655
Personal Leave Provision	-	2,769
Travel Allowance	3,240	3,240
Superannuation	13,626	9,476
Wages & Salaries	134,745	99,744
Work Cover Premiums	2,175	2,633
Staff Amenities	544	350
Staff - Training	(421)	-
Total Payroll Expenses	163,322	124,847
Total Expenses	206,229	166,869
Operating Profit	5,140	13,717
Other Income		
Interest Income	93	158
Total Other Income	93	158
Net Profit/(Loss)	5,233	13,875
Retained earnings 1 July 2021	117,405	103,530
Adjustments for changes to accounting policy	22,312	-
Retained earnings 1 July 2022	144,950	117,405

Citizen Advocacy Sunbury & Districts Inc

ABN: 70 069 363 776

BALANCE SHEET

AS AT 30 JUNE 2022

	30-Jun-22	30-Jun-21
Assets		
Current Assets		
Bank Accounts		
BLL - Operating Account	57,526	23,080
BLL - Cash Reserves Account	92,756	92,706
BLL - Staff Entitlements	61,061	81,464
BLL - MasterCard	221	627
Total Bank Accounts	211,564	197,877
Prepaid Expenses	4,891	9,402
Total Current Assets	216,455	207,279
Non-Current Assets		
Furniture		
Furniture At Cost	952	952
Accum. Depr. Furniture	(952)	(952)
Total Furniture	-	-
Office Equipment		
Office Equipment At Cost	20,938	20,938
Accum. Depr. Office Equipment	(16,649)	(13,153)
Total Office Equipment	4,289	7,785
Computers		
Computers At Cost	1,977	1,977
Accum. Depr. Computers	(1,977)	(1,977)
Total Computers	-	-
Bond		
Bond - Macedon St	1,500	1,000
Total Bond	1,500	1,000
Total Non-Current Assets	5,789	8,785
Total Assets	222,244	216,064
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	92	-
GST Paid	(1,786)	(2,152)
Total GST Liabilities	(1,694)	(2,152)
Payroll Liabilities		
PAYG Withholding Payable	6,688	3,808
Superannuation Payable	5,378	-
Provision - AL - Current	11,569	9,992
Provision - LSL - Current	49,955	44,643
Provision - PL - Current	-	22,310
Other Payroll Liabilities	612	-
Total Payroll Liabilities	74,202	80,753

Citizen Advocacy Sunbury & Districts Inc

ABN: 70 069 363 776

BALANCE SHEET continued**AS AT 30 JUNE 2022**

	30-Jun-22	30-Jun-21
Other Current Liabilities		
Trade Creditors	3,900	7,800
ATO Integrated Client	(125)	-
Unused Funds	-	12,258
Total Other Current Liabilities	3,775	20,058
Accrued Expenses	1,011	-
Total Current Liabilities	77,294	98,659
Total Liabilities	77,294	98,659
Net Assets	144,950	117,405
Equity		
Retained Earnings	139,717	103,530
Current Year Surplus/Deficit	5,233	13,875
Total Equity	144,950	117,405



CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Committee Members Declaration

YEAR ENDED 30 JUNE 2022

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 2022 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.

Anthony Tanti

Treasurer

7th of November 2022

**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 2022, 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: 7 November 2022

**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 2022, 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 2022 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 2022, 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

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

Terry Vail
Director
Registered Company Auditor - 305706
Dated: 7 November 2022

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.



Celebrating the good work through the year - Christmas 2021



Celebrating the good work through the year - Christmas 2021



Spreading the word - Volunteer Expo at Sunbury GLC - March 2022



Celebrating the Volunteers' Week - May 2022



Volunteers' dinner at Sunbury Social Club - May 2022

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

