

**FINANCIAL STATEMENTS AND AUDIT REPORT
FOR YEAR ENDED 30 JUNE 2020**

ALBANY COMMUNITY LEGAL CENTRE INC.

Comprising:

Independent Auditor's Report

Balance Sheet

Combined Profit & Loss Statement

Profit & Loss Reports for CLSP, IDAS, CPC, TAS & General

Core Operations Summary

Bank Account/Cash on Hand Summary

Depreciation Schedule

Auditor:

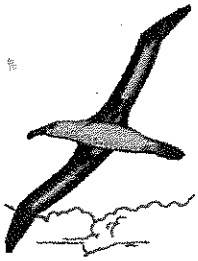
Jan Biglin (FIPA)

6 Leslie Street

Albany WA 6330

Phone: 0407413007

Email: jan.biglin@bigpond.com



Jan Biglin – Positive Pathways

6 Leslie Street
Albany WA 6330
Phone: 08 98413007

AUDITOR'S CERTIFICATION STATEMENT

I hereby certify that I have examined the records of:

Albany Community Legal Centre

and, in my opinion, the attached Financial Statements, being the Statement of Profit & Loss and Statement of Financial Position are based on proper accounts and present fairly the transactions for the period 1 July 2019 to 30 June 2020 and the financial position as at 30 June 2020.

It is also my opinion that the Service Provider has kept, during the financial year, proper accounts and records in respect of the Funded Services. All terms and conditions of the Service Agreements have been observed. These accounts and records have included the following internal controls:

Financial Management

- Committee Meetings are held at appropriate intervals and financial information is tabled for analysis and action;
- Minutes of Committee Meetings are adequately documented and indicated acceptance of minutes by members;
- Appropriate written financial management policies and procedures are in place, and are being observed.

Expenditure

- Expenditure can be adequately supported (ie by invoices or receipts of payment);
- Expenditure has been appropriately authorised;
- No evidence that cheques have been pre-signed (all cheques are signed by two officers);
- Payments made by Direct Debit are co-authorized by two officers;
- Adequate written policies detailing what payments are appropriate for the Service Provider to pay;
- Expenditure is considered to be appropriate for the purpose of the objectives of the Service Provider as set out in the Service Agreements;
- Expenditure has been adequately documented through a computerised accounting package and creditors paid within 30 days.

Revenue

- Receipts are completed for monies received; although, as is common with other non-profit organisations of this type, does not have any effective system of internal control over income, and, consequently, no confirmation can be given that the amounts received by the Association are fully accounted for;
- All monies receipted have been regularly and promptly banked;
- Revenue has been adequately documented through a computerised accounting package.

Wages

- Adequate record of hours worked have been maintained;
- Employees are not paid wages in advance except for leave purposes;
- Staff have contracts of employment;
- Provision has been made, where appropriate, for accrued unpaid annual leave and loading, TOIL and long service leave;

General

- Income tax contributions on staff wages have been paid;
- BAS Returns are being done at the required times;
- Insurance payments are up-to-date including workers' compensation;
- The Service Provider has taken reasonable steps to safeguard assets.

Investments

- Adequate policy for approval is in place;
- Register of investment maintained.

The name of the auditor completing the certification is: Jan Biglin (FIPA)

Accounting Body Membership: The Institute of Professional Accountants (105614)

My employer is: Self-employed, trading as - Positive Pathways
6 Leslie Street
Albany WA 6330



Jan Biglin

Dated this 15th day of September 2020

Auditor's Certification (from Schedule 5 of Current Agreement)

Name of Organisation: Albany Community Legal Centre Inc.

Financial Year Period: 1 July 2019 to 30 June 2020

I hereby certify that:

- a) I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in Section 9 of the Corporations Act 2001;
- b) In my opinion, the attached financial statements which comprise a Statement of Financial Position, A Statement of Comprehensive Income (previously known as a Statement of Financial Performance), and Notes to the Financial Statements of the above mentioned Organisation ("the Organisation"), for the Financial Year Period are:
 - i) Based on proper accounts and present true and fair view of the Organisation's financial position and financial performance in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
 - ii) In accordance with the terms and conditions of the Agreement between Legal Aid of Western Australia and Albany Community Legal Centre Inc., the date of the Agreement being 1 July 2015 – 30 June 2017, with extension to 30 June 2020, a copy of which has been made available to me, in relation to the provision of community legal services.
- c) The 12 months CLASS Financial Report, containing details of the Organisation's transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and the end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to in b) ii) above for all Funding Categories.

This is an unqualified report.

I hereby certify that, in my opinion, there is no conflict of interest between myself and the Organisation or its Management Committee.

AUDITOR DETAILS:

Full Name: Janice Lynn Biglin

Name of Business: Positive Pathways

ABN: 96 546 768 378

Accounting Body Membership: The Institute of Professional Accountants
Membership Status & Number: Fellow 105614

Self-employed, trading as: Positive Pathways
6 Leslie Street
Albany WA 6330

Signature:



Date: 15th September 2020

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Full Name: Janice Lynn Biglin

Name of Business: Positive Pathways

ABN: 96 546 768 378

Accounting Body Membership: The Institute of Professional Accountants
Membership Status & Number: Fellow 105614

Self-employed, trading as: Positive Pathways
6 Leslie Street
Albany WA 6330

Signature:



Date: 15th August 2020

ALBANY COMMUNITY LEGAL CENTRE INC.
STATEMENT OF FINANCIAL POSITION
FOR YEAR ENDED 30 JUNE 2020

Equity

Opening Balance		252,907.87
Less Reversal of Last Year's Surplus Amounts		-75,428.70
		177,479.17
Plus Surplus		149,592.33
Closing Balance		\$327,071.50

This is represented by:

Assets

Current Assets

Bendigo Cheque Account		264,605.04
Term Deposit		174,201.20
Petty Cash		150.00
Master Card		387.12
Undeposited Funds		150.00
GST Refundable (Net)		1,278.38
Total Current Assets		440,771.74

Non-Current Assets

Motor Vehicles at Cost	17,264.86	
Less Accumulated Depreciation	12,954.00	4,310.86
Total Non Current Assets		4,310.86

Total Assets 445,082.60

Less Liabilities

Creditors		-1,360.95
PAYG Liability		8,872.00
Provisions: Annual Leave & Loading	44,975.99	
TOIL	921.60	
ICT	27,281.41	
Long Service Leave	37,321.05	110,500.05
Total Liabilities		118,011.10

Excess Assets over Liabilities **\$327,071.50**

ALBANY COMMUNITY LEGAL CENTRE INC.

PROFIT & LOSS FOR TOTAL CENTRE

FOR YEAR ENDED 30 JUNE 2020

Income

Legal

Community Legal Service Funding	343,605.00	
Criminal Property Confiscation	53,500.00	
Legal Aid - ERO Funding	4,964.80	
Family Advocacy & Support Services	<u>13,704.53</u>	415,774.33

Disability Advocacy

IDAS-ATSI	40,000.00	
IDAS-DSC	61,000.16	
Individual Disability Advocacy Service Funding	<u>151,335.96</u>	252,336.12

Tenancy Advocacy

Tenant Advocacy Service Funding		130,206.52
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General

Donations & Contributions	6,350.92	
Grants & Rebates	2,481.85	
Interest Received	<u>3,412.65</u>	<u>12,245.42</u>
		810,562.39

Less Operating Expenditure

Communications

Telephone & Internet	11,970.63	
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Covid19 Response

Work From Home Expenses	12,348.02	
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Finance, Audit, Accounting Fees

Accounting Software	554.07	
Audit Fees	1,892.97	
Bank Fees	591.49	
Rounding	<u>-2.59</u>	3,035.94

Insurance

Association Liability (PL)	446.34	
Business Insurance	2,350.54	
Motor Vehicle & Journey	1,506.00	
Professional Indemnity	441.34	
Workers Compensation	<u>1,520.00</u>	6,264.22

Library/Resource/Subs

Library Resources	1,359.26	
Memberships & Subs (Org)	6,210.25	
Practicing Certificates	<u>2,398.36</u>	9,967.87

Office Overheads

Advertising & External Printing	2,586.08	
Computer Expenses	8,234.69	
Electricity	3,359.30	

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Office Amenities	6,513.69	
OH & S Requirements	1,290.14	
Photocopying & Printing Inhouse	6,528.25	
Postage	<u>1,827.58</u>	30,339.73
PR & Meetings		
Publicity & Programming		2,233.61
Premises Costs		
Rent on Premises	40,685.89	
Repairs & Maintenance - Building	764.29	
Security	<u>3,747.38</u>	45,197.56
Provisions		
IT Hardware Provision	5,000.00	
MV Depreciation	<u>995.00</u>	5,995.00
Salaries & Related Expenses		
Provision for Leave & Loading	51,025.57	
Provision for Long Service Leave	6,568.32	
Provision for TOIL	4,583.32	
Superannuation	52,134.60	
Wages & Salaries	<u>512,369.48</u>	626,681.29
Staff Training		
Training & Workshops		5,441.10
Staff Recruitment		
Staff Recruitment/Ads		1,060.00
Travel		
Accommodation & Travel Allowance	1,238.87	
Flights & Fuel	6,528.02	
MV Maintenance	<u>977.52</u>	8,744.41
Total Expenditure		<u>769,279.38</u>
Gross Deficit for Year		41,283.01
Plus Other Income		
ATO Cash Boost Stimulus Non Assessable	32,702.00	
Sussex St - Expense Claims	482.18	
Synergy Offset	<u>2,500.00</u>	35,684.18
		76,967.19
Less Other Expenses		
Sussex St - Reimburse Expenses	482.18	
Work Cover Paid	<u>2,321.38</u>	2,803.56
		74,163.63
Plus Funding Surplus Brought Forward From Previous Year		75,428.70
Net Surplus for Year		<u><u>\$149,592.33</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.
COMMUNITY LEGAL SERVICES COMMISSION
STATEMENT OF INCOME & EXPENDITURE
FOR YEAR ENDED 30 JUNE 2020

Income		
CLSP Funding		343,605.00
FASS Funding		13,704.53
TAS Funding		803.21
Donations & Contributions		6,082.79
Grants & Rebates		1,265.76
Interest Received		3,360.84
Total Income		<u>368,822.13</u>
 Less Operating Expenditure		
Communications		
Telephone & Internet	6,105.03	
Covid19 Response		
Work From Home Expenses	6,297.49	
Finance, Audit, Accounting Fees		
Accounting Software	282.56	
Audit Fees	920.32	
Bank Fees	455.43	
Rounding	<u>-2.59</u>	1,655.72
Insurance		
Association Liability (PL)	227.63	
Business Insurance	1,198.78	
Motor Vehicle & Journey	768.06	
Professional Indemnity	225.08	
Workers Compensation	<u>775.20</u>	3,194.75
Library/Resource/Subs		
Library Resources	693.22	
Memberships & Subs (Org)	3,167.22	
Practicing Certificates	<u>1,223.16</u>	5,083.60

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Office Overheads		
Advertising & External Printing	1,318.89	
Computer Expenses	4,199.69	
Electricity	1,713.24	
Office Amenities	3,189.67	
OH & S Requirements	657.97	
Photocopying & Printing Inhouse	3,329.42	
Postage	932.04	15,340.92
PR & Meetings		
Publicity & Programming		1,095.05
Premises Costs		
Rent on Premises	20,793.92	
Repairs & Maintenance - Building	389.79	
Security	1,911.16	23,094.87
Provisions		
IT Hardware Provision	2,550.00	
MV Depreciation	507.45	3,057.45
Salaries & Related Expenses		
Provision for Leave & Loading	26,023.04	
Provision for Long Service Leave	3,349.85	
Provision for TOIL	2,337.49	
Superannuation	24,023.14	
Wages & Salaries	258,351.34	314,084.86
Staff Training		
Training & Workshops		2,468.95
Staff Recruitment		
Staff Recruitment/Ads		540.60
Travel		
Accommodation & Travel Allowance	631.81	
Flights & Fuel	3,329.26	
MV Maintenance	498.53	4,459.60
Total Expenditure		<u>386,478.89</u>
Gross Deficit for Year		-17,656.76
Plus Funding Surplus Brought Forward From Previous Year		10,880.68
Net Deficit for Year		<u><u>-\$6,776.08</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.
INDIVIDUAL DISABILITY ADVOCACY SERVICE FUNDING
STATEMENT OF INCOME & EXPENDITURE
FOR YEAR ENDED 30 JUNE 2020

Income

IDAS Funding	151,335.96
IDAS - DSC Funding	61,000.16
IDAS - ATSI Funding	40,000.00
Donations & Contributions	136.79
Grants & Rebates	620.46
Interest Received	26.44
Total Income	<u>253,119.81</u>

Less Operating Expenditure

Communications		
Telephone & Internet		2,992.68
Covid19 Response		
Work from Home Expenses		3,087.01
Finance, Audit, Accounting Fees		
Accounting Software	138.54	
Audit Fees	496.25	
Bank Fees	69.43	704.22
Insurance		
Association Liability (PL)	111.59	
Business Insurance	587.64	
Motor Vehicle & Journey	376.50	
Professional Indemnity Insurance	110.34	
Workers Compensation	380.00	1,566.07
Library/Resources/Subs		
Library Resources	339.82	
Memberships & Subs (Org)	1,552.57	
Practicing Certificates	599.59	2,491.98
Office Overheads		
Advertising & External Printing	646.52	
Computer Expenses	2,058.67	
Electricity	839.82	
Office Amenities	1,695.97	
OH & S Requirements	322.54	
Photocopying & Printing Inhouse	1,632.02	
Postage	456.89	7,652.43

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PR & Meetings		
Publicity & Programming		580.90
Premises Costs		
Rent on Premises	10,148.96	
Repairs & Maintenance - Building	191.08	
Security	<u>936.86</u>	11,276.90
Provisions		
IT Hardware Provision	1,250.00	
MV Depreciation	<u>248.75</u>	1,498.75
Salaries & Related Expenses		
Provision for Leave & Loading	12,756.39	
Provision for Long Service Leave	1,642.08	
Provision for TOIL	1,145.84	
Superannuation	11,881.32	
Wages & Salaries	<u>128,092.38</u>	155,518.01
Staff Training		
Training & Workshops		1,210.29
Staff Recruitment		
Staff Recruitment/Ads		265.00
Travel		
Accommodation & Travel Allowance	309.73	
Flights & Fuel	1,632.05	
MV Maintenance	<u>244.39</u>	<u>2,186.17</u>
Total Expenditure		<u>191,030.41</u>
Gross Surplus for Year		62,089.40
Plus Funding Surplus Brought Forward From Previous Year		36,566.08
Net Surplus for Year		<u><u>\$98,655.48</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.

CRIMINAL PROPERTY COMPENSATION

STATEMENT OF INCOME & EXPENDITURE

FOR YEAR ENDED 30 JUNE 2020

Income

CPC Funding		53,500.00
Donations & Contributions		38.31
Grants & Rebates		173.71
Interest Received		7.40
Legal Aid - ERO Funding		4,964.80
Total Income		<u>58,684.22</u>

Less Operating Expenditure

Communications		
Telephone & Internet	837.93	
Covid19 Response		
Work from Home Expenses	864.36	
Finance, Audit, Accounting Fees		
Accounting Software	38.80	
Audit Fees	138.95	
Bank Fees	<u>19.43</u>	197.18
Insurance		
Association Liability (PL)	31.24	
Business Insurance	164.53	
Motor Vehicle & Journey	105.42	
Professional Indemnity Insurance	30.89	
Workers Compensation	<u>106.40</u>	438.48
Library/Resources/Subs		
Library Resources	95.15	
Memberships & Subs (Org)	434.72	
Practicing Certificates	<u>167.89</u>	697.76
Office Overheads		
Advertising & External Printing	181.03	
Computer Expenses	576.44	
Electricity	235.16	
Office Amenities	474.85	
OH & S Requirements	90.31	
Photocopying & Printing Inhouse	456.98	
Postage	<u>127.95</u>	2,142.72

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PR & Meetings		
Publicity & Programming		162.66
Premises Costs		
Rent on Premises	2,841.68	
Repairs & Maintenance - Building	53.49	
Security	<u>262.32</u>	3,157.49
Provisions		
IT Hardware Provision	350.00	
MV Depreciation	<u>69.65</u>	419.65
Salaries & Related Expenses		
Provision for Leave & Loading	3,571.79	
Provision for Long Service Leave	459.78	
Provision for TOIL	320.83	
Superannuation	3,649.43	
Wages & Salaries	<u>35,865.87</u>	43,867.70
Staff Training		
Training & Workshops		338.89
Staff Recruitment		
Staff Recruitment/Ads		74.20
Travel		
Accommodation & Travel Allowance	86.74	
Flights & Fuel	456.96	
MV Maintenance	<u>68.43</u>	612.13
Total Expenditure		<u>53,811.15</u>
Gross Surplus for Year		4,873.07
Plus Funding Surplus Brought Forward From Previous Year		7,255.19
Net Surplus for Year		<u><u>\$12,128.26</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.
TENANCY ADVOCACY SERVICE
STATEMENT OF INCOME & EXPENDITURE
FOR YEAR ENDED 30 JUNE 2020

Income

TAS Funding		130,206.52
Donations & Contributions		93.03
Grants & Rebates		421.92
Interest Received		17.97
Total Income		130,739.44

Less Operating Expenditure

Communications		
Telephone & Internet		2,034.99
Covid19 Response		
Work from Home Expenses		2,099.16
Finance, Audit, Accounting Fees		
Accounting Software	94.17	
Audit Fees	337.45	
Bank Fees	47.20	478.82
Insurance		
Association Liability (PL)	75.88	
Business Insurance	399.59	
Motor Vehicle & Journey	256.02	
Professional Indemnity Insurance	75.03	
Workers Compensation	258.40	1,064.92
Library/Resources/Subs		
Library Resources	231.07	
Memberships & Subs (Org)	1,055.74	
Practicing Certificates	407.72	1,694.53
Office Overheads		
Advertising & External Printing	439.64	
Computer Expenses	1,399.89	
Electricity	571.08	
Office Amenities	1,153.20	
OH & S Requirements	219.32	
Photocopying & Printing Inhouse	1,109.83	
Postage	310.70	5,203.66
PR & Meetings		
Publicity & Programming		395.00

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Premises Costs		
Rent on Premises	6,901.33	
Repairs & Maintenance - Building	129.93	
Security	<u>637.04</u>	7,668.30
Provisions		
IT Hardware Provision	850.00	
MV Depreciation	<u>169.15</u>	1,019.15
Salaries & Related Expenses		
Provision for Leave & Loading	8,674.35	
Provision for Long Service Leave	1,116.61	
Provision for TOIL	779.16	
Superannuation	10,015.22	
Wages & Salaries	<u>87,102.81</u>	107,688.15
Staff Training		
Training & Workshops		822.97
Staff Recruitment		
Staff Recruitment/Ads		180.20
Travel		
Accommodation & Travel Allowance	210.59	
Flights & Fuel	1,109.75	
MV Maintenance	<u>166.17</u>	1,486.51
Total Expenditure		<u>131,836.36</u>
Gross Deficit for Year		-1,096.92
Plus Funding Surplus Brought Forward From Previous Year		14,400.98
Net Surplus for Year		<u><u>\$13,304.06</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.

GENERAL

STATEMENT OF INCOME & EXPENDITURE

FOR YEAR ENDED 30 JUNE 2020

Income

ATO Cash Boost Stimulus		32,702.00
Sussex Street - Expense Claim		482.18
TAS		-803.21
WA Small Business & Charity Tariff Offset - Synergy		2,500.00
		<u>34,880.97</u>

Less Expenditure

Other Expenses			
Sussex Street - Reimbursement Expense	482.18		
Work Cver Funds	<u>2,321.38</u>	2,803.56	
Salaries & Related Expenses			
Wages & Salaries	2,957.08		
Training & Workshops	600.00		
Superannuation	<u>2,565.49</u>	<u>6,122.57</u>	

Total Expenditure 8,926.13

Gross Surplus for Year **25,954.84**

Plus Funding Surplus Brought Forward From Previous Year 6325.77

Net Surplus for Year **\$32,280.61**

ALBANY COMMUNITY LEGAL CENTRE INC.

FULL SUMMARY

SUMMARY OF INCOME & EXPENDITURE

FOR YEAR ENDED 30 JUNE 2020

Operating Summary

Surplus from Community Legal Services	-6,776.08
Surplus from Criminal Property Confiscation	12,128.26
Surplus from General	32,280.61
Surplus from Individual Disability Advocacy Service	98,655.48
Surplus from Tenant Advocacy Services	13,304.06
Operating Surplus for Year - to Members' Funds	<u><u>\$149,592.33</u></u>

ALBANY COMMUNITY LEGAL CENTRE INC.

**STATEMENT OF CASH FLOW
FOR YEAR ENDED 30 JUNE 2020**

Cash Flow from Operating Activities

Net Income		74,163.63
Bendigo Mastercard		796.17
Creditors		-1,670.95
GST Collected		-65.61
GST Paid		704.41
PAYG Payable		206.00
Superannuation Payable		-4,353.13
ICT Provision		5,000.00
Annual Leave & Loading Provision		10,974.35
Long Service Leave Provision		6,568.31
TOIL Provision		-105.70
		<hr/>
Net Cash Flow		92,217.48

Cash Flow From Investing Activities

Accumulated Depreciation on M/Vehicle		995.00
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Cash Flow from Financing Activities

Members' Funds	871.22	
Retained Earnings	33378.04	34,249.26
		<hr/>

Net Increase for the Period **127,461.74**

Cash at Beginning of Period 345,893.76

Cash at End of Period **\$473,355.50**

ALBANY COMMUNITY LEGAL CENTRE INC.

BANK ACCOUNTS

AS AT 30 JUNE 2020

Bendigo Cheque Account

Balance as at 1 July 2019	174,553.25
Plus Receipts	916,926.58
	<u>1,091,479.83</u>
Less Payments	826,874.79
Balance as at 30 June 2020 (as per Bank Statement)	<u><u>\$264,605.04</u></u>

Bank Reconciliation

Balance as per Bank Statement	264,526.32
Plus Deposit not yet Credited	78.72
Balance as per Bank Account	<u><u>\$264,605.04</u></u>

Bendigo Term Deposit

Balance as at 1 July 2019	171,140.51
Plus Interest	3,060.69
Balance as at 30 June 2020 (as per Bank Statement)	<u><u>\$174,201.20</u></u>

Bendigo Mastercard

Balance as at 1 July 2019	1,183.29
Plus Receipts	33,463.89
	<u>34,647.18</u>
Less Payments	34,260.06
Balance as at 30 June 2020	<u><u>\$387.12</u></u>

Petty Cash

Balance as at 1 July 2019	200.00
Less Payments	50.00
Balance as at 30 June 2020	<u><u>\$150.00</u></u>

Undeposited Funds

<u><u>\$150.00</u></u>

Total Cash on Hand

<u><u>\$439,343.36</u></u>

Albany Community Legal Centre Inc.

Depreciation Schedule 2020

Asset	Acq. Cost	Acq. Date	Opening	Date of Disposal	Rate %	Type P/D	Decline in Value	Closing
2013 Mazda 3 Reg. A69353	17,265	19/12/2013	5,306		18.75	D	995	4,311
	17,265						995	4,311