Albany Community Legal Centre Inc.

ABN: 12 172 591 806

SPECIAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021



Albany Community Legal Centre Inc ABN: 12 172 591 806 PO Box 5205 ALBANY WA 6332

Phone: 08 9842 8566

4/15 Peels Place ALBANY WA 6330

Email: info@albanyclc.com.au Website: www.albanyclc.com.au

ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

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ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

COMMITTEE OF MANAGEMENT REPORT

Our committee submits the financial report of the Albany Community Legal Centre Inc for the financial year ended 30 June 2021.

Committee of Management Members

The committee members throughout the year and at the date of this report are:

Angela Bristow-Baohm (Chairperson) Christine Tozer (Secretary)

Carryn Hills (Treasurer) Dylan Parker

Levi Wheatcroft (resigned Sept 2020) Rani Param (resigned May 2021)

Beverley Alexander (resigned May 2021)

Principal Activities

Albany Community Legal Centre Inc (ACLC) is incorporated under the Associations Incorporations Act, 2015 and registered with the Australian Charities and Not-for-Profits Commission (ACNC). ACLC is an independent not for profit community organisation providing legal and advocacy services to the Great Southern community of Western Australia since 1995. ACLC play an important and pivotal role in the local community in breaking down barriers that prevent access to justice in the Great Southern region. ACLC services are directed to those community members who would not otherwise be able to access legal and advocacy services either because they are ineligible for legal aid or because they cannot afford the services of a private lawyer.

The objectives of Albany Community Legal Centre Inc are to:

- (1) Provide legal information and advice
- (2) Undertake negotiation, court representation and conduct community legal education sessions
- (3) Engage in advocacy to address systemic justice issues with the community.

Significant Changes

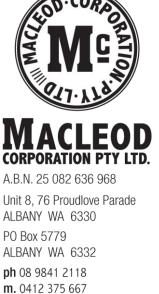
No significant changes in the nature of these activities occurred during the year.

Operating Results

	30 June 2021 \$	30 June 2020 \$
The operating result was a surplus / (deficit) for the year of	81,606	74,166

Angela Bristow-Baohm Carryn Hills Chairperson Treasurer

Signed in accordance with a resolution of the committee this: 28th day of September 2021



e. paul@macleodcpa.com.au **www.macleodcpa.com.au**

12th August 2021

The Committee
Albany Community Legal Centre Inc
125 Grey Street West
ALBANY WA 6330

By Email Only

Dear Committee,

AUDITOR'S INDEPENDENCE DECLARATION
Pursuant to Section 60.40 of the
Australian Charities and Not-For-Profits Commission Act 2012.

In relation to the audit for the year ended 30 June 2021, I declare that, to the best of my knowledge and belief, there have been no contraventions of the audit independence requirements of:

- 1. The Australian Charities and Not-For-Profits Commission Act 2012
- 2. The Accounting Professional and Ethical Standards Board
- 3. Any applicable code of professional conduct.

Yours sincerely,

Paul Gilbert FCPA MBA Macleod Corporation Pty Ltd



ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

RESPONSIBLE PERSONS DECLARATION

The responsible persons declare that in their opinion:

- i) This financial report has been prepared as a special purpose financial report on the basis that Albany Community Legal Centre Inc is a non-reporting entity because there are no users of this financial report, who would otherwise be dependent on general purpose financial reports to satisfy all of their information needs.
- ii) The Special Purpose Financial Report presents fairly the financial position of Albany Community Legal Centre Inc as at 30 June 2021 and the income and expenditure for the year then ended in accordance with the accounting policies described in the notes to the Special Purpose Financial Report.
- iii) There are reasonable grounds to believe that Albany Community Legal Centre Inc will be able to pay all of its debts, as and when they become due and payable.
- iv) The financial report and notes satisfy the requirements of the Australian Charities and Not-For-Profits Commission Regulation 2013.

Signed in accordance with subsection 63 (4) (c) of the Australian Charities and Not-For-Profits Commission Regulation 2013.

Angela Bristow-Baohm Chairperson

Carryn Hills Treasurer

Dated this: 28th day of September 2021

INDEPENDENT AUDITOR'S REPORT To: The Members of Albany Community Legal Centre Inc

Report on the Financial Report

We have audited the accompanying financial report of Albany Community Legal Centre Inc, which comprises the Statement of Financial Position as at 30 June 2021, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies, other explanatory information, and the statement by committee members.

In our opinion the financial report of Albany Community Legal Centre Inc, has been prepared in accordance with Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012, including:

- (a) giving a true and fair view of the association's financial position as at 30 June 2021, and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, Division 60 the Australian Charities and Not-For-Profits Commission Regulation 2013.



A.B.N. 25 082 636 968

Unit 8, 76 Proudlove Parade ALBANY WA 6330

PO Box 5779

ALBANY WA 6332 **ph** 08 9841 2118

m. 0412 375 667 e. paul@macleodcpa.com.au www.macleodcpa.com.au

Basis of Opinion

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

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the ACNC Act. In particular reference is made to the policy of fully depreciating assets and accounting for provisions. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of the Management for the Financial Report

Management of the association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. Managements responsibility also includes such internal control as management determine is necessary to enable the preparation of a 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, management are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so. Management are responsible for overseeing the association's financial reporting process.



Auditor's 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 the 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.

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

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

We communicate with Management 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.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of section 60-30 of the ACNC Act. We are satisfied that:

- a) we have received all information, explanation and assistance necessary for the conduct of the audit.
- b) management has kept financial records sufficient to enable a special purpose financial report to be prepared and audited.
- c) except for an asset register, management has kept other records as required by the ACNC Act.





Dated this: 28th day of September 2021

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF COMPREHENSIVE INCOME (STATEMENT OF INCOME AND EXPENDITURE) FOR THE YEAR ENDED 30 JUNE 2021

		2021	2020
	Note	\$	\$
INCOME			
Operational Funding	2	860,903	798,318
Grants & Rebates		10,000	2,482
Donations & Contributions		8,325	6,351
Interest		2,074	3,413
COVID 19 Cash Boost Stimulus		50,446	32,702
Other Income		5,481	2,982
	-	937,229	846,248
EXPENDITURE			
Communications		15,138	11,971
COVID 19 Response – Work from home exp.		260	12,348
Financials/Auditing/Accounting		3,417	3,035
Insurance		7,021	6,264
Library/Resource/Subs		15,108	9,968
Office Overheads		42,475	30,340
PR & Meetings		3,306	2,234
Premises Costs		59,862	45,197
Provisions		8,720	5,995
Salaries & Related Expenses		681,578	627,741
Staff Training		7,185	5,441
Travel		8,400	8,745
Other Non-Operating Expenses		3,153	2,803
	_ _	855,623	772,082
Operating Result Surplus/(Loss)	9	81,606	74,166

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2021

		2021	2020
	Note	\$	\$
CURRENT ASSETS			
Cash on Hand		360	150
Cash at Bank	3	469,178	438,806
Accounts Receivable	4	572	150
TOTAL CURRENT ASSETS	- -	470,110	439,106
NON CURRENT ASSETS			
Plant, Property & Equipment	5	35,217	4,311
TOTAL NON CURRENT ASSETS	- -	35,217	4,311
TOTAL ASSETS	-	505,327	443,417
CURRENT LIABILITIES			
Accounts Payable	6	10,699	5,846
Provision for ICT	1 I)	23,212	27,281
Provision for Employee Entitlements	7	39,613	45,898
TOTAL CURRENT LIABILITIES	- -	73,524	79,025
NON-CURRENT LIABILITIES			
Provision for Employee Entitlements	7	23,123	37,321
TOTAL NON-CURRENT LIABILITIES	-	23,123	37,321
TOTAL LIABILITIES	<u>-</u>	96,647	116,346
NET ASSETS	=	408,680	327,071
Represented by: EQUITY			
Accumulated Surplus		408,680	327,071
Asset Revaluation Reserve		0	0
TOTAL EQUITY	_	408,680	327,071
	=		

The accompanying notes form part of these financial statements.

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2021

		2021	2020
	Note	\$	\$
EQUITY			
Accumulated Surplus			
Balance as at the beginning of year		327,074	252,905
Net result for the year		81,606	74,166
Other Comprehensive Income			0
	-		
Balance as at the end of year	-	408,680	327,071
Asset Revaluation Reserve			
Balance as at the beginning of the year		0	0
Revaluations of Non- Current Assets		0	0
Revaluation Movement	<u>-</u>	0	0
Balance as at the end of the year		0	0
	-		
TOTAL EQUITY	_	408,680	327,071

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2021

		2021	2020
	Note	\$	\$
CASHFLOWS FROM OPERATING ACTIVITIES Receipts			
- Receipts from Government		921,349	833,502
- Receipts from Customers		13,384	9,183
- Interest		2,074	3,413
<u>Payments</u>		(=00.004)	(000.074)
- Employees inc. Superannuation		(702,061)	(608,954)
- Services and charges	_	(169,597)	(144,082)
Net Cash flows from / (used in) Operating Activities	9 _	65,149	93,062
CASHFLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant & equipment		650	0
Purchase of Property, Plant & Equipment	_	(35,217)	0
Net Cash flows used in Investing Activities	_	(34,567)	0
CASHFLOWS FROM FINANCING ACTIVITIES			
Proceeds from Loans		0	0
Grants for Development of Assets		0	0
Net Cash flows used in Financing Activities	_	0	0
NET INCREASE/(DECREASE) IN CASH HELD	_	30,582	93,062
Add: Opening Cash Balance Forward		438,956	345,894
CLOSING CASH CARRIED FORWARD	_	469,538	438,956
Cash Balance made up of: Cash on Hand		360	150
Cash at Bank	3	469,178	438,806
Odon at Dank	_	403,170	400,000
		469,538	438,956
	_	<u> </u>	· .

The accompanying notes form part of these financial statements.

NOTE 1 – STATEMENT OF ACCOUNTING POLICIES

The Committee of Management have prepared the financial statements on the basis that the entity is a non-reporting entity because there are no users dependent on general purpose financial reports. This financial report is therefore a special purpose financial report that has been prepared to meet Committee of Management's financial reporting requirements under the Albany Community Legal Centre Inc constitution.

The financial report has been prepared in accordance with the significant accounting policies disclosed below, which the Committee of Management have determined are appropriate to meet the needs of the members. Such accounting policies are consistent with the previous year unless stated otherwise.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 2015 of Western Australia and the following Australian Accounting Standards:

AASB 101, Presentation of Financial Statements

AASB 107, Statement of Cash Flows

AASB 108, Accounting Policies, Changes in accounting Estimates and Errors

AASB 1031, Materiality

AASB 1048, Interpretation of Standards

AASB 1054, Australian Additional Disclosures.

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on a modified accrual basis of accounting including the historical cost convention and the going concern assumption.

The following material accounting policies, which are consistent with the previous years unless otherwise stated, have been adopted in the preparation of the financial report:

a) Income Tax

Charitable Institution

The Australian Charities and Not-for-Profits Commission has registered the association as a Charitable Institution. Consequently, the Australian Taxation office has endorsed the association and it is eligible for the following concessions:

- (i) GST concession;
- (ii) FBT Exemption:
- (iii) Income taxation exemption.

No change in its tax status as a result of activities undertaken during the year is likely.

b) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

c) Inventories

Inventories held for use in operations have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential.

Inventories held for resale have been valued at the lower of cost and net realisable value.

d) Investments

Investments comprise available-for-sale financial assets designated as available-for-sale, but which are not deemed to be held principally for trading purposes, and include equity investments. Investments are initially recognised at fair value plus transaction costs.

Subsequent gains or losses arising from changes in fair value are included as a separate component of equity in the available-for sale revaluation reserve except for interest, dividends and foreign exchange gains and losses on monetary assets, which are recognised directly in the income statement. When the investment is sold, the cumulative gain or loss relating to the investment is transferred from the available-for-sale revaluation reserve to the income statement.

e) Property, Plant and Equipment (PPE)

Property, plant and equipment is generally measured on the cost basis less depreciation and any impairment losses.

Impairment losses, in accordance with Accounting Standard AASB 136 "Impairment of Assets" is the amount by which the carrying amount of an asset or a cash-generating unit exceeds its recoverable amount. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Right of use assets where a lessee is granted the right to use an asset over the life of the asset have not been brought to account in accordance with AASB16 "Leases"

Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality threshold of \$ 1,000.

Depreciation

The depreciable amount of plant and equipment is depreciated on a diminishing value and straight line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired year of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Motor Vehicles	22.5% DV
Plant & Equipment	100%

f) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting year. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

g) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting year.

h) Revenue and Other Income

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised as it accrues using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Dividends are recognised as revenue when received.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

The fair value of volunteer services contributed has not been recognised in accordance with AASB 1058 "Income of Not for Profit Entities". As a consequence, no volunteer labour expense and correspondingly no volunteer income has been brought to account.

i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

j) Going Concern & Economic Dependency

The accounts have been prepared on a going concern basis. The ability of the association to continue as a going concern is dependent upon continued support from the Commonwealth Government. At the date of this report the committee have no reason to believe that the Commonwealth Government will not continue to fund the operations of the association.

k) Comparatives

Comparative figures for the previous year have been reclassified to conform to the new format financial report.

I) Provision for IT & Communications

In accordance with adopted policy the Association makes an annual allocation from operating expenses to the Provision for IT & Communications based on budget. Expenditure on replacements is then made from the provision. Movement in the provision during the years:

		2021	2020
		\$	\$
Е	alance at the beginning of the year	27,281	22,281
Д	llocations to the Provision	5,000	5,000
E	xpenditure from the provision	(9,069)	0
		23,212	27,281
		•	

UK I	EAR ENDED 30 JUNE 2021	2021	2020
Note		\$	\$
2	OPERATIONAL FUNDING		
	Community Legal Service	372,518	343,60
	COVID 19 Response	94,037	
	Criminal Property Confiscation	59,415	53,50
	Family Advocacy & Support Services	14,175	13,70
	Legal Aid – ERO Funding	1,972	4,96
	Tenant Advocacy Service	130,694	130,20
	Individual Disability Advocacy Service (IDAS)	95,567	151,33
	IDAS - ATSI	30,000	40,00
	IDAS – Disability Services Commission	62,525	61,00
		860,903	798,31
3	CASH AT BANK		
	Bendigo Cheque Account	293,164	264,60
	Term Deposit	176,014	174,20
		469,178	438,80
4	RECEIVABLES		
	Trade Debtors	0	
	Other Receivables	572	15
		572	15
5	PROPERTY PLANT & EQUIPMENT		
	Motor Vehicles at Cost	35,217	17,26
	Less: Accumulated Depreciation	0	(12,954
		35,217	4,31
	Total Property Plant & Equipment	35,217	4,31
	In accordance with the accounting policy adopted at Not vehicles, Albany Community Legal Centre Inc fully depre	,	
6	ACCOUNTS PAYABLE		
	Trade Creditors	(344)	(1,361
	Credit Card	4,760	(387
	Goods & Services Tax	(6,289)	(1,278
	PAYG Payable	12,572	8,87
	Superannuation	0	
		10,699	5,84

	2021	2020
	\$	\$
EMPLOYEE ENTITLEMENTS		
Provision for Annual Leave	34,613	44,976
Provision for Long Service Leave	23,123	37,321
Provision for TOIL	5,000	922
	62,736	83,219
Current	39,613	45,898
Non-Current	23,123	37,321
	62,736	83,219
	Provision for Annual Leave Provision for Long Service Leave Provision for TOIL Current	### Current ### Service Leave \$ 34,613 Provision for Annual Leave

8 RELATED PARTY TRANSACTIONS

Members of the Committee may have entered into transactions with Albany Community Legal Centre Inc. All transactions with related parties have been conducted on an arms length basis and on terms and conditions, that are no more favourable than those available to non-related parties.

9 RECONCILIATION OF PROFIT FOR THE YEAR TO NET CASHFLOWS FROM OPERATING ACTIVITIES

Surplus/(Loss) from Operating Activities	81,606	74,166
Non-cash flows in profit:		
Depreciation & Amortisation	765	995
Changes in assets and liabilities, net effects of:		
- (Increase)/Decrease in receivables	(422)	(150)
- Increase/(Decrease) in payables	7,752	(4,676)
- Increase/(Decrease) in ICT Provision	(4,069)	5,000
- Increase/(Decrease) in employee provisions	(20,483)	17,727
Net Cashflow from / (used in) Operating Activities	65,149	93,062

10 AFTER BALANCE DATE EVENTS

The world is currently experiencing a global corona virus (COVID 19) pandemic, which may have a significant impact on events after balance date. The nature, extent and financial impact of COVID 19 in the future is unknown and is not able to be quantified by the Board as at the date of this report.

No other matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect to the operation of the Association, the results of those operations or the state of affairs of the Association in future financial years.