SOUTHSIDE COMMUNITY SERVICES INC.

# 2015 Annual Report

There for our community

Southside Community Services Inc.

## Our vision

"To embrace change and innovation to ensure our place and recognition as a quality community services provider."

## Our mission

"To build and sustain strong communities by empowering people and enriching lives through our services and programs."

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# Overview of Services

Southside Community Services is a community based, not-for-profit, non-Government organisation that has been providing a wide range of services to families and individuals living in the local area and wider ACT for more than 20 years.

The organisation manages and delivers a range of community services including community development, family support services, training services, children's services and aged care and disability services. Services are designed to meet community needs.

These services are partly or wholly funded by the Commonwealth and ACT Government grants, client contributions and donations.

**Southside Community Services Incorporated:**

- Managers a budget of over $13.7 m
- Has staff of over 250
- Provides programs for all age groups from early childhood through to family and individual support, to those who are frail aged or younger with disabilities.
- Is an Accredited Registered Training Organisation

**Our Services Include:**

- Seven Early Childhood Centers
- Family and Individual Support
- Parenting program
- Venue hire
- Community mini-bus service
- Special care transport
- Community Development
- Home and Community Care
- Case Management
- Centre –based Activities for Home and Community Care Clients
- Assistance with Care and Housing for the Aged
- Health Promotion

**Accredited Training In:**

- Certificate III in Children's Services
- Diploma of Children's Services

# Presidents Report

The annual report provides an opportunity to reflect on the achievements of Southside Community Services Inc. (SCS) over the last twelve months and to acknowledge that the organisation has performed extremely well.

The management, staff and volunteers of SCS are to be congratulated on their efforts in providing quality services to the community through this period.

Special thanks goes to Lida Lewis, our outgoing CEO for her effort, diligence and professionalism over many years in managing SCS. On behalf of the Board and staff we wish her well in her retirement.

During the 2015 financial year a number of significant events and achievements took place and/or are still taking place:

1. Refurbishing and extension of the Forrest Child Care Centre completed.
2. Successfully wining a business grant to support the agency to prepare for NDIS.
3. Ongoing support of the NAIDOC week Art Exhibit as part of NAIDOC celebrations in July 2014. This event was opened by Share Rattenbury MLA.
4. All SCS managed Community venues are showing increased levels of community use and engagement.
5. SCS continued to work with other ACT Community groups to deliver community programs on a timely and efficient basis.
6. Risk Management is an ongoing issue and is continually evolving and reviewed to determine the impact on our organisation.
7. This year SCS has seen a small loss in 2014/15. A trading lost has not occurred for many years and the Board and management are actively working to ensure that 2015/16 financial year sees a better financial outcome achieved.
8. The start of the name change to Community Services #1
9. Implementation of the strategic plan prepared by RSM
10. Appointment of our new CEO in Amanda Tobler, who comes with extensive experience in the NFP Sector.

In conclusion, I extended my heartfelt thanks and gratitude to the SCS staff for their professional and enduring efforts in providing fantastic services to the people within our Community for whom the organisation exists to assist, improve and enhance their quality of life.

I would also like to recognise the contribution of our volunteer Board members who contribute their time, professionalism and a range of skills, talents and perspectives to bear on matters of governance.

Last I would like to thank our funding bodies, stakeholders and partners and volunteers who without their support SCS services would not be available to those in need.

**Tony Lopilato**
*President*

# Chief Executive Director Report

The remarkable outcomes achieved by SCS during 2014 -2015 year are a result of consistent long-term planning and a strong commitment to continuous improvement. We have maintained the delivery of existing services while implementing new initiatives as SCS services have adapted in response to changing needs, demand and new opportunities.

The organisation's continuous journey of improvement over the past year ensuring renewal and sustainability includes the following initiatives:

- A name change approved at the General Meeting November 2014 from '**Southside Community Services Inc**.' to '**Community Services #1 Inc. (CS#1)'.** This change was made in order to reflect better the geographic extent of our services provision across the ACT and surrounding NSW areas. The roll out of the name change is proceeding.
- The Strategic Plan 2015 - 2018 has recently included a new Vision and Strategy for the Future policy placing innovation as a centerpiece alongside with our core daily work so that we never lose sight of achieving better outcomes for all of our clients.

The period 2015 - 2018 will be a critical and challenging one for the community services sector in the matter of consolidating and constructing foundations for focused and sustained growth and development. We are confident our Strategic Plan provides a clear, responsive and practical way forward in building on Southside Community Services' excellent record and positioning CS#1 as a leading provider in the community services field.

This year also saw many other achievements demonstrating how we are making a real difference to the lives of people in our community. Some highlights include:

- Design and write new training materials for CHC30113 Certificate III Early Childhood Education and Care and CHC50113 Diploma Early Childhood Education and Care;
- Complete the Australian Skills Quality Authority (ASQA) process for transition to the new training qualifications;
- Overhaul the training and assessment process, ensuring training and assessment is rigorous, realistic, and relevant;

- Implement revised Language LN materials Consumer-Directed Care Pilot Program;
- Identify training needs and Staff training to assist them meet government initiatives;
- Program re-structure to support a priorities transition to aged-care reform and NDIS readiness;
- Streamline assessment processes to be responsive to specific and individual needs of Clients;
- Forrest Early Childhood Centre extension completed; and
- Successful partnership to operate Age Care Regional Assessment Services (RAS);

This Annual Report is the fifth that I have had the pleasure to provide as SCS CEO and it will be my last. It has been my great privilege to have served Southside Community Services since 1988, first as Financial Manager and since 2010 as CEO. Over this time I have witnessed remarkable achievements and a high level of dedication and care demonstrated by a remarkable team of professionals. I will always be very proud to have been part of such a commendable organisation.

I thank the Management and all Staff for their continuous efforts across the years and acknowledge with great appreciation the excellent support and direction provided by a talented and dedicated Board, who have played a critical role in providing intelligent oversight in a period of complex transition and change.

I would particularly like to acknowledge all Staff and Volunteers, past and present, who have contributed their talent and skills in helping to create this remarkable organisation.

I would also like to express my gratitude for all the support so generously and capably shown me by Libby Mills over the past five year. I could never have done my job without it. Thank you, Libby.

Finally I would like to welcome Amanda Tobler the new CEO to SCS and wish her all the best in the future. I know the organisation is in good hands with her.

**Lida Lewis**
*Chief Executive Director*

# Human Resources

During 2014-2015, the Human Resources Program (HR) has continued implementing the Priority Area Strategies of the Strategic Plan. This has included reviewing our work objectives and practices, to ensure we are creating an environment where our workforce can achieve our Mission & Vision and live our Values.

A major focus this year has been to research and implement a Human Resources Information Management System (HRMIS). To align with our current payroll system (Attache) and to the needs of our organisation, the HRMIS has 2 separate but interactive packages – TimeTarget and Enable HR. TimeTarget (our automated system for Workforce Management, Time and Attendance & Rostering) is currently in the parallel testing phase. Once TimeTarget is fully implemented, work will begin on implementing EnableHR (our automated system for HR administrative support). It is envisaged that implementing these new systems will result in greater efficiencies across the whole organisation.

## Our Diverse Workforce

We had an average of 221 employees each pay period during the year. Our diverse workforce includes people:

- From different nationalities
- Aged from under 20 to over 65
- Working full-time, part-time, casual capacity
- Both with and without family or caring responsibilities
- With different cultures
- With different religious beliefs
- Starting in the workforce with little or no work experience, to people with formal qualifications and/or work experience
- With different family structures
- Male and female genders

**This is a snap shot of our workforce on 30 June 2015 (based on 227 employees):**

| Female | Male | Total |
|---|---|---|
| 205 | 22 | 227 |

| Full time | Part time | Casual | Maternity leave |
|---|---|---|---|
| 139 | 56 | 23 | 9 |

| Employed for less than 1 year | Employed between 5 years and 1 year | Employed greater than 5 years | Total (excluding casuals) |
|---|---|---|---|
| 82 | 115 | 30 | 227 |

| In Children's Services | In Programs/Admin |
|---|---|
| 180 | 47 |

# Work Health and Safety

In ensuring SCS provides a healthy and safe environment for our employees, the Work Health and Safety (WHS) Designated Work Groups, and WHS Committee met regularly during 2014-2015.

We were successful in monitoring and reducing workplace hazards, which included general repairs and maintenance to all SCS buildings/halls, Childcare Centres and vehicles.

# Staff Development and Workforce Planning

Staff development and training has remained a focus this year. Our employees have attended training courses and conferences during the year to further develop their skills and to keep abreast of current practices. We have utilised the expertise of Optimum Training and Development (OTD) for many and varied training opportunities for our employees and engaged specialist training providers when required.

During the year, we have successfully supported 7 employees in obtaining the Certificate III in Children's Services, and 3 employees in obtaining the Diploma in Children's Services. We are continuing to support another 32 employees who have partially completed these studies.

## Future Plans

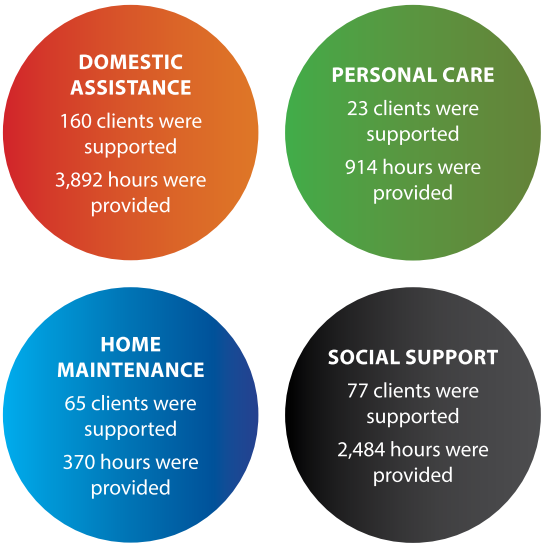
We look forward to being instrumental in the implementation of the 2015-2018 Strategic Plan and will be working closely with stakeholders to enhance our HR services throughout the organisation.

**Libby Mills**
*Human Resources Manager*

# Community Programs

## Home and Community Care

Southside Community Services (SCS) delivered a range of services including case management, group activities and individualised support services that assist older community members, younger people with disabilities and their carers. This is achieved through a combined Commonwealth and State/Territory program of Home and Community Care Program (HACC). In 2014-15, SCS provided a range of services across more than seventy suburbs in Canberra as follows:




SCS has been preparing a planned and consistent approach to the changes in the Aged Care as a result of the implementation of the Commonwealth Home Support Program (CHSP), formerly HACC, and consumer directed care.

# Transport

Community Transport is a vitally important service for the region, supporting access for elderly people to medical appointments, social contacts and tasks such as shopping that enable them to maintain an independent and satisfying life. SCS team of dedicated bus and transport drivers assist and accommodate individual preferences where possible, supporting outings and excursions, education and information sessions.

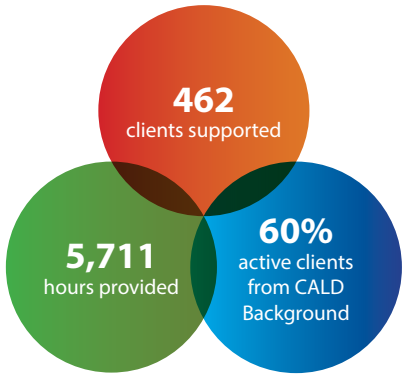
In 2014-2015, SCS supported the community providing 10,888 trips for more than 420 clients:

# Case Management

SCS has Case Managers along with workers who have translation skills – languages currently include Croatian, Spanish and Chinese, which allows the organisation to provide support to a high number of clients from Culturally and Linguistically Diverse (CALD) communities. The support provided include access to interpreter services, advocacy with government departments and support with other contacts such as with banks and health services.

SCS was fortunate to re-negotiate transitional case management services into new funding of Specialist Support Services. This will be further defined and developed in 2015-2016.

In 2014-2015, SCS supported the community by providing:



As a result of the aged cared reform and the introduction of the Regional Assessment Service (RAS) from July 2015, SCS was successful in a tender to provide RAS in the ACT. The RAS is a national assessment workforce, operating at a regional level in all states and territories (except Victoria and Western Australia). From 1 July 2015, the RAS is responsible for conducting face-to-face assessments of older people seeking entry-level support at home, provided under the Commonwealth Home Support Program (CHSP).

## Approved Provider Status for Home Care Packages

In July 2015, SCS was approved to provide home care packages (HCP). Packages provide older people who want to stay at home with access to a range of ongoing personal services, support services and clinical care that help them with their day-to-day activities. From July 2015, all packages are required to be delivered on a Consumer Directed Care (CDC) basis which gives clients a greater choice and flexibility over the care and services they receive.

Under My Aged Care, the services that SCS currently provides are regarded as 'entry level services'. This new approval allows SCS to enter the next level of home care package provision, which includes case management and allied health services.

## Centre-Based Day Care (CBDC) Program

SCS operates seven groups with weekly activities such as walk and talk, bingo, shopping and wellbeing activities along with many member elected outings.

SCS also conducts multi-cultural groups programs for Spanish, Croatian, and Chinese speakers operating on both north and south sides of Canberra with clients drawn from the whole of the ACT. The CBDC program underlines SCS commitment to Culturally and Linguistically Diverse (CALD) communities, a growing focus for SCS as we move toward consumer directed care.

The Chinese groups' activities are supported by The Chinese Australian Association and this partnership will be extended in 2015-2016.

The CBDC Program has also a community awareness focus, sourcing presentations from a variety of services including Red Cross, Council on the Ageing, Stroke Foundation, Arthritis ACT, Alzeihmers ACT, Support Link Home Safety Program and Continence Workshop. Popular excursions included the Botanic Gardens, Tulip Farm, Cooma, Batemans Bay, Murrumbateman, Adaminaby, Gundagai and Cherry Picking in Young!.

In 2014-2015, SCS supported the community providing the following multi-cultural social support groups:

**Chinese Groups (3)**
316 participants
27,383 hours provided

**Croatian Group**
42 participants
3,541 hours provided

**Spanish Group**
25 participants
710 hours provided

In 2014-2015, SCS supported the community providing the following seniors' social support groups:

**Seniors Group**
28 participants
1,338 hours provided

91% group participants are from CALD background

**Walk & Talk Group**
32 participants
1,287 hours provided

# Assistance with Care and Housing for the Aged (ACHA)

Assistance with Care and Housing for the Aged Program assists low-income, older people in the local community with housing support needs. The ACHA Officer has worked closely with ACT government housing authorities and other community housing support agencies to assist some of the most vulnerable in the community to achieve suitable and stable accommodation. Outcomes achieved in 2014-15 include linking clients with financial and legal assistance such as Centrelink, mental health, job agencies, rent relief, bond assistance, tenancy advice and housing maintenance, along with counselling, health services, transport and SCS Food Pantry to support independence. This program remains very important due to the ongoing shortage of affordable and temporary housing options throughout the Australian Capital Territory.

SCS supported 57 clients and co-habitants in 2014-15. The SCS focus on CALD frail aged remained prominent, providing assistance in circumstances of persons experiencing homelessness and disadvantage.

The ACHA Officer has support networks for provision of goods in the absence of brokerage funding and more links have been found with HACC services to aid with goods and services. Networks and contacts have enabled a continued focus on the emotional challenges that confront persons experiencing homelessness especially with the frail aged.

ACHA success stories:

- A positive outcome for an elderly couple who needed to move from a small country town outside Canberra as the wife had cancer and needed to be close to a hospital. Working with the program had them housed with Housing ACT within two months.
- Avoiding homelessness: ACHA started working a gentleman who had lost his job and rental accommodation after being treated for a brain tumour in October 2014. After an operation at the Canberra hospital and rehabilitation, the ACHA program had supported in obtaining housing in mid-December, allowing him to have stable accommodation for Christmas.
- A longer term support a gentleman who has a psychical disability who was living in a caravan park which was not suitable accommodation for his disability, the program started assisting him in April 2014 and he was housed with Housing ACT in July 2015.

# Child, Youth & Family Support Program

The CYFS program focuses on vulnerable children and young people by delivering services to families to minimise the number of children and young people involved in tertiary services such as Care and Protection and Youth Justice. SCS has achieved significant client outcomes, and complementary programs such as the SCS Food Pantry have proven invaluable.

SCS has participated in the planning and adaptation of processes within the CYFSP consortium of South Weston, in which Woden Community Services is the lead agency with Anglicare and SCS as partners. This period has involved the development of ACT-wide protocols for the delivery of this integrated service working to achieve an outcomes-based reporting process. SCS workers have managed a client load of more than 50 vulnerable families at most times during the year, supporting a total of 71 families. It is of special import to note that this level of support, achieved within a 6 month delivery timeframe, met and exceeded the agreed 'annual' funding provider service target.

In 2015, clients with school-aged children accessed a pilot holiday program. There were many benefits for all involved, with strengthening relationships and networks a major outcome.

In April 2015, lead agency Woden Community Service made a decision to consolidate CYFSP funding and absorb the positions held by SCS. It is important to note that this was a decision made on the basis of financial viability rather than performance. The decoupling was considered by the SCS Board resulting in agreement to continue a family support program from SCS revenue for 2013-14. During coming months the need for, and viability of, this program will be assessed with a view to pursue future funding. Community Programs will also review how to integrate family support to create a holistic suite of support services for clients.

# Southside Spring Fair – September 2014

A successful community engagement event was held on Saturday 6 September at the Narrabundah Oval, in partnership with the National Student Leader Forum. A survey was conducted with over 130 responses – results were compiled and are being incorporated into service planning and delivery. The event was a great success and attracted excellent feedback from all involved. Partners included the Narrabundah Early Learning School, Old Narrabundah Community Council, St Vincent de Paul and the Disability Trust.

# Canberra Living Conditions Network Alliance

SCS has continued to work with geographic partners Northside and Woden Community Services and Ainslie Village (within the Canberra Living Conditions Network Alliance) to address issues related to hoarding and squalor. Sectoral training has been supported by SCS to address the lack of expertise and support services. A representative of SCS is on the Executive Committee of the Canberra Living Conditions Network, assisting facilitation of a planning day, website and identified training programs. Without infrastructure and services, the demand for residential care would escalate significantly.

SCS' ACHA Program has also supported processes and strategies to effectively engage and work with people with squalor and hoarding.

# Wellbeing Program

In 2015, SCS developed and conducted a range of wellbeing activities, guided by participant feedback and evaluation. The aim of the Wellbeing Program is to increase clients' ability to remain independent, functional and able to make gains in physical, social and emotional wellbeing.

SCS is fortunate to have workers with qualifications and experience in fitness, lifestyle, health and community education to ensure that the program is consistently delivered and clients remain engaged and motivated in their wellness activities. This is complemented by partnerships during the year with a physiotherapist and guidance from professionals in nursing, rehabilitation and seniors' exercise.

*Clients undertaking guided exercises*

# National Disability Insurance Scheme (NDIS)

The NDIS supports people with a permanent and significant disability that affects their ability to take part in everyday activities. Supports may help participants achieve goals in many aspects of their life, including independence, involvement in their community, education, employment and health and wellbeing.

In November 2014, SCS was approved to provide the following NDIS Services:

- Assistance with daily personal activities
- Development of daily living and life skills
- Participation in community, social and civic activities
- Training for independence in travel and transport
- Assistance in coordinating or managing life stages, transitions and supports
- Assistance with travel/transport arrangements
- Household tasks
- Physical wellbeing activities
- Early intervention supports for early childhood

SCS strengths are in the delivery of wellbeing and enabling services on both a personal and group level. Future work will focus on these two key areas as follows:

# Australian Accreditation Quality Care Agency

SCS successfully completed a 3-yearly external Quality Review with all standards under the new Home Care Standards being met. There are three major standards as follows:

## Standard 1. Effective Management

- Expected Outcome 1.1. Corporate Governance
- Expected Outcome 1.2. Regulatory Compliance
- Expected Outcome 1.3. Information Management Systems
- Expected Outcome 1.4. Community Understanding and Engagement
- Expected Outcome 1.5. Continuous Improvement
- Expected Outcome 1.6. Risk Management
- Expected Outcome 1.7. Human Resource Management
- Expected Outcome 1.8. Physical Resources

## Standard 2. Appropriate Access and Service Delivery

- Expected Outcome 2.1. Service Access
- Expected Outcome 2.2. Assessment
- Expected Outcome 2.3. Care Plan Development and Delivery
- Expected Outcome 2.4. Service User Reassessment
- Expected Outcome 2.5. Service User Referral

## Standard 3. Service User Rights and Responsibilities

- Expected Outcome 3.1. Information Provision
- Expected Outcome 3.2. Privacy and Confidentiality
- Expected Outcome 3.3. Complaints and Service User Feedback
- Expected Outcome 3.4. Advocacy
- Expected Outcome 3.5. Independence

# Highlights and Acknowledgements for 2014-15

- Successful completion of the 3-yearly external Quality Review with all standards under the new Home Care Standards being met;
- Approved Provider Status gained for Home Care Packages;
- Registered for eight services under the National Disability Insurance Scheme.

## Partnerships

- Alexander Maconochie Centre - Throughcare Initiative;
- Chinese Australian Association – conduct of social support groups;
- Tuggeranong Link of Community Houses & Centres – outreach support;
- Community Options Australia (and ACT) – Regional Assessment Service;
- Body@Work Physiotherapy.

## Acknowledgement of Support

- Gungahlin Raiders' Club – conduct of Wednesday Chinese social support group
- Dickson Tradies Club – conduct of Friday Chinese social support group
- NDIS Taskforce – Business Investment Package, and Financial and Governance Package to assist in preparations for NDIS services.

**Janine Robertson**
*Manager*
*Community Programs*

# Community Development

*Community development is "the processes, tasks, practices and visions for empowering communities to take collective responsibility for their own development" (David Kelly).*

SCS Community Development delivered **Paint and Play** (an outdoor Playgroup) on Thursday mornings at the Griffith Neighbourhood Hall until Term 3. This project received no external funding and is conducted through contribution from participating families. The program is being reviewed for future alignment with other community development activities.

The **Links to Learning** program is a free literacy program for socially disadvantaged ACT residents to increase language and literacy / numeracy proficiencies. It provides one-on-one tuition, delivered by trained volunteer tutors as a basis to up-skill and improve participants' integration and contributions within their local communities. The coordinator has certainly got this project 'on-track' and working very well to the benefit of all participants.

An **English Conversation Group** has grown out of this program and is a basic framework for conversation while providing guidance and support to people learning to understand the English language. This group is attended by a number of CALD people and is supported by volunteers.

The **ACT-GOLD! (Growing Older & Living Dangerously!)** program has operated successfully since 2012. **ACT-GOLD!** is a program of leisure activities for older adults who want to put more living into their life! It promotes the uptake of and inclusion in activities by ACT residents aged 50 years and over. Programs are distributed throughout the ACT three (3) times per year and this widely accepted program has grown both in the numbers of people participating (over 200) and with the numbers of activity providers (upwards of 50), offering over 80 activities per program.

In March 2015 the program was advertised in the Canberra Weekly, with paid advertisements covering the majority of production costs. There was a high increase volume of calls and a variety of connections to programs were facilitated. The success of this strategy will be reviewed, along with opportunities to continue the program in the absence of funding.

The **Community Health Promotion Project** has gone from strength to strength, operating in medium-high density ACT Government Housing areas. The Project Officer introduced a range of events and programs at Oaks Estate, Gowrie Court and Stuart Flats. The community capacity building aspects of the project have been particularly successful, with participants actively involved in decisions about activities undertaken for the health project. The significant client benefits on an individual and community level are evidenced by the March 2015 monthly report details as follows:

## Lunches / Healthy Eating (March):

- Lunches at all sites maintaining numbers of approximately 50 per month at each of Stuart Flats, Gowrie Court and Oaks Estate. Several participants have become helpers.
- Several tenants are using the garden produce (tomatoes, eggplants and chillies) in their cooking at home.)
- Two participants have advised that their consumption of Macdonald's is reduced to once a fortnight, now eating sushi as their takeaway of choice.

## Connection to services

- The following services attended lunches during the month of March:
  - Partners in Recovery
  - Cancer Council
  - Hepatitis ACT
  - Canberra Sexual Health
  - Human Services (Centrelink Outreach)
  - Care Financial Services
  - Andrew from Funnyworks (1/2 hour workshop at Gowrie Court)
- Community Capacity additional benefits:
  - Canberra Sexual Health set up on-site testing facility at Oaks Estate in March
  - Partners in Recovery requested a support letter to submit to housing for Gowrie Court resident supported by SCS
  - Connected a Gowrie Court resident to Salvation Army Nils.
  - One client has commenced studying Cert III in Aged Care

- Stuart Flats resident is completing a Workplace Practices Course with Designerlife, supported by SCS and St Vincent de Paul
- Tai Chi - 49 participants in March. Going strong!
- Gym - 21 participants in March – all mentoring each other in a very positive way. One participant with bi-polar uses the gym to help manage his mental health.
- Reclink Roll/Run Lake Walk (26 March) and additional motivational training session

The types of successes noted above have occurred throughout the program, with two clients looking at study options for CIT Culinary course Certificate III and also Certificate III in Fitness. New organisations and churches continue to visit and show their support for the program. Given the low socio-economic status and high vulnerability of this client group, the health project is an outstanding success and highlights the potential of well targeted and grass-roots community development principles.

The **Southside Pantry** distributes food to members of the community who are in need or who are on a limited income. The food is sourced predominantly through Food Bank NSW with some donations from local businesses. A voucher system was successfully introduced with reasonable success. The Pantry is open to clients on Wednesday and Thursday and in the last year has been 'staffed' by Volunteers. Establishment of the pantry was led by Board member Ross Hocking, and his hard work has facilitated support for many vulnerable community members. We were fortunate to have a wonderful new volunteer to oversee expansion of the pantry and other volunteer interest. New 20 minute bookings will keep the pantry busy, surpassing the 800+ visits in the coming year. We hope to learn more about pantry users and how our service can meet needs. A highlight this year was Christmas Hampers provider to needy clients, prepared with help from Education & Care Children, and supported by many staff across all programs. It was a very Happy Christmas!

The SCS Community Development area also oversees our various **halls for hire** – *Griffith Neighbourhood Hall, Oaks Estate Community Hall* and a range of rooms at the Narrabundah premises of SCS. This program has gone from strength to strength – largely with thanks to the attention to detail of the Project Officer who takes the bookings and interacts with the venue hirers.

A complementary project during the past year was the **Natural Disaster Resilience Project** at Oaks Estate undertaken over a period of nine months. One particularly successful aspect was a forum conducted in partnership with the Community Services Directorate and SES. The project researched several strategies for increasing local community resilience for natural disasters.

The **Gallery on Southside** (SCS Community Art Gallery) continues to become more widely known in the community through the wonderful Exhibitions that SCS hosts.

We acknowledge the amazing work of Volunteer Gallery Coordinator, Maryanne Haslam, who developed and implemented several excellent Exhibitions for the Gallery as follows:

- *"Seniors on Show"* held during Seniors Week and highlighting the versatility and creativity of the ACT's older residents
- *NAIDOC Week Art Exhibition* – a partnership with ACT Corrective Services highlights the wonderful art skills of detainees in the Alexander MacConochie Centre and other clients
- *Children's Week Exhibition* – showcasing works from all of the SCS Childcare Centres and the Paint & Play Group
- *"Santa's Grotto"* – put together by the staff of SCS (including Childcare Centre staff) as a magical Christmas Exhibition and as a way for the organisation to 'give back' to the community.

The Community Development Team also worked hard to research and address community needs through the monthly **Inner South Canberra Community Development Network Breakfast** gatherings. These gatherings were initiated by SCS and regularly attract a number of different service providers each month. At the breakfast gatherings, information about services provided, new programs/projects etc are exchanged by attendees and a guest speaker provides information on items/issues of interest to the group.

More than 50 organisations have been represented at these networking gatherings and a number of cross-referrals have been successfully achieved.

For April-June 2015 the networking breakfasts were led by members of the group, with Andrew Hore (from Funnyworks Oz) and Judy Friend taking a lead roles in organisation. This is community development at its best – many thanks to Andrew and Judy!

The **Southside Community Bus** continues to deliver a wonderful service to the community, being available for operations for upwards of 25 hours each week.

During the last year, the SCS Community Bus has conducted over 5,000 transports, mostly Monday to Friday but there have been some after-hours and weekend transports to ACT-GOLD! and Christmas activities.

In the past year, SCS has partnered with Woden Community Services to maximise use of the bus resources for both organisations and this partnership has proved to be successful. SCS continues to transport a Woden group that regularly has over 10 persons while WCS at the same time, has transported one of SCS smaller groups.

Other tasks that have been undertaken through the Community Development area include the initiation of a (draft) Reconciliation Action Plan (RAP) for SCS. This project is nearing completion and will help to guide the organisation in building relationships, respect and trust between our organisation and our First Peoples.

Community Development starts from the principle that within any community there is a wealth of knowledge and experience which can be channelled into collective action to achieve the communities' desired goals. In working towards this principle, SCS will use *community needs and asset identification assessment* (based on the Asset Based Community Development [ABCD] method), along with community consultation

There are plans to merge the Community Development and Community Programs areas of SCS. This will provide the opportunity to align complementary programs, develop and utilise the excellent skillsets of team members and those of other program areas in this wonderful organisation. We look forward to the coming year and new challenges.

# Optimum Training and Development

Optimum Training and Development (OTD) have continued to strive in delivering high quality training in Early Childhood Education and Care to people across the ACT and nearby NSW.

During the 2014-2015 financial year there was a change in Manager in OTD.

## Students

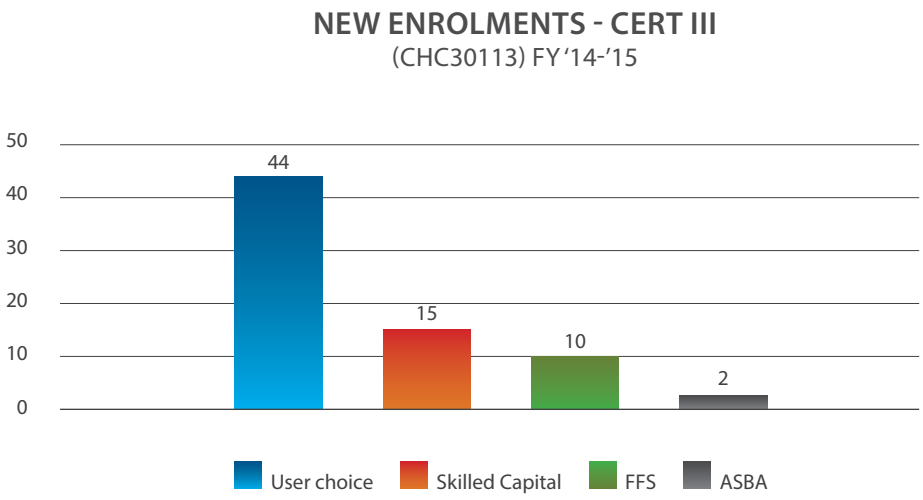
There were some changes in the eligibility requirements for registered training organisations to deliver government funded training. OTD submitted an application addressing these specific requirements for each funded training initiative schedule in April 2015, and were re granted an ACT Funding Agreement (ACTFA) by the ACT government through the Education and Training Directorate in June 2015. This enabled OTD to continue to deliver government subsidised training to eligible students under training inactivates in the ACT for Australian Apprenticeships (User Choice) and Skilled Capital. The training packages that OTD currently deliver under this funding are the Certificate III in Early Childhood Education and Care and the Diploma of Early Childhood Education and Care.

As well as delivering these two packages under the ACTFA OTD deliver to Fee for Service (FSS) students and through the Australian School Based Apprenticeship (ABSA) program.

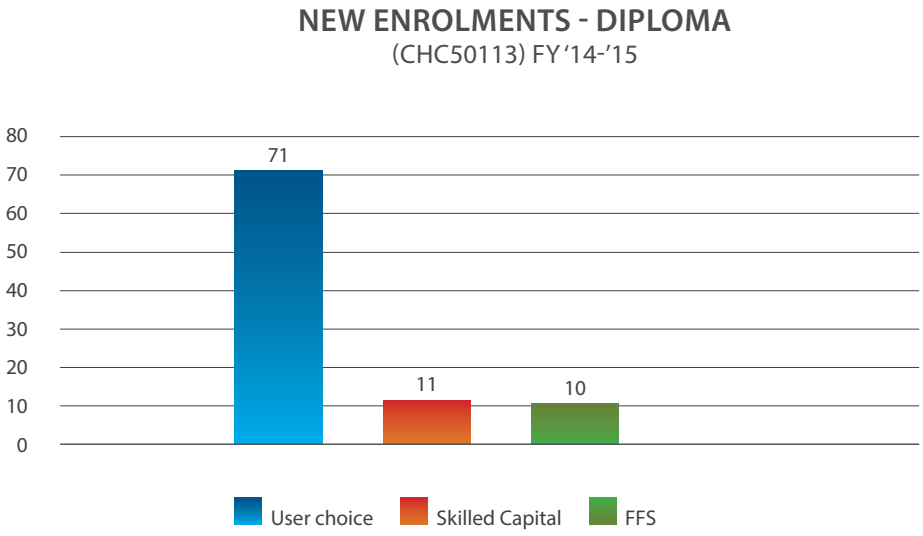
The following graphs indicate:

- The number of new students enrolled in either the Certificate III in Early Childhood Education and Care or the Diploma of Early Childhood Education and Care during the 2014-2015 financial year. (Figure 1A and 1B)
- Total number of active students at varying stages of completing their studies enrolled as of 30 June 2015. (Figure 2A and 2B)
- Total of students completed their studies in the 2014-2015 financial year. (Figure 3)

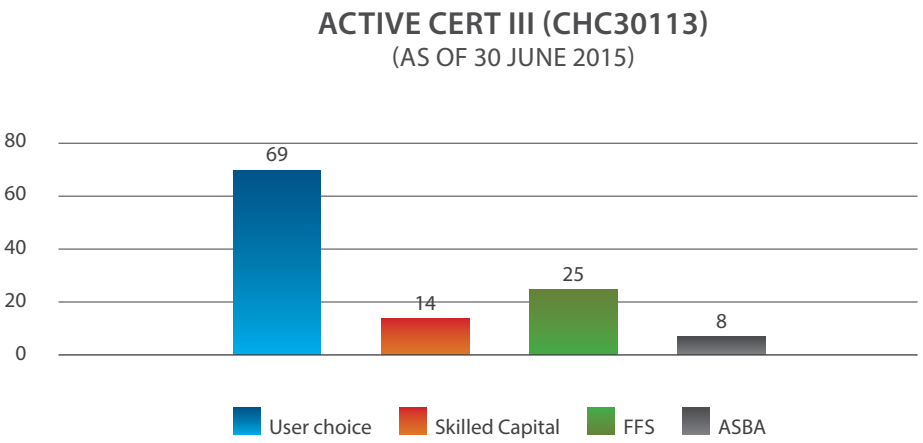
## Figure 1A



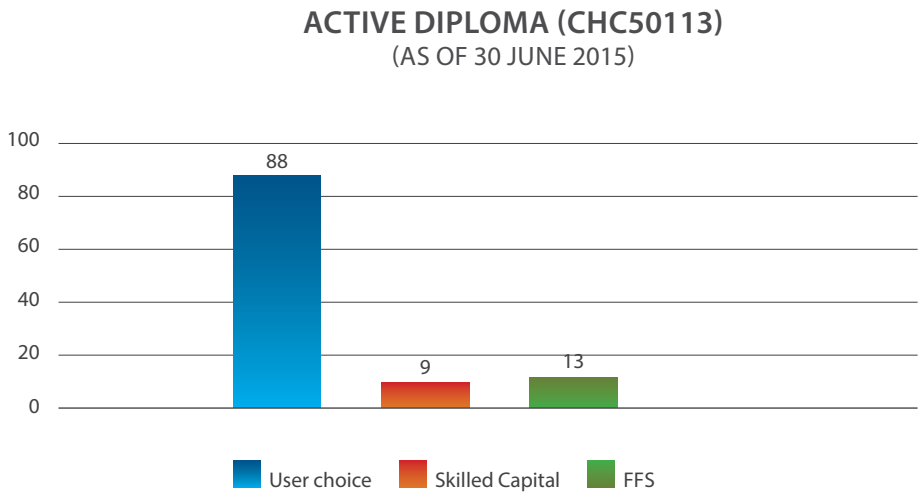

## Figure 1B



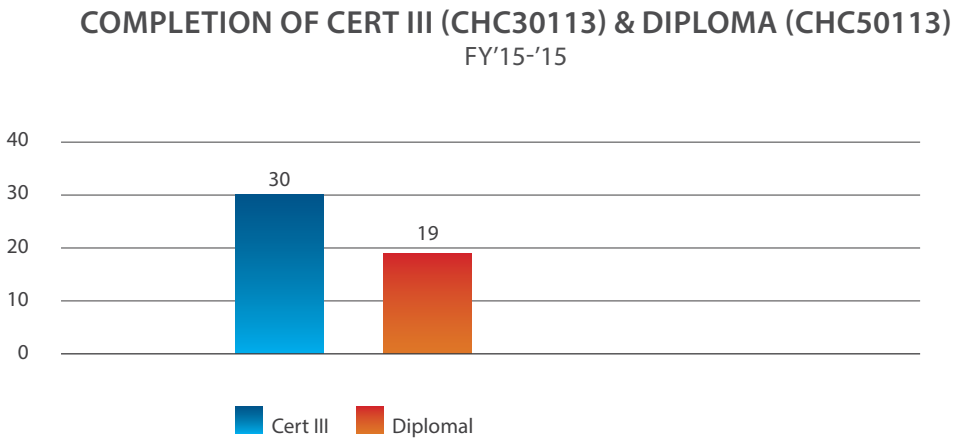
## Figure 2A




## Figure 2B



## Figure 3




The information provided above shows that User choice continues to be the preferred method of training for both packages.

The number of completions during the 2014-2015 financial year has decreased significantly from the previous 2013-2014 financial year. One main factor for this was due to the change in package in the 2013-2014 financial and students completing the old package prior to the end of that financial year.

# Skilled Capital

In October 2014 OTD received notification that they were successful in providing government funded training through the Skilled Capital initiative program that enables students to be provided with high quality training and maximise improved employment outcomes for students.

Enrolments for the first round of funding opened in February 2015. OTD enrolled 15 students in the Certificate III in Early Childhood Education and 11 students in the Diploma of Early Childhood Education and Care.

The structure of this training is similar to the trainees and fee for service students which is self-paced and flexible with students being provided with a Learning Guide directing them to resources so they can develop a knowledge base. As part of the training, students need to complete a minimum of 120 practical hours for a Certificate III and 240 hours for a Diploma that can be on a paid, or on a volunteer basis if students do not currently work in an early childhood education and care service. Trainers have been visiting students at the workplace and working with the students to gain an

understanding of the knowledge and skills of the units, as well as observing the students as they put their knowledge and skills into practice. In addition to the Learning Guide, Optimum have been running support sessions during the day with seminars focusing on relevant training, linking theory to practice.

## Unique Student Identifier (USI)

Another process that the government implemented at the beginning of 2015 was the requirement for students to obtain a USI that is linked to the National Education and Training (VET) Data collection. This move has a number of benefits for students and the VET sector such as linking the student's achievements for all courses they have completed, and it is easier for OTD to assess student's recognition of Prior Learning (RPL), credit transfers and pre-requisites. Some implications for OTD and students with the implementation of this means that OTD are unable to claim for units if the student does not have a USI and students are unable to receive a certificate upon completion of their studies. OTD are continuing to work with students who were enrolled prior to this requirement to ensure that all students obtain a USI or OTD obtain this on their behalf.

## Compliance

As part of the ongoing compliance component of the ACT Quality Framework OTD submitted an RTO Internal Review Tool to the Training and Tertiary Education Department (TaTE) in February 2015. TaTE analysed the evidence and the self-assessment findings against the ACT Standards for Delivery of Training and compliance guides. OTD were advised that they were satisfactory in all areas therefore continue to be compliant. OTD continues to implement our continuous improvement plan ensuring our delivery and assessment of our training packages is of high quality and our record keeping and reporting practices are compliant.

## Additional accredited Professional Development and Non-accredited Professional Development

OTD have supported some services by delivering the accredited unit for Child Protection from part of the training packages while continuing to deliver non accredited professional development in Mandatory reporting. The Mandatory reporting sessions have been delivered at individual services that have requested this professional development for their team. A Leadership skills professional development session has also been trailed within some of the SCS Education and Care services.

The OTD trainers are to be congratulated on their valuable work ensuring high quality training is delivered and students are supported through their studies. The OTD administrative team who tend to complete the 'behind the scenes' tasks are to be recognised for the proficiency and approach to their work.

## Looking to the future of OTD

As OTD continue to provide training in Early Childhood Education and care, OTD's plan is to build their scope with the development of and implementation of training packages such as Disability and Aged Care along with providing non accredited Professional Development for the wider community commencing with topics covering the pedagogy for children, wellbeing for staff and leadership skills.

# Education and Care

It has been a rewarding year in the Education and Care program with emphasis on 'quality' and unpacking the definition within each of the services. This theme was timely as under the National Quality Framework four of the education and care services went through Assessment and Rating (A&R). The approach of A&R reflects a uniformed method by the Government to assess education and care services. This benchmark then provides guidance for services in an approach to continuous improvement, therefore delivering better learning outcomes for children.

Three out of the seven services expanded their license capacity within this financial year. With the expansion SCS now caters to over 637 active families and 736 children over a weekly period. Along with the expansion, a dedicated full-time assistant director role was created in an effort to allow for better work flow patterns and provide an emphasis on quality.

The second half of the financial year enabled SCS to have a strategic approach in professional development utilising the Long Day Care Professional Development Project (LDCPDP) grant. The Education and Care Team and Optimum Training and Development collaborated developing a leadership program which directly related to the role of the managers in the education and care services. SCS has seen success in the implementation of this program with directors' implementing their new knowledge in leadership.

Feedback from the A&R identified 'Educational Program and Practice' as an area of improvement. With the assistance of the LDCPDP grant SCS collaborated with an academic and professional mentor providing workshops which extended to all our middle management. These sessions lead to initiating a practitioner enquiry project which is currently active.

One of the strategic goals this financial year was to deepen our understanding in the use of natural materials and maximising the outdoor area for children's learning. This lead to a conference in New Zealand (NZ) which focused on designing inspiring and effective spaces. Our journey of acquiring knowledge of outdoor spaces was fully heighten with viewing many inspirational spaces and speaking with educators who have facilitated this change within the spaces.

Through networking opportunities in NZ, Childspace facilitated two workshops one on peaceful curriculum and the second in utilising natural materials in the services. Each of these workshops enabled SCS educators to engage in the concept of relationships with children and how to utilise the outdoor area using natural materials. These sessions followed another mentoring professional who attended the NZ conference.

This professional provided another perspective on the outdoor spaces and suggested recommendations for the individual spaces at each of the SCS services. The services then followed up by developing an outdoor plan along with an action plan for implementation in the 2015-2016 financial year.

Looking into 2015-2016 SCS will continue to consolidate the newly acquired knowledge into practice and enhance our learning further utilising the LDCPDP which will enrich the lives of the children and families accessing our services.

I would like to take the opportunity to thank all our dedicated educators who have been open to challenges and reflective practice.

# Highlights within the Education and Care Services

## Birralee Education and Care Centre

Birralee has established itself well within the Barton community following Birralee's opening in 2013. Birralee has been working towards providing high quality care for children, providing ongoing professional development for all educators within the team around many aspects of the curriculum. Some of these learning journey's have included incorporating indigenous perspectives within our programs, team building and management and leadership training.

Birralee went through the process of Assessment and Rating at the beginning of the year, achieving an overall 'exceeding rating'.

## Narrabundah Children's Cottage – Junior and Senior Campus

July was the first anniversary of the junior and senior campus commencing as a spilt campus. The split campus was an initiative developed by the Education and Training Directorate. This has provided both challenges and successes with families and educators.

The Cottage has continued to strengthen their involvement within the community, the children have visited several venues such as The War Memorial, The National Museum, and a weekly visit to the city markets and our sister service Binara.

The Cottage – junior campus was assessed and was rated as 'Meeting' the National Quality Framework.

## Fyshwick Early Childhood Centre

In August 2014 Fyshwick ceased renovations and the centre increased it places per day to 64 which was short lived. In April 2015 it was identify that this was not sustainable with a number of factors influencing this decision such as the introduction of another centre to the Fyshwick community and more centres opening in the north and in the parliamentary triangle. Fyshwick now has the capacity of 46 children per day but is currently still trying to meet this number.

Fyshwick has been working on a number of goals such as the outdoor plan and looking at embedding sustainability practices within the service. The introduction of a recycle centre where families can bring in their recyclables which can be then repurposed for the children's learning.

In an initiative to bring the Fyshwick community together and working towards a common goal of the outdoor plan events for fundraising were planned such as a Bunnings BBQ and the entertainment book.

The centre has also commenced a partnership with the Canberra Environment Centre facilitating the program of Grow Together. Since taking part in this program the centre has established our own vegetable garden, worm farm and compost. We have also had a water tank installed. The worms and the compost are given the centre food scraps that are left over from the children and also from our kitchen manager. The vegetable gardens and plants are also watered by recycling any left over water from the children's drink bottles and cups.

The centre looks forward to continuing on enhancing the outdoor environment and continuing to embed our sustainable practices.

## Forrest Early Childhood Centre

After the Christmas break Forrest saw the completion of the first stage of our extensions and the whole centre moved into the new building and then eagerly awaited the commencement and completion of the refurbishment of the old building. While this was a very unsettled time it was also very exciting to know that we were nearing the end of a journey and about to commence a new adventure with families and staff joining the Forrest community. By the end of March we had the capacity to cater for 92 places which doubled the size of the centre. We began operating out of three different pods – the Infant Pod, Toddler Pod and Preschool Pod – each Pod has two separate rooms but staff in the room work very closely together to ensure each child's wellbeing and safety. Whilst we had been slowly increasing our educator numbers by the end of April we went from 15 staff in 2014 to 27 staff. Each room has their own floater and I now have an Assistant Director off the floor – which is a wonderful help when running such a big centre.

While going through the extensions we still continued to improve the outdoor environments and the introduction of sustainable practices. Some new additions in the outdoor environment is a new decking around a large tree in the preschool play yard, a mud pit, worm farm, vegetable gardens, artificial grass has been laid in a small area to reduce the amount of dust in the area and just recently we have included a rockery - the children have been having lots of fun exploring, negotiating and balancing in this new area. We endeavour to continue with these improvements in the other two pods of the centre.

## Acacia Children's Education and Care Centre

Acacia has been focusing on shaping their culture by looking deeply at theories and practices to form their pedagogy. The emphasis has been on peaceful care giving and supporting children's choice and agency.

Professional development for all educators has been a big part of the learning journey over the past year, with particular focus on embedding sustainable practices, curriculum development and creating stimulating environments for children.

The introduction of paid parking in the parliamentary triangle unfortunately resulted in a large staff turnover in October 2014. With a whole new team of educators, Acacia adapted a new approach to leadership and team building with the formation of working groups. This entails educators actively working together on group initiated projects, to build on various aspects of the Centre.

Acacia continues to encourage and extend on their community involvement with regular visits and shared excursions with Birralee, Currawong and Forrest. We also have ongoing incursions from Grow together, Hey dee ho music, Duncan Smith and Spanish lessons.

## Binara Early Childhood Centre

Binara continues to work closely with the Department of Industry and has held the contract since 2006. During this time Binara has evolved into the Civic community and the children will often been seen visiting the markets in city walk and the library weekly. The children relish the opportunity to explore the wider community outside of the centre, it is always interesting seeing the community through the eyes of a child and what peaks their curiosity. In addition Binara has had some wonderful in-excursions such as Fred Reid who spoke to the children about Aboriginal and Torres Strait Islander customs and perspectives. Binara had also learnt and celebrated various cultures within the services, Festa Junina is a Brazilian festival which celebrates the harvest and their favourite saints. Once way in which Binara celebrated was to make bunting flags and planting herbs in respect of the tradition of harvesting food.

## Currawong Childcare Centre

Currawong continues to have a strong ties with DFAT and continues to work with the contractor manager. The centre went through the Assessment and Rating process in September 2014 and was thrilled to receive 'Meeting the Nation Quality Standard' as the overall rating.

The preschool children have been building a relationship with the children at our sister centre Acacia. They have been visiting each other on an alternate basis every fortnight. It has been great having the children from Acacia visiting our centre and building new friendships.

Currawong is continuing to participate in events where donations are collected and given to different organisations. Some of these being the daffodil day, jeans for genes day and funky hair day. The end of year celebration for 2014 was a great success with approx. 250 people attending the event. The children performed songs for their families, enjoyed an afternoon tea, engaged in craft activities and had a visit from Santa. We hope next year is just as wonderful.

The educators have had the opportunity to attend various ongoing professional development to extend their skills and knowledge.

Currawong has had another great year with more exciting times ahead.

## Community Services #1 Inc.

*(Formerly known as Southside Community Services Inc)*

# Financial Report

## For the year ended 30 June 2015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**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**COMMITTEE'S REPORT**

Your committee members submit the financial report of the Community Services #1 Inc. for the financial year ended 30 June 2015.

**Committee Members**

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

Tony LoPilato (President) (Appointed 22 May 2012)
Kay Hewitt (Vice President) (Resigned 10 July 2014)
Ross Hocking (Treasurer) (Appointed 22 November 2012)
Maryanne Haslam (Secretary) (Resigned 28 November 2014)
Robby McGarvey (Resigned 1 July 2015)
Mark Roddam (Appointed 28 November 2013)
Nathan Ford (Resigned 30 April 2015)
Lida Lewis (Executive Director) (Resigned 2 October 2015)
Amanda Tobler (Executive Director) (Appointed 12 October 2015)
Angie Tadd (Finance Manager) (Resigned 3 July 2015)
Ashley Watkins (Finance Manager) (Appointed 6 October 2015)
Katherine Hellwig (Staff Representative) (Appointed 23 September 2010)
Halina Krupinski (Staff Representative) (Appointed 22November 2012)
Luke Jones (Appointed 20 November 2014)
Carol Flynn (Appointed 20 November 2014)

**Objectives**

To embrace change and innovation to ensure our place and recognition as a quality community services provider while building and sustaining strong communities by empowering people and enriching lives through services and programs.

**Strategy for achieving the objectives**

- Provide innovative community, training and childcare services that are responsive, flexible and accessible to individuals and families.
- Attract, train and retain quality staff.
- Increase community awareness, participation and partnerships

**Principal Activities**

The principal activity of the association during the financial year was to encourage and coordinate a range of child, youth and family support services, children's services, training and community development and services of a benevolent nature.

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

**Subsequent Events**

On 6th of August 2015 the association formally changed its name to Community Services #1 Inc.

**Auditor's Independence Declaration**

A copy of the auditor's independence declaration as required under the Associations Incorporations Act (1991) is set out on page 4.

This report is made and signed at Canberra in accordance with a resolution of Committee members:

On behalf of the Committee.

Tony LoPilato

Ross Hocking

Dated: 19/11/15

The accompanying notes form part of these financial statements.

**Di Bartolo Diamond & Mihailaros**
An Australian Capital Territory Partnership

PKF
Chartered Accountants
& Business Advisers

**AUDITOR'S INDEPENDENCE DECLARATION**
**TO THE COMMITTEE MEMBERS OF COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2015 there has been:

- no contraventions of the auditor independence requirements in accordance with the applicable code of professional conduct in relation to the audit.

PKF Di Bartolo Diamond & Mihailaros

Ross Di Bartolo
Partner

Dated: 10 November 2015

Tel: 02 6257 7500 I Fax: 02 6257 7599 I www.pkf.com.au
Level 7, 28 University Ave I Canberra City I ACT 2601
GPO Box 588 I Canberra City I ACT 2601

PARTNERS:
Ross Di Bartolo B.A (Accounting). FCA
George Diamond B.Ec. FCA
John Mihailaros B.Comm (Accounting). CA

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**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Notes | 2015 $ | 2014 $ |
|---|---|---|---|
| Revenue | 2(a) | 13,572,588 | 12,404,859 |
| Expenditure | | | |
| Salaries and wages | | 9,757,296 | 8,514,371 |
| Superannuation contributions | | 910,874 | 780,182 |
| Depreciation | | 181,878 | 150,106 |
| Insurance | | 350,991 | 274,993 |
| Other expenses | 2(b) | 2,502,221 | 2,314,592 |
| | | 13,703,260 | 12,034,244 |
| **Profit for the year** | | (130,672) | 370,615 |
| **Other comprehensive income** | | | |
| Net gain on revaluation of financial assets | | - | - |
| Other comprehensive income for the year | | - | - |
| **Other Comprehensive income for year** | | - | - |
| **Total comprehensive income attributable to members of the entity** | | (130,672) | 370,615 |

The accompanying notes form part of these financial statements.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**STATEMENT OF FINANCIAL POSITION**
**AS AT 30 JUNE 2015**

| | Notes | 2015 $ | 2014 $ |
|---|---|---|---|
| **CURRENT ASSETS** | | | |
| Cash and cash equivalents | 3 | **401,771** | 1,225,293 |
| Trade and other receivables | 4 | **541,339** | 514,009 |
| Other current assets | 5 | **77,934** | 56,500 |
| Financial assets | 6 | **3,009,931** | 1,934,875 |
| **TOTAL CURRENT ASSETS** | | **4,030,975** | 3,730,677 |
| **NON-CURRENT ASSETS** | | | |
| Property, plant and equipment | 7 | **419,666** | 408,354 |
| **TOTAL NON-CURRENT ASSETS** | | **419,666** | 408,354 |
| **TOTAL ASSETS** | | **4,450,641** | 4,139,031 |
| **CURRENT LIABILITIES** | | | |
| Trade and other payables | 8 | **690,744** | 513,357 |
| Provisions | 9 | **1,207,146** | 1,079,554 |
| Other | 10 | **659,145** | 517,093 |
| **TOTAL CURRENT LIABILITIES** | | **2,557,035** | 2,110,004 |
| **NON-CURRENT LIABILITIES** | | | |
| Provisions | 9 | **2,754** | 7,503 |
| **TOTAL NON-CURRENT LIABILITIES** | | **2,754** | 7,503 |
| **TOTAL LIABILITIES** | | **2,559,789** | 2,117,507 |
| **NET ASSETS** | | **1,890,852** | 2,021,524 |
| **EQUITY** | | | |
| General Reserves | 11(a) | **307,493** | 307,493 |
| Asset Revaluation Reserve | 11(b) | **79,670** | 79,670 |
| Retained surplus/(accumulated losses) | | **1,503,689** | 1,634,361 |
| **TOTAL EQUITY** | | **1,890,852** | 2,021,524 |

The accompanying notes form part of these financial statements.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**STATEMENT OF CHANGES IN EQUITY**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Retained Earnings | General Reserves | Asset Revaluation Reserve | Total |
|---|---|---|---|---|
| | $ | $ | $ | $ |
| **Balance at 1 July 2013** | 1,191,746 | 379,493 | 79,670 | 1,650,909 |
| Net Surplus/(Loss) for the year | 370,615 | - | - | 370,615 |
| Transfers to and from reserves | 72,000 | (72,000) | - | - |
| **Balance at 30 June 2014** | 1,634,361 | 307,493 | 79,670 | 2,021,524 |
| **Balance at 1 July 2014** | 1,634,361 | 307,493 | 79,670 | 2,021,524 |
| Net Surplus/(Loss) for the year | (130,672) | - | - | (130,672) |
| Transfers to and from reserves | - | - | - | - |
| **Balance at 30 June 2015** | 1,503,689 | 307,493 | 79,670 | 1,890,852 |

The accompanying notes form part of these financial statements.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**STATEMENT OF CASH FLOWS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Notes | 2015 $ | 2014 $ |
|---|---|---|---|
| **CASH FLOW FROM OPERATING ACTIVITIES** | | | |
| Receipts from customers and grant funds | | 13,550,482 | 12,162,867 |
| Donations and fundraising received | | 41,154 | 16,250 |
| Payments to suppliers and employees | | (13,228,807) | (11,626,386) |
| Interest received | | 95,674 | 76,249 |
| Net cash provided by/(used in) operating activities | 15(b) | 458,503 | 628,980 |
| **CASH FLOW FROM INVESTING ACTIVITIES** | | | |
| Receipts /(Payments) for term deposits with bank | | (1,075,056) | (64,796) |
| Proceeds from sale of property, plant and equipment | | - | - |
| Payment for property, plant and equipment | | (206,969) | (270,996) |
| Net cash provided by/(used in) investing activities | | (1,282,025) | (335,792) |
| **CASH FLOW FROM FINANCING ACTIVITIES** | | | |
| Proceeds from borrowings | | - | - |
| Net cash used in financing activities | | - | - |
| Net increase in cash held | | (823,522) | 293,188 |
| Cash at beginning of financial year | | 1,225,293 | 932,105 |
| Cash at end of financial year | 15(a) | 401,771 | 1,225,293 |

The accompanying notes form part of these financial statements.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

## NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporations Act 1991 of the Australian Capital Territory.

Australian Accounting Standards set out accounting policies that the Australian Accounting Standards Board has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and are consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following is a summary of significant accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

### a) Basis of Preparation

The operations and assets and liabilities of the previous Association (of the same name) were transferred to this entity at the beginning of the financial year.

### b) Historical Cost Accounting

The financial statements have been prepared on the basis of historical costs and do not take into account changing money values nor current values of non current assets. The accounting policies have been consistently applied unless otherwise stated.

### c) Income Tax

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

### d) Property, Plant and Equipment

*Initial Recognition*

Each class of property plant and equipment initially recognised and recorded at cost. The cost includes the purchase price, the directly attributable costs of acquisition and the estimated cost of dismantling and removing the asset (where applicable).

*Measurement of Plant & Equipment after Initial Recognition*

Plant and equipment is measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the committee members to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

*Depreciation*

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset was held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

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

| Class of fixed asset | Depreciation rates/useful lives | Depreciation basis |
|---|---|---|
| Plant and equipment | 20 - 50 % | Straight Line |
| Motor Vehicles | 20 - 40 % | Straight Line |

**e) Financial Instruments**

*Initial recognition and measurement*

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

*Classification and subsequent measurement*

Finance instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method or cost. *Fair value* represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

*Amortised cost* is calculated as:

(i) the amount at which the financial asset or financial liability is measured at initial recognition;
(ii) less principal repayments;
(iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and
(iv) the maturity amount calculated using the *effective interest method*; and
(v) less any reduction for impairment.

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

The association does not designate any interests in subsidiaries, associates or joint venture entities as being subject to the requirements of accounting standards specifically applicable to financial instruments.

*(i)* *Loans and receivables*
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

*(ii)* *Financial liabilities*
Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost

**Impairment**

At each reporting date, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the Income Statement.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

**Derecognition**

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expired. The difference between the carrying value of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**f) Impairment of Assets**

At each reporting date, the association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount (Impairment loss) is recognised against any available Asset Revaluation Reserve. Where there is no available Asset Revaluation Reserve, any impairment loss is recognised as an expense in the income statement.

**g) Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

**h) Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**i) Revenue**

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Other revenue is recognised when the right to receive the revenue has been established. All revenue is stated net of the amount of goods and services tax (GST).

**j) 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 Australian Taxation 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 expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**k) Government Grants**

Income is recognised when the entity obtains control of the contribution or the right to receive the contribution and it is probable that the economic benefits comprising the contribution will flow to the entity and the amount of the contribution can be measured reliably.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|
| **NOTE 2: ITEMS INCLUDED IN SURPLUS** | | | |
| Surplus (loss) from ordinary activities has been determined after: | | | |
| **(a) Revenue and Net Gains** | | | |
| Fees | | **10,602,058** | 9,763,673 |
| Grant and subsidy income | | **2,554,731** | 2,317,167 |
| Interest income | | **95,674** | 76,249 |
| Other income | | **320,125** | 247,770 |
| Total income | | **13,572,588** | 12,404,859 |
| **(b) Other Expenses** | | | |
| Cleaning and gardening | | **300,977** | 294,692 |
| Client support expenses | | **291,046** | 307,241 |
| Computer expenses | | **76,565** | 66,870 |
| Consumables | | **308,441** | 297,822 |
| Electricity, water and gas | | **116,760** | 109,373 |
| Employee provisions & levies | | **299,469** | 333,382 |
| Legal costs | | **76,339** | 38,130 |
| NCEC Costs | | **138,696** | - |
| Operating and program Expenses | | **204,027** | 226,663 |
| Postage printing & stationary | | **77,741** | 73,268 |
| Provision for doubtful debts | | **26,576** | 47,773 |
| Repairs & Maintenance | | **117,794** | 82,755 |
| Staff training and welfare | | **58,714** | 79,738 |
| Telephone | | **42,594** | 43,259 |
| Transition Costs | | - | 42,235 |
| Other expenses | | **366,482** | 271,391 |
| Total expenses | | **2,502,221** | 2,314,592 |
| **NOTE 3: CASH & CASH EQUIVALENTS** | | | |
| Cash on hand | | **3,630** | 3,630 |
| Cash at bank | | **398,141** | 1,221,663 |
| Cash and cash equivalents | | **401,771** | 1,225,293 |
| **NOTE 4: TRADE AND OTHER RECEIVABLES** | | | |
| CURRENT | | | |
| Trade debtors | | **587,652** | 561,782 |
| Provision for doubtful debts | | **(46,313)** | (47,773) |
| | | **541,339** | 514,009 |

Current trade receivables are childcare fees, course fees, and interest, and are generally receivable within 30 days. A provision for impairment is recognised against receivables where there is objective evidence that an individual trade receivable is impaired. The impairment for doubtful debts required at 30 June 2015 was $46,313 (2014: $47,773).

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|

**NOTE 4: TRADE AND OTHER RECEIVABLES (Continued)**

**Credit risk**

The association has no significant concentration of credit risk with respect to any single counterparty or group of counterparties. The main source of credit risk to the association is considered to relate to the class of assets described as Trade Debtors.

The following table details the association's Trade Debtors exposed to credit risk with ageing analysis and impairment provided for thereon. Amounts are considered as 'past due' when the debt has not been settled within the terms and conditions agreed between the association and the member or counterparty to the transaction. Receivables that are past due are assessed for impairment by ascertaining the likelihood of payment and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the association.

The balances of receivables that remain within initial terms (as detailed in the table) are considered to be of high credit quality.

| | Gross amount | Past due and impaired | Past due but not impaired | | | | Within initial trade terms |
|---|---|---|---|---|---|---|---|
| | $ | $ | Days (overdue) | | | | $ |
| | | | < 30 | 31–60 | 61–90 | > 90 | |
| **2015** | | | $ | $ | $ | $ | |
| Trade receivables | 541,339 | (46,313) | 456,361 | 24,419 | 12,338 | 94,534 | 456,361 |
| Total | 541,339 | (46,313) | 456,361 | 24,419 | 12,338 | 94,534 | 456,361 |
| **2014** | | | | | | | |
| Trade receivables | 514,009 | (47,773) | 413,241 | 29,571 | 7,908 | 111,062 | 413,241 |
| Total | 514,009 | (47,773) | 413,241 | 29,571 | 7,908 | 111,062 | 413,241 |

**NOTE 5: OTHER ASSETS**

| | | |
|---|---|---|
| CURRENT | | |
| Prepayments | **77,439** | 56,500 |
| Rental Bonds | **495** | - |
| Other current assets | **77,934** | 56,500 |

**NOTE 6: FINANCIAL ASSETS**

| | | |
|---|---|---|
| CURRENT | | |
| Financial assets (term deposits of more than 6 months maturity) | **3,009,931** | 1,934,875 |

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|
| **NOTE 7: PROPERTY, PLANT AND EQUIPMENT** | | | |
| **PLANT AND EQUIPMENT** | | | |
| (a) Plant and equipment | | | |
| At fair value | | **1,064,935** | 968,659 |
| Less accumulated depreciation | | **(645,269)** | (560,305) |
| Total property, plant and equipment | | **419,666** | 408,354 |
| **Movements in Carrying Amounts** | | | |
| Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year. | | | |
| Balance at the beginning of the year | | **408,354** | 287,464 |
| Additions | | **206,969** | 270,996 |
| Disposals | | **(13,779)** | - |
| Depreciation | | **(181,878)** | (150,106) |
| Carrying amount at end of year | | **419,666** | 408,354 |
| **NOTE 8: TRADE & OTHER PAYABLES** | | | |
| Trade creditors and accruals | | **440,841** | 369,089 |
| Sundry creditors | | **249,903** | 144,268 |
| | | **690,744** | 513,357 |
| **NOTE 9: PROVISIONS** | | | |
| CURRENT | | | |
| Employee benefits | | | |
| Provision for Annual Leave | | **726,210** | 609,137 |
| Provision for long services leave & Provision for Relief staff | | **432,694** | 415,054 |
| Total Current Employee benefits | | **1,158,904** | 1,024,191 |
| Provision for Redundancy | | **48,242** | 55,363 |
| | | **1,207,146** | 1,079,554 |
| NON CURRENT | | | |
| Employee benefits | | | |
| Provision for long service leave | | **2,754** | 7,503 |
| Aggregate employee benefits liability | | **1,209,900** | 1,087,057 |

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|
| **NOTE 10: OTHER LIABILITIES** | | | |
| CURRENT | | | |
| Income in advance (childcare fees and bonds) | | 426,583 | 350,879 |
| Grants received in advance | | 232,562 | 166,214 |
| | | 659,145 | 517,093 |
| **NOTE 11: RESERVES** | | | |
| Other reserves | | 307,493 | 307,493 |
| (a) Other reserves | | | |
| Movements during the financial year: | | | |
| Opening balance | | 307,493 | 379,493 |
| Transfers to/(from) reserves | | - | (72,000) |
| Closing balance | | 307,493 | 307,493 |
| Asset Revaluation Reserve | | 79,670 | 79,670 |
| (b) Asset Revaluation Reserve | | | |
| Movements during the financial year: | | | |
| Opening balance | | 79,670 | 79,670 |
| Transfers to/(from) Asset Revaluation Reserve | | - | - |
| Closing balance | | 79,670 | 79,670 |

**NOTE 12: RELATED PARTY TRANSACTIONS**

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

Tony LoPilato (President) (Appointed 22 May 2012)
Kay Hewitt (Vice President) (Resigned 10 July 2014)
Ross Hocking (Treasurer) (Appointed 22 November 2012)
Maryanne Haslam (Secretary) (Resigned 28 November 2014)
Robby McGarvey (Resigned 1 July 2015)
Mark Roddam (Appointed 28 November 2013)
Nathan Ford (Resigned 30 April 2015)
Lida Lewis (Executive Director) (Resigned 2 October 2015)
Amanda Tobler (Executive Director) (Appointed 12 October 2015)
Angie Tadd (Finance Manager) (Resigned 3 July 2015)
Ashley Watkins (Finance Manager) (Appointed 6 October 2015)
Katherine Hellwig (Staff Representative) (Appointed 23 September 2010)
Halina Krupinski (Staff Representative) (Appointed 22November 2012)
Luke Jones (Appointed 20 November 2014)
Carol Flynn (Appointed 20 November 2014)

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|
| **NOTE 12: RELATED PARTY TRANSACTIONS (Continued)** | | | |
| **Key Management Personnel** | | | |
| Key management personnel comprise directors and other key persons having authority and responsibility for planning, directing and controlling the activities of the organisation. | | | |
| **Key Management Personnel Compensation Summary** | | | |
| Short Term Employee Benefits | | **664,952** | 576,458 |
| Long Term Employee Benefits | | - | - |
| | | **664,952** | 576,458 |
| **NOTE 13: ECONOMIC DEPENDENCE** | | | |
| Economic dependency exists where the normal trading activities of a company depends upon a significant volume of business. Community Services #1 Inc. is dependent on grant funding from a number of government departments, in particular ACT Health, the Department Home and Community Care (HACC) and the ACT Department of Education & Training. Community Services #1 Inc. is also dependent on childcare revenues derived from the operation of its childcare centres. | | | |
| **NOTE 14: SEGMENT REPORTING** | | | |
| The Association operates in the Community Services Segment wholly within the ACT. | | | |
| **NOTE 15: CASH FLOW INFORMATION** | | | |
| (a) Reconciliation of cash | | | |
| Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows: | | | |
| Cash on hand | | **3,630** | 3,630 |
| Cash at bank | | **398,141** | 1,221,663 |
| | | **401,771** | 1,225,293 |
| (b) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax | | | |
| Surplus/(Deficit) from ordinary activities after income tax | | **(130,672)** | 370,615 |
| Non-cash flows in surplus from ordinary activities | | | |
| Depreciation | | **181,878** | 150,106 |
| Net (gain) / loss on disposal of property, plant and equipment | | **13,779** | - |
| *Changes in assets and liabilities:* | | | |
| (Increase)/decrease in trade and other receivables | | **(27,330)** | (101,695) |
| (Increase)/decrease in other assets | | **(21,434)** | 18,715 |
| Increase/(decrease) in trade and other payables | | **177,387** | 29,960 |
| Increase/(decrease) in other liabilities | | **142,052** | (47,798) |
| Increase/(decrease) in provisions | | **122,843** | 209,077 |
| Cash flows from operations | | **458,503** | 628,980 |

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | Note | 2015 $ | 2014 $ |
|---|---|---|---|

**NOTE 16: FINANCIAL RISK MANAGEMENT**

**(i) Financial Risk Management Policies**
The financial instruments of Community Services #1 Inc. consist mainly of cash on hand, deposits with banks, accounts receivable, and payables. Analysis of financial results and management of risk exposure is carried out by the Board / Committee in conjunction with the Finance Management staff of the organisation. Financial results and risk exposure are evaluated along with treasury management strategies in the context of the most recent economic results, forecasts & conditions.

The total of each category of financial instruments, measured in accordance with AASB139 as detailed in the accounting policies to these financial statements, are detailed overleaf

| **Financial Assets** | Note | | |
|---|---|---|---|
| Cash and cash equivalents | 3 | **401,771** | 1,225,293 |
| Trade and Other Receivables | 4 | **541,339** | 514,009 |
| Financial Assets | 6 | **3,009,931** | 1,934,875 |
| | | **3,953,041** | 3,674,177 |
| **Financial Liabilities** | | | |
| Trade and other payables | 8 | **690,744** | 513,357 |
| | | **690,744** | 513,357 |

**(ii) Interest rate risk**

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at reporting date whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments.

**(iii) Liquidity risk**

Liquidity risk arises from the possibility that the association might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The association manages this risk through the following mechanisms:

- preparing forward looking cash flow analysis in relation to its operational, investing and financing activities;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- investing only in surplus cash with major financial institutions; and
- comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

The tables below reflect an undiscounted contractual maturity analysis for financial liabilities.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

**NOTE 16: FINANCIAL INSTRUMENTS (CONTINUED)**

**Financial liability and financial asset maturity analysis**

| | Within 1 Year | | 1 to 5 Years | | Over 5 Years | | Total Cash Flow | |
|---|---|---|---|---|---|---|---|---|
| | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 |
| | $ | $ | $ | $ | $ | $ | $ | $ |
| **Financial liabilities due for payment** | | | | | | | | |
| Trade & other payables | **690,744** | 513,357 | - | - | - | - | **690,744** | 513,357 |
| Total expected outflows | **690,744** | 513,357 | - | - | - | - | **690,744** | 513,357 |
| **Financial assets — cash flows realisable** | | | | | | | | |
| Cash and cash equivalents | **401,771** | 1,225,293 | - | - | - | - | **401,771** | 1,225,293 |
| Trade & Other Receivables | **541,339** | 514,009 | - | - | - | - | **541,339** | 514,009 |
| Financial Assets | **3,009,931** | 1,934,875 | - | - | - | - | **3,009,931** | 1,934,875 |
| Total anticipated inflows | **3,953,041** | 3,674,177 | - | - | - | - | **3,953,041** | 3,674,177 |
| Net (outflow)/inflow on financial instruments | **3,262,297** | 3,160,820 | - | - | - | - | **3,262,297** | 3,160,820 |

**(iv) Credit risk**

Exposure to credit risk relating to financial assets arises from the potential non-performance by counter parties of contract obligations that could lead to a financial loss to the association.

Credit risk is managed through the maintenance of procedures (such procedures include the utilisation of systems for the approval, regular monitoring of exposures against such limits and monitoring of the financial stability of significant customers and counter parties), ensuring to the extent possible, that customers and counter parties to transactions are of sound credit worthiness. Such monitoring is used in assessing receivables for impairment.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating, or in entities that the executive committee has otherwise cleared as being financially sound.

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount as disclosed in the statement of financial position and notes to the financial statements. The association does not have any material credit risk exposure to any single debtor or group of debtors.

**NOTE 17: COMMITMENTS AND CONTINGENCIES**

The company had no commitments for expenditure or contingent liabilities as at 30 June 2015.

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2015**

**NOTE 18: ASSOCIATION DETAILS**

The principal place of business of the association is:
Community Services #1 Inc
63 Boolimba Crescent
Narrabundah ACT 2604

| | 2015 $ | 2014 $ |
|---|---|---|
| **NOTE 19: AUDITORS REMUNERATION** | | |
| Audit services | 24,000 | 23,000 |
| Other services | - | - |
| | 24,000 | 23,000 |

**NOTE 20: AFTER BALANCE DATE EVENTS**

On 6th August 2015 the association changed its name to Community Services #1 Inc.

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

**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

In the opinion of the committee the financial report:

1. Presents a true and fair view of the financial position of Community Services #1 Inc. as at 30 June 2015 and its performance for the financial year ended on that date in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.

2. At the date of this statement, there are reasonable grounds to believe that Community Services #1 Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

Tony Lopilato

Ross Hocking

Dated: 10/11/15

**Di Bartolo Diamond & Mihailaros**
An Australian Capital Territory Partnership

PKF
Chartered Accountants
& Business Advisers

## INDEPENDENT AUDIT REPORT

### TO THE MEMBERS OF COMMUNITY SERVICES #1 INC (FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)

**Report on the Financial Report**

We have audited the accompanying financial report of Community Services #1 Incorporated (the association), which comprises the balance sheet as at 30 June 2015 and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

***Committee's Responsibility for the Financial Report***

The Committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Incorporations Association (ACT) Act 1991*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial report 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 controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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

***Matters Relating to the Electronic Presentation of the Audited Financial Report***

This auditors report relates to the financial report of Community Services #1 Incorporated for the year ended 30 June 2015 included on the association's website. The association's committee members are responsible for the integrity of the association's website. We have not been engaged to report on the integrity of the association's website. The auditors report refers only to the statements named above. It does not provide an opinion on any other information, which may have been hyperlinked to/from these statements.

If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this website.

Tel: 02 6257 7500 I Fax: 02 6257 7599 I www.pkf.com.au
Level 7, 28 University Ave I Canberra City I ACT 2601
GPO Box 588 I Canberra City I ACT 2601

PARTNERS:
Ross Di Bartolo B.A (Accounting), FCA
George Diamond B.Ec. FCA
John Mihailaros B.Comm (Accounting), CA

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**INDEPENDENT AUDIT REPORT**

**TO THE MEMBERS OF COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

***Independence***

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**Auditor's Opinion**
In our opinion, the financial report of Community Services #1 Incorporated is in accordance with the *Incorporations Association (ACT) Act 1991*, including:

i. giving a true and fair view of the association's financial position as at 30 June 2015 and of the performance for the year ended on that date; and

ii. complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Incorporations Association (ACT) Act 1991*.

PKF Di Bartolo Diamond & Mihailaros

Ross Di Bartolo
Partner

Canberra

Dated: 10 November 2015

**Di Bartolo Diamond & Mihailaros**
An Australian Capital Territory Partnership

PKF
Chartered Accountants
& Business Advisers

**COMMUNITY SERVICES #1 INC**

**DISCLAIMER TO THE MEMBERS OF**
**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

The additional financial data is in accordance with the books and records of the association which have been subjected to the auditing procedures applied in our statutory audit of the association for the financial year ended 30 June 2015. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Community Services #1 Inc) in respect of such data, including any errors of omissions therein however caused.

PKF Di Bartolo Diamond & Mihailaros

Ross Di Bartolo
Partner

Date: 10 November 2015

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Level 7, 28 University Ave I Canberra City I ACT 2601
GPO Box 588 I Canberra City I ACT 2601

PARTNERS:
Ross Di Bartolo B.A (Accounting). FCA
George Diamond B.Ec. FCA
John Mihailaros B.Comm (Accounting). CA

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**COMMUNITY SERVICES #1 INC**
**(FORMERLY KNOWN AS SOUTHSIDE COMMUNITY SERVICES INC)**

**DETAILED INCOME STATEMENT**
**FOR THE YEAR ENDED 30 JUNE 2015**

| | 2015 $ | 2014 $ |
|---|---|---|
| **INCOME** | | |
| Subsidies and grants | **2,554,731** | 2,317,167 |
| Fees received | **10,602,058** | 9,763,673 |
| Interest | **95,674** | 76,249 |
| Other income | **278,806** | 231,412 |
| Donations and fundraising | **41,154** | 16,250 |
| Membership subscriptions | **165** | 108 |
| **TOTAL INCOME** | **13,572,588** | 12,404,859 |
| **LESS EXPENSES** | | |
| Advertising | **38,998** | 40,998 |
| Audit fees | **24,060** | 23,055 |
| Bank charges | **17,417** | 15,504 |
| Cleaning and gardening | **300,977** | 294,692 |
| Client support expenses | **291,046** | 307,241 |
| Computer & IT expenses | **76,565** | 66,870 |
| Consultants Fees | **42,005** | 5,204 |
| Consumables | **308,441** | 297,822 |
| Depreciation | **181,878** | 150,106 |
| Doubtful debts | **26,576** | 47,773 |
| Electricity, water & gas | **116,760** | 109,373 |
| Employee provisions | **306,589** | 278,020 |
| Fringe benefits | **9,668** | 10,675 |
| Hire of plant and equipment | **-** | - |
| Insurance | **350,991** | 274,992 |
| Legal costs | **76,339** | 38,130 |
| Motor vehicle expenses | **47,349** | 45,596 |
| NCEC Expenses | **138,696** | - |
| Operating and program expenses | **204,027** | 226,663 |
| Postage, printing and stationery | **77,741** | 73,268 |
| Provision for redundancy | **(7,120)** | 55,363 |
| Rent | **15,206** | 5,556 |
| Repairs and maintenance | **117,794** | 82,755 |
| Salaries and wages | **9,757,296** | 8,514,371 |
| Security | **5,650** | 6,020 |
| Staff training and welfare | **58,714** | 79,738 |
| Subscriptions | **11,443** | 6,150 |
| Superannuation | **910,874** | 780,182 |
| Sundry expenses | **82,700** | 37,819 |
| Telephone | **42,594** | 43,259 |
| Training fees and allowances | **25,411** | 33,017 |
| Transition Costs | **-** | 42,235 |
| Travel expenses | **25,487** | 28,368 |
| Waste disposal | **21,088** | 13,429 |
| **TOTAL EXPENSES** | **13,703,260** | 12,034,244 |
| **OPERATING SURPLUS/(DEFICIT)** | **(130,672)** | 370,615 |

These financial statements should be read in conjunction with the attached Disclaimer.