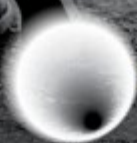


Finance Report 2018-2019



INFORMING
VICTORIANS
FOR 50 YEARS

About us

Community Information & Support Victoria (CISVic) is the peak body representing local community information and support services.

Our local services assist people experiencing personal and financial difficulties by providing information, referral and support services including Emergency Relief.

We direct people who need help to local centres for services.

We liaise with local, state and federal governments on behalf of local centres for funding and support.

We undertake research and training.

CISVic and its members are committed to volunteering and offer a range of opportunities for people to work with us.

And we seek and arrange funding from philanthropic organisations and private donors.



Treasurer's Report

The CISVic board continues to focus on balancing the immediate needs of our member agencies, the development of the CISVic team with the ongoing financial stability of CISVic.

For the financial year ending 30 June 2019, CISVic generated a surplus of \$84,155 and net cash from operating activities of \$48,416.

CISVic remains in a secure financial position with majority of funding received from State government, State Department of Human Services and Federal government, Department of Social Services. We successfully retendered for the continued delivery of the Emergency Relief consortia with a slight increase in federal funding of \$53,876. Additionally, we secured a new Financial Counselling contract worth just over \$100,000 annually. Consistent with 2018, 90% of funding is allocated to consortia members for direct service provision, and the balance retained for administration of the contract, our client management system and sector development activities.

Following the successful integration of the Glen Eira local centre, CISVic took on second branch in late 2018 located in the City of Moreland. Furthermore, CISVic has increased our policy & advocacy activity along with making available greater professional development opportunities to our almost 5,000 volunteers.

CISVic continues to explore opportunities to diversity our funding streams and monitor the risk of being over reliant on government funding.

Anjali Ilisley

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Audited Financial Statements
For the Year ended 30th June 2019

Community Information & Support Victoria Incorporated
Reg No. A0002124L

Annual Report
for the Year Ended 30 June 2019

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Community Information & Support Victoria Incorporated
Reg No. A0002124L
Associations Incorporation Reform Act 2012
ss 94(2)(b), 97(2)(b) and 100(2)(b)

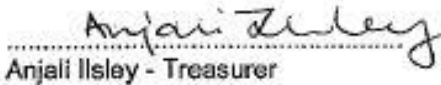
**Annual Statements Give True and Fair View of Financial
Position and Performance of Incorporated Association**

We, Chris Wootton and Anjali Ilesley, being members of the Board of Community Information & Support Victoria Incorporated, certify that -

The statements attached to this certificate give a true and fair view of the financial position and performance of Community Information & Support Victoria Incorporated during and at the end of the financial year ended on 30 June 2019.



Chris Wootton - President



Anjali Ilesley - Treasurer

Dated: 13/11/2019

**Community Information & Support Victoria
Incorporated
Reg No. A0002124L
Assets and Liabilities Statement
As at 30 June 2019**

	NOTE	2019 \$	2018 \$
Members Funds			
Unappropriated Surplus B/Fwd		266,851	294,125
Surplus/(Deficit) for the Year		<u>84,155</u>	<u>(27,274)</u>
		<u>351,006</u>	<u>266,851</u>
Represented By:			
Current Assets			
Cash	2	382,554	354,921
Trade & Other Receivables	3	44,750	30,119
GST Receivable		<u>28,061</u>	<u>-</u>
		455,365	385,040
Non-Current Assets			
Trade & Other Receivables	3	9,167	9,167
Property Improvements at Written Down Value		6,813	14,603
Office Equipment at Written Down Value		13,814	6,722
Office Furniture at Written Down Value		<u>3,680</u>	<u>3,906</u>
		33,474	34,398
Total Assets		<u>488,839</u>	<u>419,438</u>
Current Liabilities			
Accounts Payable		5,499	10,299
Sundry Creditors		10,719	4,723
Accrued Salaries		12,869	11,069
PAYG Withholding Payable		7,844	6,278
GST Accrual		-	15,481
Income received in Advance		-	37,648
Provisions	4	<u>79,433</u>	<u>57,983</u>
		116,364	143,481
Non-Current Liabilities			
Provisions	4	<u>21,469</u>	<u>9,106</u>
		21,469	9,106
Total Liabilities		<u>137,833</u>	<u>152,587</u>
Net Assets		<u>351,006</u>	<u>266,851</u>

*The accompanying notes form part of these financial statements.
These financial statements have been audited and should be read in conjunction with the attached Independent
Audit Report.*

**Community Information & Support Victoria
Incorporated
Reg No. A0002124L
Income and Expenditure Statement
For the year ended 30 June 2019**

	2019	2018
	\$	\$
Income		
Education & Training	87,948	194,131
Grant - Department of Human Services	329,113	315,151
Grants - DSS	2,368,608	2,039,700
Interest Received	6,296	9,970
Membership Fees	16,005	12,452
Other Revenue	14,565	6,160
	<u>2,822,535</u>	<u>2,577,564</u>
Expenditure		
Advertising & Promotion	15,097	3,728
AGM and Other Meeting Costs	23,198	4,904
Audit Fees	5,400	5,100
Bad Debts	4,690	4,791
Bank Charges	343	295
Bookkeeping	10,680	8,206
Cleaning	1,729	1,181
Client Support Services	147,583	39,537
Committee of Management Costs	224	682
Computer Costs	54,730	47,422
Conferences	1,781	2,110
Consultancy - Miscellaneous	-	29,816
Depreciation	21,707	17,279
DSS Distribution Account	1,599,927	1,732,682
Insurance	1,135	1,456
Interest Paid	3,588	-
Office Supplies & Printing	23,402	12,417
Postage	1,582	1,292
Professional Fees	1,000	29,740
Provision for Annual Leave	15,432	(6,298)
Provision for Long Service Leave	16,736	6,032
Rates, Light & Power	2,394	2,770
Rent	57,230	56,411
Repairs & Maintenance - Office Building	505	315
Salaries inc Salary Sacrifice	602,833	505,241
Staff Amenities	4,934	3,093
Sundry Expenses	2,010	1,978
Superannuation	58,475	47,100
Telephone	12,850	12,120
Training Costs	24,709	26,849
Travelling expenses	12,550	3,127
Workcare	9,926	3,462
	<u>2,738,380</u>	<u>2,604,838</u>
Surplus/(Deficit) from Ordinary Activities	<u>84,155</u>	<u>(27,274)</u>

The accompanying notes form part of these financial statements.

These financial statements have been audited and should be read in conjunction with the attached Independent Audit Report.

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Statement of Cash Flows
For the Year ended 30 June 2019

	NOTE	2019 \$	2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Government and Other Grants		2,966,268	2,613,174
Interest Received		6,296	9,970
Other		103,887	194,806
Payments for Operating Activities		(3,028,035)	(2,798,151)
Interest paid		-	-
Net Cash provided by Operating Activities		<u>48,416</u>	<u>19,799</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Fixed Assets		(20,783)	(4,376)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		-	-
Sale of Non-current Assets		-	-
Loan Repayments		-	-
Increase/(Decrease) in Cash		<u>27,633</u>	<u>15,423</u>
Cash at beginning of the financial year		354,921	339,498
Cash at end of the financial year	2	<u>382,554</u>	<u>354,921</u>
CASH AT END IS REPRESENTED BY:			
Petty Cash Imprest CISVic		300	300
Petty Cash Imprest Moreland		200	-
Petty Cash Imprest Glen Eira		100	100
Bendigo bank Glen Eira		33,869	26,704
Bendigo bank Moreland		27,445	-
Bendigo Bank Cheque Account		36,595	69,785
Westpac – Term Deposit		277,286	251,280
Westpac – Community Solutions		6,759	6,752
Total Cash	2	<u>382,554</u>	<u>354,921</u>

*The accompanying notes form part of these financial statements.
These financial statements have been audited and should be read in conjunction with the
attached Independent Audit Report.*

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Notes to the Financial Statements
For the Year ended 30 June 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012*. The Board has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

(a) Income Tax

The organisation is a non-profit organisation and is not subject to income tax.

(b) Fixed Assets

Each class of fixed assets is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets is depreciated on a straight line or a diminishing value basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

(c) Impairment of Assets

At the end of each reporting period, the Board reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the assets, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

(d) Employee Provisions

Provision is made for the association's employee entitlements arising from services rendered by employees to balance date, being annual leave and long service leave. The provision is determined in accordance with individual employment.

Long service leave is provided for employees from the date their service commenced.

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes petty cash and bank/investment accounts held with Financial Institutions that generally have terms up to 3 months and are readily available for withdrawal.

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Notes to the Financial Statements
For the Year ended 30 June 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(f) Revenue recognition

Grants and goods received in kind.

Community Information & Support Victoria Incorporated is a non-profit association and receives the majority of its funds from grants and goods in kind.

Grants received, under a contractual arrangement, to be spent on specific purposes, are carried forward as a liability where the monies have not been spent on the agreed purpose.

For the year ended 30 June 2019, goods received in kind comprised of Telstra vouchers and phone cards with a face value of \$270,000. Similar to the previous year (30 June 2018: \$237,500), the Telstra vouchers and phone cards have not been recorded as revenue nor fully expensed in the period the goods were received.

(g) DSS Funding

Community Information & Support Victoria Incorporated is the head of a consortium of member agencies that provide emergency relief services in various regions throughout Victoria. As the head of the consortium, Community Information & Support Victoria Incorporated receives funding from the Federal Department of Social Services (DSS) that is then distributed to the member agencies based on principles included in the terms of the consortium. A component of this funding is retained by Community Information & Support Victoria Incorporated to fund the administration of the consortium. Funds received from DSS are initially recorded as deferred income until they are distributed to the member agencies, at which point they are recognised as income. A corresponding expense is recorded in the amount of funds distributed to member agencies.

	2019	2018
	\$	\$
NOTE 2: CASH		
Petty Cash Imprest	300	300
Petty Cash Imprest – Glen Eira	100	100
Petty Cash Imprest – Moreland	200	-
Bendigo Bank - Glen Eira	33,869	26,704
Bendigo Bank - Moreland	27,445	-
Bendigo Bank - Cheque Account	36,595	69,785
Westpac – Term Deposit	277,286	251,280
Westpac – Community Solutions	<u>6,759</u>	<u>6,752</u>
	<u>382,554</u>	<u>354,921</u>

The Notes to the Accounts should be read in conjunction with the attached Independent Audit Report.

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Notes to the Financial Statements
For the Year ended 30 June 2019

	2019	2018
	\$	\$
NOTE 3: TRADE & OTHER RECEIVABLES		
<i>Current</i>		
Accounts Receivable	52,724	30,664
Less Provision for Doubtful Debts	(9,960)	(5,270)
Accrued Interest	654	667
Prepayments	<u>1,332</u>	<u>4,058</u>
	<u>44,750</u>	<u>30,119</u>
<i>Non-current</i>		
Bond	<u>9,167</u>	<u>9,167</u>
NOTE 4: PROVISIONS		
<i>Current</i>		
Provision for Superannuation payable	9,542	7,897
Provision for Annual Leave	43,049	27,617
Provision for Long Service Leave	<u>26,842</u>	<u>22,469</u>
	<u>79,433</u>	<u>57,983</u>
<i>Non-current</i>		
Provision for Long Service Leave	<u>21,469</u>	<u>9,106</u>

The Notes to the Accounts should be read in conjunction with the attached Independent Audit Report.

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Independent Audit Report
to the Members of
Community Information & Support Victoria Incorporated

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Community Information & Support Victoria Incorporated (the association), which comprises the assets and liabilities statement as at 30 June 2019, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the Board on the annual statements giving a true and fair view of the financial position and performance of the Association.

In our opinion, the accompanying financial report presents fairly, in all material respects the financial position of Community Information & Support Victoria Incorporated as at 30 June 2019 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporation Reform Act 2012*.

Basis for Opinion

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

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *Associations Incorporation Reform Act 2012* and for such internal control as the board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

The Board is responsible for overseeing the association's financial reporting process.

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Independent Audit Report (Continued)
to the Members of
Community Information & Support Victoria Incorporated

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

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

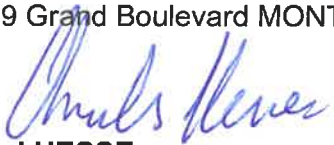
- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a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

Community Information & Support Victoria Incorporated
Reg No. A0002124L
Independent Audit Report (Continued)
to the Members of
Community Information & Support Victoria Incorporated

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

C & H ACCOUNTING GROUP

Suite 14, 39 Grand Boulevard MONTMORENCY. VIC. 3094



CHARLES J HESSE

Principal

Registered Company Auditor

Dated this 21st day of October 2019



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CISVic

Community Information & Support Victoria

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