



# 2020–2021 Financial report



Helping local  
communities

# 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

## **CIS Vic FY21 Results**

Despite a year that continued to present challenges with COVID and the continuation of lockdowns, CIS VIC has managed itself strongly and for the financial year ending 30 June 2021, generated a surplus of \$587,019 and net cash from operating activities of \$529,527.

## **Income & Expenditure statement**

DSS & DHS grant income increased by \$1,604k to \$5,099k, the significant increase is largely driven by COVID-19 supplementary funding. In addition, CIS Vic successfully applied for the Victorian State Government's Working for Victoria Fund which resulted in income of \$2,144k. Of this income, \$948k was distributed to member agencies who formed part of the application, the remainder of funds were retained by CIS Vic to cover wages and on costs for additional staff recruited as an outcome of this successful application.

DSS distributions for emergency relief support grew in line with increased funding received and in response to increased demands from the community. Employee related expenses (incl superannuation) are the next largest category with \$1,777k this year compared to \$736k in 2020. The significant increase in salaries wages reflects the additional resourcing that was largely funded through the Working for Victoria Fund.

## **Balance Sheet**

Our net asset position remains strong largely driven by higher cash balances (\$1,289k in 2021 compared to \$760k in 2020) from the increased funding discussed earlier.

**Anjali Ilesley**

# Financial Statements

Community Information & Support Victoria Inc.  
For the year ended 30 June 2021

Prepared by C & H Accounting Group

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# True and Fair Position

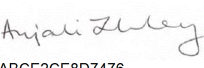
## Community Information & Support Victoria Inc. For the year ended 30 June 2021

### Annual Statements Give True and Fair View of Financial Position and Performance of the Association

We, Leanne Petrides and Anjali IIsley being members of the committee 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 ending on 30 June 2021.

Signed:   
DocuSigned by:  
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Name: Leanne Petrides - President  
Dated: 23 November 2021

Signed:   
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Name: Anjali IIsley - Treasurer  
Dated: 23 November 2021

# Assets and Liabilities Statement

## Community Information & Support Victoria Inc.

As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	1,288,535	760,131
Trade and Other Receivables	3	255,720	10,093
Prepayments		26,400	265
<b>Total Current Assets</b>		<b>1,570,655</b>	<b>770,489</b>
<b>Non-Current Assets</b>			
Rental Bond		9,167	9,167
Property Improvements at Written Down Value		-	346
Office Equipment at WDV		3,955	5,718
Office furniture at WDV		2,355	2,944
Right of Use Assets	5	45,564	-
<b>Total Non-Current Assets</b>		<b>61,041</b>	<b>18,174</b>
<b>Total Assets</b>		<b>1,631,696</b>	<b>788,663</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables		1,820	1,820
Sundry Creditors		2,750	585
Accrued Salaries		24,648	22,584
PAYG withholding Payable		35,126	9,612
Superannuation Payable		28,162	11,051
GST Payable		105,374	21,696
Provisions	4	114,818	101,234
<b>Total Current Liabilities</b>		<b>312,698</b>	<b>168,582</b>
<b>Non-Current Liabilities</b>			
<b>Other Non-Current Liabilities</b>			
Lease Liability		45,564	-
Provision for LSL (NCL)		18,685	23,714
Indexation Payable to Members		71,363	-
<b>Total Other Non-Current Liabilities</b>		<b>135,612</b>	<b>23,714</b>
<b>Total Non-Current Liabilities</b>		<b>135,612</b>	<b>23,714</b>
<b>Total Liabilities</b>		<b>448,310</b>	<b>192,296</b>
<b>Net Assets</b>		<b>1,183,386</b>	<b>596,367</b>
<b>Member's Funds</b>			
Unappropriated Surplus B/fwd		596,367	351,005
Surplus for the year		587,019	245,362
<b>Total Member's Funds</b>		<b>1,183,386</b>	<b>596,367</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Income and Expenditure Statement

## Community Information & Support Victoria Inc. For the year ended 30 June 2021

	2021	2020
<b>Income</b>		
Education and Training	51,062	90,829
Grant - Department of Human Services	550,480	342,890
Grants - DSS	4,548,757	3,152,383
Other Grants	190,136	137,928
Interest Received	1,463	3,247
Membership Fees	15,800	16,042
Other Revenue	98,946	142,770
WFV income	2,144,462	-
<b>Total Income</b>	<b>7,601,106</b>	<b>3,886,090</b>
<b>Grant Disbursements</b>		
DSS Consortia Distribution	3,513,110	2,355,182
WFV Distribution	948,098	-
<b>Total Grant Disbursements</b>	<b>4,461,208</b>	<b>2,355,182</b>
<b>Gross Surplus</b>	<b>3,139,898</b>	<b>1,530,908</b>
<b>Expenditure</b>		
Advertising & Promotion	4,864	20,500
AGM & Other Meeting Costs	964	2,643
Audit Fees	7,100	5,900
Provision for Doubtful Debts	5,521	(725)
Bank Charges	1,624	1,059
Bookkeeping	29,010	14,053
Cleaning	8,305	2,768
Client Support Services	305,161	162,318
Committee of Management Costs	-	622
Computer Costs	86,635	81,211
Conferences	2,509	2,433
Consultancy - Miscellaneous	-	8,200
Depreciation	3,821	15,299
Insurance	5,317	2,759
Interest Paid	331	412
Office Supplies & Printing	12,762	18,293
Permits, Licenses & Fees	35,663	436
Postage	3,120	1,108
Professional Fees	38,067	241
Provision for Annual Leave	15,948	28,604
Provision for Long Service Leave	15,518	12,410
Rates, Light & Power	10,589	8,638
Rent	95,009	80,536
Repairs & Maintenance	1,179	5,757

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



	2021	2020
Salaries Incl. Salary Sacrifice	1,619,996	677,793
Staff Amenities	4,499	7,976
Sundry Expenses	2,073	3,321
Superannuation	157,056	57,733
Telephone	36,014	21,538
Training Costs	27,116	27,041
Travelling Expenses	137	4,537
Workcare	12,486	10,132
Administration Fees	895	-
Office Supplies	3,590	-
<b>Total Expenditure</b>	<b>2,552,879</b>	<b>1,285,546</b>
<b>Net Current Year Surplus</b>	<b>587,019</b>	<b>245,362</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Community Information & Support Victoria Incorporated

## Statement of Cash Flows For the Year ended 30 June 2021

	2021	2020
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Government and Other Grants	7,433,835	4,007,082
Movement in Grant Receivables	(236,195)	34,392
Interest Received	1,463	3,246
Other	225,970	249,644
Payments for Operating Activities	<u>(6,895,546)</u>	<u>(3,916,787)</u>
Net Cash provided by Operating Activities	529,527	377,577
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Fixed Assets	<u>(1,123)</u>	-
Net Cash (used in) Investing Activities	(1,123)	-
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from borrowings	<u>-</u>	-
Net Cash provided by financing activities	-	-
Increase in Cash	<u>528,404</u>	<u>377,577</u>
Cash at beginning of the financial year	<u>760,131</u>	<u>382,554</u>
Cash at end of the financial year	<u>2 1,288,535</u>	<u>760,131</u>
<b>CASH AT END IS REPRESENTED BY:</b>		
Petty Cash	672	650
Cash at Bank	986,459	459,481
Term Deposits	<u>301,404</u>	<u>300,000</u>
Total Cash	<u>2 1,288,535</u>	<u>760,131</u>

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

# Notes to the Financial Statements

## Community Information & Support Victoria Inc. For the year ended 30 June 2021

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation 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 these financial statements.

#### Income Tax

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

#### Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is 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.

#### Impairment of Assets

At the end of each reporting period, the committee 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 an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, 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.

#### Employee Provisions

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

#### Portable Long Service Leave

From 1 July 2019, Victorians working in community services started accruing long service benefits as part of the Long Service Benefits Portability Act 2018.

Due to this, Management are required to provide for long service leave up to 30 June 2019 until the employees use their long service leave or leave the organisation.

The long service leave expense in the Income and Expenditure Statement represent a combination of portable long service leave paid and long service leave accrued.

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These notes should be read in conjunction with the attached compilation report.

## Provisions

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

## Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from grants, members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

## Cash on Hand

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.

## Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

## Leases

### The Entity as lessee

At inception of a contract, the Entity assesses if the contract contains or is a lease. If there is a lease present, a right-of-use asset and a corresponding lease liability is recognised by the Entity where the Entity is a lessee. However, all contracts that are classified as short-term leases (lease with remaining lease term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Lease payments included in the measurement of the lease liability are as follows:

- fixed lease payments less any lease incentives;
- variable lease payments that depend on an index or rate, initially measured using the index or rate at the commencement date;

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These notes should be read in conjunction with the attached compilation report.

- the amount expected to be payable by the lessee under residual value guarantees;
- the exercise price of purchase options, if the lessee is reasonably certain to exercise the options;
- lease payments under extension options if lessee is reasonably certain to exercise the options; and
- payments of penalties for terminating the lease, if the lease term reflects the exercise of an option to terminate the lease

The right-of-use assets comprise the initial measurement of the corresponding lease liability as mentioned above, any lease payments made at or before the commencement date as well as any initial direct costs. The subsequent measurement of the right-of-use assets is at cost less accumulated depreciation and impairment losses.

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset whichever is the shortest. Where a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the Entity anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

### **Concessionary Leases**

For leases that have significantly below-market terms and conditions principally to enable the Entity to further its objectives (commonly known as peppercorn/concessionary leases), the Entity has adopted the temporary relief under AASB 1613 and measures the right of use assets at cost on initial recognition.

### **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 (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

### **Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

### **Telstra In Kind**

For the Year ended 30 June 2021, goods received in kind comprised of Telstra Vouchers and phone cards with a face value of \$325,000 (30 June 2020: \$275,000). The Telstra vouchers and phone cards have not been recorded as revenue nor fully expensed in the period the goods were received.

### **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.

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These notes should be read in conjunction with the attached compilation report.

## WFV Grant

Community Information & Support Victoria Incorporated formed a partnership with a number of member agencies in 2020 and successfully applied for a grant from Victoria State Government's *Working for Victoria Fund*. This project enabled Community Information & Support Victoria Incorporated and partner agencies to employ new staff on 6 month contracts. As the contract lead, Community Information & Support Victoria Incorporated both retained funds for own related costs and also distributed funds to participating agencies for wages and on costs.

	2021	2020
<b>2. Cash on Hand</b>		
Westpac Community Solutions	6,766	6,766
Bendigo Bank Term Deposit	301,404	300,000
Petty Cash Yarra Ranges.	50	50
Bendigo Bank Cheque Account	886,426	232,658
Glen Eira Bendigo Bank	11,725	89,099
Moreland Bendigo Bank	42,066	129,595
Petty Cash - OP Shop	22	-
Petty Cash - Glen Eira	100	100
Petty Cash	300	300
Yarra Ranges Bendigo Bank	39,476	1,363
Petty Cash - Moreland	200	200
<b>Total Cash on Hand</b>	<b>1,288,535</b>	<b>760,131</b>
	<b>2021</b>	<b>2020</b>

## 3. Trade and Other Receivables

<b>Trade Receivables</b>		
Accounts Receivable	255,720	18,935
Provision for Doubtful Debts	-	(9,235)
<b>Total Trade Receivables</b>	<b>255,720</b>	<b>9,700</b>
<b>Other Receivables</b>		
Accrued Interest	-	393
<b>Total Other Receivables</b>	<b>-</b>	<b>393</b>
<b>Total Trade and Other Receivables</b>	<b>255,720</b>	<b>10,093</b>
	<b>2021</b>	<b>2020</b>

## 4. Provisions

Provision for Annual Leave	87,600	71,653
Provision for LSL	27,218	29,581
<b>Total Provisions</b>	<b>114,818</b>	<b>101,234</b>

These notes should be read in conjunction with the attached compilation report.

	2021	2020
<b>5. Right of Use Assets/ Lease Liability</b>		
Right of Use Asset - 19 Hutchinson Street, Lillydale	9,900	-
Right of Use Asset - 214 Main Street, Lillydale	35,664	-
<b>Total Right of Use Assets/ Lease Liability</b>	<b>45,564</b>	<b>-</b>

These notes should be read in conjunction with the attached compilation report.



C&H Accounting Group Pty Ltd

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**COMMUNITY INFORMATION & SUPPORT VICTORIA INC.  
Independent Auditor's Report  
To the Members of  
Community Information & Support Victoria Inc.**

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**Report on the Audit of the Financial Report**

**Opinion**

We have audited the financial report of Community Information & Support Victoria Inc. (the company), which comprises the balance sheet as at 30 June 2021, the income statement for the year then ended, and notes to the financial statements including a summary of significant accounting policies, and the director's declaration.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the company as at 30 June 2021 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

**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 company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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



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under Professional Standards Legislation.  
This firm is a CPA practice.



**COMMUNITY INFORMATION & SUPPORT VICTORIA INC.**  
**Independent Auditor's Report (Continued)**  
**To the Members of**  
**Community Information & Support Victoria Inc.**

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**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 meet the needs of members. 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 Director for the Financial Report**

The director of the company is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the needs of members. The director's responsibility also includes such internal control as the director determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

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

**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.

**COMMUNITY INFORMATION & SUPPORT VICTORIA INC.  
Independent Auditor's Report (Continued)  
To the Members of  
Community Information & Support Victoria Inc.**

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- 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the director.
- Conclude on the appropriateness of the director'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 company'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 company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the director 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

DocuSigned by:  
  
D27240F4D899498...

**CHARLES J HESSE**

Principal

Registered Company Auditor

23 November 2021

Dated this.....day of.....2021