

# **SOUTHWEST ADVOCACY ASSOCIATION INC.**

Incorporation Registration A0025914Y



**S . W . A . A .**

ANNUAL REPORT 2018/2019



**COMMITTEE OF MANAGEMENT  
2018-2019**

<b>PRESIDENT:</b>	Mark Barling
<b>VICE PRESIDENT:</b>	Cheryl Gould
<b>SECRETARY:</b>	Colin Vale
<b>TREASURER:</b>	Andrew Harman
<b>MEMBERS:</b>	Lisa Vale Peter McMahon Rose Egerton Carolyn Howe Joe-Anne Nicholas
<b>STAFF MEMBERS:</b>	Adele Markwell (Executive Officer/Advocate)  Margaret Gottlewski (Administration Officer)  Barb Witham (resigned July 2019) (Advocate)  Kim Young (Advocate)  Erin Beasley (Advocate/Project Worker)  Liz Murphy (Advocate/Project Worker)
<b>AUDITOR:</b>	Michael Lucas Accounting

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## PRESIDENT'S REPORT

2018 - 2019

It is my pleasure to present to you the 2019 Southwest Advocacy Association (SWAA) annual report.

The 2018 – 2019 financial year has been an everchanging landscape for the disability sector in the South West region with the roll out of the NDIS. The NDIS is now firmly established in our region and it is without question that SWAA will continue to play an important role in defending and promoting the rights of people with all types of disability in the South West as the NDIS continues to evolve and change.

SWAA have faced the usual challenges faced by service providers in the disability sector, however, new funding agreements have meant SWAA have been able to continue to offer people excellent advocacy services in the past 12 months, we have once again managed to stay below budget and we continue to provide excellent advocacy services to over 100 clients.

SWAA has once again continued its involvement with Foodshare who provide an important service of providing food to those who otherwise may go without and we have also continued our involvement in the Victorian Rural Advocacy Network.

Changes in funding have meant SWAA have been able to grow and expand operations, this year we have added new staff to our Hider Street office increasing staff from three to five, at SWAA we have always been dedicated to promoting the human rights and fundamental needs of people with disability and I believe we have an excellent dedicated team to continue this into the future, on behalf of the Committee of Management, I would like to thank Executive Officer Adele Markwell, Advocate's Kim Young, Liz Murphy, Erin Beasley and Barb Witham (resigned early 2019), Administrative Officer Margaret Gottlewski and cleaner Judy Harris for their continued passion and hard work.

Finally, I would like to thank our Committee of Management: Rose Edgerton, Cheryl Gould, Colin Vale, Lisa Vale, Peter McMahon, Jo-Anne Nicholas, Andrew Harmon and Carolyn Howe. Their collective expertise, experience and commitment to SWAA is has been very much appreciated and I thank them for their continued support of SWAA.

Mark Barling  
President  
Southwest Advocacy Association

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## EXECUTIVE OFFICER'S 2019 ANNUAL REPORT

Southwest Advocacy has now been in operation for 29 years and we are finally starting to grow. The introduction of the National Disability Insurance Scheme (NDIS) has seen massive changes in our delivery of services. We are no longer only funded under the National Disability Advocacy Program (NDAP) and the Victorian Government Office For Disability.

The NDIS approached all NDAP funded organisations earlier this year to request us to support applicants through the Administrative Appeals Tribunal (AAT) process. As the only funded organisation to take on this role in the region, it has meant a lot of extra work.

We also tendered for and have been successful in receiving a grant to set up and run peer support groups, also in relation to the NDIS. This project is with the intention of assisting people to apply for access to the NDIS and also to train participants of the groups who would like to assist others in their applications. Part of this project is also to identify and assist people who are falling through the gaps through being denied access to the NDIS. We have submitted a further application in relation to this but will have to wait to know whether we were successful. We hope we will be because it will enable us to continue on the above project for a further two years and also expand it into the really remote areas of our region. We have always believed that there is a huge unmet need for disability advocacy out there but we have not been getting to these people.

Just recently we were approached to run another program. The details of this program will be available soon. This will run over a three year period and we anticipate it significantly increasing our work load.

Although these are all related to disability advocacy, it has meant a comparatively huge growth in our organisation. We are now a staff of five after only being one full time and two part time workers for so long. It is also very beneficial to our organisation that our funding bodies are going to give us three year contracts in the next funding rounds. This will give us the ability to plan for the future more but also to retain staff as they will know that their positions are

there for three years instead of only being able to guarantee them one. Great for organisational capacity building. It is a huge negative for the organisation if we spend a lot of time and funds training new staff only to find that we can't retain them at the end of a project.

In relation to funding, we have also been the recipients of some very generous grants from three philanthropic funds. The Archie & Hilda Graham foundation, The Ern Hartley foundation and the Alan Lane foundation. These types of grants are so important in providing us with funding to make ends meet. They appreciate the different expenses that an organisation such as ours can experience that are not recognised in the metropolitan areas, such as travelling expenses. As an organisation that covers over 26,000 square kilometres, we have huge travelling expenses. We give a huge thank you to these foundations for their generosity.

We have renewed our contract to provide office space and support with Women With Disability Victoria and Lou Hollis continues to do a brilliant job for that program. Her program has also grown with the recognition of the special needs of women with disability and the addition of her breast screen project. Lou has had an amazing response to this and is very excited about the future of her program. Congratulations Lou.

The end of 2019 is approaching and we are looking forward to a settled year in 2020. We have three new staff members after the resignation of Barb around the middle of the year. We have Kim Young, who is working two days per week, we have Erin Beasley, who is working full time and we have Liz Murphy, who is three days per week. These three new workers are proving to be great choices and it is a pleasure to have them working with us. They are all very dedicated to disability advocacy and are taking on the role of speaking up for those who can't do it for themselves, with great conviction. Although these new workers were employed for specific projects, I am spreading their skills over all aspects of our organisation as I believe it is better for the skill development of the workers and definitely better for the organisation if everyone has expertise in all areas. I thank them for the work they are putting in and look forward to their continued dedication in 2020.

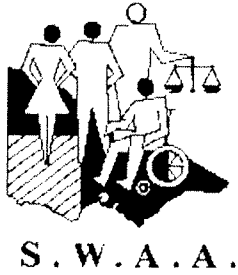
Unfortunately, we had to say goodbye to our long time cleaning lady, Judy Harris this year due to ill health. Judy has been with us for about 15 years and always made sure that we had a beautifully clean environment in which to work. We thank Judy for her work over all those years and wish her the best for her future.

I thank very much our Board of Management for the support and time that they have put into our organisation again this year. The Board is such an important part of our organisation and make my job much easier. I could not do it without them and I thank them very much. We have the addition of Joe-Anne Nicholas who joined our Board this year. We welcome Joe and value her experience and advice.

My final thankyou is to Marg for the work that she does in our organisation. It has been a challenging year for Marg too, due to the growth in our organisation and additional staff and programs. She has taken on the extra work involved in this without complaint. Marg continues to display a dedication to our organisation, to support the staff here and her special lovely manner with the people who use our service does not go without notice. It is often commented on.

Finally, I wish all Staff, Board and the Users of our service a very happy Christmas and we will all be back in 2020.

Adele Markwell  
Executive Officer



## TREASURER'S REPORT

2018-2019

The financial statements for the 2018-2019 year have been drawn up on an accruals basis as per the requirement of our funding body.

Mr Michael Lucas from Michael Lucas Accounting has audited the books and records of the Association and the report has been included in the annual report.

Because of very careful management, the Association finished the year with an operating profit of \$7,424.46 and net Assets of \$100,311.00.

Overall our financial position remains healthy with provision made for depreciation on equipment, accrued expenses and creditors.

The Association must again remain conscious of operating within our funding limits in the year to come.

I take this opportunity to thank the staff, committee, clients and friends of the Association for their interest and involvement during the year. I would particularly like to thank Margaret Gottlewski for her diligent work throughout the year, and her accessibility and patience regarding the organisation's financial matters.

Andrew Harman  
Treasurer

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# ***South West Advocacy Association***

*Financial Statements & Audit Report for the year ending 30 June 2019*



**MICHAEL LUCAS ACCOUNTING**

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Taxation Accountants and Business Advisors  
47 Hider Street, Warrnambool VIC 3280





25<sup>th</sup> October 2019

## **Audit Report**

*To the Members of Southwest Advocacy Association,*

### **Scope**

We have audited the attached financial reports of *Southwest Advocacy Association* for the year ending 30<sup>th</sup> June 2019. The association is responsible for the preparation and presentation of the financial reports and the information contained therein, and has determined that the basis of accounting used is appropriate to the needs of the members.

We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

The financial reports have been prepared for the distribution to the members for the purpose of fulfilling the association's accountability requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates, to any person other than the members, or of any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the requirements of the Corporations Act.

### **Qualification**

Our audit of the *Southwest Advocacy Association* was limited in that reliance was placed on the software used by *Southwest Advocacy Association* for the audit. This resulted in varied treatment of some transactions.



25<sup>th</sup> October 2019

## Management Letter

*To the Members of the Southwest Advocacy Association,*

Please find enclosed the financial statements for the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019. The accounts have been prepared on an account-by-account basis, where the opening bank balance, receipts, payments and closing bank balance are recorded.

1. Account Reconstruction. We have reconstructed the accounts from the balance sheet and profit and loss statements.
2. Employee Benefits. Liability accounts for the provision of long-service leave and annual leave were reconciled to their correct balances as at 30<sup>th</sup> June 2019. These balances now accurately reflect dollar amounts owing to staff at that date based on the number of accumulated hours and respective hourly pay rate.
3. New assets purchased throughout the financial year are being depreciated at the ATO advised effective life rates.

Michael Lucas  
**Michael Lucas Accounting**

This should be read in conjunction with the audit report

**Southwest Advocacy Association Inc**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2019**

	<b>2019</b>	<b>2018</b>
	\$	\$
<b>Income</b>		
Dept Social Services	186,173.44	175,068.37
Dept Human Services	20,709.97	14,807.27
Dept Social Services - NDIS	51,564.18	41,600.00
Insurance recoveries	2,239.64	
Interest received	2,746.91	1,063.07
Donations	500.00	600.00
Sale Of Property, Plant, Equip		2,361.90
Expense Reimbursement - SWAA	487.00	1,418.28
Rents received	790.91	
Total income	265,212.05	236,918.89
<b>Expenses</b>		
Advertising and promotion	525.63	81.34
Annual Leave	7,865.93	309.65
Audit fees	5,487.97	5,166.90
Catering		377.49
Cleaning/rubbish removal	286.20	180.00
Depreciation - plant	2,292.00	1,212.00
Donations		100.00
Electricity	2,635.75	1,766.86
Insurance	403.32	367.33
Long service leave	24,314.27	20,624.15
M/V car - Depreciation	6,896.00	2,812.00
M/V car - Fuel & oil	1,272.67	1,411.38
M/V car - Rego/Insurance	1,394.39	1,165.90
M/V car - Repairs	406.04	598.18
Postage	651.33	612.30
Printing & stationery	2,283.98	827.95
Rent on land & buildings	15,422.93	14,923.92
Repairs & maintenance		368.45
Staff amenities	1,423.89	422.69
Subscriptions	285.00	255.72
Superannuation	29,260.90	37,859.67

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
 Compilation Report and Notes which form part of these financial statements.

**Southwest Advocacy Association Inc**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2019**

	2019	2018
	\$	\$
Telephone	5,353.72	4,516.26
<i>Training</i>	367.55	
Travel, accom & conference	668.03	1,115.83
Wages - Net	73,380.22	63,126.34
Wages - PAYG	16,312.00	15,018.00
Wages - Salary Sacrifice	56,235.21	35,448.59
Workers Compensation	2,362.66	2,075.69
Total expenses	<u>257,787.59</u>	<u>212,744.59</u>
<b>Profit from ordinary activities before income tax</b>	<b>7,424.46</b>	<b>24,174.30</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>7,424.46</b>	<b>24,174.30</b>
<b>Total changes in equity of the association</b>	<b>7,424.46</b>	<b>24,174.30</b>
Opening retained profits	35,336.54	11,162.24
Net profit attributable to the association	7,424.46	24,174.30
<b>Closing retained profits</b>	<b>42,761.00</b>	<b>35,336.54</b>

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**Southwest Advocacy Association Inc**  
**Detailed Balance Sheet as at 30 June 2019**

	Note	2019	2018
		\$	\$
<b>Current Assets</b>			
<b>Cash Assets</b>			
Cash At Bank - CBA		164,679.24	34,079.96
Cash At Bank - SWC		24,992.01	21,396.81
CBA Visa Debit		15,132.06	891.86
Cash on hand		85.20	19.15
		204,888.51	56,387.78
<b>Receivables</b>			
ATO Debtor - GST			2,656.00
			2,656.00
<b>Current Tax Assets</b>			
GST clearing		319.44	(58.23)
		319.44	(58.23)
<b>Other</b>			
SWCU I3 - Provision For Depreciation		30,451.55	8,779.93
SWCU I3.1 - Provision For LSL		47,418.86	39,406.77
		77,870.41	48,186.70
<b>Total Current Assets</b>		<b>283,078.36</b>	<b>107,172.25</b>
<b>Non-Current Assets</b>			
<b>Property, Plant and Equipment</b>			
Plant & equipment - at cost		33,103.92	32,239.37
Less: Accumulated depreciation		(29,759.00)	(27,467.00)
Motor vehicles - at cost		28,522.37	28,522.37
Less: Accumulated depreciation		(7,833.65)	(937.65)
		24,033.64	32,357.09
<b>Total Non-Current Assets</b>		<b>24,033.64</b>	<b>32,357.09</b>

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**Southwest Advocacy Association Inc**  
**Detailed Balance Sheet as at 30 June 2019**

	Note	2019 \$	2018 \$
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<b>Total Assets</b>		<u>307,112.00</u>	<u>139,529.34</u>
<b>Current Liabilities</b>			
<b>Payables</b>			
<b>Unsecured:</b>			
ATO Creditor - GST		12,095.00	
ATO Creditor - PAYG		4,039.00	6,156.00
		<u>16,134.00</u>	<u>6,156.00</u>
<b>Provisions</b>			
Provision For Annual Leave		12,664.58	4,798.65
Provision For Sick Leave		5,564.00	5,564.00
Provision For Long Service Leave		54,438.42	30,124.15
		<u>72,667.00</u>	<u>40,486.80</u>
<b>Other</b>			
Unearned Income		118,000.00	
		<u>118,000.00</u>	
<b>Total Current Liabilities</b>		<u>206,801.00</u>	<u>46,642.80</u>
<b>Total Liabilities</b>		<u>206,801.00</u>	<u>46,642.80</u>
<b>Net Assets</b>		<u>100,311.00</u>	<u>92,886.54</u>

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**Southwest Advocacy Association Inc**  
**Detailed Balance Sheet as at 30 June 2019**

	Note	2019	2018
		\$	\$
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<b>Members' Funds</b>			
<b>Issued Capital</b>			
Issued & paid up capital		(10.00)	(10.00)
<b>Reserves</b>			
Capital profit reserve		47,560.00	47,560.00
Future Equipment Replacement Reserves		10,000.00	10,000.00
Accumulated surplus (deficit)		42,761.00	35,336.54
<b>Total Members' Funds</b>		<u><u>100,311.00</u></u>	<u><u>92,886.54</u></u>

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