



**FAMILY ADVOCACY INC**

**ANNUAL REPORT**

**2012 - 2013**

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# **MISSION STATEMENT**

To achieve better opportunities for families of people with a disability.

We will achieve this by: -

- Assisting families to participate in decision making
- Networking
- Lobbying
- Providing information
- Supporting family groups
- Arranging training programs
- Promoting community involvement
- Promoting community education
- Working with individual families

# **BOARD of MANAGEMENT 2012-13**

<b>Leonie Challans</b>	Chairperson
<b>Sandra Deakin</b>	Deputy Chairperson
<b>Craig Nadler</b>	Treasurer
<b>Meredith Norton</b>	Board Member
<b>Melissa Whitehead</b>	Board Member

<b>Resignations:</b>	Penny MacLaren Luke Rosenzweig Suzette Griffiths
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## **Family Advocacy Staff**

<b>Administration:</b>	Gale Rasmussen
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<b>Family Advocates:</b>	Elizabeth Robertson Kerry Gummow Samantha Weight Roslyn Briggs
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<b>Resignations:</b>	Ali Roach Karen Clark Marianne Long Danielle Watson
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<b>Recognition:</b>	Cynthia Betterman
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# **FAMILY ADVOCACY INC**

## **Office Locations**

### **CENTRAL OFFICE**

**Gale Rasmussen- Office Manager**

5 Ninth Street, Bowden SA 5007 Tel: 8340 4450 Fax: 8340 4452  
E: [faiadmin@familyadvocacy.org.au](mailto:faiadmin@familyadvocacy.org.au)

### **REGIONAL OFFICES**

#### **NORTHERN METROPOLITAN**

**Samantha Weight - Advocate**

5 Ninth Street, Bowden SA 5007 Tel: 8340 4450 Fax: 8340 4452  
Mob: 0413 759 060 E: [fainorth@familyadvocacy.org.au](mailto:fainorth@familyadvocacy.org.au)

#### **SOUTHERN METROPOLITAN**

**Elizabeth Robertson -Senior Advocate**

5 Ninth Street, Bowden SA 5007 Tel: 8340 4450 Fax: 8340 4452  
Mob: 0402 147 431 E: [faisouth@familyadvocacy.org.au](mailto:faisouth@familyadvocacy.org.au)

#### **WESTERN METROPOLITAN**

**Roslyn Briggs - Advocate**

5 Ninth Street, Bowden SA 5007 Tel: 8340 4450 Fax: 8340 4452  
Mob: 0402 147 432 E: [faiwest@familyadvocacy.org.au](mailto:faiwest@familyadvocacy.org.au)

#### **NORTHERN COUNTRY - CLARE**

**Kerry Gummow - Advocate**

Room 6, 31 Old North Road, (Po Box 892) Clare SA 5453  
Tel: 8842 1684 Fax: 8842 1684 Mob: 0419 801 535 E: [faicountrynorth@familyadvocacy.org.au](mailto:faicountrynorth@familyadvocacy.org.au)

**FREECALL Country Callers 1800 856 464**

## Chair's Report for the FAI Annual General Meeting for 2012-13

I am honoured to provide you with the following report as Chair of Family Advocacy Inc. SA for the year the year 2012/2013.

### Board Members

This year the Board members who dedicated their time and effort to the management of FAI were:

#### Executive

Leonie Challans (Chair)  
Sandra Deakin (Vice Chair)

Craig Nadler (Treasurer)  
Suzette Griffiths (Secretary)-(until April 2013- medical leave)

#### Board Members

Meredith Norton  
Melissa Whitehead

Penny MacLaren - ( resigned -personal reasons September 2013)  
Luke Rosenzweig (resigned - family reasons September 2013)

All members have given extensive time, service, support and used their personal and professional skills to assist Family Advocacy during a time of immense, rapid cultural and financial change. I thank them whole heartedly for this. Specific thanks must go to Craig Nadler, Treasurer. Without Craig's persistence and endeavour we may not have been able to restructure the organisation within the necessary time frames. Craig - please accept my personal thanks and I know I speak for all of the other Board members.

#### Staff Members

The Board expresses it thanks to the staff that assisted us over the last 12 months to achieve many major tasks and goals within a very short time frame and at times under less than ideal circumstances. Particular mention must go to Elizabeth Robertson who assumed the Acting Executive Officer role when Cynthia Betterman took unexpected extended leave in October last year. We thank you all and are well aware that our clients still received excellent service during this time.

#### Staff

Senior Advocate: Elizabeth Robertson  
Office Manager: Gale Rassmussen

Advocates: Samantha Hunt, Roslyn Briggs and Kerry Gummow

Last year FAI farewelled Karen Clarke and Ali Roach, Marianne Long and Danielle Watson.

### Achievements and Activities

Successfully liaising and negotiating with our funding body FaHCSIA/DSS to achieve the restructuring of FAI to ensure we can operate within our budget and still meet our funding agreement.

Quality Assurance accreditation has been achieved. This required a substantial effort on behalf of the staff and Board within a short time frame.

Parent/Client Consultative Committee has been established and met. This enables the staff and Board to obtain information direct from our clients.

Upgrade of technology - and more in the pipeline

Launch of our new website.

Participate in discussion about and respond to the Australian governments *NDAP Discussion Paper - Better Collaboration*

Streamlining and re organising of the office space to provide a very much improved ambience and working environment.

### **Recognition and Acknowledgement**

The Board notes with sadness the death of Michael Wooley a long term Board member and FAI's first Life Member.

As part of the restructure, Ms Cynthia Betterman, the former executive officer took a redundancy package. The Board acknowledges her work with Family Advocacy over a considerable number of years. We wish Cynthia renewed good health (after a long period of sick leave) and best wishes for the future.

Thanks must go to Ms Lesley Parton, a person not associated with FAI. She designed our website free of cost and as her contribution to an organisation in the not for profit sector. FAI appreciates and acknowledges her generosity.

### **Our Focus for the Future**

There are lot of areas that the Board would like to achieve in - It must re-write the Constitution, there is another QA audit in February, 2013, we need to revisit our Strategic Plan, to continue to lift our profile and make strategic contacts, to ensure our technology keeps pace with operational requirements and continue to develop our website and perhaps produce FAI's information in other languages. The Board also wants to position FAI in the best possible place strategically to ensure we are able to bid successfully in the next funding round. Our strategic thinking and initiatives over the next few months will be to place FAI in a prime position for future funding.

Based on the above list, there are a lot of things your Board wants to achieve. We wish we could deliver these new goals immediately, but the reality is that due to everyone's volunteer hours being impinged upon by work and family commitments, these changes may take some time to achieve.

The coming year promises to be a less intense one for our organisation and will enable us to plan for our positive future.

Thank you to the hard working members of the Board and the staff. You have enabled FAI to become a strong resilient organisation that continues to meet its Mission and Goals.

**Leonie Challans - Chair, FAI.**

**13 November 2013**

## **TREASURER'S REPORT**

Over all I am fairly happy with the end of the year financial results. This has been a difficult year with trying to do an awful lot with minimal resources.

The financial statements for the year ended 30 June 2013 together with notes to these statements have been audited under Australian Accounting Standards Board (AASB). Those audited statements have been circulated to members to now be tabled for adoption.

Regards,

Craig Nadler 16/10/13

Treasurer





21 September 2013

Ms Leonie Challans  
Chairperson  
Family Advocacy  
5 Ninth Street  
BOWDEN SA 5007

Dear Ms Challans

Please be advised that I have signed the Audit Report of your Association for the year ended 30 June 2013 without reference to any qualification.

We have obtained all of the information and explanations that we required from the Association.

Enclosed are the signed financial statements.

Do not hesitate to contact me if further information is required.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian McDonald'.

Ian Mc Donald

Enc.

Liability limited by a scheme approved under Professional Standards Legislation

**FAMILY ADVOCACY INC.**

**Income Statement  
for the year ended 30 June 2013**

<b>INCOME</b>	<b>2013</b>	<b>2012</b>
Bank Interest	12,914	10,254
Disability Advocacy Services Funding	399,811	396,088
Disposal of Office Equipment	136	-
Donations	2,665	934
Grants Other	-	1,100
Other	-	8,955
Training and Development	-	2,027
<b>TOTAL INCOME</b>	<b>415,526</b>	<b>419,358</b>
 <b>EXPENDITURE</b>		
<i>Administration Cost;</i>		
Accounting and Bookkeeping	8,138	14,138
Advertising	668	95
Audit Fees	3,000	2,600
Bank Charges	459	158
Board Expenses	374	2,981
Computer Expenses	2,835	551
Conference and Seminar Costs	1,045	464
Consultancy Fee	6,697	4,015
Electricity	1,623	1,301
Fringe Benefit Tax	-	1,516
General	2,013	2,265
Insurance	7,830	7,193
Legal Costs	53	5,921
Memberships and Subscriptions	1,831	2,550
Motor Vehicle Depreciation	-	2,442
Motor Vehicle Expenses	7,789	8,149
Motor Vehicle Leasing	17,432	20,831
Motor Vehicle Loss on Disposal	-	-
Parent Education	136	164
Postage, Printing and Stationery	2,938	4,618
Quality Assurance	3,521	-
Rent	21,295	24,599
Repairs and Maintenance	387	1,155
South East Expenses	-	215
Staff Training and Development	1,081	1,224
Superannuation	25,001	28,327
Telephone & Internet	13,254	15,913
Travel Expenses	1,909	10,853
Wages and Salaries	254,953	309,552
Wages QA	15,037	-
Workers Compensation	4,733	5,833

**FAMILY ADVOCACY INC.**

**Income Statement  
for the year ended 30 June 2013**

<i>Provision Expenses;</i>		
Annual Leave	-	(12,690)
Long Service Leave	2,454	2,625
Redundancy	21,872	-
Depreciation	5,868	2,565
Equipment Replacement	-	-
	<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>	436,224	472,123
<b>Write Back of Redundancy Provision</b>	-	54,635
	<hr/>	<hr/>
<b>NET SURPLUS/(DEFICIT)</b>	(20,698)	1,870

**FAMILY ADVOCACY INC.**

**Balance Sheet  
as at 30 June 2013**

	Note	2013	2012
<b>CURRENT ASSETS</b>			
Cash on Hand and at Bank	2	18,861	715
Investments	3	149,636	187,372
Debtors	4	265	1,624
Other	5	430	430
<b>TOTAL CURRENT ASSETS</b>		169,193	190,141
<b>CURRENT LIABILITIES</b>			
Bank Overdraft	2	-	-
Creditors and Provisions	6	54,672	53,130
<b>TOTAL CURRENT LIABILITIES</b>		54,672	53,130
<b>NET CURRENT ASSETS</b>		114,520	137,011
<b>NON-CURRENT ASSETS</b>			
Office Furniture and Motor Vehicles	7	13,901	12,109
<b>TOTAL NON-CURRENT ASSETS</b>		13,901	12,109
<b>NET ASSETS</b>		128,422	149,120
<b>EQUITY</b>			
Accumulated Surplus/(deficit)		128,422	149,120
<b>TOTAL EQUITY</b>		128,422	149,120

## **FAMILY ADVOCACY INC.**

### **Notes to the Financial Statement as at 30 June 2013**

#### **1 Significant Accounting Policies**

##### **(a) Basis of accounting**

These financial statements are a special purpose financial report prepared according to applicable Australian Accounting Standards.

The report uses the historical cost convention.

##### **(b) The reporting entity**

All material Funds through which the Association controls resources to carry on its functions are in the Balance Sheet.

In the process of reporting on the Association as a single unit all transactions and balances between material funds have been eliminated.

##### **(c) Acquisitions of Assets**

The cost method of accounting is used for the initial recording of all assets. Cost is determined as the fair value of the assets given as consideration plus costs incurred in preparing the them for use.

Non-monetary assets received as grants or donations are recognised as assets and revenues at their fair value on the date of receipt.

Fair value means the amount for which an asset could be exchanged between a knowledgeable buyer and seller in an arm's length transaction.

##### **(d) Depreciation of Non-current Assets**

All non-current assets having a limited useful life are depreciated over their lives in a manner that reflects the consumption of the service potential.

Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period.

##### **(e) Maintenance and Repairs**

Maintenance, repair costs and minor renewals are expensed when incurred.

## FAMILY ADVOCACY INC.

### Notes to the Financial Statement as at 30 June 2013

#### **(f) Employee Entitlements**

Employee entitlements are accrued on a pro rata basis for annual leave and long service leave up to the reporting date. Such accruals are assessed having regard to the estimated future cash outflows discounted by an appropriate interest rate and other factors including experience of employee departures and their periods of service.

No accrual for sick leave has been made because it is non-vesting. The best estimate of the sick leave expense for the reporting period is the actual amount paid for the year.

The superannuation expense for the reporting period is the amount of the statutory contribution the Association makes to the employees superannuation plan. Details of these arrangements are outlined in Note 9.

#### **(g) Inventory**

Inventories are valued at the lower of cost and net realisable value.

#### **(h) Investments**

Investments are valued at cost. Interest revenues are recognised as they accrue.

#### **(i) Leases**

A distinction is made between finance leases where the Association effectively owns the leased non-current assets, and operating leases under which the lessor retains ownership.

Where a non-current asset is acquired by means of a finance lease the asset is recorded at its fair value. A liability is recorded for the same amount. Lease payments are allocated between the principal component and the interest expense. Operating lease payments are charged to the operating statement in the periods in which they are incurred.

#### **(k) Grants, donations and other contributions**

Grants, donations and other contributions are recognised as revenues when the Association obtains control over the assets comprising the contributions. Control over assets received by way of grant(s) is normally obtained upon their receipt or upon prior notification that a grant has been secured. The timing of control commencement depends upon the arrangement between the grantor and the Association.

Unreceived contributions over which the Association has control are recognised as receivables.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 17. That note also discloses the amount of contributions recognised as revenues in a previous reporting period that were obtained for Association operations in the current period.

**FAMILY ADVOCACY INC.**

**Notes to the Financial Statement  
as at 30 June 2013**

**(I) Cash**

For the purposes of the statement of cash flows, cash includes all monetary deposits that are readily convertible to cash on hand and which are used, or are available for use, in the cash management function on a day to-day basis, net of outstanding bank overdraft.

<b>2</b>	<b>Current Asset - Cash</b>	<b>2013</b>	<b>2012</b>
	Cash at bank and on hand	18,861	715
		<u>18,861</u>	<u>715</u>

The above amounts are reconciled to cash at the end of the financial year as follows:

Bank as above	18,861	715
Less: Bank overdraft (note 5)	-	-
	<u>18,861</u>	<u>715</u>

<b>3</b>	<b>Current Assets - Investments</b>	<b>2013</b>	<b>2012</b>
	Portfolio Cash Management	420	210
	Billflex Account	140,974	150,984
	Term Deposits	8,241	36,178
		<u>149,636</u>	<u>187,372</u>

<b>4</b>	<b>Current Assets - Debtors</b>	<b>2013</b>	<b>2012</b>
	Trade debtors	265	1,624
		<u>265</u>	<u>1,624</u>

<b>5</b>	<b>Current Assets - Other</b>	<b>2013</b>	<b>2012</b>
	Bond	430	430
		<u>430</u>	<u>430</u>

**FAMILY ADVOCACY INC.**

**Notes to the Financial Statement  
as at 30 June 2013**

<b>6</b>	<b>Current Liabilities - Creditors and Provisions</b>	<b>2013</b>	<b>2012</b>
	Provision for Annual Leave	22,631	22,634
	Provision for Long Service Leave	24,803	22,349
	Creditors	4,239	5,147
	Provision for Equipment Replacement	3,000	3,000
		54,672	53,130

<b>7</b>	<b>Non-current Assets - Furniture and Motor Vehicles</b>	<b>2013</b>	<b>2012</b>
	Office equipment and furniture and fittings - at cost	29,502	79,390
	Less: Accumulated depreciation	( 24,197 )	( 77,863 )
	Motor Vehicles	24,665	24,667
	Less Accumulated Depreciation	( 16,069 )	( 14,085 )
		13,901	12,109

**8 Commitments for Expenditure**

**Operating Lease Commitments**

At the reporting date, the Association had the following obligations under non-cancellable operating leases (these obligations are not recognised as liabilities):

	<b>2013</b>	<b>2012</b>
Not later than one year	15,884	9,109
Later than one year and not later than two years	5,068	3,383
Later than two years and not later than five years	-	-
Later than five years	-	-
	20,952	12,492

**9 Superannuation**

The Association contributes for its employees to the Statewide Superannuation Trust. The Association contributes amounts as determined by the Superannuation Guarantee legislation. No liability of the Association has been recognised as at the reporting date in respect of superannuation benefits for its employees.

**10 Conditions on Grants**

Nil



## FAMILY ADVOCACY INC.

### INDEPENDENT AUDITOR'S REPORT

We have audited the attached financial statements, being a special purpose financial report, of Family Advocacy Inc., for the year ended 30 June 2013.

#### **Board of Management's Responsibility for the Financial Report**

The Board of Management is responsible for the preparation of the financial report in accordance with Associations Incorporation Act (SA) 1985 and regulations and for such internal control as management determines is necessary to enable the preparation of a financial report that is free from material misstatement,

#### **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. Those standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the schedule 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 in the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.

#### **Opinion**

In our opinion, the financial statements of Family Advocacy Inc. are properly drawn up:

- (a) to present fairly the financial position of the Association as at the 30 June 2013 and the results of its operations for the period then ended, and;
- (b) according to applicable Australian Accounting Standards.

#### **Basis of Accounting and Restriction on Distribution**

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist the association to meet the requirements of Associations Incorporation Act (SA) 1985 and regulations. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the members of Family Advocacy Inc.

  
\_\_\_\_\_  
IAN G McDONALD FCA  
REGISTERED COMPANY AUDITOR

DATED at EASTWOOD this 21 day of September 2013