

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**30 JUNE 2017**

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

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**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2017**

	2017 \$	2016 \$
<b>INCOME</b>		
<b>Government Grants</b>		
Government Grants - Program Level Agreement	909,746.18	880,286.57
Government Grants - DVRE	-	200,000.00
	<u>909,746.18</u>	<u>1,080,286.57</u>
<b>OTHER INCOME</b>		
Interest Received	4,039.95	4,055.30
Rent from Residents	34,134.93	28,468.62
Sundry Income	5,377.14	969.80
Unexpended Grants Brought Forward	247,200.80	57,298.15
Other Grants and Donations	23,081.65	32,211.25
	<u>313,834.47</u>	<u>123,003.12</u>
	<u>1,223,580.65</u>	<u>1,203,289.69</u>
<b>EXPENSES</b>		
Advertising	1,104.39	1,718.72
Auditor's Remuneration	10,022.49	10,660.00
Bank Charges	692.76	565.19
Board & Staff Amenities & Welfare	2,408.19	1,373.06
Client Brokerage	80,180.36	84,058.73
Computer Running Expenses	12,095.91	18,332.16
Consultancy Fees	-	863.64
Depreciation	34,455.00	51,016.00
Donations	-	665.00
Education & Promotion	2,115.85	1,589.32
Electricity	10,478.04	8,219.08
Fire Monitoring	3,732.34	6,223.54
Fines & Penalties	-	3,240.00
Insurance & Security	25,421.45	22,487.17
Interest Paid	328.83	1,368.64
Linen, Crockery & Cutlery	489.78	1,138.14
Photocopier Rent	2,089.23	2,967.52
Motor Vehicle Expenses	12,568.09	16,905.32
Other Grants and Donations Expenses	5,000.00	3,913.98
Outreach Resources	1,034.30	1,775.54
Provision for Holiday and Long Service Leave	(1,937.00)	7,086.00
Provision for Sick Leave	340.00	10,436.00
Provision for Study Leave	(2,290.00)	258.77
Rent & Rates	49,127.97	36,392.61
Repairs & Maintenance	11,148.28	11,243.23
Resident Expenses	18,330.27	19,478.96
Stationery, Printing and Advertising	6,432.17	10,009.87

The accompanying notes form part of these financial statements.

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2017**

	2017	2016
	\$	\$
Sundry Expenses	99.31	441.81
Superannuation Contributions	61,814.22	60,939.69
Support Groups	27,629.11	28,820.53
Telephone	28,947.11	24,533.38
Travelling, Training and Conferences	8,829.89	2,982.61
Wages & Salaries	650,262.19	626,665.92
Unexpended Government Funds Carried Forward	150,166.83	200,000.00
Unexpended Non-Government Funds Carried Forward	30,179.44	47,200.80
	<u>1,243,296.80</u>	<u>1,325,570.93</u>
<b>TOTAL PROFIT/(LOSS) AND OTHER COMPREHENSIVE INCOME</b>	<u>(19,716.15)</u>	<u>(122,281.24)</u>

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2017**

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	<b>Retained Earnings</b>
	<b>\$</b>
<b>Balance at 1 July 2015</b>	455,074.93
Profit/(Loss) attributable to the entity	<u>(122,281.24)</u>
<b>Balance at 30 June 2016</b>	332,793.69
Profit/(Loss) attributable to the entity	<u>(19,716.15)</u>
<b>Balance at 30 June 2017</b>	<u>313,077.54</u>

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2017**

	2017 \$	2016 \$
<b>SHARE CAPITAL AND RESERVES</b>		
Retained Earnings	313,077.54	332,793.69
<b>TOTAL SHARE CAPITAL AND RESERVES</b>	<b>313,077.54</b>	<b>332,793.69</b>
Represented by:		
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash on Hand	295.90	210.95
Visa Debit Card	135.70	683.71
CBA Online Saver Acc.1080	356,616.82	403,819.10
CBA No 3 Acc. 4545	2,445.26	-
CBA No 1 Acc 9999	121,829.45	85,829.95
CBA No 2 Acc 0156	62,014.76	62,014.76
CBA Term Deposit Acc 0601	51,239.73	-
Sundry Debtors	2,773.17	518.52
Prepayments	15,133.00	12,454.00
<b>TOTAL CURRENT ASSETS</b>	<b>612,483.79</b>	<b>565,530.99</b>
<b>NON CURRENT ASSETS</b>		
<b>Fixed Assets</b>		
Leasehold Improvements	47,685.04	47,685.04
Less: Accumulated Depreciation	(30,354.04)	(28,847.04)
	17,331.00	18,838.00
Plant & Equipment - at Cost	59,030.45	59,030.45
Less: Accumulated Depreciation	(46,964.02)	(44,654.02)
	12,066.43	14,376.43
Motor Vehicles - at Cost	99,147.75	99,147.75
Less: Accumulated Depreciation	(60,148.00)	(47,315.00)
	38,999.75	51,832.75
Office Furniture & Equipment - at Cost	108,846.94	108,321.94
Less: Accumulated Depreciation	(83,300.83)	(68,681.83)
	25,546.11	39,640.11
Furniture & Fittings - at Cost	63,257.86	61,983.83
Less: Accumulated Depreciation	(49,397.25)	(46,259.25)
	13,860.61	15,724.58
4-6 Equipment	3,622.30	3,622.30
Less: Accumulated Depreciation	(3,349.00)	(3,301.00)
	273.30	321.30
Linen, Crockery & Cutlery	3,000.00	3,000.00
<b>Total Fixed Assets</b>	<b>111,077.20</b>	<b>143,733.17</b>
<b>TOTAL NON CURRENT ASSETS</b>	<b>111,077.20</b>	<b>143,733.17</b>
<b>TOTAL ASSETS</b>	<b>723,560.99</b>	<b>709,264.16</b>

The accompanying notes form part of these financial statements.

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
**A.B.N. 90 002 966 869**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Trade Creditors	38,186.09	18,935.98
Other Creditors	-	6,439.64
<b>Unexpended Government Grants</b>		
Unexpended Government Grants - DVRE	150,166.83	200,000.00
GST Payable	36,592.52	46,163.05
Provision for Holiday & Long Service Leave	24,710.00	26,647.00
Provision for Accumulated Sick Leave	19,854.00	19,514.00
<b>Unexpended Non-Government Grants</b>		
Glencore Outreach	19,049.64	36,071.00
BHP Billiton Scope and Planning	950.00	950.00
Early Intervention Homelessness	10,179.80	10,179.80
	30,179.44	47,200.80
Provision for Study Leave	-	2,290.00
Accrued Charges	9,560.00	9,280.00
<b>TOTAL CURRENT LIABILITIES</b>	<b>309,248.88</b>	<b>376,470.47</b>
<b>NON CURRENT LIABILITIES</b>		
<b>Government Grants Received in Advance</b>		
Government Grants Received in Advance- DVRE 2018/2019	101,234.57	-
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>101,234.57</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>410,483.45</b>	<b>376,470.47</b>
<b>NET ASSETS</b>	<b>313,077.54</b>	<b>332,793.69</b>

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2017**

	Note	2017 \$	2016 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		1,369,922.02	1,154,980.62
Payments to suppliers and employees		(1,330,143.79)	(979,908.97)
Interest received		4,039.95	4,055.30
<b>Net cash provided by operating activities</b>		<u>43,818.18</u>	<u>179,126.95</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, plant and equipment		(1,799.03)	(2,426.82)
<b>Net cash used in investing activities</b>		<u>(1,799.03)</u>	<u>(2,426.82)</u>
Net increase in cash held		42,019.15	176,700.13
Cash at beginning of financial year		552,558.47	375,858.34
Cash at end of financial year	2	<u>594,577.62</u>	<u>552,558.47</u>



**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2017**

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**1 Summary of Significant Accounting Policies**

Upper Hunter Homeless Specialist And Outreach Service Limited is a company limited by guarantee, incorporated and domiciled in Australia.

**Basis of Preparation**

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users who are dependent on its general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Australian Charities and Not-for-Profits Commissions Act 2012. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements have been prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the Australian Charities and Not-for-Profits Commissions Act 2012 and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with those of previous periods unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

**Revenue**

All grant revenue is recognised in the statement of profit or loss when the company obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the company and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to retain the contribution, the unexpended amount of the grant is expensed in the statement of profit or loss and carried forward as a liability in the statement of financial position until those conditions are satisfied.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised when received.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

**Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, accumulated depreciation and any impairment losses. In the event the carrying amount of property, plant and equipment is greater than the estimated recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount and impairment losses are recognised in profit or loss. A formal assessment of recoverable amount is made when impairment indicators are present.

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2017**

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**Depreciation**

The depreciable amount of all fixed assets, including capitalised leased assets but excluding freehold land, is depreciated over the asset's useful life to the company commencing from the time the asset is available for use.

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

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Lease Hold Improvements	2.5% to 40%
Plant and Equipment	3.0% to 100%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in the profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

**Financial Instruments**

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions of the instrument. Financial instruments are measured at cost.

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the company 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.

**Impairment of Assets**

At the end of each reporting period, the company assesses whether there is any indication that an asset may be 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 value over its recoverable amount is expensed in the profit or loss.

Where it is not possible to estimate the recoverable amount of an assets class, the company estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

**Employee Benefits**

Provision is made for the company's liability for employee benefits at balance date. Long service leave is accrued in respect of all employees with more than 5 years' service with the company. Employee benefits are measured at the amounts expected to be paid when the liability is settled.

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

**Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2017**

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**Economic Dependence**

The company is dependent on the Department of Family and Community Services NSW for the majority of its revenue used to operate the business. At the date of this report, the Board of Directors has no reason to believe the Department of Family and Community Services NSW will not continue to support the company.

**2 Cash and Cash Equivalents**

Cash on Hand	295.90	210.95
Visa Debit Card	135.70	683.71
CBA Online Saver	356,616.82	403,819.10
CBA No 1	121,829.45	85,829.95
CBA No 2	62,014.76	62,014.76
CBA No 3	2,445.26	-
CBA Term Deposit	51,239.73	-
	<u>594,577.62</u>	<u>552,558.47</u>

**3 Grants Unexpended**

Of the unexpended (DVRE) government grant of \$200,000 (exc GST) received on 22 June 2016, \$49,833.17 has been expensed in the 2017 financial year, with the remainder to be fully expensed in the financial year ended 30 June 2018.

**4 Grants in Advance**

A government grant of \$101,234.54 (exc GST) received on 21 June 2017 in respect of funding for the 2019 financial year is recorded as a non-current liability – grant in advance (DVRE).

**UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED**  
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**DIRECTORS' DECLARATION**

The directors have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the company declare that:

1. The financial statements and notes are in accordance with the Australian Charities and Not-for-Profits Commissions Act 2012 and:
  - (a) comply with Accounting Standards as stated in Note 1; and
  - (b) give a true and fair view of the company's financial position as at 30 June 2017 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
2. In the directors' opinion, there are reasonable grounds to believe that the company will be able to pay its debt as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

**Director:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Dated this 19th day of October 2017**



## Davies, Thompson & Wright

ABN 70 340 182 044

CHARTERED ACCOUNTANTS

### PARTNERS

Timothy G. Looby	B.Ec. Dip.Fin.Man. C.A.
Tracey L. Lawler	B.Comm. C.A.
Scott P. Collins	B.Comm./B.Econ. C.A.

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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED A.B.N. 90 002 966 869

### Report on the Audit of the Financial Report

#### Opinion

We have audited the accompanying financial report, being a special purpose financial report, of UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED, (the company) which comprises the statement of financial position as at 30 June 2017 and the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the directors' declaration.

In our opinion, the accompanying financial report of the company is in accordance with Div 60 of the Australian Charities and Not-for-Profits Commissions Act 2012, including:

- (i) giving a true and fair view of the company's financial position as at 30 June 2017 and of its financial performance for the year ended; and
- (ii) complying with Australian Accounting Standards and the Australian Charities and Not-for-Profits Commissions Act 2012, and the Australian Charities and Not-for-Profits Commissions Regulations 2013.

#### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditors' 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.

#### 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 for the purpose of fulfilling the directors' financial reporting responsibilities under the Australian Charities and Not-for-Profits Commissions Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect to this matter.



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### PARTNERS

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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH SERVICE LIMITED A.B.N. 90 002 966 869

### Responsibilities of Directors' for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012 and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that gives true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the company'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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### Auditors' Responsibility 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 auditors' 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 directors.
- 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 auditors' 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 auditors' report. However, future events or conditions may cause the association to cease to continue as a going concern.



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**Davies, Thompson & Wright**

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**CHARTERED ACCOUNTANTS**

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**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF UPPER HUNTER HOMELESS SPECIALIST AND OUTREACH  
SERVICE LIMITED  
A.B.N. 90 002 966 869**

- 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 directors 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.

**Name of Firm:** Davies Thompson & Wright  
Chartered Accountants

**Name of Director:** \_\_\_\_\_  
Tracey L. Lawler

**Address:** 60 Brook Street, MUSWELLBROOK NSW 2333

**Dated this 19th day of October 2017**



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