

**NT COUNCIL OF SOCIAL SERVICE INC.**

*'Growing the NT Fairly'*



**ANNUAL  
REPORT**

**2013/2014**

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# INTRODUCTION

## **NTCOSS**

The Northern Territory Council of Social Service Incorporated (NTCOSS) is a peak body for the Social and Community Sector in the NT, and an advocate for social justice on behalf of people and communities in the NT who may be affected by poverty and disadvantage.

### **Vision**

A fair, inclusive and sustainable Northern Territory where all individuals and communities can participate in and benefit from all aspects of social, cultural and economic life.

### **Our Mission:**

To promote an awareness and understanding of social issues throughout the NT community and to strive towards the development of an equitable and just society.

### **Our Purpose:**

- To promote and assist the development of all aspects of social services throughout the NT.
- To provide to organisations, services and support such as training, a resource base, research and consultation relating to social issues.
- To contribute to the debate on social issues.
- To ensure the Council is representative on a sector wide and regional basis in the NT as well as representing the interests of members.
- To promote and make representations on behalf of socially disadvantaged groups and those disadvantaged in the NT community by policy decisions.
- To be the peak organisation providing a focal point for the community sector and a reference point for government.
- To provide advice and policy input to all levels of government and other appropriate organisations on behalf of the NT community sector.
- To contribute an NT perspective to the national Council of Social Service (COSS) network.

### **How we work:**

NTCOSS is a member-based organisation and our primacies for allocating resources are determined by an assessment of:

- The impact on disadvantaged Territorians both individuals and communities;
- How best to work with other peaks, organisations and partners;
- Adequate capacity and expertise available to have a positive impact or strategic influence;
- Environmental, economic and social sustainability.

NTCOSS acknowledges that we work on the land of the First Peoples of the Northern Territory and respect the continuing cultural connections and the Traditional Owners of this country.

## NTCOSS BOARD MEMBERS 2013/2014

<b>President</b>	Toni Vine-Bromley
<b>Vice President</b>	Caitlin Perry
<b>Treasurer</b>	Betti Knott
<b>Secretary</b>	Samantha Bowden
<b>Executive Board Member</b>	Sandra Cannon
<b>Public Officer</b>	Wendy Morton
<b>Ordinary Board Member</b>	Vicki O'Halloran
<b>Ordinary Board Member</b>	Ilana Eldridge
<b>Ordinary Board Member</b>	Ann Owen
<b>Ordinary Board Member</b>	Jillian Smith
<b>Ordinary Board Member</b>	Ann Buxton
<b>Ordinary Board Member</b>	Jane Ulrik
<b>Ordinary Board Member</b>	Robyn Wardle
<b>Ordinary Board Member</b>	Jane Vadiveloo
<b>Ordinary Board Member</b>	Nicola Coalter
<b>Ordinary Board Member</b>	Patrick McDonald

## STAFF MEMBERS 2013/2014

**Executive Director**  
**Administration Coordinator**  
**Central Australian Coordinator**  
**Sector Development Coordinator**  
**Stronger Links Project Officer**

Wendy Morton  
Roma Hill  
Christa Bartjen-Westermann  
Janine Sims  
Barry White

## PRESIDENT'S REPORT

Over the past year I have been privileged to hold the position of President of NTCOSS and to ensure that these duties faithfully represented the interest of the NT Council of Social Service, rather than that of my own employer- although most of the time these were mutually beneficial.

I took on this role when the past President Mr Bernie Dwyer stood down to take some well-deserved long service leave.

This has not been the first time that have held an Executive position on the Board of NTCOSS as have had a very long – almost 25 year- association with the organisation and have seen it grow from strength to strength over this time - strength of capacity, strength of professionalism and strength of influence as the peak body for community service organisations of the Northern Territory.

The past year may have been considered a low point for NTCOSS due to the funding cuts which occurred late in 2012. However as an organisation I believe we have continued to excel.

We were extremely fortunate to have retained excellent staff, ably led by our Executive Director, Wendy Morton. NTCOSS has also had great continuity of staff over many years although we lost some key staff members in the scale back of operations. Those who remained volunteered to continue with the organisation on reduced hours and pay. Thank you Wendy, Christa, Janine and Roma.

Although we lost Jonathan Pilbrow, the former Central Australian backbone to the organisation, however we were able to retain Jonathan on a few consultancies- so not a complete loss – Thank you Jonathan.

Some of these consultancies resulted in a series of key pieces of work around the Cost of Living in the NT. During the year there were 4 in this series and another released in August. These reports provided NTCOSS with new and targeted data on which to focus its lobbying and advocacy on behalf of those who are most affected by increasing cost of living pressures.

In times of restraint there are always new ways of working and NTCOSS has been extremely resourceful in seeking out partners to continue its work. The Cost of Living reports were undertaken with a range of partners including SACOSS, the Community Business Bureau and NT Shelter (Issue No 2 The cost of Housing in the NT)

Also, after several years of consultation and collaboration with the NT Government the revised Standard Conditions of Grant Funding were finalised and information sessions were subsequently held in Alice Springs, Katherine and Darwin during May.

Another partnership was developed with BNG NGO Services Online and other peak bodies in the NT. The resources available through BNG products to support the ongoing development of the sector, Management Support Online and Standard Performance Pathways, are now available at reduced rates through membership of NTCOSS and the other NT peaks.

The resources from Management Support Online have also seen NTCOSS undertake a complete review of its internal Policies and Procedures- a mammoth task. NTCOSS's new Policies and Procedures are now in operation as a resource for the organisation as well as for others in the sector to adapt and adopt.

In looking through my NTCOSS papers to prepare for this report I found an old report from 2008- 'Fair Transport and How do we get there'?- by Jonathan Pilbrow and Jodie Satour. This probably wasn't even the beginning of this work but it demonstrates that some things take time and to get to fruition. As we know NTCOSS was absolutely instrumental in establishing the need for community transport in regional centres with the first ever bus service in Tennant Creek being launched in August.

I sincerely congratulate the NTCOSS staff for their work over the past year.

I also acknowledge the support of the Board and our membership in ensuring the ongoing success of NTCOSS as it advocates on behalf of Territory people and communities who are affected by poverty and disadvantage.

**Toni Vine-Bromley**  
President

## TREASURER'S REPORT

NTCOSS is pleased to present our audited financial statements for the year ended 30th June 2014 prepared by Susanne Lee & Associates PTY LTD. The net operating surplus of NTCOSS at the end of the year was \$18,345.52.

Ending the year with a surplus after having to cut the budget by sixty per cent was a pleasant surprise. When we were preparing the budget for 2013 – 2014 we anticipated operating at a deficit and dipping into our reserves to get us through. Careful planning, prudence and ingenuity on the part of the staff, resulted in the surplus for which I am immensely thankful.

Over the course of the year NTCOSS received significant support through sponsorships and self-generated activities. This allowed NTCOSS to carry out its core business outside of government funding for 12 months. The Darwin City Council and the Department of Children and Families in Alice Springs also supported the organisation by providing office space at a reasonable rent. We thank them for their support.

Australian Red Cross in the NT have provided NTCOSS with funds to carry out 3 specific capacity building projects to enhance NTCOSS's sector development work. The projects will focus on collaborative service delivery in the youth sector, collective impact and place based ways of working. These projects should be planned and implemented over the next 12 to 18mths.

Due to last year's budget cuts, NTCOSS staff agreed to reduced hours. Because we are more confident about our financial status, full-time staff hours have been reinstated for this financial year. I thank the staff for their willingness to sacrifice salary to assure that NTCOSS could continue to operate. Their commitment to the organisation is commendable.

**Betti Knott**  
Treasurer

## EXECUTIVE DIRECTOR'S REPORT

We started 2013/14, smaller in staff, with fewer resources and the challenge of doing things differently. It was not just NTCOSS however who had to do things on a smaller budget. Many organisations have been affected by funding cuts at both the Federal and NT level and the youth sector has been one of the hardest hit areas. Despite this, organisations always find a way to still try to meet the needs of their client group and this has been so evident in the last year. We have been working with CDU in the last 12 months on a project to measure the social and economic impact of the NGO sector in the NT. While it is still in the early stages, it already shows the immense role the sector plays.

Probably the biggest concern raised by members in the last 12 months has been the lack of focus on an early intervention and prevention approach. It has been highlighted most in areas of youth (particularly justice), children and families and alcohol strategy. Most new policies or programs that have been implemented have a punitive approach or happen once a crisis has already occurred. Programs such as alcohol mandatory treatment are expensive with limited long term outcomes and no evidence base.

We have continued to work with APONT on developing the Principles for Mainstream organisations working in Aboriginal communities. We see building the capacity of aboriginal organisations as a vital part of improving the lives of vulnerable aboriginal people in the NT. There has been much enthusiasm from many of our members to improve way they partner with aboriginal controlled organisations and their willingness to do things differently. While we still have much work to go in the ngo sector, the challenge is also to bring both NT and Federal governments on board and influence such things as tender processes so that they support the capacity building for local aboriginal organisations.

NTCOSS is represented on (and in some cases leads) many different networks, reference groups and advisory groups. In the past year, we have been part of the newly formed Non government and NTG Partnerships group led by DCM. We are keen for this group to have an impact on improving the relationships between the ngo sector and government. We also lead a group of organisations working closely with children and families in the NT to meet with the DCF CEO on a regular basis. This has been a great opportunity to discuss both concerns and positive progress.

I get a surprise each time I see the number of submissions or reports we have done in the past year. Highlights for me were the Cost of Living reports. These reports really tell a tale of just how many people in the NT are doing it tough and struggling to afford the basics. The reports have gained broad media coverage each time. Reports and submissions in the last 12 months include:-

- Pre budget submission
- Cost of Living report (Sept – Utilities)
- Cost of Living report (Dec – Housing)
- Cost of Living report (March – Transport)
- Framing the Future submission

Utilities Commission Network Price Determination Submission  
Alcohol Mandatory Treatment submission  
National Children's Commissioner, AHRC Intentional Self Harm and Suicidal Behaviour in Children Submission  
Domestic and Family Violence Reduction Strategy Submission  
NT Select Committee on Action to Prevent FASD submission  
Indigenous Education Review Submission  
NT Suicide Prevention Strategy Action Plan submission  
Power and Water Split submission  
NT Transport Roadmap submission  
ACNC submission

### **Special General Meeting - 4th June 2014**

NTCOSS held a Special General Meeting on the 4th June 2014 to propose several constitutional changes to members. All but one of the proposed changes were passed at the meeting. These changes include

- Changes to the membership structure. This clarifies associate organisational membership and also adds a new category for associate individual members. The membership approval process has also been amended to provide clarity.
- The amendments strengthen the ability to join in meetings via teleconference or video conference.
- The composition of the board of directors has been amended and no longer specifies certain sector interests to be represented
- The board membership has changed from the previous 15 to between 9 and 13 members.

Please contact NTCOSS or go to our website [www.ntcoss.org.au](http://www.ntcoss.org.au) if you would like to view the new constitution.

Normally there is an activity such as a conference or a policy win that highlights the year for me but this year has been a bit different. With all the changes to NTCOSS, the highlights were the members and the staff. So many members approached me with offers of support including paying larger membership fees and free meeting room hire. Members are always happy to provide expertise on specialist areas and for that I am very grateful.

NTCOSS has amazing staff. With the reduced funding, all staff offered to reduce hours to ensure the 4 of us were kept on. For the first time ever, we only operated 4 days per week although it was clear everyone was still answering emails and other bits of work on their day off. You are all truly marvellous to work with. Good financial management has meant that everyone has now been able to return to full time in the 14/15 year.

Having such a small team means that we all work closely together and when one person is away, others have to add that work load on to their own. Janine, Christa and Roma (and Toni) have had to cover for me on many occasions in the last 6 months at short notice and I am very grateful and thankful – you have all made the hard times a bit easier.

Thank you to the Board for their commitment and expertise and in particular, Toni Vine Bromley as President and Betti Knott as Treasurer. Toni and Betti have always been available to talk through a problem and been courageous in their decision making.

As always it has been an honour to continue to work at NTCOSS.

**Wendy Morton**  
Executive Director

## CENTRAL AUSTRALIA

Despite major funding cuts in 2012/2013 and subsequent reduction in personnel NTCOSS remained a key advocate for the community services sector and for the interests of low income and vulnerable people in central Australia. NTCOSS continued its pursuit of strategic planning with a careful resource allocation and is regarded as the key stakeholder for a number of decision makers, interstate advocates and interest groups. NTCOSS remained to be seen as a respected and valuable avenue regarding policy developments and its impact on the community sector and vulnerable people in CA and NT generally and has provided a number of submissions in response to policy decisions/inquiries in collaboration with respective community services.

NTCOSS has continued to be involved in a number of networks which aim to strengthen greater collaboration and partnerships as well as to address emerging policy issues. These network meetings range from "Partnerships for Impact central Australia", which is still in its infancy stage, to long standing and established networks in the Youth Justice and Family and Children field.

The Partnership for Impact Central Australia aims to address large scale social problems through development of better ways of working together. Its purpose is to facilitate greater long-term sustainable and systemic impact, in and around central Australia. The principal but not exclusive focus was to develop, strengthen and demonstrate innovative ways to work together and to establish more effective partnerships in the community sector as well as with Government and the philanthropic sector. The working group encouraged collaboration, innovation, attracting of new forms of investment, coordination and cross fertilisation of ideas and co-learning. As part of fostering the collaboration a number of workshops were convened which focussed on collaboration and funding opportunities for remote organisations – a collective impact model. During the development of this working group DKA and NTCOSS provided the formal secretariat at different phases of this project. This innovative project is in its infancy stage and will need further financial support for a secretariat role to ensure its sustainability.

NTCOSS has played an ongoing involvement in the collaboration between the Child Protection agency and Non Government Agencies providing services to children, young people and families. This partnership in Central Australia was established to improve the ultimate outcomes for families and children by strengthening the working relationship between the various service providers and the Department of Children and Families. To enhance this process collaborative practice guidelines were finalised. It is envisaged that these collaborative guidelines will be adopted by the Service providers in the Barkly Region in the near future. This partnership group was instrumental in developing the framework for an annual induction and orientation workshop for new staff members in Central Australia involved in Family and Children Services. NTCOSS's input in this context will continue to be informed by thorough research and evidence via links with national and local research organisations and networks or at times international research where appropriate.

NTCOSS provided support and participation to the Secretariat of National Aboriginal Islander Child Care (SNAICC) Family Matters - Kids safe in culture, not in care public forum in Darwin November 2013. This was the first forum of its kind being held in Australia. The objectives were

to firstly raise public awareness, engage with key stakeholders and identify issues of relevance to the Northern Territory in relation to the high number of ATSI children in Out of Home Care. It furthermore aimed to develop a Northern Territory level support base for the initiative and obtain input into the development of state based plans and finally to strengthen the Northern Territory based initiatives addressing over-representation of ATSI children in Out of home care. The forum was well attended by 80% Non- Government and 20% Government representatives. The Family Matters Northern Territory Issues Paper provides a comprehensive evidence base concerning the outlined issues above and is available at [www.snaicc.org.au](http://www.snaicc.org.au). A number of recommendations were identified during the forum which will be followed up by SNAICC and other stakeholders. SNAICC has held subsequent initiatives in other states around Australia.

The Central Australian Family Violence and Sexual Assault Network has been another critical network, which NTCOSS has had a longstanding involvement with and will continue to do so. The network members were actively involved in compiling the submission to the first NT Domestic and Family Violence reduction Strategy. The community services sector is eagerly awaiting the launch of the very first DFVR strategy, which is planned to be released in the next few months. While NTCOSS does not chair CAFVSAN meetings any longer it still plays a very active part in the strategic planning and communication strategy.

NTCOSS continued to be involved in youth related matters, despite the loss of the Central Australian Youth Policy officer. The involvement has been with the Central Australian Youth Justice (CAYJ) network and the Youth Action Group (YAG). CAYJ has had some ongoing involvement with the Youth Justice Unit, which is developing and planning the Youth Justice Strategy for the Northern Territory. NTCOSS provided a feedback brief to the Department of Correctional Services in relation to the Northern Territory Youth Boot camp program in collaboration with CAYJ members. Substantive work and development of the very comprehensive strategy has gone into the Youth Justice Strategy so far and it is anticipated that the strategy will be released in the next few months. The exact details and more importantly the resourcing of this strategy remains unclear at this stage.

NTCOSS has been involved in a number of other smaller projects and initiatives which achieve improved information sharing, collaboration, communication and inclusion and these are too many to be listed for the purpose of this report.

NTCOSS would like to express deep appreciation of the wonderful work sector organisations are providing to the most vulnerable in the NT and on behalf of the most vulnerable people and communities. The commitment of organisations in times of constant change and uncertainties due to new policy developments is outstanding. Finally, I would like to thank the NTCOSS BOARD and the remaining NTCOSS team, in particular Wendy Morton, for the ongoing support, guidance and commitment to pursue the NTCOSS strategic goals in aiming to grow the NT fairly.

**Christa Bartjen – Westermann**  
Coordinator, Central Australia

## SECTOR DEVELOPMENT

A key strategic goal for NTCOSS is a strong and sustainable social and community services sector. Even in times of reduced capacity many activities have been undertaken as the NTCOSS staff and board work towards this goal. Over the last twelve months NTCOSS continued to receive reports from the sector on the impact of changes to funding and service agreements and have targeted activities to address this. These activities have included providing direct support to community service organisations to build their capacity to provide quality services, delivering training and facilitating professional development opportunities, distributing information and resources, promoting community engagement across NT Government and lobbying for adequate funding and effective service agreements.

### **Brokerage Service**

Delivering the brokerage service, with a specific focus on small community organisations and/or organisations delivering services to rural and remote areas, has continued with a total of 60 individual community sector organisations provided with direct assistance over the last year. The type of support provided during this reporting period includes, but is not limited to, research, peer support, recruitment and retention strategies, standards and compliance issues, policy and procedure improvements, risk management strategies, partnership development, governance and ongoing help with grant management reform. NTCOSS staff have also been actively pursuing partnerships, sponsorships and funding opportunities for the sector. A highlight was NTCOSS taking the lead in the NT NGO peaks partnering with BNG NGO Services Online to offer tailored portals of the Standards & Performance Pathways (SPP) and Management Support Online (MSO) to their members. A 15% discount on subscriptions to both the SPP and MSO was brokered for organisations that are members of at least one of the peaks.

### **Training**

Complimenting the brokerage service there has been delivery of NT wide group training, many of which were developed and delivered in partnership with other organisations. Topics covered have been Governance for Sustainability, Making the Connections between Industrial Relations and Human Resources, Management Skills for New Managers, Negotiation Skills, Grant Seeking and Writing Submissions. NTCOSS has also continued to facilitate sector networks including the Managers Skill Swap Networks in Darwin and Katherine, the Community Sector Peer Supervision Network, the Darwin Asylum Seekers Service Network and the NT NGO Peak Body Network.

### **Information sharing**

NTCOSS has continued to inform the sector and facilitated members to attend information sessions on sector reforms. An example was the NTCOSS partnership with the Department of Health around the changes to the Standard Conditions of Funding Contract and the new Grants Management system. NTCOSS also widely promoted and assisted organisations in their preparation of submissions for the Department of Business Not for Profit Sector Support Pilot Program. Sector development resources continue to grow with the Consultant Register, the Community Sector Training and Professional Development Calendar and Jobs Board being

utilized by the sector. I would like to thank Roma Hill for her valuable work on maintaining the NTCOSS website and collation of the weekly NTCOSS e-bulletin.

### **Stronger links project highlights**

Activities under the Stronger Links NT Project have continued and compliments other NTCOSS sector development work. Highlights include - supporting the development of strategic partnerships and facilitated sector networking between NGO AOD sector, and other health and community sectors. In partnership with NT Mental Health Coalition, an exciting program of network events was facilitated in Darwin, Katherine, Tennant Creek and Alice Springs. Information topics at the events included Secure Care and Forensic Facilities, NT Mental Health, overview changes of NT Health, overview of NT Medicare local and Partners In Recovery, update of NT Mandatory Rehabilitation program, National picture, Mental Health and NDIS, UK experience NDIS, Governance for Sustainability, and International Perspective of Foetal Alcohol Spectrum Disorder (FASD). Altogether over 160 participants attended from 90 organisations across the Northern Territory with an overwhelming response to the FASD event with interest coming from all aspects of professional health and community services sector.

Finally, I wish to acknowledge the vital contribution that my sector colleagues and project partners make to the numerous sector development activities, especially Christa Bartjen – Westermann who leads the Central Australian sector development agenda for NTCOSS. I also wish to thank the NTCOSS Executive Director, Wendy Morton and the NTCOSS Board for their ongoing support of sector development initiatives.

**Janine Sims**  
Sector Development Coordinator



**NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE  
INCORPORATED**

**SPECIAL PURPOSE FINANCIAL REPORT  
YEAR ENDED 30 June 2014**

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# NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

## STATEMENT BY THE MANAGEMENT COMMITTEE

for the year ended 30th June 2014

In our opinion –

- (a) the accompanying financial report as set out on pages 4-7 being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30th June 2014 and the results of the Association for the year ended on that date;
- (b) the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association; and
- (c) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

We confirm as follows:

- (a) The name of each committee member of the association during the relevant financial year were:

President	Toni Vine-Bromley
Vice President	Caitlin Perry
Secretary	Samantha Bowden
Treasurer	Betti Knott
Public Officer	Wendy Morton
Other Board Members	Vicki O'Halloran , Ilana Eldridge, Ann Owen, Jillian Smith, Ann Buxton, Jane Ulrick, Robyn Wardle, Jane Vadiveloo , Nicola Coalter , & Patrick McDonald

- (b) The principal activities of the association during the relevant financial year were:

The Northern Territory Council of Social Service Incorporated is a peak body for the Social and Community Sector in the Northern Territory and a voice for people affected by disadvantage and inequality.

- (c) The net operating surplus of the association for the relevant financial year was: \$18,345.52

Signed at Darwin on 1 / 9 / 2014



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President



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Treasurer

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

# SUSANNE LEE & ASSOCIATES PTY LTD

CERTIFIED PRACTISING ACCOUNTANTS

## Registered Office QLD

3 Firth Place Mudgeeraba QLD 4213  
PO Box 475 Mudgeeraba QLD 4213  
Mobile 0418 897 757

## Registered Office Darwin

100 Ryland Road Rapid Creek NT 0810  
ABN: 29 161 528 481

Email [suelee@bigpond.net.au](mailto:suelee@bigpond.net.au)

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

### ***Report on the Financial Report***

I have audited the accompanying financial report of Northern Territory Council of Social Service Incorporated which comprises the balance sheet as at 30 June 2014 and the income and expenditure statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the committee of management's statement.

### ***Committee's Responsibility for the Financial Report***

The committee of management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances.

### ***Matters relating to the Electronic Presentation of the Audited Financial Report***

This audit report relates to the financial report of Northern Territory Council of Social Service Incorporated for the year ended 30 June 2014. This audit report refers only to the statements. It does not provide an opinion on any other information that may have been hyper linked to/from these statements. If the users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report.

### ***Auditor's Responsibility/Scope***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report 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 of the financial report, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee of management, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

SUSANNE LEE & ASSOCIATES PTY LTD IS A CPA PRACTICE  
Liability is limited by a scheme approved under Professional Standards legislation



# NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

## Balance Sheet

June 2014

	This Year	Last Year
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
<b>CASH ON HAND</b>		
Bendigo Bank Cheque Account	\$819,299.41	\$1,001,203.12
Term Deposit	\$305,281.23	\$0.00
Petty Cash Float/Darwin	\$500.00	\$500.00
Petty Cash Float/Alice Springs	\$250.00	\$250.00
<b>Total CASH ON HAND</b>	<b>\$1,125,330.64</b>	<b>\$1,001,953.12</b>
<b>DEBTORS</b>		
Trade Debtors	\$34,865.00	\$6,121.00
<b>Total DEBTORS</b>	<b>\$34,865.00</b>	<b>\$6,121.00</b>
<b>PREPAYMENTS</b>		
Prepaid Fringe Benefits Tax	\$5,550.00	\$6,372.00
<b>Total PREPAYMENTS</b>	<b>\$5,550.00</b>	<b>\$6,372.00</b>
<b>OTHER CURRENT ASSETS</b>		
Security Deposit, Suite 4	\$2,687.27	\$2,687.27
<b>Total OTHER CURRENT ASSETS</b>	<b>\$2,687.27</b>	<b>\$2,687.27</b>
<b>Total CURRENT ASSETS</b>	<b>\$1,168,432.91</b>	<b>\$1,017,133.39</b>
<b>FIXED ASSETS</b>		
<b>OFFICE EQUIPMENT</b>		
Office Equipment >\$5000 at cost	\$0.00	\$41,314.86
Accumulated Depreciation	\$0.00	-\$41,314.86
<b>Total OFFICE EQUIPMENT</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>MOTOR VEHICLES</b>		
Motor Vehicles at Cost	\$55,233.99	\$92,656.66
Accumulated Depreciation	-\$19,902.30	-\$59,340.59
<b>Total MOTOR VEHICLES</b>	<b>\$35,331.69</b>	<b>\$33,316.07</b>
<b>Total PROPERTY</b>		<b>\$0.00</b>
<b>Total FIXED ASSETS</b>	<b>\$35,331.69</b>	<b>\$33,316.07</b>
<b>Total ASSETS</b>	<b>\$1,203,764.60</b>	<b>\$1,050,449.46</b>

# NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

## Balance Sheet

June 2014

	This Year	Last Year
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Trade Creditors	\$55,936.36	\$143,816.98
Bendigo Card/WM (M201)	\$2,802.03	\$4,199.03
Bendigo Card/RH (M203)	\$795.31	\$584.36
Bendigo Card/JP (M204)	\$379.98	\$253.29
Provision for Auditors Remuneration	\$5,000.00	\$6,500.00
Prepaid Consulting Fees	\$0.00	\$3,701.70
Provision for DoHA AOD Report	\$0.00	\$3,800.00
Provision for Future Projects	\$200,000.00	\$200,000.00
<b>Total CURRENT LIABILITIES</b>	<b>\$264,913.68</b>	<b>\$362,855.36</b>
<b>FUNDING LIABILITIES</b>		
<b>Unexpended Grants Transferred</b>		
Unexpended Grant/AADANT Estab	\$17,346.52	\$17,346.52
Unexpended Grant/Stronger Links	\$5,806.73	\$45,830.97
Unexpended Grant/Justice Reinvest	\$30,000.00	\$0.00
Unexpended Grant/Red Cross	\$150,000.00	\$0.00
<b>Total Unexpended Grants Transferred</b>	<b>\$203,153.25</b>	<b>\$63,177.49</b>
<b>Total FUNDING LIABILITIES</b>	<b>\$203,153.25</b>	<b>\$63,177.49</b>
<b>GST LIABILITY</b>		
GST Adjustment Pending	\$0.00	-\$294.54
<b>Total GST LIABILITY</b>	<b>\$0.00</b>	<b>-\$294.54</b>
<b>PAYROLL LIABILITIES</b>		
Accrued Wage/Super Expenses	\$10,913.00	\$0.00
<b>Total PAYROLL LIABILITIES</b>	<b>\$10,913.00</b>	<b>\$0.00</b>
<b>ANNUAL LEAVE ENTITLEMENTS</b>		
Annual Leave Accruals/NTCOSS	\$85,418.00	\$45,992.00
Annual Leave Accruals/Work-Force Development	\$0.00	\$20,810.00
Annual Leave Accruals/CA	\$0.00	\$8,621.00
<b>Total ANNUAL LEAVE ENTITLEMENTS</b>	<b>\$85,418.00</b>	<b>\$75,423.00</b>
<b>OTHER EMPLOYEE ENTITLEMENTS</b>		
LSL Accruals/NTCOSS	\$52,406.00	\$26,931.00
LSL Accruals/CA	\$0.00	\$4,836.00
Provision for Redundancy	\$51,094.00	\$0.00
<b>Total OTHER EMPLOYEE ENTITLEMENTS</b>	<b>\$103,500.00</b>	<b>\$31,767.00</b>
<b>Total EMPLOYEE BENEFITS</b>	<b>\$188,918.00</b>	<b>\$107,190.00</b>
<b>Total LIABILITIES</b>	<b>\$667,897.93</b>	<b>\$532,928.31</b>
<b>Net ASSETS</b>	<b>\$535,866.67</b>	<b>\$517,521.15</b>
<b>EQUITY</b>		
Accumulated Funds	\$517,521.15	\$440,290.59
Surplus/Deficit Current Year	\$18,345.52	\$77,230.56
<b>Total EQUITY</b>	<b>\$535,866.67</b>	<b>\$517,521.15</b>

1. The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report

# NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

## Profit & Loss

July 2013 through June 2014

	This Year	Last Year
<b>INCOME</b>		
Total Other Income	\$96,503.03	\$111,907.75
<b>Grant Income</b>		
Bring in PYR Unexpended Grants	\$0.00	\$223,270.38
Grant/DCF/NTCOSS Core Funding	\$354,354.00	\$263,528.00
Grant/DCF/Youth	\$0.00	\$165,127.84
Grant/DCF/CA	\$0.00	\$216,267.36
Grant/DCF/Workforce Development	\$0.00	\$281,400.80
Grant/DOHA AOD	\$0.00	\$26,781.81
Unexpended Grant c/f from Previous Year	\$45,830.97	\$0.00
Grants/Stronger Links NT	\$173,411.59	\$163,200.00
Grant/AADANT	\$0.00	\$178,125.00
Unexpended Grant Balance c/f to Next Year	(\$185,806.73)	(\$63,177.49)
Grant/Information Sharing Project	\$0.00	\$108,931.00
Justice Reinvestment Grant	\$33,000.00	\$0.00
Other Minor Grants/Income	\$6,250.00	\$0.00
Grant/Australian Red Cross NT	\$150,000.00	\$0.00
<b>Total Grant Income</b>	<b>\$577,039.83</b>	<b>\$1,563,454.70</b>
<b>Total INCOME</b>	<b>\$673,542.86</b>	<b>\$1,675,362.45</b>
<b>EXPENSES</b>		
Salaries and Wages	\$507,775.81	\$1,020,194.86
Travel/Accommodation	\$26,649.47	\$70,371.46
Communication Expenses	\$44,832.62	\$69,886.88
Vehicle Expenses	\$13,619.87	\$24,328.56
General Office Expenses	\$26,396.59	\$60,721.51
Publicity & Marketing	\$135.86	\$5,589.07
Program Expenses	\$27,009.28	\$79,811.45
Rent & Office Overheads	\$29,740.52	\$114,198.90
Financial Services	\$8,191.88	\$30,508.60
Conference Expenses	\$845.45	\$9,182.24
<b>Total EXPENSES</b>	<b>\$685,197.35</b>	<b>\$1,484,793.53</b>
<b>Operating Profit</b>	<b>(\$11,654.49)</b>	\$190,568.92
<b>Other Income</b>		
Profit on Sale of MV	\$30,000.01	\$7,704.72
Profit on sale of property	\$0.00	\$78,956.92
<b>Total Other Income</b>	<b>\$30,000.01</b>	<b>\$86,661.64</b>
<b>Other Expenses</b>		
Transfer to Provisions	\$0.00	\$200,000.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$200,000.00</b>
<b>Net Profit/(Loss)</b>	<b>\$18,345.52</b>	<b>\$77,230.56</b>

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

# NORTHERN TERRITORY COUNCIL OF SOCIAL SERVICE INCORPORATED

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 June 2014

### 1. SUMMARY OF ACCOUNTING POLICIES

The accounting policies adopted by the Association are stated in order to assist in a general understanding of the financial statements. These policies have been consistently applied except as otherwise indicated.

#### Reporting entity

The association is not a reporting entity because in the committee's opinion there are likely to exist users who are able to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Constitution and the Associations Act.

#### Accounting policies

The financial report has been prepared under the historical cost conventions and does not take into account changing money values except to the extent that they are reflected in the revaluation of certain assets. In order for the financial report to present fairly the state of affairs of the Association and the results of the Association for the year, Australian Accounting Standards have been adopted to the extent disclosed in this note.

#### Government Grants

Government grants are brought to account as income when the Association receives them. Unspent Grants are transferred to an appropriate liability account.

#### Assets

The current policy is to capitalise and depreciate purchases, on a straight line basis, that cost in excess of \$5,000.

#### Employee Entitlements

The amounts expected to be paid to employees for their pro rata entitlement to annual leave, sick leave and long service leave are accrued annually at current pay rates.

#### Income tax

The Association is of the opinion that it is not subject to income tax.

### 2. LAND

The service operates from rented premises in the Nightcliff Community Centre

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

**NORTHERN TERRITORY COUNCIL of SOCIAL SERVICE INCORPORATED****INCOME & EXPENDITURE REPORT**

Reporting Period: July 2013 To June 2014

**PROGRAM: DCF Sector Development (Peak Body Funding)****INCOME**

Rent/Utilities Recovered	\$10,175.00
Forums/Workshops/Consulting	\$4,000.00
Membership Fees	\$10,200.06
Sponsorships/Donations	\$2,727.27
Insurance Recoveries	\$259.19
Grant/DCF/NTCOSS Core Funding	\$354,354.00
<b>TOTAL INCOME</b>	<b>\$381,715.52</b>

**EXPENSE**

Wages & Salaries	\$217,232.87
Leave Loading	\$4,752.44
Fringe Benefits Tax	\$19,281.88
Superannuation	\$20,026.39
Workers' Compensation	\$6,842.91
Transfer LSL & A/L to Provisions	\$9,491.00
Staff Development	\$2,313.03
Contract Trainers/Consultants	\$4,883.00
Financial Management Consultant	\$5,138.75
Travel & Accommodation	\$13,206.54
Telephone/Fax/Conferencing	\$13,477.35
IT Support/R & M/ISP	\$24,896.75
Fuels & Oils	\$4,355.43
MV Maintenance & Repairs	\$2,068.28
MV Insurance & Registration	\$7,083.49
Bookkeeping	\$6,938.75
Stationery & Office Supplies	\$2,105.46
Printing/Publications (Outsource)	\$454.55
Postage	\$905.08
Office Equipment <\$5000	\$2,629.61
Printer/Photocopier Rental	\$5,122.33
Freight	\$0.00
Promotion/Marketing	\$135.86
Program Expenses	\$0.00
Subscriptions/Membership/Registrations	\$6,027.86
Forums/Venue Hire	\$1,683.05
Catering	\$4,407.84
Website Maintenance	\$6,397.98
Depreciation on Fixed Assets	\$5,034.67
Electricity/Water/Sewerage	\$1,442.32
Insurance	\$2,950.00
Office Rent	\$7,238.18
Audit & Accounting	\$1,957.00
Bank Charges	\$251.00
Merchant Fees	\$983.88
<b>TOTAL EXPENSE</b>	<b>\$411,715.53</b>

**OTHER INCOME**

Profit on Sale of Motor Vehicle	\$30,000.01
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**NET PROFIT (LOSS)****\$0.00**

**NORTHERN TERRITORY COUNCIL of SOCIAL SERVICE INCORPORATED**

**INCOME & EXPENDITURE REPORT**  
**Reporting Period: July 2013 To June 2014**

**PROGRAM: Stronger Links Project NT**

**INCOME**

Unexpended Grant c/f Last Financial Year	\$45,830.97
Grants/Stronger Links NT	\$173,411.59
Unexpended Grant Balance c/f	(\$5,806.73)
<b>TOTAL INCOME</b>	<b>\$213,435.83</b>

**EXPENSE**

Wages & Salaries	\$89,818.16
Leave Loading	\$315.00
Superannuation	\$8,206.80
Staff Development	\$3,610.00
Contract Trainers/Consultants	\$23,462.94
Travel & Accommodation	\$13,442.93
Telephone/Fax/Conferencing	\$2,944.46
IT Support/R & M/ISP	\$3,514.06
MV Lease	\$15,375.00
Fuels & Oils	\$112.67
Stationery & Office Supplies	\$714.08
Printing/Publications (Outsource)	\$7,000.00
Office Equipment <\$5000	\$472.73
Freight	\$54.00
Program Expenses	\$2,720.03
Resource Material/Development	\$491.81
Forums/Venue Hire	\$1,977.38
Catering	\$2,303.33
Project Management/Admin Fee	\$27,880.00
Program Consultant Fees	\$1,000.00
Office Rent	\$7,175.00
Conference/Catering	\$845.45
<b>TOTAL EXPENSE</b>	<b>\$213,435.83</b>

<b>NET PROFIT (LOSS)</b>	<b>\$0.00</b>
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**NORTHERN TERRITORY COUNCIL of SOCIAL SERVICE INCORPORATED**  
**INCOME & EXPENDITURE REPORT**  
**Reporting Period: July 2013 To June 2014**

**PROGRAM: JUSTICE REINVESTMENT GRANT**

**INCOME**

Unexpended Grant Balance c/f	(\$30,000.00)
Justice Reinvestment Grant	\$30,000.00
<b>TOTAL INCOME</b>	<b>\$0.00</b>
<b>NET PROFIT (LOSS)</b>	<b>\$0.00</b>

**NORTHERN TERRITORY COUNCIL of SOCIAL SERVICE INCORPORATED**  
**INCOME & EXPENDITURE REPORT**  
**Reporting Period: July 2013 To June 2014**

**PROGRAM: RED CROSS GRANT**

**INCOME**

Unexpended Grant Balance c/f	-\$150,000.00
Grant/Australian Red Cross NT	\$150,000.00
<b>TOTAL INCOME</b>	<b>\$0.00</b>
<b>NET PROFIT (LOSS)</b>	<b>\$0.00</b>