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## OUR VISION

### Global

A community that values and empowers all individuals

### In the Market

To provide an exemplary service for people with a disability who require our specialised assistance to achieve their individual goals

### Internally

To maintain optimum efficiency in the provision of service delivery

## OUR MISSION

To work collaboratively with Respect, Professionalism and Responsibility in a way that assumes Equality, clarity in Communication and Honesty in achieving client and agency goals.

Name	Role
Kerry Barber	Board Director
Robert Benson	Chairman of the Board
Lynn Brown	Parent Board Director
Fitz Cass	Board Director
Kim Davis	Parent Board Director
Georgie George	Client Representative
John Griffiths	Financial Director
Sonny Tan	Parent Board Director
Jill Zumach	Board Director

## MANAGEMENT

John Green	Chief Executive Officer
Bob Draper	Financial Manager
Valerie Gillian	ATE Manager
Lynn Burns	Administration Manager
Paul Marshall	EC Manager
Mickey Paratene	Employment Services Manager
Pat Stubbs	Accounts Manager/HR

## ADMINISTRATION/OFFICE

Julieanne Cook	Administration Officer/QA
Karen Green	Administration Officer/Reception
Mel Hughes	Accounts Assistant

## EMPLOYMENT CONSULTANTS

Bev Cahill	Employment Consultant
Deirdre Atkinson-Byrne	Employment Consultant
Denise Meakins	Employment Consultant
Fiona Cherry	Employment Consultant
Kelly Does	Employment Consultant

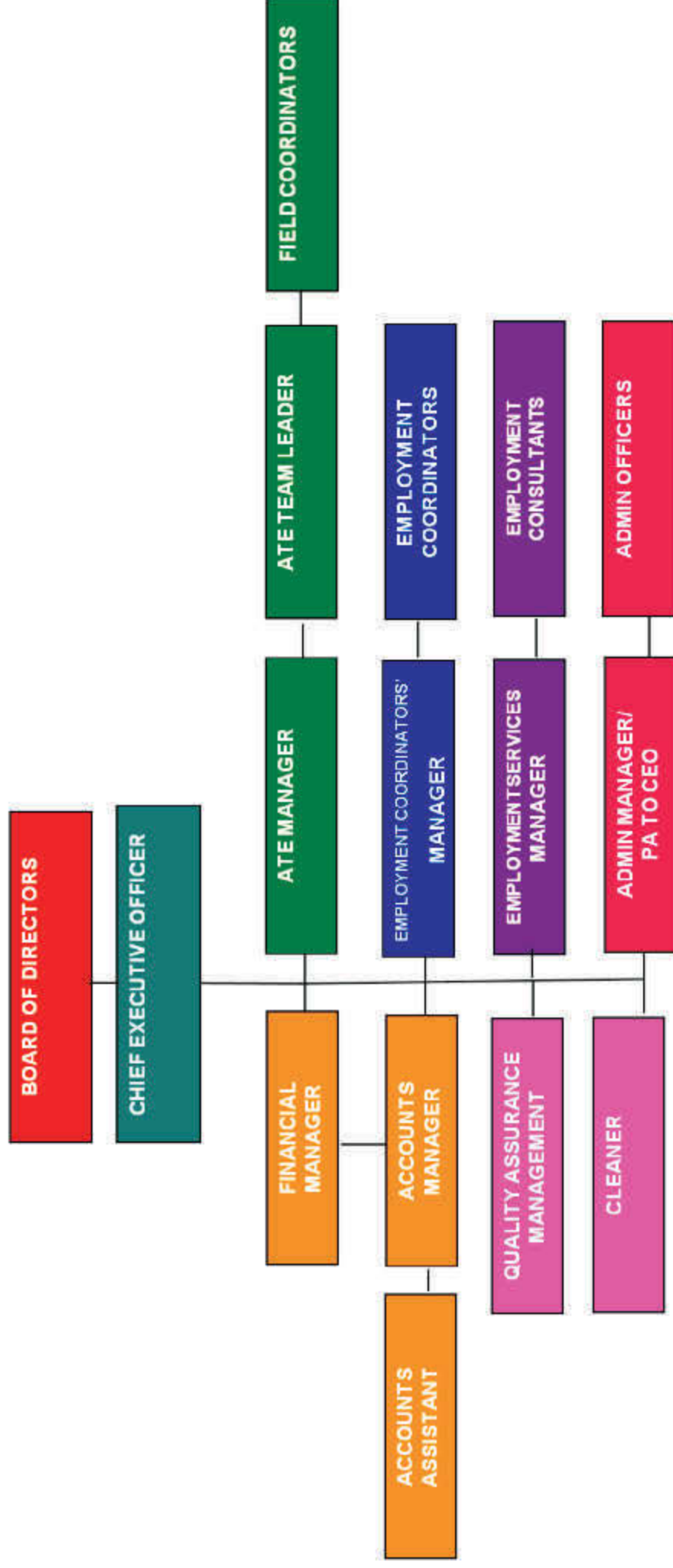
## ATE FIELD COORDINATORS

Rebecca Sheridan	ATE Team Leader
Anitana Taipari	Field Coordinator
Bill Mijatovic	Field Coordinator
Brett Elliott	Field Coordinator
Claire Gillard	Field Coordinator
Colin Sheridan	Field Coordinator
Dee Lonyai	Field Coordinator
Frances Barnett	Field Coordinator
Henrikke Savik	Field Coordinator
Joanne VanDyk	Field Coordinator
Kirsty Jackman	Field Coordinator
Leanne Skewes	Field Coordinator
Lucy Renouf	Field Coordinator
Petra Bombeck	Field Coordinator
Petrice Mita	Field Coordinator
Peter McNamara	Field Coordinator
Renae Dyson	Field Coordinator
Sam Gallagher	Field Coordinator
Susan Seville	Field Coordinator
Tony Turk	Field Coordinator

## EMPLOYMENT COORDINATORS

Alex Cope	Employment Coordinator
Ann Rennie	Employment Coordinator
Cait Chapman	Employment Coordinator
Cassandra Lupton	Employment Coordinator
Geoff Armstrong	Employment Coordinator
Ida Wray	Employment Coordinator
Jodie Drane	Employment Coordinator
Jodie Morrall	Employment Coordinator/QA
Keith Rozario	Employment Coordinator
Maurice Williamson	Employment Coordinator
Stephenie Fielding	Employment Coordinator
Telka Elliott	Employment Coordinator

2. South Metropolitan Personnel Inc. (SMP Fremantle)  
Disability Services Standard 8 - Service Management





# Chairman's & CEO's Report





**I welcome all to this**  
the SMP Fremantle lifeskills2work  
**Annual General Meeting**  
**for the year**  
**2008/2009.**

We have had an indifferent year with the changing of the CEO's position before Christmas last year and the position being taken up by John Green. John, who had in fact held the position some two years before, has now taken up the tenure of this position permanently. John's experience in running this organisation in the past put him in good stead to take up the challenges that confronted him on taking control and the ability to work with the staff to overcome those challenges. I am happy to report that almost all the endeavours that John and the team attempted during the last half of the 2008/2009 year, have been successful. Operating expenses have been substantially reduced and additional funding has been secured to assist in operational issues that needed resolving.

The financial position of this organisation is in much better condition because of these changes than it was this time last year. We all need to thank the staff for their support and cooperation but most of all the Management team, CEO John Green and Bob Draper, Financial Manager.

An exciting project under way is a second house in Spearwood which we are renovating with the help of Bunnings Building Supplies and Cockburn City Council who have leased it to SMP on a peppercorn rent. John and the Management team have been able to coordinate the renovation of this building which will give more opportunities to SMP's clients.

I would like to take this opportunity to thank the Disability Services Commission, Dept of Education, Employment and Workplace Relations for their ongoing support and a special thank you to Lotterywest for funding SMP's new building and other projects.

I would also like to thank the Management and Staff of SMP Fremantle lifeskills2work for the manner in which they handled the difficult period we faced with the vacation of the previous CEO position and the way in which everyone pulled together to turn the business around without affecting client services. These financial figures are testament to the effort, professionalism and dedication that has been made by all and of which we can all be duly proud.

**Robert Benson**  
Chairman



I assumed my role as Acting CEO on 2 December 2008 and I was appointed officially as CEO on 1 July 2009.

In my second tenure of CEO, I am very excited. Being at the helm of SMP is challenging, exciting and rewarding. However, the first six months were somewhat more challenging than in the past. The reason for this was the financial situation of SMP was not favourable when I took over my new role. Over the following months I looked at all areas of our business and whether we were possibly overspending or indeed not running the business cost-effectively. This resulted in action being taken to ensure the finances/budgets were achievable for the long-term future of the organisation. I am pleased to report that this has been achieved without compromising the quality standard of service we supply to clients on the ATE and Employment programs.



Working closely with the Board and SMP Management team and continuing to monitor our finances, it's very pleasing to report that we have succeeded in turning the previous negative situation into a very positive one. We are now on budget and the 2008/2009 Financial Report shows a small operating surplus. I am confident that the many changes being implemented will assist SMP to move forward enabling us to deliver an even better, stronger and more diverse service to our clients.

My thanks go to the Board for their courage and commitment in what has been a very difficult financial year dealing with a series of exceptional circumstances and for their unwavering support of the management and staff of SMP. Together we are now well-positioned to go forward after a period of consolidation during the coming financial year.

I would like to take this opportunity to thank the funding bodies: the Department of Education, Employment and Workplace Relations and the Disability Services Commission.

A very special thank you to Lotterywest for their ongoing support in providing grants to facilitate the growth of SMP.

I would like to welcome any new clients or new staff who have joined us over the past 12 months. Staff members are now enjoying the benefits of our new office at 18 Pakenham Street, Fremantle and the easier accessibility for all of SMP's clients. The new office is able to accommodate SMP's needs and is better set up for client functions accommodating larger numbers of people.

SMP has continued to achieve exemplary results in the Employment program and has been able to maintain our four and a half stars rating on the Capped program. Uncapped has not been as successful, but we are continuing to develop strategies with the Employment team to achieve quality outcomes for this Employment group.



The Alternatives to Employment program (ATE) has continued to grow steadily. The ATE Manager has been extremely busy with the implementation of extra funding received with regard to the expanded support funding awarded to clients between the ages of 17 - 24 by the state government. Plans have been developed with clients and families which have resulted in extra service hours being allocated for those meeting that criterion. My thanks go to the ATE team for their dedication and hard work. The ATE Manager and the team continue to empower all individuals whilst working towards the DSC framework of:

- \* Social participation
- \* Enhancing natural support networks
- \* Personal independence
- \* Life-long learning skills

SMP has maintained its high-ranking Quality Assurance with ongoing assessment of our Quality Assurance program. This is a requirement of the Department of Education, Employment and Workplace Relations (DEEWR) overseen by Julieanne Cook and Jodie Morrall as well as the QA auditing team. Together they achieve continuous improvement of SMP's service to our clients. We are also assessed by a Standards Monitor from the Disability Services Commission to ensure SMP is meeting the Disability Service Standards.

In closing I would like to thank all our staff and management team, our employers, especially Cockburn City Council, UWA, Premier and Cabinet and Bunnings Building Supplies for their ongoing commitment.

**Thank you to all involved with SMP.**

**Together we try to achieve the personal goals  
and dreams of our clients.**

**John Green**  
Chief Executive Officer



### **City of Cockburn provides home sweet home for SMP Fremantle lifeskills2work**

The City of Cockburn is lending a helping hand to SMP Fremantle lifeskills2work by leasing a Hamilton Hill house to the group at a peppercorn rent.

SMP Fremantle lifeskills2work is a not-for-profit organisation providing an alternatives to employment program, as well as employment services in the south metropolitan region.

Nineteen clients using the service are currently employed through the City of Cockburn.

City of Cockburn Mayor Logan K Howlett said the house would be used for people with disabilities to provide activities and programs to help them gain the necessary skills to participate in the wider community.

"The City of Cockburn has a very positive, long-standing relationship with SMP Fremantle lifeskills2work," he said.

"The house is currently being renovated by community businesses to meet the needs of the people that will be using it - Bunnings, Coates Hire, Pioneer Cottages, TMS Plumbing and Gas and SMP Fremantle are all generously supplying the equipment, materials and labour.

"It's a wonderful example of community spirit with everyone coming together to build and grow a service that will assist an important sector of society in a positive manner."

Mayor Howlett recently visited the house to meet with workers and discuss future plans. The house is scheduled to be completed within the next few months.

#### **CAPTION:**

Bibra Lake Bunnings store manager Jeff Stevens with City of Cockburn Mayor Logan K Howlett during a visit to the house, currently being renovated.

WORK COMMENCES ON THE  
BUNNINGS COMMUNITY HOUSE.



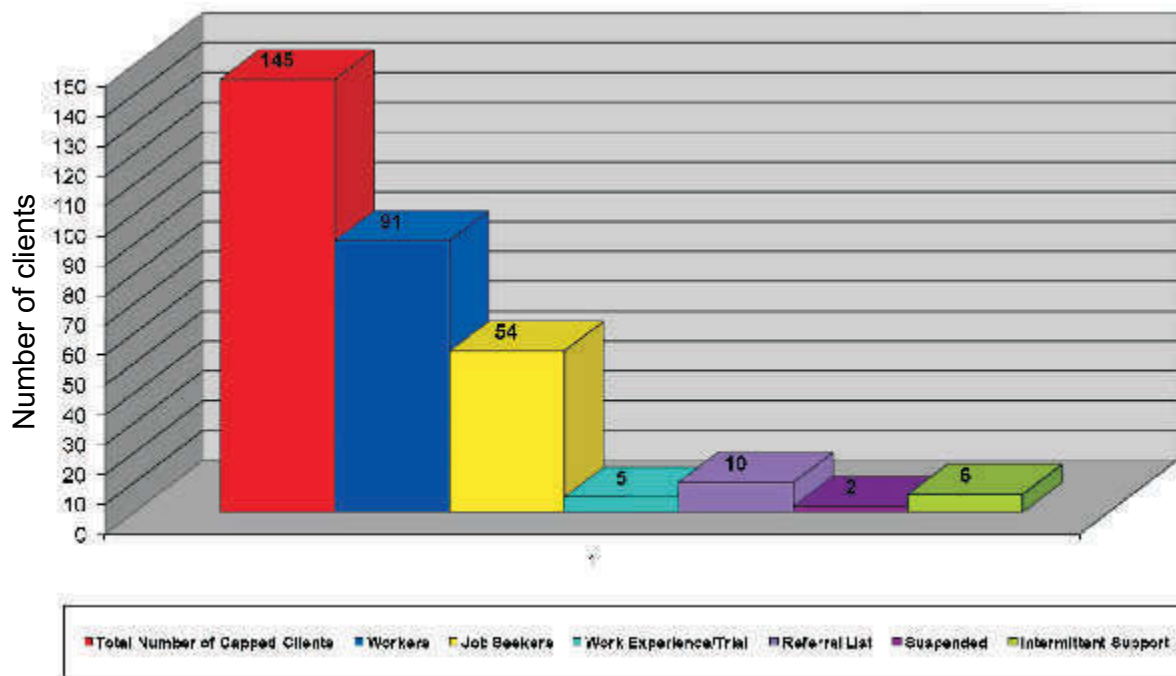
WORKING ON THE BACK VERANDAH  
AND DECK, AND MAKING THE  
PROPERTY ACCESSIBLE



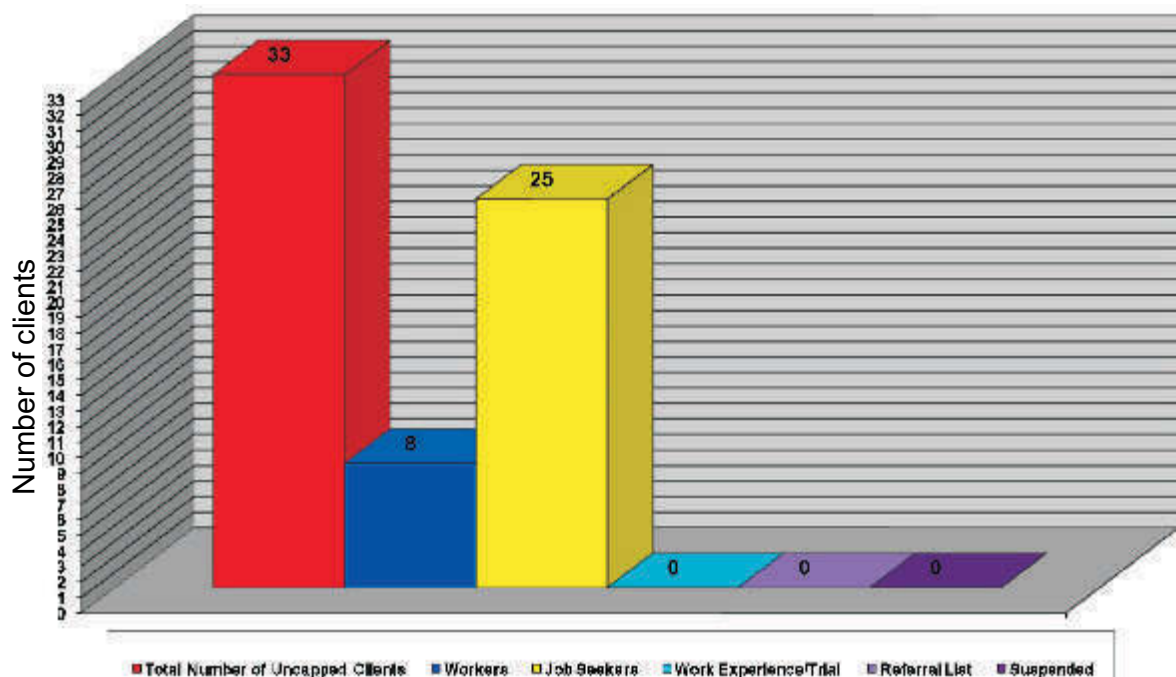
THE BUNNINGS TEAM,  
THE CITY OF COCKBURN MAYOR LOGAN K HOWLETT  
AND SMP STAFF

# Capped & Uncapped Client Snapshot - June 2009

SMP Capped Client Snapshot - June 2009



SMP Uncapped Client Snapshot - June 2009



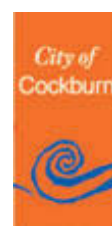


## SMP would like to acknowledge the support of the following employers...

- Activ Foundation
- Aquila Automotives
- Big W Spearwood
- Bunnings Bibra Lake
- Bunnings Rockingham
- City of Cockburn
- Cockburn City Soccer Club
- Coles Booragoon
- Coles Meadow Springs
- Colli & Sons
- Como Hotel
- Dept for Communities
- Dept of Premier & Cabinet (Office of the Director General)
- Esplanade Hotel, Fremantle
- Fairbridge WA Inc
- Fremantle Football Club
- Furniture Expressl
- IGA Hilton
- Integrated Workforce
- Jarrah Select
- June O'Connor Centre
- Leeming Primary School
- Mastercare High Rise cleaning Services
- Melville Toyota
- Mr Bean Distributors
- Perth Home Care Services
- Premium Casing Services
- Racing and Wagering WA
- Ruah Community Services
- Self Employed
- Shopping Science International
- SMP Contracting
- SMP Contracting (Timber Yard, Oldbury)
- SMP Contracting (Melville)
- Supercheap Autos
- Swan Hotel
- Swarbrick & Swarbrick Yachts
- Target Fremantle
- The Fruit Basket
- Triple A Cleaning
- U-Brew It
- UWA - Business School
- UWA - Economics & Commerce
- UWA – Faculty of Architecture and Landscape
- UWA - Law Faculty
- UWA - Life & Physical Science
- UWA - Plant Biology
- UWA - Human Resources
- UWA—School of Biomedical, Biomolecular & Chemical Sciences
- WA Police
- WA Police - Traffic Warden Unit
- Wear2
- Woolworths Mandurah
- Woolworths Riverton

## SMP would like to acknowledge and extend their appreciation for the support given by:

- The Commonwealth Government through the Department of Education, Employment and Workplace Relations (DEEWR) for funding our Disability Employment Program
- The State Government through the Disability Services Commission for funding for our ATE Program
- Lotterywest for their generous support
- The City of Cockburn, for the use of Manning Park House for the ATE Program together with the new house in Hamilton Road Spearwood which is currently being renovated



*Thank you!*

Ready to Work is a non for profit organisation run by volunteers designed to assist disadvantaged women back into the workplace.

Ready to Work assists disadvantaged women obtain meaningful work by providing them with many of the tools they need to secure and maintain employment. From the provision of work attire, to accessories and personal care services, interview skills and life skills, Ready to Work is there to make a tangible difference to the lives of women who need a helping hand.



Ready to Work recently assisted one of our clients Dina Azevedo by providing her with three beautiful outfits, a pair of shoes, a handbag, stockings and a scarf for work at the Department of Community Engagement. Dina had her own personal stylist to assist her with putting together three outfits. Dina found the whole experience to be very helpful and the women to be very friendly.

To access this free service speak to your SMP Employment Consultant or Employment Coordinator who will arrange an appointment for you.



## ***SMP's new premises***

**We have now been in our new premises for one year.  
This has been a great move for us with staff enjoying extra office space and training room facilities**



The Hon Simon O'Brien, MLC Minister for Transport; Disability Services officially opened our premises at Pakenham Street. The new building is owned by Access Housing which is part residential, part commercial and has wheelchair access. At the old premises, staff were sharing desks and the company had a lack of resources. Now with the assistance of Lotterywest, we have a wonderful new facility for clients and staff with interview rooms, a large training room and importantly, a desk for every staff member.

The move to new premises gives SMP room for further growth and forward planning. SMP has been operating for a little over 14 years. The company initially opened as a pilot project for clients with a significant disability to see if they could be placed into open employment. At that time SMP employed just 8 staff. However with the success of the pilot project and the continuation of the employment program, SMP has grown and currently has around 170 clients and employs 22 staff for this program which is funded by the Department of Education, Employment and Workplace Relations. SMP also commenced a program with funding from the Disability Services Commission approximately 9 years ago, now known as the Alternatives to Employment program. The number of clients on this program is 100 and growing. We now employ 22 staff for this program.

Thankfully SMP have a very supportive Board of Directors, 9 in total, who bring with them expertise from different sections of the community including the corporate world, parents of clients and others affected by disability. In total SMP has approximately 270 clients and 49 staff.



The Hon Simon O'Brien,  
Mark Teale from Lotterywest  
and John Green, CEO



# Grand Opening 6/04/09







Camel Riding - SO MUCH FUN!



# Royal Show

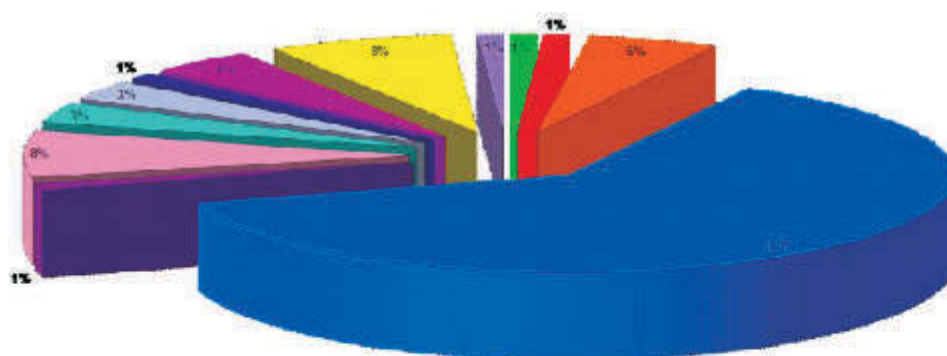


## Breakdown of Disabilities of SMP DEWR funded clients



Acquired Brain Injury	Congenital Abnormalities	Intellectual Disability (inc. Down Syndrome)
Epilepsy	Hearing Impairment/Loss	Learning Disability
Endocrine System Dysfunction	Physical/Arthritis	Psychological/Psychiatric Disorder
Spinal Disorder	Vision Impairment	Cystic Fibrosis
Musculo-Skeletal Disorder	Respiratory Disorder	Specific Learning/ADD
Cerebral Palsy	Nervous System (Other)	Other
Autism		

## Breakdown of Disabilities of SMP Interface, FFS and ATE clients



Paraplegia	Congenital Abnormality	Down Syndrome	Intellectual Disability
Multiple Sclerosis	Psychol/Psychiatric/OCD Disorder	Vision Impairment	Acquired Brain Injury
Musculo-Skeletal Disorder	Cerebral Palsy	Autism	Neurological



# Financial Report



**SOUTH METROPOLITAN PERSONNEL INC.**  
**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 2 to 11:

1. Presents a true and fair view of the financial position of South Metropolitan Personnel Inc. as at 30 June 2009 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that South Metropolitan Personnel Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President ..... 

Treasurer.....

Dated this                      day of                      2009



# **SOUTH METROPOLITAN PERSONNEL INC.**

## **BALANCE SHEET**

**AS AT 30TH JUNE 2009**

	<b>Note</b>	<b>2008/2009</b>	<b>2007/2008</b>
		<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Cash at bank and in hand	3	124,992	128,979
Receivables	4	55,059	48,388
Investments	5	0	0
Total current assets		<u>180,051</u>	<u>177,367</u>
<b>NON-CURRENT ASSETS</b>			
Property, Plant & Equipment	7	1,351,466	735,138
Trade Marks	6	900	900
Total non-current assets		<u>1,352,366</u>	<u>736,038</u>
<b>TOTAL ASSETS</b>		<u>1,532,417</u>	<u>913,405</u>
<b>CURRENT LIABILITIES</b>			
Creditors and borrowings	9	537,374	304,070
Provisions	10	150,561	150,708
Total current liabilities		<u>687,935</u>	<u>454,778</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	10	44,056	44,056
Total non-current liabilities		<u>44,056</u>	<u>44,056</u>
<b>TOTAL LIABILITIES</b>		<u>731,991</u>	<u>498,834</u>
<b>NET ASSETS</b>		<u>800,426</u>	<u>414,571</u>
<b>MEMBERS' EQUITY</b>			
Retained profits	11	706,776	320,921
Special Purpose Reserve	11	93,650	93,650
<b>TOTAL MEMBERS' EQUITY</b>		<u>800,426</u>	<u>414,571</u>

The accompanying notes form an integral part of these financial statements.



**SOUTH METROPOLITAN PERSONNEL INC.**  
**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 30TH JUNE 2009**

	<b>Note</b>	<b>2008/2009</b> \$	<b>2007/2008</b> \$
Operating Profit (Loss)	15	385,855	(231,020)
Income tax attributable to operating profit	1(c)	0	0
Operating profit (loss) after income tax		<u>385,855</u>	<u>(231,020)</u>
Retained profit at the beginning of the period		320,921	656,787
Adjustment to loss for 2006-2007			(104,846)
Operating Profit (Loss) for the year		385,855	(231,020)
Retained profits at the end of the financial year		<u>706,776</u>	<u>320,921</u>

The accompanying notes form an integral part of these financial statements.

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**

**NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of accounting**

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Association Incorporation Act of Western Australia. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act of Western Australia and the following Australian Accounting Standards:

- AAS 3    Accounting for Income Tax
- AAS 5    Materiality
- AAS 8    Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**Fixed Assets**

Motor Vehicles, computers and equipment are depreciated at rates based upon their expected useful lives using the straight-line method.

**Hire Purchased Assets**

Assets of South Metropolitan Personnel Inc. acquired under Hire Purchase agreements are capitalised. The initial amount of the hire purchase asset and corresponding hire purchase liability are recorded at their historical cost. Hire purchase assets are depreciated using the same percentage used for all other assets.

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**

**NOTE 2. SUPERANNUATION COMMITMENTS**

The Association maintained a superannuation scheme covering substantially all of its employees. The Association has a legal obligation to contribute to a scheme and the amount paid on behalf of the employees in 2008/2009 was 9% of gross salary

<b>NOTE 3. CASH AT BANK AND IN HAND</b>	<b>2008/2009</b>	<b>2007/2008</b>
	<b>\$</b>	<b>\$</b>
Cash at Bank - National Australia Bank	124,042	128,029
Petty Cash	950	950
Total Cash at Bank and in hand	<u>124,992</u>	<u>128,979</u>

<b>NOTE 4. RECEIVABLES</b>	<b>2008/2009</b>	<b>2007/2008</b>
	<b>\$</b>	<b>\$</b>
Trade Debtors	20,695	10,131
Accrued Income and Prepayments	34,364	38,257
Total Receivables	<u>55,059</u>	<u>48,388</u>

<b>NOTE 5. INVESTMENTS</b>	<b>2008/2009</b>	<b>2007/2008</b>
	<b>\$</b>	<b>\$</b>
Term Deposit	0	0
Total Investments	<u>0</u>	<u>0</u>

<b>NOTE 6. INTANGIBLES</b>	<b>2008/2009</b>	<b>2007/2008</b>
	<b>\$</b>	<b>\$</b>
Trade Mark – Gum Busters	900	900
Total Intangibles	<u>900</u>	<u>900</u>

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**

<b>NOTE 7. PROPERTY, PLANT AND EQUIPMENT</b>	<b>2008/2009</b>	<b>2007/2008</b>
	<b>\$</b>	<b>\$</b>
Motor Vehicles, at cost (a)	999,411	738,250
Less: accumulated depreciation	77,234	89,222
Motor Vehicles less depreciation	922,177	649,028
Computer Equipment, at cost (a)	51,647	105,834
Less: accumulated depreciation	26,850	64,580
Computer Equipment less depreciation	24,797	41,254
Furniture & Fittings, at cost (a)	62,332	27,067
Less: accumulated depreciation	1,264	12,744
Furniture less depreciation	61,068	14,345
Other Equipment, at cost (a)	91,900	75,851
Less: accumulated depreciation	-27,711	45,340
Other Equipment less depreciation	64,189	30,511
Lease Improvements, at cost (a)	280,991	0
Less: accumulated depreciation	-1,756	0
Lease Improvements less depreciation	279,235	0
Total fixed assets	1,351,466	735,138

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**

**NOTE 9. CREDITORS AND BORROWINGS**

	2008/2009	2007/2008
	\$	\$
Current		
Secured :		
Chattel mortgages St George Finance Ltd	417,278	0
Less Unexpired charges	-26,361	0
Total Secured	390,917	0
Unsecured :		
Trade creditors and accruals	26,061	226,954
Other creditors (including GST owed to ATO)	120,396	77,116
Total Unsecured	146,457	304,070
Total current creditors and borrowings	537,374	304,070

**NOTE 10. PROVISIONS**

	2008/2009	2007/2008
	\$	\$
Current		
Long service leave	54,502	56,706
Annual leave	96,059	94,002
Total current provisions	150,561	150,708
Non-current		
Long service leave	44,056	44,056
Total non-current provisions	44,056	44,056

An amount of \$38000 as a loan to SMP Contracting reflected as a debtor in SMP books and a creditor in SMP Contracting, has been eliminated on consolidation

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**

**NOTE 11. RESERVES**

Special Purpose Reserve	2008/2009	2007/2008
	\$	\$
Opening balance	93,650	93,650
Transfer to Retained Profits	0	0
Transfer from Retained Profits	0	0
	<hr/>	<hr/>
Closing balance	93,650	93,650

Retained Profits	2008/2009	2007/2008
	\$	\$
Opening Balance	320,921	656,787
Adjustment to 2006-2007 loss for the year		(104,846)
Transfer from Special Purpose Reserve	0	0
Transfer to Special Purpose Reserve	0	0
	<hr/>	<hr/>
	320,921	551,941
Retained profit for the year	<hr/>	<hr/>
	385,855	(231,020)
Closing balance	<hr/>	<hr/>
	706,776	320,921

**NOTE 12. CONTINGENT LIABILITIES**

Under the terms of various Commonwealth Government grants provided to the Association, the Commonwealth Government is entitled to a refund of the grants in the event of the disposal of the asset to which the grant relates, or it is entitled to an equity interest in the associated asset, and accordingly would be entitled to its equity proceeds in the event of sale of the asset. Therefore, there exists a contingent liability to the Commonwealth Government, which may become an actual liability if any assets in which the Commonwealth Government has an interest were sold.

# **NOTE 13. INCOME AND EXPENDITURE STATEMENT**

INCOME	Note	2008/2009	2007/2008
Income – Operational Grants (Recurrent)		\$	\$
Department of Employment and Workplace Relations		1,417,207	1,295,989
Disability Services Commission		<u>1,126,985</u>	<u>1,110,474</u>
Income operational grants (Recurrent)		<u>2,544,192</u>	<u>2,406,463</u>
Income – Other			
Transport Levy Vouchers		38,562	42,359
Car Wash		19,476	19,013
Vehicle usage fees		57,877	57,501
Network Income		0	6,850
Wood Products		11,941	0
Other fees and charges		86,022	103,176
Interest received		1,969	7,139
Profit (Loss) on sale of assets		<u>(37,682)</u>	<u>(25,935)</u>
Total income other		<u>178,165</u>	<u>210,013</u>
Total Income		<u>2,722,357</u>	<u>2,616,566</u>
EXPENDITURE			
Operating Expenditure			
Staffing costs		2,138,393	2,155,922
Vehicle running expenses		268,652	313,041
Marketing expenses		11,435	1,384
Individual Focus		4,580	33,565
Administration expenses		82,344	70,211
Office expenses		156,071	114,613
Sundry expenses		<u>46,130</u>	<u>89,004</u>
Total operating expenditure		<u>2,707,605</u>	<u>2,777,740</u>
Operating Surplus/Deficit before depreciation and amortisation		14,752	(161,174)
Depreciation and amortisation		<u>(165,666)</u>	<u>(149,901)</u>
Operating Surplus/(Deficit) after depreciation		(150,914)	(311,075)
Add: Capital grants - Recurrent			
Disability Services Commission		135,855	80,055
Lotteries Commission		27,202	
Add: Capital grants – Non recurrent			
Lotteries Commission		373,712	0
Total Surplus/(Deficit) for the year	16 (b)	<u>385,855</u>	<u>(231,020)</u>



**NOTE 14 (a). STATEMENT OF CASH FLOWS****Note****2008/2009**  
**\$****2007/2008**  
**\$****CASH FLOWS FROM OPERATING ACTIVITIES**

## Grants received

Department Employment and Workplace Relations	1,555,228	1,295,989
Disability Services Commission	1,245,437	1,110,474
Disability Services Commission - Capital Grants	178,927	80,055
Lotteries Commission and training grants	415,121	0
<b>Total Grants Received</b>	<b>3,394,713</b>	<b>2,486,518</b>

## Other income received

Transport Levy Vouchers	38,562	42,359
Interest received	2,053	7,139
Receipts from trade customers and clients	66,542	25,863
Receipts from vehicle usage fees	57,877	57,501
Other Income	161,248	103,176
<b>Total Income Received</b>	<b>3,720,995</b>	<b>2,722,556</b>

## Expenses paid

Staff salaries and associated costs	(2,099,828)	(2,155,922)
Vehicle running costs	(306,470)	(265,518)
Marketing Costs	(12,479)	(1,384)
Client specific costs	(4,580)	(33,565)
Administration costs	(90,337)	(70,211)
Office running costs	(171,678)	(114,613)
Sundry costs	(148,429)	(89,004)
GST remitted to Australian Taxation Office	(162,469)	(161,433)
FBT remitted to Australian Taxation Office	(21,538)	(27,947)
<b>Total expenditure</b>	<b>(3,017,808)</b>	<b>(2,919,597)</b>

## Net cash provided by operating activities

16 (b) **703,187** **(197,041)****CASH FLOWS FROM INVESTING ACTIVITIES**

Receipts from sale of motor vehicles, plant & equipment	1,139,511	1,076,687
Payment for motor vehicles, plant and equipment	(1,819,663)	(1,005,824)
<b>Net cash used in investing activities</b>	<b>(680,152)</b>	<b>70,863</b>

Net increase/-decrease in cash held	23,035	(126,178)
Cash at beginning of financial year	101,007	227,185
<b>Cash at end of financial year</b>	<b>124,042</b>	<b>101,007</b>

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SOUTH METROPOLITAN PERSONNEL INC.

### SCOPE

We have audited the financial report, being a special purpose financial report, of South Metropolitan Personnel Inc. for the year ended 30 June 2009. This report consists of the Statement by Members of the Committee, Balance Sheet, Profit and Loss Account, Notes to and forming part of the accounts and cash flow statement. The Board is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporations Act WA and are appropriate to meet 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 South Metropolitan Personnel Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act WA. 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 for 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 whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1 as to present a view which is consistent with our understanding of the Association's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

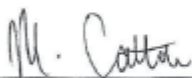
The audit opinion expressed in this report has been formed on the above basis.

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
SOUTH METROPOLITAN PERSONNEL INC.

Audit Opinion

In our opinion, the financial report present fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of South Metropolitan Personnel Inc. as at 30 June 2009, and the results of its operations for the year then ended.

Francis A Jones Pty Ltd



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MARIO NATALE CATTALINI CPA  
REGISTERED COMPANY AUDITOR  
154 HIGH STREET  
FREMANTLE WA 6160

Dated 18 September 2009

