

2015 ANNUAL
REPORT
SMP
lifeskills2work



smp
lifeskills2work



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South Metropolitan Personnel (SMP lifeskills2work) is a not for profit, charitable organisation that provides employment services, alternatives to employment, post school options and a seniors program for people living with a disability.

For 19 years we have been assisting people living with one or sometimes multiple disabilities. Some may have a mental health issue, intellectual disability, acquired brain injury or a physical disability. We help people source and secure employment, develop life skills, socialise and participate in the local community.

Vision

To be an organisation that values and empowers all individuals.

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

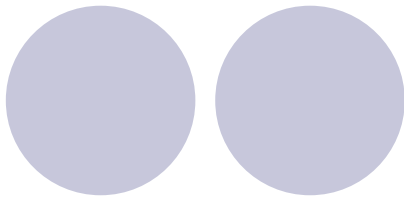
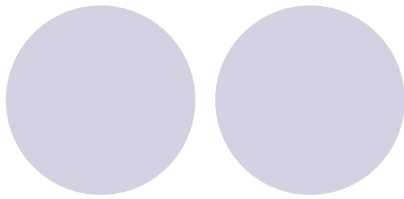
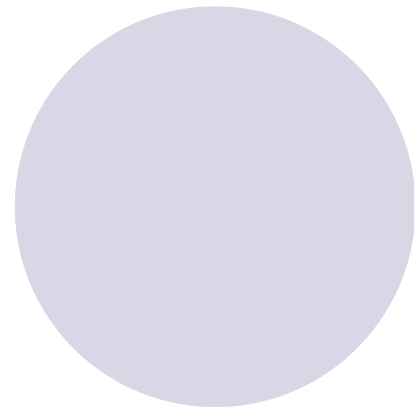
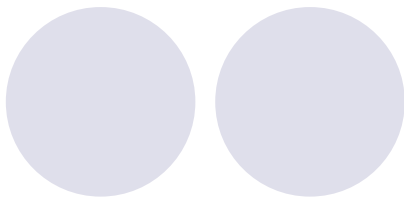
To maintain optimum efficiency in the provision of service delivery.

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.







BOARD OF *Directors*

Fitz Cass
John Griffiths
Kerry Barber
Robert Benson
Eddie Stowers
Phil Oliver
Nadia Donatelli
Vinka Bues

Chairman Of The Board
Financial Director
Director
Director
Director
Director
Director
Director (Parent)

MANAGEMENT AND ADMINISTRATION *Team*

John Green
Valerie Gillian
Jodie Stokes
Jenni Rubery
Johanna Cook

Chief Executive Officer
2ic / Community Services Manager
Employment Manager
Executive Services Manager
Business Development Officer/ WHS

Employment Consultant

Employment Consultant

Area Manager (South)

Area Manager (North)

Area Manager (East)

Community Support Worker

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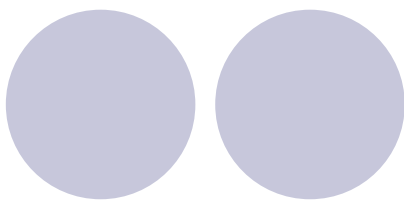
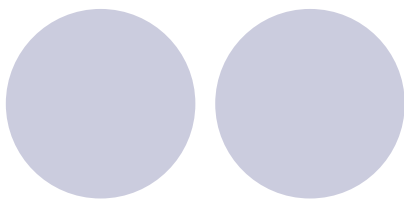
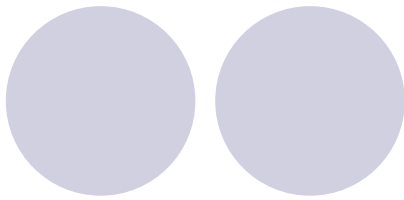
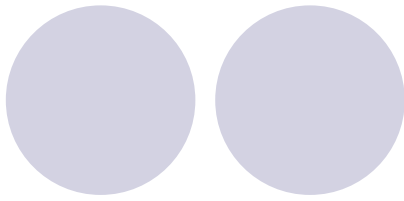
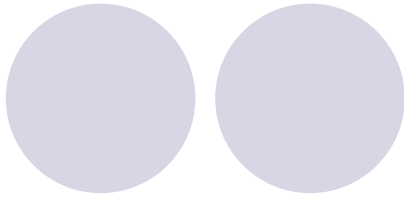
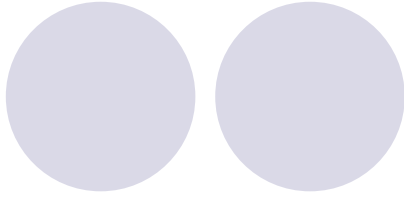
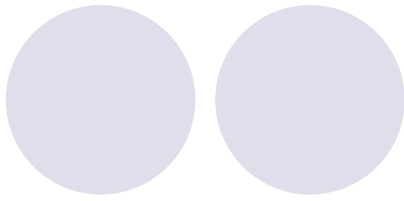
Community Support Worker

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Community Support Worker





FROM THE CHAIRMAN

Fitz Cass

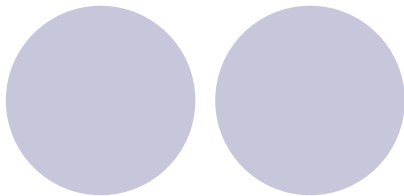
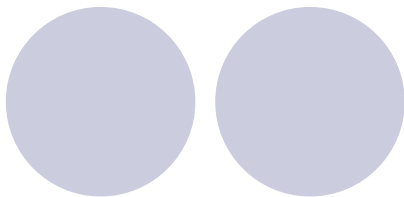
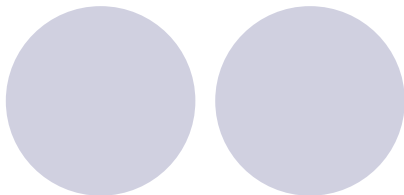
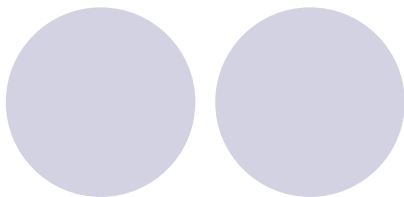
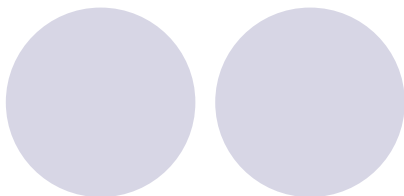
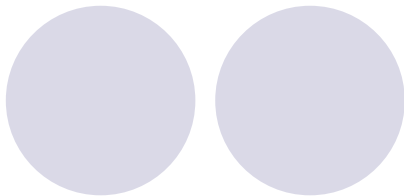
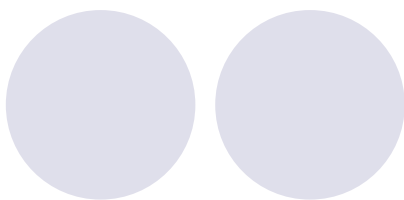
The past year has seen a new chapter in SMP's history. After reviewing the Employment Program and meeting with the funding body, the Board made the decision to not continue the Disability Employment Program. Whilst the decision was difficult to make, it was a necessary one to ensure the continuity of the agency. SMP started as a specialist employment agency for People with Disabilities, so this marks an important shift towards our future direction.

We are now well and truly into the federally funded NDIS and state funded My Way funding model trials as part of the Alternative to Employment Program (ATE). These trials have made SMP critically analyse the way we deliver our program to ensure they are tailored to suit our client's goals as well as, deliver a quality service within the funding budget. The outcome of these trials will influence how our programs are funded in the future.

There is increasing competition in service delivery for the ATE but I believe the SMP service model is not only capable of continuing to deliver quality outcomes but also to thrive in this competitive environment. SMP must continue to adapt by finding creative solutions to meet the service objectives and client outcomes. Tapping into; and driving this growth and will be the challenge for the Board and leadership of the SMP going forward.

The Board has been working towards the development of SMP's Strategic Plan and we are now in the final stage. Some parts of the Plan have already been incorporated into SMP's operations and we look forward to the completion of this process. Finally, I would like to take this opportunity to thank our funding body, the Disability Services Commission, the Lotteries Commission, our many supporters, my fellow Board Members and last but not least, the SMP staff and volunteers for your ongoing support and assistance to deliver quality programs to the people we work with.





FROM THE DESK OF THE CEO

John Green

This year has been as busy as always for myself and the staff at SMP, settling into the new ATE service model to meet the individual needs of clients.

The seven day a week service delivery is running successfully and the weekend social events have been popular. To develop and increase attendance to these events in the future we hope to obtain sponsorships or grants to assist those who may find the cost prohibitive. Having attended some of the events myself (Wicked, Burswood Community Cinemas and Walking with Dinosaurs) I would recommend it to anyone as an enjoyable and heart warming experience.

The Great Escapes continue to be popular. The South West mini-break was enjoyed by all attending but I am not sure if The Chocolate Factory will ever recover! After the success of the Sydney cruise in 2014 we decided to cruise from Fremantle this year. Numbers attending increased and places were filled very quickly. Once again it was a complete success and the SMP "P&O Frequent Cruisers" definitely know how to make their mark on the dance floor and in the Karaoke lounge!

Throughout the year the staff have initiated innovative programs to suit clients interests and aspirations, exploring and learning new skills.

As always I would like to thank the ATE Area Managers and all the staff working out of our three locations for their ongoing commitment and professionalism. Simply More Possibilities would mean very little without the staff to put it into practice.

My thanks go to all of the Employment team for achieving 70% employment placement. Unfortunately these amazing results were not within the time frame set by the funding body. Sadly, this means that

after twenty years of SMP delivering open employment services to the community we were informed by the Department of Social Services that our funding will be withdrawn. This judgement affects 50% of the sector meaning that some organisations have been forced to close down some of their service areas. Unfortunately, SMP had only one service, which will now cease to exist. Therefore our existing employment clients will need to be transitioned to other providers. I would like to thank all of those clients for their hard work and wish them success in their future employment with their new providers. This change in no way will affect the ATE service and My Way. It is business as usual out of the Gosnells office.

I would like to take this opportunity to once again give my thanks to the Disability Services Commission. Their ongoing support and funding enables SMP to continue to deliver and develop quality services for the benefit of individuals and their families.

Thanks as always go to LotteryWest for the funding which has enabled SMP to complete the facility we now know as "The Hub" in Cockburn and also assisted in funding ongoing vehicle modifications.

To the many businesses involved with SMP from Cockburn, Gosnells and Mandurah and also local councils please accept my thanks on behalf of the staff and clients of SMP. The support and opportunities given really make a difference in the lives of so many.

I would like to offer my appreciation to Val Gillian, Jodie Stokes and Jenni Rubery as the Executive team, for their continuing dedication and support. Their management skills have greatly assisted me in my role. SMP staff members continue to achieve high standards in all areas. I am very proud

of our performance and reputation in the community. My thanks and congratulations go to each and every one of you.

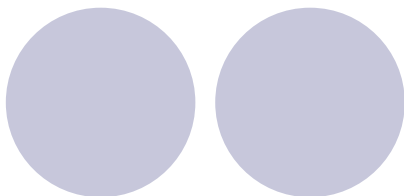
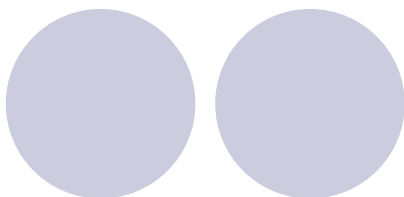
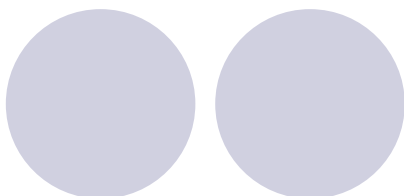
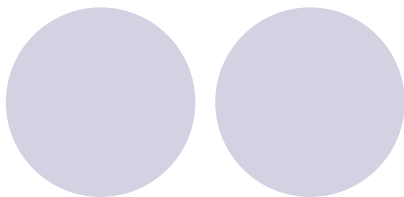
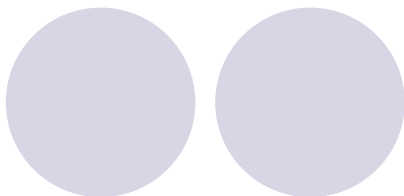
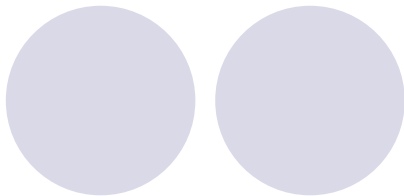
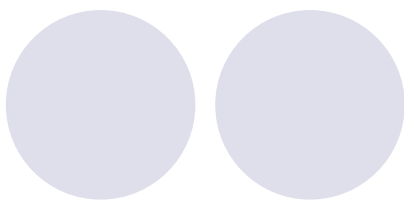
The Board of SMP is an integral part of the organisation, setting the strategic plan for moving forward. I would like to thank the board members for their continuing support for this year and into the future.

Finally and most importantly my thoughts and thanks go to all of our clients, old and new, thank you for sharing your journey with SMP. I hope we will continue to work together, developing, learning and always looking for Simply More Possibilities!





FROM THE DESK OF AREA MANAGER (SOUTH) *Anitana Taipari*



SMP lifeskills2work South supports 37 clients in achieving their life goals through activities within their local and wider communities.

SMP staff have been working harmoniously with families and clients to access local services, events and programs within their local communities to achieve their individualised plans. Through creative and innovative programs clients are able to work towards their independence and be involved in programs that interest them.

Communication with families and stakeholders has been fantastic over the past year and we have received positive feedback from families.

SMP Rockingham continues to support TAFE students for work placement from several TAFE sites. Our volunteer base has been consistent and steady with many people interested in community services such as supporting people with disabilities.

The Weekend Social events were introduced earlier this year and have been a highlight for clients to access this service. They have experienced the wonders of Wicked, Walking with Dinosaurs, Disney on Ice, Ballet Revocclusion and most recently the world famous Cirque Du Soleil. We also utilise the SMP Lifeskills house for movie and pizza nights, karaoke and themed parties. We have other exciting events

happening during the rest of the year. I look forward to continuing to strengthen SMP's presence in the Mandurah area by continuous networking with local businesses, Local Area Co-ordinators and other service providers and, accessing inclusive events to maximise opportunities for our clients in this region and surrounding areas.

Some highlights from the year include:

- Introducing 2 new clients to the Rockingham Area.
- 2 clients that reside in Kwinana have MY WAY Individualised plans.
- Accessing Volunteer positions in the Mandurah area for clients that are working towards Independent living and work skills as their life goals.
- Clients participated in a SMP High Tea for aged "Rocking to Hi Tea" event to celebrate the International Day of Disability was a success and we have been asked to participate again at the next Disability Celebration event. As well as an invitation to cater a High Tea event for the Seniors Week in Mandurah.

Finally I would like to extend my sincere gratitude to the staff that have contributed greatly to consistently maintaining a high service to all our SMP clients. I would like to acknowledge our clients and their families for their support and patience, to you a big "Thank You".



FROM THE DESK OF AREA MANAGER (EAST) *Jocelyn Clements*

The past year has seen SMP's lifeskills program flourish at the Gosnells site. I transferred from the Cockburn office to manage the Gosnells area in April 2015 (to cover Jodie Stokes who is on maternity leave) with a focus on networking in the local community, to promote growth and expansion in the eastern suburbs.

Highlights from the year include:

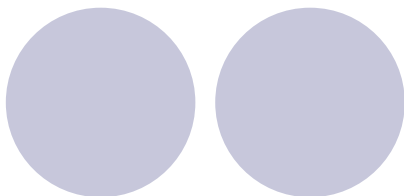
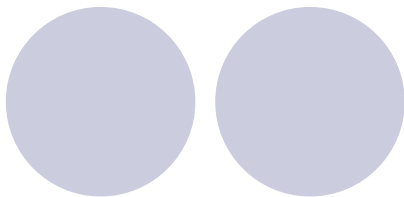
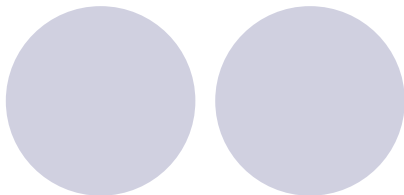
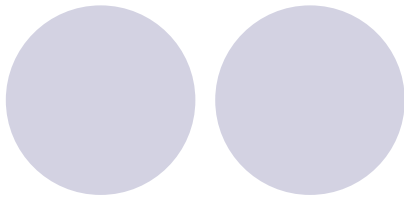
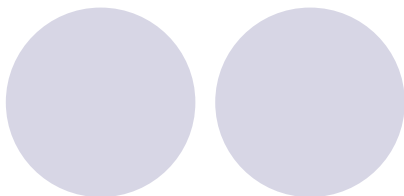
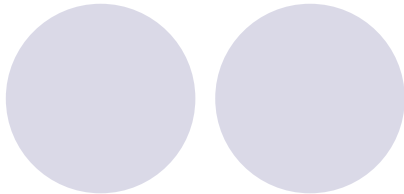
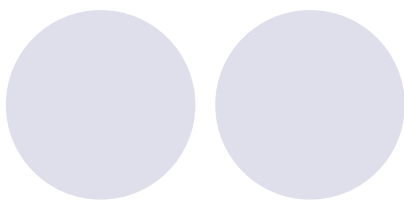
- Connecting with local groups and organisations such as the 'Canning Vale Friendship Centre Craft Group' has enriched clients lives as they are included and contribute to local community.
- The Gosnells office has computers and technology available for clients to access, to: work on computer skills, look up and print recipes, write resumes, work on ASDAN modules, such as, towards independence, apply and enrol in courses at TAFE and University.
- SMP's 'Weekend Socials' began in February 2015, popular activities include: an AFL derby, Wicked the Musical and the outdoor movies.
- The 'Great Escape Cruise' from Fremantle Port saw clients have a holiday independent of their family, a first for some! Clients are enjoying the memories on their photo DVD.
- Innovative programs which focus on achieving client goals, such as 'Fitness Kicks' and 'Friday Music'.
- Supporting a TAFE student to complete her work placement
- Welcoming 4 new clients to Gosnells

with another 4 set to start very shortly! SMP is networking with the Disability Services Commission (DSC) Local Area Coordinators in the Eastern suburbs, Disability Reference Groups in South Perth and Kelmscott and the Social Participation Group with National Disability Services (NDS) to keep up to date with the many changes occurring in the sector.

Gosnells covers a large area and includes several clients in the NDIS My Way Cockburn/Kwinana trial site. My Way sees the person with a disability with more choice and more control.

To SMP's clients and families I would like to thank you for a great year of working together to achieve your goals. To the Community Support Workers, thank you for being a wonderful team who work together to maintain the high standard of service SMP delivers, and to the Senior Support Worker, Josh Moses, thanks for all your hard work. Thank you to Executive Management and the SMP Board of Directors for your support, I would like to specifically acknowledge the support I received to achieve my Diploma of Management this year.

I look forward to the coming year, and the movement towards greater access and control for people with disabilities.



FROM THE DESK OF AREA MANAGER (WEST) *Nicholas Browne*

The Cockburn Area has had a very busy and bustling year. I took the reins for the area from Jocelyn Clements in April 2015 as Jocelyn moved to our eastern area to cover Jodie Stokes who is on maternity leave. I have enjoyed the challenges that come with this busy area and the Support Workers have been most welcoming and supportive with my career progression from Senior Community Support worker to Acting Area Manager.

July 1st 2015 was the official start of the Cockburn Kwinana State "My Way" trial, some individuals were started on these plans as early as August 2014. This affected more than 50% of the individuals accessing SMP's services within this area. The trial has given clients greater access to how they control and decide on the services they will engage with. This process is an organic document that looks at the person's life plan and goals to provide a more individualised service. SMP has seen some great results from this trial and has taken this big change in the disability sector in its stride. I have had close contact with all the families, My Way coordinators and support workers to write plans that better suit the service user and plan for a better life.

Planning assists people with disability, their families and carers to consider possibilities and how they would like their life to be now and into the future. They can then explore strategies that enable them to work towards achieving goals.

Individualised planning supports people with disability, their families and carers to:

- choose the supports and services that best suit their specific needs
- explore opportunities to make contributions in the workforce or local community
- develop natural support networks such as friends, neighbours and local

community groups

- develop their talents and potential
- forge stronger links with their local community
- access mainstream services such as education and health
- feel confident that their future is safe and secure
- Access the support they require to achieve their goals.

The person with disability is central to the process and takes control of developing and implementing their plan to the extent they desire. A My Way Coordinator is available to provide support at every step of the way. This may include, for example, providing tailored information and advice about different opportunities and how best to achieve the goals identified in the plan. WA NDIS My Way plans are reviewed every 12 months or more frequently if required, updating the goals and strategies in response to any changes in the individual's circumstances.

Myself and the other Area Managers have been attending a lot of new training and information sessions regarding this trial to better deliver and implement services within and beyond this trial. I believe SMP to be one of the rare organisations that was already delivering an exception standard of individualised services throughout the organisation and this model reinforced this as it has been a seamless transition.

2015 has seen SMP engage with a number of Volunteers and work placement students to help and further support our clients in their chosen activities. Volunteer staff help strengthen our community and I want to say a special thank you to each and every one of them for taking the time out of their lives to assist our staff and people with disability enjoy and enrich their time out with SMP.

The SMP Lifeskills hub in Spearwood has

hosted a number of excellent programs and activities for 2015 some highlights for the year to date.

- Weekend social programs such as Karaoke on the deck and the Social Disco
- Saint Patricks day party
- The Great Escape Cruise to Margaret River
- Christmas in July Party Photo Booth
- The Long Table Lunch prepared by our clients and support staff
- Australia Day BBQ at Woodman point
- The Rhythm Fix weekly drumming class

I would like to thank the Cockburn Area Community Support Workers for their hard work in the 2014 - 2015. We are blessed with bright happy and highly qualified staff that represent SMP with a genuine and caring attitude. SMP has an exceptional staff retention rate and this is testament to the organisation and the culture we all create.

Thank you to the Board of Directors, Executive Management team and Area Managers at SMP for encouraging and supporting myself and the team in the Cockburn Area. A big thank you to all the clients and families in the Cockburn area that continue to utilise the excellent service SMP delivers.



5 NOMINEES IN THE *NDS Disability Support Awards*

The Disability Support Awards recognise people in the disability sector providing supports of the highest standards to increase the quality of life and inclusion of people with disability in Western Australia.

The awards showcase the disability services sector as a place of innovation, a place for employment, and a place to have a career. The awards also celebrate the achievements of people with disability and reward people who demonstrate excellence, passion, vision and commitment to supporting people with disability. These are people who go beyond ordinary

standards of service and have a profound impact on the lives of the people they work with and support.

Almost 750 guests recognised and celebrated the outstanding dedication and commitment of WA disability support workers at the 2015 Disability Support Awards gala dinner, held at Crown Perth on Saturday 28 March 2015. SMP Lifeskills2work would like to congratulate Remy Nadan, John Wilkes, Joanne Connell, Nicholas Browne and Cindy Plank for the outstanding achievement in being nominated in these prestigious awards.



Dance Inclusion

Dance Inclusion is a fun and active program that clients take part in on a weekly basis. The class is made up of singing, dancing and games and allows clients to express themselves and interact with others.

Through this class we watch as many clients confidence grows. Some start out afraid to go onto the stage or to even get up and dance but by the end of the class they don't want to leave the floor.

The dance instructors take time to get to know all the clients names and ask each person individually how they are and what they would like to do in the

class that day. Clients can request songs they want to sing/dance to. When I asked, what they liked about Dance Inclusion, clients responded "it's fun", "I get to see my friends", "I like singing and going on the stage".

Dance inclusion is a brilliant way for clients to exercise (without even knowing it). Everyone is too busy having fun!



SMP Great Escapes

Once again SMP lifeskills2work ran two extremely successful "Great Escapes" in 2014/2015. One Escape explored the South West of our state, by car and the other travelled to Busselton on the P & O Pacific Jewel.

South West

Excitement was high in anticipation of the awesome time "Great Escapers" were about to have on their weekend holiday to the South West of WA.

After exploring the beautiful coast on Friday afternoon, Great Escapers made themselves comfortable at the Peppermint Park in Busselton. Saturday's adventure included travel to the Yallingup and the Yallingup Maze, a stop at Surfers Beach then on to the Margaret River Chocolate Factory, Candy Cow and the Margaret River Dairy Company.

Sunday arrived and the first stop was the famous Busselton Jetty. Catching the train that travels along the jetty and going into the natural aquarium was the highlight of the day.

Travelling home there was a quick stop in Bunbury before heading back to Perth.

It was an action packed weekend away, enjoyed with enthusiasm by all who attended. SMP have many more adventures in the pipeline for 2016.



Busselton

The P & O Pacific Jewel left the port of Fremantle for a 3 day cruise of a life time. Spirits were high and Great Escapers wouldn't settle for less – be it fine dining, dancing on the deck or even blowing up a storm at Karaoke - they did it all.

Some of the Great Escapers choose disembark in Busselton and get to land while the others stayed on board and relaxed. Great Escapers checked out some of the famous tourist attractions like the Busselton Jetty and the Aquarium. The Cruise had also organised a bus to go inland and experience the country side and visit the Vasse Natural Olive Oil Soap Factory.

Everyone had an awesome time, the smiles and laughter was something that couldn't be missed - what an amazing bunch of adults who definitely knew how to party and have fun.



VOLUNTEERING AT *Blockbuster*

Jacob Johnson and Tracy Dingle have been volunteering at the Blockbuster Video shop in Halls Head Mandurah for over a year now and have built friendships with the staff and their customers.

Some of the duties that Jacob and Tracy perform are:

- Return videos and games to their correct shelves. This involves a lot of reading and knowing which genre/shelf each video or game needs to be returned to.
- Tidying the shelves
- Cleaning – vacuuming and dusting
- Taking out rubbish
- Assisting customers when required

One of Jacob's life goals was to work in a Video or gaming shop. This has certainly given him some skills towards his goal. He really enjoys volunteering at the store.

Tracy loves meeting and talking to people. She knows a few of the local customers that come to the store. She has also built her skills around customer service.

Well done to Jacob and Tracy and a big 'Thank You' to Blockbusters staff and Management.



WORK PLACE *Health, Safety and Compliance*

Over the course of the past 12 months SMP has continuously improved its services by developing its quality and safety processes and thereby gaining a deeper understanding of the goals and needs of our clients.

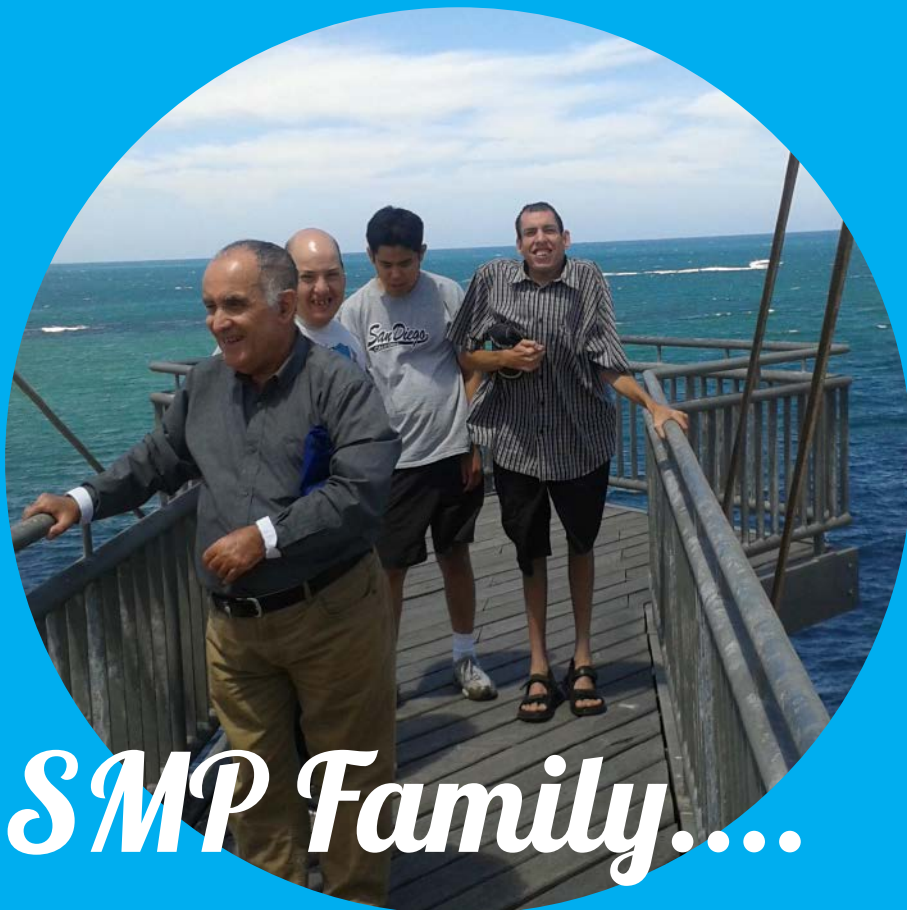
This year saw the formal introduction of the National Standards for Disability Services and I am proud to say that SMP was well prepared and adopted the new Standards with ease. These standards were formulated following nation wide consultation and are inherent in NDIS. They focus on supporting the human rights of and the achievement of outcomes for people living with disability. As we continue to improve our performance against the Standards, I look forward to continue seeing our clients work towards goals they set for themselves and develop their skills in areas which are important to them.

Our work health and safety systems have also seen continuous improvement which has added to the quality of SMP's services to clients. During our Training Week in July all our staff completed important safety training including First Aid, manual handling and food hygiene. SMP will continue to provide ad hoc training throughout the year to employees to ensure that our staff are equipped with the skills and knowledge required to support our clients and cater for their needs.

Recently staff appointed with specific safety roles have been diligently working through the requirements of Certificate IV in Work Health and Safety and some additional units of competency from the Diploma of Work Health and Safety. SMP is already seeing the value from the increased skills and knowledge the staff have obtained in relation to safety. A big congratulations to the staff on their achievements so far.



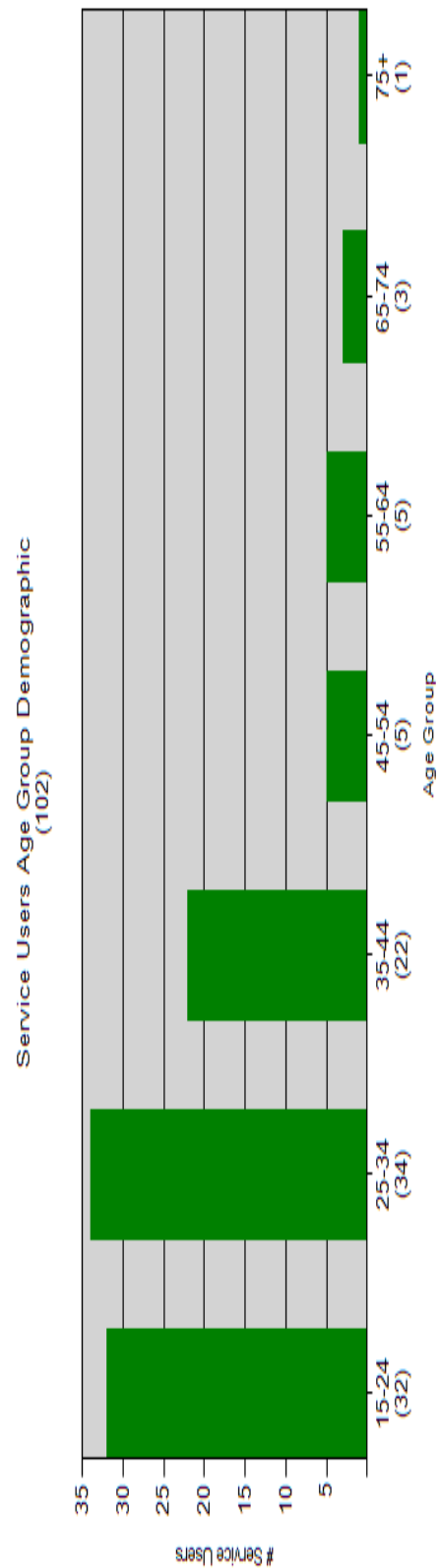
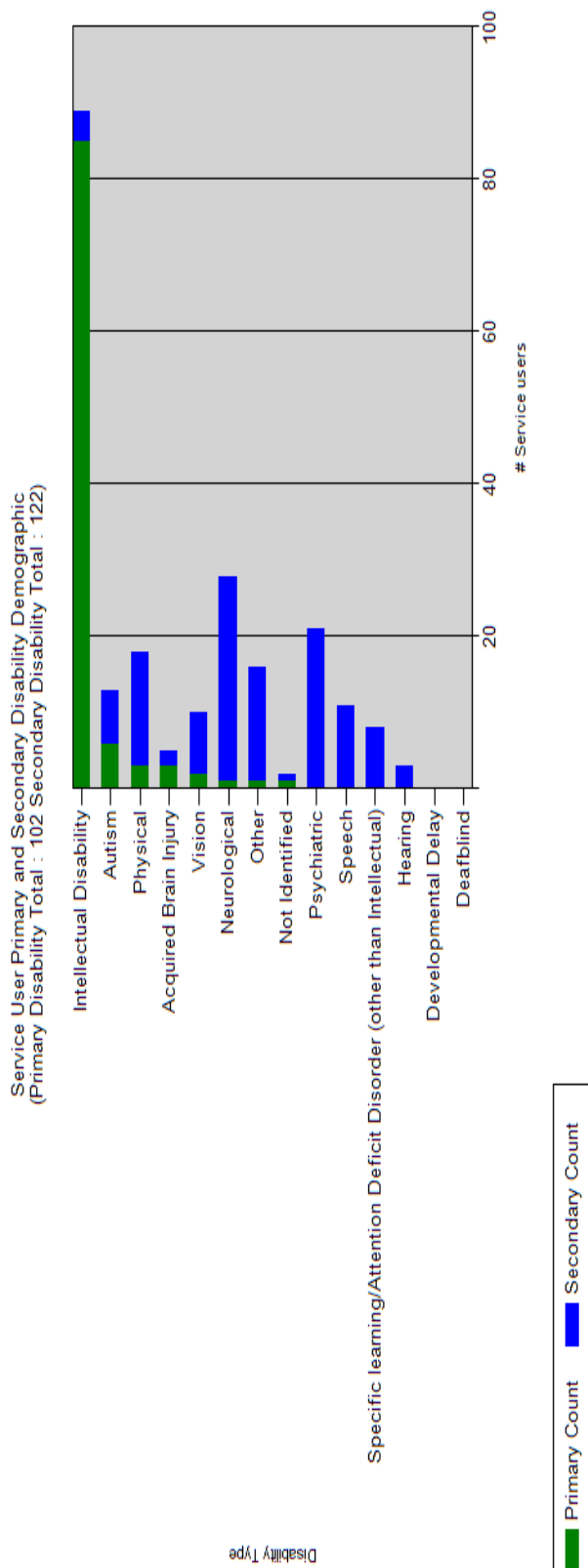




Our SMP Family....



SMP Lifeskills2work Primary and Secondary Disability and Age Demographic





FINANCIAL DIRECTORS' REPORT

John Griffiths

The financial summary of SMP lifeskills2work for the year to 30 June 2015 shows an operating surplus of \$443,176 excluding depreciation and capital grants.

Including depreciation of \$311,142 the operating surplus is \$132,124. This provides a more conservative view of the organisation's operating performance as it does not assume future capital grants for replacement of assets.

- Operating surplus of \$443,176 excluding depreciation.
- Operating surplus of \$132,034 including depreciation.
- Total operating grant income increase from \$2,614,283 to \$2,984,607
- Non operating grants from Lotterywest and DSC totalling \$108,475
- Cash in the bank and on hand at 30 June 2014 was \$295,252 and at 30 June 2015 was \$664,418

The operating surplus is mainly attributable to:

- \$140,000 increased income from DSC for historically underfunded clients
- \$62,000 increased funding for clients on the DSC2 year My Way trial.
- \$150,000 from new Employment program structure and Alternatives to Employment sourcing new clients regularly

The 2015/16 budget projects a "surplus" of \$94,916 excluding depreciation.

Arthur John Griffiths

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

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 accordance with a resolution of the committee of South Metropolitan Personnel Inc, the members of the committee declare that the financial statements as set out on pages 3 to 15:

1. present a true and fair view of the financial position of South Metropolitan Personnel Inc as at 30 June 2015 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012; and
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.

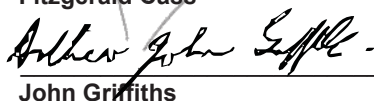
This statement is signed for and on behalf of the committee by:

Chairperson



Fitzgerald Cass

Treasurer



John Griffiths

15th October 2015

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

STATEMENT OF PROFIT OR LOSS
FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
Revenue		3,218,816	2,809,523
Other income		88,409	117,993
Employee benefits expense		(1,959,502)	(2,126,134)
Depreciation and amortisation expenses		(311,142)	(260,889)
Finance costs		(3,180)	-
Other expenses		<u>(812,868)</u>	<u>(684,629)</u>
Profit (loss) before income tax		220,533	(144,136)
Income tax expense		<u>-</u>	<u>-</u>
Profit (loss) for the year		<u><u>220,533</u></u>	<u><u>(144,136)</u></u>
Profit (loss) attributable to members of the entity		<u><u>220,533</u></u>	<u><u>(144,136)</u></u>

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
Profit (loss) for the year		220,533	(144,136)
Other comprehensive income:		<u> </u>	<u> </u>
Total other comprehensive income for the year		<u>-</u>	<u>-</u>
Total comprehensive income (expense) for the year		<u><u>220,533</u></u>	<u><u>(144,136)</u></u>
Total comprehensive income (expense) attributable to members of the entity		<u><u>220,533</u></u>	<u><u>(144,136)</u></u>

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
INCOME			
Interest received	2	10,025	4,770
Disability Services Commission		2,719,365	2,398,168
Department of Education, Employment and Workplace		265,242	216,115
Lotterywest		20,066	33,264
Other Income		204,118	157,206
		<u>3,218,816</u>	<u>2,809,523</u>
LESS EXPENDITURE			
Accountancy fees		70,933	18,000
Advertising		2,524	1,032
Auditors' remuneration	4	9,400	11,382
Bank charges		1,595	-
Board Expense		33,164	-
Cleaning		2,335	-
Contract work		77,057	-
Computer Expenses		28,242	-
Fines		404	-
Depreciation		311,142	260,889
Electricity		7,013	-
Fringe benefits tax		13,295	-
Gas		463	-
Motor Vehicle lease expense		34,708	-
Insurance		137,415	26,520
Interest paid	5	3,180	-
HR Consultants		8,548	32,868
Medical supplies		1,084	-
Motor vehicle expenses	6	166,180	332,926
Postage		568	-
Office Supplies		25,158	119,618
Membership		-	8,652
Printing and stationery		9,445	-
Program Expenses		-	77,400
Rent		47,900	38,482
Repairs and maintenance		4,901	12,665
Provision for annual leave		342	-
Provision for long service leave		15,361	-
Service charges		15,830	-
Small Balance write off		(1,438)	-
Staff training and welfare		17,742	-
Storage fees		1,727	-
Subscriptions		6,309	-
Sundry expenses		-	5,084
Superannuation contributions - employees		164,535	-

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
Telephone		41,460	-
Travelling expenses		7,480	-
Trip Expense		23,188	-
Wages		1,781,330	2,126,134
Wage subsidy expense		15,637	-
Website expense		534	-
		<u>3,086,692</u>	<u>3,071,652</u>
NET OPERATING PROFIT (LOSS)		132,124	(262,129)
Add: DSC - Capital Grants	3	88,409	117,993
Total Surplus/Deficit		220,533	(144,136)
Retained Profits at the beginning of the financial year		<u>1,399,741</u>	<u>1,543,877</u>
TOTAL AVAILABLE FOR APPROPRIATION		1,620,274	1,399,741
Retrospective adjustments		23,766	-
RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR		<u>1,596,508</u>	<u>1,399,741</u>

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2015

	Note	2015 \$	2014 \$
ASSETS			
CURRENT ASSETS			
Cash on hand	8	667,643	299,314
Accounts receivable and other debtors	9	42,252	7,847
Other current assets	10	-	14,463
TOTAL CURRENT ASSETS		<u>709,895</u>	<u>321,624</u>
NON-CURRENT ASSETS			
Property, plant and equipment	11	1,598,199	1,677,456
TOTAL NON-CURRENT ASSETS		<u>1,598,199</u>	<u>1,677,456</u>
TOTAL ASSETS		<u>2,308,094</u>	<u>1,999,080</u>
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable and other payables	12	239,232	74,538
Borrowings	13	4,296	-
Other	14	564	73,010
TOTAL CURRENT LIABILITIES		<u>244,092</u>	<u>147,548</u>
NON-CURRENT LIABILITIES			
Provisions	15	201,747	186,044
TOTAL NON-CURRENT LIABILITIES		<u>201,747</u>	<u>186,044</u>
TOTAL LIABILITIES		<u>445,839</u>	<u>333,592</u>
NET ASSETS		<u>1,862,255</u>	<u>1,665,488</u>
MEMBERS' FUNDS			
Reserves	16	265,747	265,747
Retained earnings		1,596,508	1,399,741
TOTAL MEMBERS' FUNDS		<u>1,862,255</u>	<u>1,665,488</u>

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2015

	Retained Earnings \$	Asset revaluation reserve \$	Total \$
Balance at 1 July 2013	1,543,877	265,747	1,809,624
Comprehensive income			
Profit (loss) for the year	(144,136)	-	(144,136)
Total comprehensive income for the year attributable to members of the association	(144,136)	-	(144,136)
Balance at 30 June 2014	1,399,741	265,747	1,665,488
Balance at 1 July 2014	1,399,741	265,747	1,665,488
Retrospective adjustment	(23,766)	-	(23,766)
Balance at 1 July 2014 (restated)	1,375,975	265,747	1,641,722
Comprehensive income			
Profit for the year	220,533	-	220,533
Total comprehensive income for the year attributable to members of the association	220,533	-	220,533
Balance at 30 June 2015	1,596,508	265,747	1,862,255

1

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015 \$	2014 \$
Income			
Activities		\$2,301.00	
DES		\$214,923.36	
Donations		\$3,537.63	
DSC		\$2,719,364.80	
Fee for Service		\$20,213.74	
Interest Income		\$6,422.25	
OS		\$26,068.70	
Other Revenue		\$49,271.02	
Private Car use - Collections		\$63,806.59	
Refund and Rebates		\$4,437.02	
Rent Income		\$600.00	
Respite Grant		\$909.09	
SWS		\$7,090.85	
Travel Vouchers		\$49,324.82	
Trip Sales		\$25,081.82	
Accrued Income		\$1,441.23	
Total Income		\$3,194,793.92	\$2,849,092.00
Less Operating Expenses			
Advertising		\$1,341.82	
ate expense		\$932.96	
Audit Fees		\$7,050.00	
Bank Fees		\$1,595.37	
Board Expenses		\$33,164.28	
Cleaning		\$2,335.11	
Computer Support		\$27,841.51	
Consulting & Accounting		\$73,282.53	
Contractors		\$75,461.91	
Electricity		\$6,430.39	
Entertainment		\$334.00	
FBT expense		\$13,295.00	
Fines and Infringement		\$403.70	
Gas		\$262.49	
HR Expense		\$8,548.00	
Insurance		\$137,414.88	
Meals and Entertainment		\$951.27	
Medical Expense - Staff		\$796.95	
Membership		\$4,519.74	
MV - Parking		\$493.01	
MV Fuel		\$112,465.36	
MV Lease Expense		\$34,708.08	
MV Management Fees		\$14,220.00	
MV Rego		\$15,742.71	
MV Repairs		\$24,178.95	
Office Expenses		\$9,909.88	
Postage		\$568.26	

Printing & Stationery		\$8,704.63	
Rent		\$44,487.13	
Repairs and Maintenance		\$4,901.33	
Security		\$53.61	
Staff Amenities		\$9,026.11	
Staff Selection Costs		\$56.73	
Staff Training		\$17,742.18	
Storage		\$1,727.18	
Subscriptions		\$1,789.09	
Sundries - Food		\$3,944.71	
Superannuation		\$164,534.98	
Telephone & Internet		\$40,162.61	
Travel - National		\$7,479.66	
Trip Expense		\$23,188.27	
Wage Subsidy Expense		\$12,636.82	
Wages and Salaries		\$1,781,330.54	
Website Expense		\$534.60	
Petty Cash			
Accrued Expenses		\$73,010.18	
Income received in Advance - Other		-\$564.00	
Superannuation Payable		-\$12,225.52	
Total Operating Expenses		\$2,790,769.00	\$2,836,918.00
Operating Surplus (Deficit)		\$404,024.92	\$12,174.00
Plus Non Operating Movements			
Movement in Asset		-\$110,446.30	-\$352,090.00
Movement in Liabilities		-\$17,860.83	
Capital Income		\$88,409.27	\$117,993.00
Total Non Operating Movements		-\$39,897.86	-\$234,097.00
Plus Movements in Equity			
Retained Earnings - Adjustment		-\$23,766.09	
Total Movements in Equity		-\$23,766.09	
GST Movements			
GST Inputs		-\$385,036.24	
GST Outputs		\$408,289.58	
Net GST Movements		\$23,253.34	
Net Cash Movement		\$363,614.31	-\$221,923.00
Summary			
Opening Balance	17	\$297,423.00	\$519,346.00
Plus Net Cash Movement		\$363,614.31	-\$221,923.00
Closing Balance		\$661,454.81	\$297,423.00

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

1 Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 Victoria. The committee has determined that the association is not a reporting entity.

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

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

(a) Property, Plant and Equipment

All property, plant and equipment except for freehold land and buildings are initially measured at cost and are depreciated over their useful lives to the association.

The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount. The recoverable amount is assessed on the basis of expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts.

Freehold land and buildings are carried at their recoverable amounts, based on periodic, but at least triennial, valuations by the directors.

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the association commencing from the time the asset is held ready for use.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

(b) Goods and Services Tax (GST)

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

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

(c) Retrospective Adjustment

This retrospective adjustment to retained earnings was for the adjustment of incorrect opening balances.

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
2 Interest received:		
- Banks	6,422	4,770
ATO Interest	3,603	-
	<u>10,025</u>	<u>4,770</u>
3 Government subsidies:		
Capital Grants	<u>88,409</u>	<u>117,994</u>
4 Auditors' remuneration:		
Quality and Financial Audit	9,400	11,382
	<u>9,400</u>	<u>11,382</u>
5 Interest paid:		
ATO interest expense	<u>3,180</u>	<u>-</u>
6 Motor vehicle expenses:		
Petrol and oil	122,726	-
Registration and insurance	17,162	-
Repairs and maintenance	26,292	-
Running expenses	-	332,926
	<u>166,180</u>	<u>332,926</u>
8. CASH ON HAND		
Bond on Rental Property	1,892	1,892
Petty cash	1,332	2,170
NAB - Trading Account	554,111	172,371
NAB - SMP Contracting Account	7,092	6,431
Bank - NH Trust	-	16,450
Term Deposit	<u>103,216</u>	<u>100,000</u>
	<u>667,643</u>	<u>299,314</u>
9. ACCOUNTS RECEIVABLE AND OTHER DEBTORS		
CURRENT		
Sundry debtors	-	1,000
Trade receivables	<u>42,252</u>	<u>6,847</u>
	<u>42,252</u>	<u>7,847</u>

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
10. OTHER CURRENT ASSETS		
CURRENT		
Accrued income	-	1,441
Prepayments	-	13,022
	<u>-</u>	<u>14,463</u>
11. PROPERTY, PLANT AND EQUIPMENT		
Property improvements	575,058	575,058
Less accumulated depreciation	<u>(71,107)</u>	<u>(56,956)</u>
Total land and buildings	<u>503,951</u>	<u>518,102</u>
Plant and equipment	110,536	110,536
Less accumulated depreciation	<u>(102,319)</u>	<u>(89,575)</u>
	<u>8,217</u>	<u>20,961</u>
Computer Equipment	457,276	444,755
Acc Depn Computer Equip	<u>(390,707)</u>	<u>(288,984)</u>
	<u>66,569</u>	<u>155,771</u>
Motor vehicles	1,239,344	1,149,874
Less accumulated depreciation	<u>(248,377)</u>	<u>(201,760)</u>
	<u>990,967</u>	<u>948,114</u>
Furniture and fittings	60,107	60,107
Less accumulated depreciation	<u>(31,612)</u>	<u>(25,599)</u>
	<u>28,495</u>	<u>34,508</u>
Total plant and equipment	<u>1,094,248</u>	<u>1,159,354</u>
Total property, plant and equipment	<u>1,598,199</u>	<u>1,677,456</u>
12. ACCOUNTS PAYABLE AND OTHER PAYABLES		
CURRENT		
Good and services tax	71,183	70,788
Trade creditors	155,406	64
Insurance Finance - Hunter fund	-	3,686
Superannuation Payable	<u>12,643</u>	<u>-</u>
	<u>239,322</u>	<u>74,538</u>

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015 (Continued)

	2015 \$	2014 \$
13. BORROWINGS		
CURRENT		
Credit Cards	4,296	-
	<u>4,296</u>	<u>-</u>
14. OTHER LIABILITIES		
CURRENT		
Accrued charges	564	73,010
	<u>564</u>	<u>73,010</u>
15. PROVISIONS		
NON-CURRENT		
Provision for long service leave	83,827	68,466
Provision for Annual Leave	117,920	117,578
	<u>201,747</u>	<u>186,044</u>
		2015
		\$
Provision for Long service leave:		
Opening balance at 1 July 2014		83,827
Balance at 30 June 2015		<u>83,827</u>
		2015
		\$
Provision for Annual Leave:		
Opening balance at 1 July 2014		117,578
Provision for Annual Leave		(17,221)
Provision for Leave Loading		17,562
Balance at 30 June 2015		<u>117,920</u>
		2015
		\$
Total Provisions		
Opening balance at 1 July 2014		201,406
Additional provisions raised		(17,221)
Amounts used		17,562
Balance at 30 June 2015		<u>201,747</u>
16. RESERVES		
Asset Revaluation Reserve		
The asset revaluation reserve records revaluations of non-current assets. Under certain circumstances dividends can be declared from this reserve.		

SOUTH METROPOLITAN PERSONNEL INC
ABN 20 140 575 274

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015 (Continued)

	2015 \$	2014 \$
17. CASH FLOW INFORMATION		
Opening and Closing Balances		
NAB - Trading Account	554,111	172,371
NAB - SMP Contracting Account	7,092	6,431
Bank - NH Trust	-	16,450
Term Deposit	103,216	100,000
Petty Cash	1,332	2,170
Credit Cards	(4,296)	
Total	661,455	297,422

CERTIFICATE BY MEMBER OF THE COMMITTEE

I, Fitzgerald Cass of South Metropolitan Personnel Inc, certify that:

- a. I attended the annual general meeting of the association held on
- b. The financial statements for the year ended 2015 were submitted to the members of the association at its annual general meeting.

Dated: 20/10/2015

Committee Member



Independent auditor's report

To: The Members of South Metropolitan Personnel, Inc.

Report on the Financial Report

We have audited the accompanying financial report of South Metropolitan Personnel, Inc., including the balance sheet, income statement, cash flow statement and associated notes comprising a summary of significant accounting policies and other explanatory information, for the year ended 30 June 2015.

Governing Body's Responsibility for the Financial Report

The Board of Directors of the South Metropolitan Personnel, Inc. is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and relevant reporting framework, and for such internal control as the governing body determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risks 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 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 Management Board of Directors as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

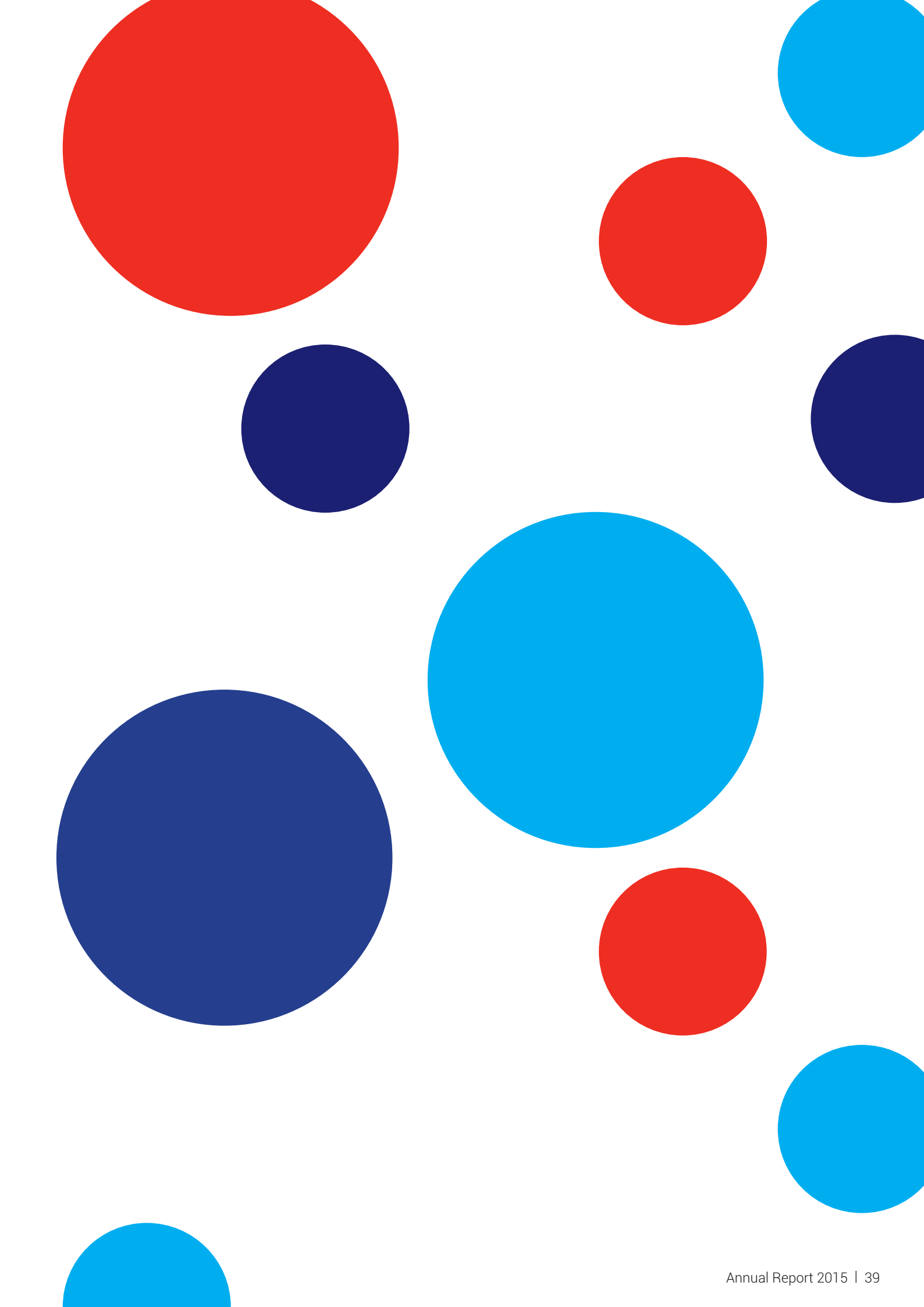
In our opinion, the financial report of South Metropolitan Personnel, Inc. presents fairly in all material respects the financial position as at 30 June 2015, and its financial performance for the year then ended in accordance with Australian Accounting Standards and relevant reporting framework.

Signature of approved auditor



G A D Clarkson FCPA
CPA Australia Registration 777023

Date: 15/10/2015





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