

ANNUAL REPORT
2000 - 2001

Citizen Advocacy South West (Inc)

32 Wittenoom Street
Bunbury WA 6230

CITIZEN ADVOCACY SOUTH WEST (INC.)

ABN 33 316 320 784

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*The opinions expressed in this report are not necessarily those of the
Commonwealth*

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DATE OF COMMENCEMENT

Citizen Advocacy South West (Inc) was established in 1991/1992.
It is managed by a voluntary Board of community representatives
elected by the membership.

GEOGRAPHICAL AREA

Citizen Advocacy South West (Inc) currently covers
The shire of Capel, Dardanup, Harvey, Busselton,
Donnybrook – Balingup and the City of Bunbury.

MISSION STATEMENT

The Mission Statement of Citizen Advocacy South West (Inc)
is to seek justice for and defend the interests of vulnerable people with
intellectual disability through facilitating and supporting
one to one voluntary relationships between such people and
other members of the community.

CITIZEN ADVOCACY DESCRIBED

(Adapted from CA NSW Assoc. Newsletter April, 1999)

Citizen Advocacy Programmes build long, lasting relationships between ordinary citizens (advocates) who are unpaid and independent citizens in the community, and the people with intellectual disability (protégés).

Citizen Advocates are asked to make a commitment to represent their protégé's rights and interests as if they were their own. A citizen advocate may assume one or more advocacy roles, some of which may be life long relationships.

Having relationships with people who know and care about us and speak out on our behalf when necessary, is a privilege we often take for granted and give little thought. It enhances our lives and provides security and safety.

Although contemporary society continues to look to professionals for answers, Citizen Advocacy asks ordinary citizens to become involved in the lives of people with intellectual disability. Many people possess a variety of talents through their experience in family, work, church and community associations and it is this experience which often makes a difference in the life of a person with a disability.

Citizen Advocacy is not a service. Rather, it is an invitation to people leading full lives in our communities to get to know people who have an intellectual disability who have been or are at risk of being excluded from their community. Citizen Advocates voluntarily enter a relationship, which is independent of the Citizen Advocacy office and the human service system.

Since many people with intellectual disability are isolated alone and hidden, it is important for the Citizen advocacy Programme to actively seek out these individuals. The Citizen Advocacy staff looks for people in need of protection and representation according to guidelines that have been established by the programme. They meet the person with the disability to discover their needs and interests and then seek out a potential advocate who would best suit the life experiences and needs of the protégé.

The advocate is given extensive orientation on the fundamental principles of citizen Advocacy. Only when the citizen advocate agrees to take on the responsibility of representing the best interests of the protégé, is the match recognised. The Citizen Advocacy staff then support and offer encouragement to the relationship. Over time the Citizen Advocate Programme supports a growing number of relationships. Involvement of staff as support may be frequent in the early stages and then lessen as the relationship develops unless there is a particular crisis when the advocate requires additional support.

THE PRINCIPLES OF CITIZEN ADVOCACY

1. Advocate independence.
2. Citizen Advocacy Program independence.
3. Clarity of Citizen Advocacy function.
4. Balanced orientation to protégé needs and advocacy roles.
5. Positive interpretations of people with disabilities.

KEY ACTIVITIES OF THE CITIZEN ADVOCACY OFFICE

1. Vision and creativity of protégé recruitment.
2. Advocate recruitment.
3. Advocate orientation.
4. Advocate/Protégé matching.
5. Follow along and support to relationship.
6. Ongoing training.
7. Advocate Associate emphasis.

CITIZEN ADVOCACY SOUTH WEST (INC)

ANNUAL GENERAL MEETING 2001

Date: 25 September (Tuesday)

Time: 5.30 pm

Venue: 32 Wittenoom Street, Bunbury

Refreshments will be provided.

Please complete the nomination form for the Board of Management 2001/2002, if you wish to nominate yourself or someone else.

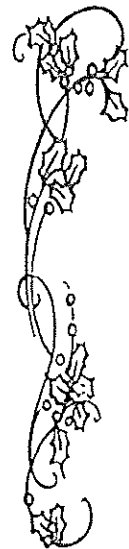
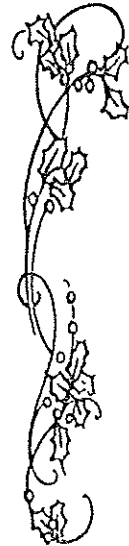
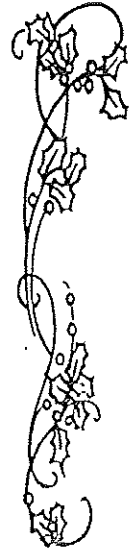
Please bring it with you to the AGM.

Your attendance to this AGM is very important.

Enclosures:

1. Agenda of AGM 2001
2. Minutes of Last AGM
3. Chairperson's Report
4. Coordinator's Report
5. Membership Renewal Form
6. Nomination Form

Auditor's Report will be distributed prior to the Meeting.



PROFILES OF THE BOARD OF MANAGEMENT

PAM VERCOE – CHAIRPERSON

Pam has many years experience managing diverse Human Services Programs and Facilities such as University Recreation Services and Facilities (Campus of 2000 students), Shire Recreation Manager, City Recreation Development Officer, YWCA Recreation Officer, TAFE Student Services, South West Skillshare Project Officer, Coordinator of North West Jobmate.

Pam who has a Bachelor of Arts (Sociology) has worked for the South West Family Support Association for six years as Executive Officer.

IAN PEDLER – VICE CHAIRPERSON

Ian graduated from the Bachelor of Business Degree program of the WA Institute of Technology (now Curtin University) with an Accounting Major. He is a member of CPA Australia and holds a Public Practice Certificate issued by that body.

Ian, who is currently undertaking study towards a Master Degree in Taxation, has a new office in Unit 6, 30 Forrest Avenue, Bunbury.

LINDA MAJEWSKI – TREASURER

Linda has lived in Bunbury for sixteen years with her husband and two grown up children. During this time she has been involved with various community organisations including the Bunbury Elderly and Disabled Support Scheme, Cystic Fibrosis Association South West and South Bunbury Primary School P&C Association.

Since taking on the position of the Treasurer, Linda has successfully prepared the accounts for audit, the implementation of the GST and the preparation of BAS statement.

TESS LEEDHAM – SECRETARY

Tess joined the Board in 1997 and has also been an Advocate to a young child. She is involved with many community organisations including CWA and Lions where she has been the District Administrator for south of the River for the past year. This is one of two districts for the Stated and is one of the biggest districts in the world. Tess, and her husband are farmers and they provide bed and breakfast accommodation on their property Billabong at Boyanup. In addition, Tess has worked for the Anglicare Family Visiting Service for four years. Tess brings a unique quality to the Board, her energy

and willingness to be involved at any level in the management of the program is much appreciated.

SUSANNE SHARENBERG – MEMBER

Suzanne is 38 years of age and single. She moved to Eaton two years ago from Perth. She is now studying a NOW Course at TAFE. She enjoyed doing voluntary work; as well she has done nannying and cleaning in the past. Suzanne is good at computer games such as Monopoly and Scrabble. She is also a good scrabble player and competes in the competitions. Suzanne joined the Board early this year.

ROBERT GEHRINGER – MEMBER

Bob is retired and now developing a property with his wife at Donnybrook. Bob comes from a working background as an Employee Relations Manager. This expertise has been extremely beneficial to the service. Bob's involvement in community organisations has included the I.R (WA) Society and WA Freemasons.

PATRICIA STOTT – MEMBER

Patricia moved to Bunbury eight months ago from Perth. She is now working as a counsellor with Centacare Bunbury. Prior to coming to Bunbury, Patricia worked for two years in a nursing capacity with children with disabilities, at Catholic Care.

Patricia's background in teaching, nursing and psychology would be an asset to the service.

SONYA DYE

Sonya has been a Board Member of Citizen Advocacy South West for a period of three years and during that time Sonya has impassioned others with her vibrant personality, dedication and knowledge. With her excellent organisational and leadership skills, Sonya has been an invaluable asset for the service. Sonya is currently working in the capacity of Public Programs Coordinator at the Bunbury Art Gallery. Sonya has a Bachelor of Arts (double major, History and Politics).

CARMEL SHEPPARD – MEMBER

- Qualifications: Diploma of Teaching (ECE),
B Ed in Special Needs
 - Occupation: Teacher in an Education Support Unit - Teaching children with
intellectual disabilities
 - Parent of a child with Cerebral Palsy & Epilepsy
 - Organisations actively involved in
 - Citizens Advocacy - Board Member
 - Coastal Country Music Club - Treasurer
 - South West Solitaires - President
 - Bunbury Regional Entertainment Centre - Front of House Manager for movies
 - Church Council Member at local church
- Education Support Network as a participant and sometimes presenter.

TERRI PIERCE

Terri has been involved with Citizen Advocacy South West for about eight years when she became an advocate to Sharon. They have both become very good friends over the years.

Terri recently joined the Board Member so that she may gain more experience within Citizen Advocacy and to learn more of its role in the community.

Terri is married and has grown up children. She is also working part-time at Bankwest as a teller.

STAFF PROFILES

PETA KIERATH – COORDINATOR

Peta joined Citizen Advocacy on August 28, 2000 subsequent to Lesley and Janelle leaving in mid June 2000. Prior to taking up this position Peta worked for ACTIV Foundation for six years in accommodation services. During this time she commenced studies for a Bachelor of Social Work part-time at Edith Cowan University, these studies are continuing. Previously, Peta completed a Residential Child Care Certificate at the Community Service Training College and subsequently held the position of Coordinator at a large inner city women's refuge Orana House for ten years. Before moving South Peta worked as a Community Services Officer with the City of Cockburn and was responsible for all Children's Programmes with the City.

Peta has recently completed Social Role Valorisation and PASSING training with Peter Millier.

SWIE LAN WIGGINS – ASSISTANT ADMIN

Swie Lan started working as an assistant admin in late January this year. In the past she worked as an admin person with community organisations such as the Bunbury Migrant Resource Group for eight years, the South West Women's Refuge for three years. Prior to joining Citizen Advocacy South West, she worked at Centacare Bunbury for 12 months.

She is currently pursuing her degree in Business with her major in Marketing at Edith Cowan University, Bunbury.

Presidents Annual report
2000 – 2001

This was my first year as President of Citizen Advocacy South West. It has been a challenging year because not only were the Coordinator and Assistant new to their jobs, many of the Board of Management were new also.

We have been very fortunate to have two highly skilled and complimentary staff members who are providing a warm welcome to all, work in a strongly cooperative manner and have a strong belief in empowering people with disabilities to be all they can be – to reach for their dreams. Thank you Peta and Swie Lan.

I thank the longer serving Board members for their support of my role and the new members for their willingness to make a commitment to making the lives of people with a disability better.

I have a strong belief that a service culture should encourage all stakeholders in an organisation from Board to participants to be part of a team – each respecting the different roles within that team and recognising skill and individual contribution.

It is part of the Presidents role and privilege, to provide leadership that supports the Agency's development, facilitates meeting its objectives and supports and encourages staff.

I trust that I have been able to begin this process.

We also began the process of reviewing our operations, our program and our policies by undertaking a range of training sessions which will continue into the 2001 – 2002 year.

A fresh look at the activities of the Agency will enable a renewed commitment to best practice and on going monitoring of quality. It will give us the opportunity to examine local need and conditions and reflect upon the Agencies role and future.

Advocates, please accept thanks on behalf of the Management committee. You make a personal contribution to improving the lives of disadvantaged people in our community.

We also acknowledge the proteges who have worked in partnership with CASW to facilitate relationships with members of the community.

Thank you and well done !

Pam Vercoe
President

CO-ORDINATOR'S REPORT

AGM SEPTEMBER 2001

2000/2001 has been a mixture of highs and lows, due in part to the isolated position when I commenced. The initial task was to get to know the programme. This was achieved by spending time with the three Citizen Advocacy agencies in Perth. Each provided me the opportunity to understand the key activities and principals of the programme. As well I was invited to some of their staff and Board training and social events, which was appreciated. I take this opportunity to thank, Citizen Advocacy Eastern Suburbs, Mitchel Peters and Miriam Perkins; Citizen Advocacy Perth West, Janine Flemmer, Dianne Fraser and Michelle McDavitt; and Citizen Advocacy South Metro, Linda Windchester, Glenda McCloud and Peta Brown.

Other events through the first half of last financial year were, attendance at the Joint National Conference of the Australian Society for the Study of Intellectual Disability (ASSID) and the National Council for Intellectual Disability (NCID). This allowed me the opportunity to place this Agency in the network of services, programmes, peak bodies and government Departments both State and Federal. The topics and issues presented at the conference provided me an ability to see the big picture and the surrounding rhetoric. It was apparent there is a shift happening with regards some Citizen Advocacy programmes, not that the concept was being questioned but an acknowledgement there are other forms of advocacy, which are also important. The fact is some agencies are doing things in tandem with CA and some are doing CA a little differently. They say what is important is to work towards meeting needs, being in touch with communities and being responsive. The highlight for me was the work being done in self-advocacy, because that is what we hope to achieve for Protégés through their Advocates, my thinking is about how we can support this because if we cannot advocate for ourselves we are always vulnerable. We need to look for ways to do this in the circle of the Protégé, firstly by way of a good match, secondly by supporting the Advocate and Protégé together and thirdly by ensuring developmental opportunities are available for Protégés either through their Advocates or Advocates circle or with Advocates support.

As Social Role Valorisation is the theoretical framework, which defines the programme, it was important to complete a Social Role Valorisation reflective training, which was done with John Armstrong at Nulsen Haven. This was followed up by a second reflective with Peter Millier as well as the Social Role Valorisation practicum. The second reflective and practicum were subsequent to the end of the financial year. I recommend this training to anyone who is serious about working with people with any degree of vulnerability, because it opens the mind to seeing how damaging the provision of human services can be. Even with the best intentions they can create dependency, deny developmental opportunities and in general create experiences which can be life wasting and ultimately life threatening. History has shown individuals and marginalised groups are frequently at risk of abuse, and this has been proven for people with intellectual and developmental disability. The reality is we all have the need to exercise power and control over our lives, be afforded respect and dignity, be included, participate, contribute, have opportunity to develop throughout our lives, be challenged, take risks and be accepted as valued citizens in our communities and the broader society. What matters, is for our potential to be realised and to have a life, which is purposeful and fulfilling.

January 2001 saw the appointment of Swie Lan Wiggins to the position of Administrator. There was now an ability to make matches and someone with whom to work and plan and to create a welcoming and positive environment. Linda Majewski converted the accounts to Quick Books at the beginning of the financial year. Over the course of this year, the computer hardware and software were upgraded, a database was designed for the programme to facilitate data collection and the management of workloads. The telephone system has been upgraded to a commander system, and the vehicle was changed in accordance with the vehicle maintenance programme. In addition office furniture was added to with desk and chair, a refrigerator more suited to the functions of the office and storage cupboards.

A review of the current matches was carried out during the course of the year. This resulted in some matches being terminated and some being re-invigorated. Support for the current matches is crucial; because of the nature of the relationship being in many cases one sided in terms of generating energy. It is imperative we support the Advocates to ensure they are able to maintain energy for the role of Advocate and continued vigor in support of protégés. With this in mind we commenced a monthly contact lunch, for Advocates, Board of Management, Staff and guests from the community, Advocates are also encouraged to invite a friend, colleague, associate, and/or family member. It is hoped this will provide additional support to Advocates through the opportunity to network, with others, access information and resources, raise the profile of Citizen Advocacy in the Community and provide an avenue for the Board to meet informally with Advocates and others with a view to being in touch with issues and trends for people with a disability.

The two social events, a pre-Christmas breakfast at the Lord Forrest, and a sausage sizzle at Ridley Park, were well attended by Advocates, Protégés, Board members and staff and others. There is a sense Advocates would like more informal low cost events. It is planned to organise four social events per year, and three training events.

A two day training event by Monique Williams was organised by Strive at Nannup and was attended by Board members, Advocates and staff. This was an opportunity to develop deeper understanding of the issues for people with disability and to promote authentic, ethical practices and renewed energy, as well as meet with others working in the field of disability in the South West.

As there are new staff and many new Board members it is an opportune time to reflect on the philosophical tenants of the agency. It was expressed in last years annual report my sense this would be a good time for review, a time to assess what we are doing? Community needs and expectations? Does our mission statement adequately reflect what we are doing? We commenced the process with a workshop with John Armstrong for the Board of Management and staff on Social Role Valorisation principles and Citizen Advocacy. This provided a clear understanding of the key principles and activities, which govern the values and process for achieving outcomes. It was decided by the Board to organise a two-day workshop in October 2001 with Christine Scott from the "Valid To Stand Beside Advocacy Programme". The first day will be for the Board of Management, staff and Advocates, the second day will be for the Board and staff to reflect on the previous days workshop, mission statement, and the programme as it stands, with the view to formulating a position or the basis for some clear thinking for the development of future directions, consolidation and/or the incorporation of new ideas and innovation.

There has been considerable effort placed in identifying the needs of individuals recruited into the programme before matching. This has been in the process of getting to know individuals for identifying the profile of the potential Advocate. During this period information and resources have supported individuals to make informed choices or access services and/or developmental opportunities required to address some of their most urgent needs. In some instances associate and/or crisis advocates were involved.

There are common themes of loneliness, isolation, lack of meaningful inclusion, the need for friendship and relationships being identified for people either living alone, with minimum support, or with parents. The ages of those affected can be from teens through to late thirties. This creates vulnerability and leaves individuals at risk of more serious problems. There is strong anecdotal evidence to support the need for developmental work to identify how these needs might be addressed. At this time there has been reflection on these issues and it is hoped the ongoing review will support some of this thinking.

The projected outcomes negotiated with the funding body for 2000/2001 was for 4-5 matches, we achieved four. Three of the matches are extremely strong, while one has had some problems, not because the Advocate's commitment is lacking but rather the current circumstances surrounding the situation for the family. I continue to be inspired by the commitment and common sense of Advocates and the courage of protégés to keep on in

what is often most difficult circumstances. I continue to stress the need for us to have contact with Advocates because it is crucial if we are to support you and to know what the issues are for Advocates supporting people with disability. It has been positive forming relationships and getting to know you all. I look forward to another year of consolidating the knowledge base with regard to the programme, the people in the programme and the community. Thank you all most sincerely for your contribution without which there would be no programme.

I thank all the Board members for their consistent commitment to the task at hand, their diligence in how they attend to the job, their openness to listen to new ideas and their sound guidance. I thank Pam the Chairperson for her ability to come into the position with such confidence and a will to keep things moving along, also for her willingness to be available to discuss issues. Thank you Sonya for the knowledge and understanding you have brought to the debate, I am sure I speak for everyone when I say we will miss you from the Board and we are sorry you have stepped down I wish you well and hope you will continue to have contact with us either informally or through community programmes.

Thanks to the Programme Manager and Project Officers with the Commonwealth Department of Family and Community Services, Disability Programmes, they have always been available, helpful and understanding of our situation during the year.

In conclusion I would like to remind you all of the seriousness of the job at hand and urge you to encourage involvement from those in your circle of family, friends, associates and colleagues. Become involved in the lives of people with disability, advocate on their behalf by encouraging authentic views, dispel the myths and stereotypes and continue to raise awareness and consciousness in your community.

Peta Kierath

Coordinator

14 September 2001.

Thank You

To all the business and people who
have donated goods and time to
Citizen Advocacy South West (Inc)
Throughout 2000/2001

CITIZEN ADVOCACY SOUTH WEST INC.

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**



**CITIZEN ADVOCACY SOUTH WEST INC.
INDEPENDENT AUDITOR'S REPORT**

SCOPE

We have audited the financial statements of the Citizen Advocacy South West (Inc) for the year ended 30 June 2001. We have conducted an independent audit of these financial statements in order to express an opinion on them.

Our audit has been conducted in accordance with Australian auditing standards to provide reasonable assurance as to whether the financial statements are free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial statements are presented fairly in accordance with our understanding of the financial position of the Citizen Advocacy South West (Inc) and the results of its operations.

The financial report has been prepared for the purpose of fulfilling the financial reporting requirements of the group. 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 group, or for any purpose other than for which it was prepared.

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

Qualification


The Group in common with many organisations of a similar size does not operate a comprehensive system of internal control and the effectiveness of an audit is limited by this factor.

Qualified Audit Opinion

In our opinion, subject to the limitation on our audit explained in the qualification paragraph, the financial statements:

- (a) present fairly the financial position of the Citizen Advocacy South West (Inc) as at 30 June 2001 and the results of its operations for the year then ended, and
- (b) are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.

ACCOUNTING WEST



KEVIN BERTELLI
Partner

September 2001

Bunbury

CITIZEN ADVOCACY SOUTH WEST INC.

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2001

	\$	\$	\$
INCOME			
Disability Service Grant			
Recurrent Operational	110,764		
Income from Investment	1,611		
Profit on sale of Fixed Asset	1,187		
Other Income	286		
GST Collected	11,100		
TOTAL INCOME			124,948
EXPENSES			
Advocate Expenses			
Data Collection	1,629		
Insurance	250		
Functions	470		
Training	32		
		2,381	
Board			
Insurance	778		
Other	487		
Training	1,211		
		2,476	
Office Costs			
Computer Expenses	182		
Advertising	266		
Audit	1,310		
Bank Charges	113		
Equipment	677		
Insurance	730		
Internet	988		
Postage	420		
Printing & Stationary	2,262		
Rent	11,316		
Repairs	313		
Subscriptions	660		
Sundries	105		
		19,342	

CITIZEN ADVOCACY SOUTH WEST INC.

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2001**

	\$	\$	\$
Staff Costs			
Insurance	575		
Staff Amenities	261		
Superannuation	3,443		
Supervision	205		
Training	1,527		
Wages	56,944		
Accrued Entitlements	<u>(15,175)</u>		
		47,780	
Utilities			
Cleaning	597		
Electricity	361		
Gardening	340		
Gas	139		
Telephone	<u>2,657</u>		
		4,094	
Vehicle Expenses			
Licence	457		
Depreciation	3,984		
Fuel Costs	1,963		
Insurance	613		
Servicing	<u>293</u>		
		7,310	
GST Paid		4,964	
Net GST Remittances		7,507	
Depreciation		4,086	
Insurance		4,188	
Petty Cash		<u>(68)</u>	
TOTAL EXPENSES			<u>104,060</u>
OPERATING PROFIT AND EXTRAORDINARY ITEMS			20,888
Retained Profits at July 1			<u>34,747</u>
PROFIT AVAILABLE FOR APPROPRIATION			<u>55,635</u>
RETAINED PROFITS			<u>55,635</u>

CITIZEN ADVOCACY SOUTH WEST INC.

BALANCE SHEET AS AT 30 JUNE 2001

	\$	\$
CURRENT ASSETS		
Cash Management Account	31,126	
Petty Cash Book	103	
	<u> </u>	
TOTAL CURRENT ASSETS		<u>31,229</u>
NON-CURRENT ASSETS		
Property, Plant and Equipment		
Motor Vehicles - at Cost	30,911	
Less Prov'n for Depreciation	8,425	
	<u> </u>	
		22,486
Furniture & Equipment-at Cost	40,871	
Less Prov'n for Depreciation	27,545	
	<u> </u>	
		13,326
TOTAL NON-CURRENT ASSETS		<u>35,812</u>
TOTAL ASSETS		<u>67,041</u>
CURRENT LIABILITIES		
Bank Overdraft	418	
Creditor - PAYG Withholding	8,163	
Superannuation	43	
	<u> </u>	
		8,624
Prov'n for Employee Entitlmnts		2,782
		<u> </u>
TOTAL CURRENT LIABILITIES		<u>11,406</u>
TOTAL LIABILITIES		<u>11,406</u>
NET ASSETS		<u>55,635</u>
SHAREHOLDERS' EQUITY		
Accumulated Profit		<u>55,635</u>

25-Sep-01

CITIZEN ADVOCACY SOUTH WEST INC.
Tax Disposal Schedule from 01-Jul-00 to 30-Jun-01

Page 2

DESCRIPTION	ORIGINAL COST	ACQUISITION DATE	CLOSING WDV	DATE DISPOSED	CONSID. RECEIVED	CAPITAL GAIN	PROFIT ON DISPOSAL	LOSS ON DISPOSAL
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18

Motor Vehicle AU Forte Sedan	21628	02-Aug-99	13627	01-Jun-01	14815		1188	
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CITIZEN ADVOCACY SOUTH WEST INC.

25-Sep-01

Tax Depreciation Schedule from 01-Jul-00 to 30-Jun-01

Page 1

DESCRIPTION	ORIGINAL COST	% PRIVATE	OPENING WDV	-ACQUISITION- DATE	COST	- DEPRECIATION - RATE	TYPE	AMOUNT	CLOSING WDV
1 Other Assets	10174			30-Jun-99		20.00	PC		
2 White Brand	287			30-Jun-99		20.00	PC		
3 Fax	799			30-Jun-99		20.00	PC		
4 Overhead Projector	815			30-Jun-99		20.00	PC		
5 Mousal	95			30-Jun-99		20.00	PC		
6 Computer	3018			30-Jun-99		20.00	PC		
7 Microwave	256		1	30-Jun-99		20.00	PC	1	
8 Chair	160			30-Jun-99		20.00	PC		
9 Photocopier	6439		3434	30-Jun-99		20.00	PC	1288	2146
10 Fly Screen	337		203	30-Jun-99		20.00	PC	67	136
11 Sundry	619		358	30-Jun-99		20.00	PC	124	234
12 Desk & Chair	428		255	30-Jun-99		20.00	PC	86	169
13 Computer	3096		861	30-Jun-99		33.33	PC	861	
14 Computer - Nov	1969		931	30-Jun-99		33.33	PC	656	275
15 Computer - Jan	1969		1040	30-Jun-99		33.33	PC	656	384
16 Scanner - May	225		144	30-Jun-99		33.33	PC	75	69
20 Paper Shredder PS70	368			12-Mar-01	368	30.00	DV	34	334
21 Four Draw Filing Cabinet	245			04-Apr-01	245	15.00	DV	9	236
22 Fax Machine Sharpe FO 780	355			12-Apr-01	355	30.00	DV	23	332
23 White Pantry * 2	316			17-Apr-01	316	15.00	DV	10	306

CITIZEN ADVOCACY SOUTH WEST INC.

25-Sep-01

Tax Depreciation Schedule from 01-Jul-00 to 30-Jun-01

Page 2

DESCRIPTION	ORIGINAL COST	% PRIVATE	OPENING WDV	-ACQUISITION- DATE	COST	- DEPRECIATION - RATE	TYPE	AMOUNT	CLOSING WDV
24 White Bookcase	140			17-Apr-01	140	15.00	DV	4	136
25 Marrabou 1500 V2 Grey Desk 314				30-Apr-01	314	15.00	DV	8	306
26 Folding Leg Table	181			30-Apr-01	181	15.00	DV	5	176
27 EW57 Office Chair	181			30-Apr-01	181	15.00	DV	5	176
28 Sony Mavica Digital Camera 1273				15-May-01	1273	37.50	DV	61	1212
29 362L Refrigerator	817			18-May-01	817	7.50	DV	7	810
30 Computer Pentium 2 Celeron 1868				22-May-01	1868	37.50	DV	77	1791
31 NEC XEN Alpha Telephone * 2 1930				28-May-01	1930	7.50	DV	13	1917
32 Computer Pentium 2 CD Corner 2195				24-Jun-01	2195	37.50	DV	16	2179
GRAND TOTAL	40869		7227		10183			4086	13324
	=====		=====		=====			=====	=====

CITIZEN ADVOCACY SOUTH WEST INC.

25-Sep-01

Tax Depreciation Schedule from 01-Jul-00 to 30-Jun-01

Page 1

DESCRIPTION	ORIGINAL COST	% PRIVATE	OPENING WDV	-ACQUISITION- DATE	COST	- DEPRECIATION - RATE TYPE	AMOUNT	CLOSING WDV
18 Motor Vehicle AU Forte Sedan	21628		17187	02-Aug-99		22.50 DV	3560	Disposed
19 VT Executive Sedan	22910			01-Jun-01	22910	22.50 DV	424	22486
GRAND TOTAL	22910		17187		22910		3984	22486

CITIZENS ADVOCACY SOUTH WEST INC

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2001**

NOTE 1 - The allocation of expenses have differed significantly from the prior years due to the fact that the information has been presented using a different computer program and different interpretation of the way the expenses are to be categorised.

For the 2001 year the financial statements have been prepared based on the allocations provided.

These being Advocate expenses, board, office costs, staff costs, utilities and vehicle expenses.

This expense allocation breakdown was not available in the prior year. This will not affect the overall representation of expenses only the allocations.

CITIZEN ADVOCACY SOUTH WEST INC.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2001

	2001	2000
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from Customers	111,050	106,911
Payments to suppliers and employees	(86,834)	(106,256)
Interest received	1,611	950
	<hr/>	<hr/>
NET CASH PROVIDED BY OPERATING ACTIVITIES	25,827	1,605
 CAHS FLOW FROM PURCHASE/SALE ACTIVITIES		
Proceeds		
Motor Vehicles - Sale	14,815	17,865
 Payments		
Motor Vehicles - Acquisition	(22,910)	(21,628)
Furniture & Equipment - Acquisition	(10,183)	-
	<hr/>	<hr/>
NET CASH PROVIDED BY ACTIVITIES	(18,278)	(3,763)
 NET INCREASE (DECREASE) IN CASH HELD		
	7,549	(2,158)
CASH A BEGINING OF THE YEAR	23,262	25,420
	<hr/>	<hr/>
CASH HELD AT THE END OF THE YEAR	30,811	23,262

CITIZEN ADVOCACY SOUTH WEST INC.

NOTES TO THE STATEMENT OF CASH FLOWS

	2001	2000
NOTE 1 - RECONCILIATION OF CASH		
Cash at Bank	-	9,585
Cash Management Account	31,126	13,677
Petty Cash Book	103	-
Bank Overdraft	(418)	-
	<u>30,811</u>	<u>23,262</u>
NOTE 2 - RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES		
Operating profit after income tax	22,276	(2,324)
Depreciation	8,069	8,870
Decrease (increase) in prepaid expenses	5,027	(9)
Increase (decrease) in accrued expenses	(15,175)	(2,425)
Increase (decrease) in trade creditors	8,188	(2,507)
Profit on sale of non-current assets	(1,187)	-
Decrease (increase) in GST owing	(1,371)	-
	<u>25,827</u>	<u>1,605</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		

MEETING WITH AUDITORS ACCOUNTING WEST

Date 24 September 2001 at Zoe Street

Present: Kevin Bertelli, Paul Spinelli, Peta Kierath, Swie Lan Wiggins.

Note form record of the issues raised.

Issues:

1. Office procedures for documenting and accessing hard copy reference excellent. No changes required.
2. Change from financial software "Money" to "QuickBooks" has necessitated a written explanation. Peta and Swie Lan accepted this position.
3. Changes to the format for categorising expenditure (the expenditure has been categorised in more detail ie insurance expenditure has been allocated to the various areas of expenditure ie Board; Advocate/protégé; staff; office likewise for other items of expenditure) has meant it will be very time consuming and costly to provide a comparative column for 99/00. This will not be a problem in future years providing we stabilise with the current format. This should not be a problem with the conversion to MYOB. The Auditors believed it was more beneficial for the Board and staff to have the more detailed breakdown especially when managing a relatively small budget. Swie Lan and Peta agreed this can be waived in this financial year's audit due to it not being a requirement of the funding body, but would like it to be included in future audits because it is a useful comparison for the Board and Members of the agency. The Auditors agreed with this position.
4. The Auditor agreed with moving from Quick Books to MYOB. It would make their work easier and in general it would be more compatible with other financial systems and operators.
5. It was suggested by the Auditors it appeared there had been some irregularities in how the information was entered, their opinion was there were too many fingers in the pie and this would need to be rectified in the future. This in no way reflected upon staff or the management of the accounts, the auditor said it was transparent the accounts and the management of the funds were completely in order as reflected in the figures presented and qualified in the Audit.
6. Small issue of BAS payments; in future they should be itemised according to the different categories of tax ie HECS, etc. and not presented as one amount.
7. Kevin has suggested he spend an hour with Swie Lan when she is ready to send in the next BAS statement, he will do a random check to ensure the entries are made correctly and the new MYOB is being administered correctly. This will be an opportune time for Swie Lan to ask any questions and ensure the entries and process is correct for the 2001/02 audit.

Kevin said he will not charge CASW for the time he spends with Swie Lan as he has met with us and has empathy for what the agency is doing and the fact it is a 'not for profit' government funded body with a small budget. He was also concerned we had a surplus and realised this was because the wages are now lower than previously and there had been a period of months when there was no staff and then only one staff for a further period, he hoped this would not pre-empt a reduction in future funding.

Peta Kierath
Coordinator

surplus with the developmental work and staff and board training which is ongoing.

Peta Kierath
Coordinator