ABN 49 158 531 102

**Financial Statements** 

ABN 49 158 531 102

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# Auditor's Independence Declaration under Section 60-40 of the Charities and Not-for-profits Commission Act 2012 to the Responsible Persons of Women's Legal Service Victoria Inc

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019, there have been:

- (i) no contraventions of the auditor independence requirements as set out in section 60–40 of the Australian Charities and Not-for-profits Commission Act 2012 in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Andrew Fisher FCA, Partner (auditor registration number 306364) on behalf of Banks Group Assurance Pty Ltd, Chartered Accountants Authorised audit company registration number 294178 (ACN 115 749 598)

25 October 2019

Melbourne, Australia

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# Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 30 June 2019

	2019	2018
	\$	\$
Income		
Grant Income - Operating Funding Commonwealth	1,408,234	1,230,325
Grant Income - Operating Funding State	455,714	430,165
Grant Income - Project Funding CLSP	314,414	278,867
Grant Income - Project Funding Other	1,230,230	1,320,285
Legal education	85,759	47,438
Legal services	14,033	22,587
Philanthropic donations	64,817	37,260
Other income	25,646	27,505
Recoupment from FLLS	355,920	164,513
Finance income	75,507	59,713
	4,030,274	3,618,658
Expenses		
Employee benefits expense	(2,833,746)	(2,364,987)
Depreciation and amortisation expense	(44,891)	(56,707)
Occupancy expenses	(156,819)	(135,165)
FLLS costs	(294,093)	(395,602)
Other expenses	(360,521)	(389,999)
	(3,690,070)	(3,342,460)
Surplus before income tax	340,204	276,198
Income tax expense	_	
Surplus for the year	340,204	276,198
Other comprehensive income, net of income tax		-
Total comprehensive income for the year	340,204	276,198

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# **Statement of Financial Position**

### As At 30 June 2019

	Note	2019 \$	2018 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	2,878,735	2,602,463
Trade and other receivables	4	104,769	287,486
Other assets	5 _	14,768	29,197
TOTAL CURRENT ASSETS		2,998,272	2,919,146
NON-CURRENT ASSETS	_		,
Property, plant and equipment	6	149,961	177,726
Intangible assets	7	-	439
TOTAL NON-CURRENT ASSETS		149,961	178,165
TOTAL ASSETS		3,148,233	3,097,311
LIABILITIES CURRENT LIABILITIES	-		
Trade and other payables	8	232,403	213,720
Employee benefits	9	302,922	239,992
Other financial liabilities	10	902,030	1,257,921
TOTAL CURRENT LIABILITIES		1,437,355	1,711,633
NON-CURRENT LIABILITIES	_		
Employee benefits	9	87,302	77,206
Long-term provisions	11	162,033	187,133
TOTAL NON-CURRENT LIABILITIES	_	249,335	264,339
TOTAL LIABILITIES		1,686,690	1,975,972
NET ASSETS	<u> </u>	1,461,543	1,121,339
	_		
EQUITY			
Capital Replacement Reserve		90,000	90,000
Retained Surplus	_	1,371,543	1,031,339
TOTAL EQUITY	<b>=</b>	1,461,543	1,121,339

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# Statement of Changes in Equity

For the Year Ended 30 June 2019

2019

	Retained Surplus	Capital Replacement Reserve	Total
	\$	\$	\$
Balance at 1 July 2018	1,031,339	90,000	1,121,339
Surplus attributable to the entity	340,204	<u> </u>	340,204
Balance at 30 June 2019	<u>1,371,543</u>	90,000	1,461,543
2018			
	Retained Surplus	Capital Replacement Reserve	Total
	\$	\$	\$
Balance at 1 July 2017	755,141	90,000	845,141
Surplus attributable to the entity	276,198		276,198
Balance at 30 June 2018	1,031,339	90,000	1,121,339

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# **Statement of Cash Flows**

		2019	2018
	Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from grants		3,343,612	3,213,946
Other receipts		437,981	297,580
Payments to suppliers and employees		(3,564,141)	(3,272,866)
Interest received	_	75,507	62,245
Net cash provided by/(used in) operating activities	14 _	292,959	300,905
CASH FLOWS FROM INVESTING ACTIVITIES: Purchase of property, plant and equipment		(16,687)	(46,234)
Net cash provided by/(used in) investing activities	_	(16,687)	(46,234)
CASH FLOWS FROM FINANCING ACTIVITIES:			
Net increase/(decrease) in cash and cash equivalents held		276,272	254,671
Cash and cash equivalents at beginning of year		2,602,463	2,347,792
Cash and cash equivalents at end of financial year			2,041,132
odon and odon oquivalento at ond of illianicial year	3 _	2,878,735	2,602,463

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#### **Notes to the Financial Statements**

#### For the Year Ended 30 June 2019

The financial report covers Women's Legal Service Victoria Inc as an individual entity. Women's Legal Service Victoria Inc is a not-for-profit Company, registered and domiciled in Australia.

The functional and presentation currency of Women's Legal Service Victoria Inc is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

#### 1 Basis of Preparation

In the opinion of those charged with Governance the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

#### 2 Summary of Significant Accounting Policies

#### (a) Income Tax

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

#### (b) Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

#### (c) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Grant revenue is recognised in the statement of profit or loss and other comprehensive income when the Association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

When grant revenue is received whereby the Association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Women's Legal Service Victoria Inc receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of profit or loss and other comprehensive income.

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#### **Notes to the Financial Statements**

#### For the Year Ended 30 June 2019

#### 2 Summary of Significant Accounting Policies

#### (c) Revenue and other income

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

Other income is recognised on an accruals basis when the Association is entitled to it.

#### (d) Goods and services tax (GST)

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

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

#### (e) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Items of property, plant and equipment acquired for nil or nominal consideration have been recorded at the acquisition date fair value.

#### Plant and equipment

Plant and equipment are measured using the cost model.

#### Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a reducing balance basis over the assets useful life to the Association, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class
Office Equipment
Computer Equipment

Depreciation rate
20-25%
40%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

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### **Notes to the Financial Statements**

#### For the Year Ended 30 June 2019

#### 2 Summary of Significant Accounting Policies

#### (f) Financial instruments

Financial instruments are recognised initially using trade date accounting, i.e. on the date that the Association becomes party to the contractual provisions of the instrument.

#### Financial assets

The associations financial instruments comprise loans and receivables which are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets and are measured at amortised cost.

#### Financial liabilities

The Association measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method. The financial liabilities of the Association comprise trade payables, bank and other loans and finance lease liabilities.

#### (g) Cash and cash equivalents

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

#### (h) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled

#### (i) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

#### (j) Adoption of new and revised accounting standards

The Association has adopted all standards which became effective for the first time at 30 June 2019, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Association.

#### (k) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Association has decided not to early adopt these Standards. The following table summarises those future requirements, and their impact on the Association where the standard is relevant:

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#### **Notes to the Financial Statements**

For the Year Ended 30 June 2019

#### **Summary of Significant Accounting Policies**

New Accounting Standards and Interpretations			
	Effective date		
Standard Name	for entity	Requirements	Impact
AASB 16 Leases	30 June 2020	AASB 16 will cause the majority of leases of an entity to be brought onto the statement of financial position. There are limited exceptions relating to short-term leases and low value assets which may remain off-balance sheet. The calculation of the lease liability will take into account appropriate discount rates, assumptions about lease term and increases in lease payments.  A corresponding right to use asset will be recognised which will be amortised over the term of the lease. Rent expense will no longer be shown, the profit and loss impact of the leases will be through amortisation and interest charges.	Whilst the impact of AASB 16 has not yet been quantified, the entity currently has \$104,280 worth of operating leases which we anticipate will be brought onto the statement of financial position. Interest and amortisation expense will increase and rental expense will decrease.
AASB 15 Revenue from contracts with customers	30 June 2020	AASB 15 introduces a five step process for revenue recognition with the core principle of the new Standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be	As revenue is currently recognised on completion of education and counselling services, we do not anticipate significant changes, however we are continuing to review

or services. Accounting policy changes will arise in timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element.

AASB 15 will also result in enhanced disclosures about revenue, provide guidance for transactions that were not previously addressed comprehensively (for example, service revenue and contract modifications) and improve guidance for multiple element arrangements.

ıe is recognised etion of and ig services, anticipate changes, ve are continuing to review entitled in exchange for those goods the revenue recognition policy for longer term contracts

and grants.

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# **Notes to the Financial Statements**

3	Cash and Cash Equivalents		
		2019	2018
	One has been also as a second of the second	\$	\$
	Cash at bank and in hand	213,537	505,248
	Short-term deposits	2,665,198	2,097,215
		2,878,735	2,602,463
4	Trade and Other Receivables		
		2019	2018
		\$	\$
	CURRENT		
	Trade receivables	87,450	272,166
	Other receivables	17,319	15,320
	Total current trade and other receivables	104,769	287,486
5	Other Assets		
J	Other Assets	2019	2018
		201 <del>9</del> \$	2018 \$
	QUEDENT	Ф	Þ
	CURRENT Prepayments	44.700	20.407
	repayments	14,768	29,197
6	Property, plant and equipment		
		2019	2018
		\$	\$
	PLANT AND EQUIPMENT		
	Office equipment		
	At cost	321,556	321,556
	Accumulated depreciation	(204,036)	(175,550)
	Total office equipment	117,520	146,006
	Computer equipment	407.040	00.550
	At cost Accumulated depreciation	105,246	88,559
		(72,805)	(56,839)
	Total computer equipment	32,441	31,720
	Total plant and equipment	149,961	177,726
	Total property, plant and equipment	149,961	177,726

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# **Notes to the Financial Statements**

7	Intangible Assets		
	Website costs		
	Cost	12,800	12,800
	Accumulated amortisation	(12,800)	(12,361)
	Total Intangibles		439
8	Trade and Other Payables		
		2019	2018
		\$	\$
	CURRENT		
	Trade payables	39,333	33,038
	GST payable	51,595	72,777
	Sundry creditors and accrued expenses	141,475	107,905
		232,403	213,720
9	Employee Benefits		
		2019	2018
		\$	\$
	CURRENT		
	Provision for long service leave	116,511	78,685
	Provision for annual leave	186,411	161,307
		302,922	239,992
	NON-CURRENT		
	Provision for long service leave	87,302	77,206

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### **Notes to the Financial Statements**

#### For the Year Ended 30 June 2019

#### 10 Other Financial Liabilities

	2019	2018
	\$	\$
CURRENT		
CLSP Funds	188,861	253,845
VLA ERQ - State	248,325	248,325
VLA ERO Extra (a)	51,234	51,234
VLA child protection	-	26,054
VLA Other	29,742	50,000
Non CLSP Funds	383,868	628,463
Total	902,030	1,257,921

#### (a) VLA ERO Extra

VLA ERO extra comprises \$21,930 (2015/16), \$15,647 (2014/15), \$10,650 (2013/14) and \$3,007 (2012/13)

#### 11 Provisions

	2019	2018
	\$	\$
NON-CURRENT		
Other provisions	162,033	187,133

#### 12 Capital and Leasing Commitments

#### **Operating Leases**

	\$	\$
Minimum lease payments under non-cancellable operating leases:		
- not later than one year	152,493	161,914
- between one year and five years		152,493
	152,493	314,407

2019

2018

The Association has a property lease commitment. It is a non-cancellable operating lease with a six-year term, with rent payable monthly in advance. The lease has an option to renew for a further 4 years which expires 19 May 2024. As at the date of this report the Board intend to exercise this option.

The lease included a tenant's incentive equal to a 50% reduction in the base rent payable for the period from commencement to 19 May 2017.

#### 13 Contingencies

In the opinion of those charged with governance, the Association did not have any contingencies at 30 June 2019 (30 June 2018:None).

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# **Notes to the Financial Statements**

For the Year Ended 30 June 2019

#### 14 Cash Flow Information

Reconciliation of net income to net cash provided by operating activities:

	2019	2018
	\$	\$
Surplus for the year	340,204	276,198
Non-cash flows in profit:		•
- depreciation	44,891	56,707
Changes in assets and liabilities:	·	,
<ul> <li>- (increase)/decrease in trade and other receivables</li> </ul>	182,717	(157,260)
- (increase)/decrease in other assets	14,429	-
- increase/(decrease) in income in advance	(355,891)	94,233
- increase/(decrease) in trade and other payables	18,683	(38,409)
- increase/(decrease) in provisions	47,926	69,436
Cashflows from operations	292,959	300,905

#### 15 Statutory Information

The registered office and principal place of business of the company is:

Women's Legal Service Victoria Inc 10/277 William Street Melbourne VIC 3000

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# **Responsible Persons' Declaration**

The responsible persons declare that in the responsible persons' opinion:

- there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

Board Member: Mautherk

Board Member: .....

Dated 23 October 2019



# Independent Audit Report to the members of Women's Legal Service Victoria Inc

#### Report on the Audit of the Financial Report

#### Opinion

We have audited the financial report of Women's Legal Service Victoria Inc, which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible persons' declaration.

In our opinion the financial report of Women's Legal Service Victoria Inc has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- giving a true and fair view of the Registered Entity's financial position as at 30 June 2019 and of its financial performance for the year ended; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

#### **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Registered Entity in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### **Emphasis of Matter - Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Registered Entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Responsibilities of Responsible Entities for the Financial Report

The responsible entities of the Registered Entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the Registered Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the Registered Entity or to cease operations, or have no realistic alternative but to do so.



# Independent Audit Report to the members of Women's Legal Service Victoria Inc

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are
  appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the
  Registered Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities.
- Conclude on the appropriateness of the responsible entities' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Registered Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Registered Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether
  the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Banks Group Assurance Pty Ltd, Chartered Accountants Authorised audit company number 294178 (ACN 115 749 598)

Andrew Fisher FCA, Partner Registration number 306364

Melbourne, Australia 23 October 2019