



2013
2014

Annual Report 2013 - 2014



Richmond Fellowship
ACT Inc.

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RichmondFellowship ACT Inc. AnnualReport 2013 - 2014



2013
2014

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Who we are

Richmond Fellowship ACT Inc. **Annual Report 2013 - 2014**

Richmond Fellowship was founded in 1957 in Richmond, England – and has since grown into a **worldwide network of support services for the disadvantaged in our community.**

As part of this international network since 1976, Richmond Fellowship in the Australian Capital Territory, provides:

- Facilities and services for young people experiencing social and behavioural challenges.
- Supported accommodation and recovery focused rehabilitation for adults with mental illness, and counselling for their families.
- Personal Helpers and Mentors services in Canberra, Queanbeyan and Goulburn.
- Partners in Recovery Support Facilitation

Our role

To use professional and innovative service delivery in working respectfully and collaboratively with people, drawing on their strengths and resilience to encourage possibilities of change.

Our vision

To work with passionate commitment alongside people, with belief in their dignity and confidence in their capacity for positive change.

Board of Directors & Members

Chair	<i>Ron Cahill</i> is a retired Chief Magistrate of the ACT and has been the Chair of the Richmond Fellowship Board for 26 years, he is an adjunct professor of Law at the University of Canberra.
Vice Chair	<i>Alan Castle</i> is a retired police superintendent involved in a number of community organisations and coordinates a support group for men.
Treasurer	<i>Harry Bluhm</i> is an accountant with 30 years experience in his own chartered accountancy practise.
Secretary	<i>Libby Steeper</i> is a carer representative and an ex Director of an ACT Government Department. She brings a wealth of management skills and vision, and is also active in raising funds for Richmond Fellowship through Rotary.
Public Officer	<i>Wilf Rath</i>
Directors	<i>Mary Cooper</i> is a carer representative and has a close involvement with people with a mental illness. <i>John Lundy</i> is an ACT Government Solicitor <i>Debra Rickwood</i> is a Professor of Psychology at the Centre for Applied Psychology at the University of Canberra. <i>Brian Rope</i> is a retired public servant and held a position of Director of Public Housing <i>Daniel Bonner</i> is the ACT Government Forensic Psychiatrist <i>Magistrate Peter Dingwall</i> is a practising Magistrate in the ACT Magistrates Courts
Members	<i>Brian Liddy</i> is a Lawyer with Legal AID ACT <i>Ken Jones</i> is a retired Executive Director

Management Team

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

- Chief Executive Officer**
- Director of Mental Health Services**
- Team Leader** (PHaMs Belconnen)
- Team Leader** (PHaMs Goulburn)
- Team Leader** (PHaMs Queanbeyan)
- Team Leader** (Live Your Life)
- Director of Youth Services**
- Manager** (Care & Coordination of Youth Services)
- Manager** (Care & Coordination of Youth Services)
- Accountant**
- Human Resource Advisor**
- Quality Improvement Officer**
- Administration**
- IT Support Officer**

- Wilf Rath*
- Amanda Urbanc*
- Mandy Smith*
- Debra Muddiman*
- Shane Turnbull*
- Priscilla Thornton*
- David Plant*
- Lisa Wylie*
- Steven Ujdur*
- Carol Ruster*
- Monique Campbell*
- Ineke Wylde*
- Jill Leicht*
- Wayne Jordon*

Youth Services Staff

- Lisa Wylie* Managers of Care Co-ordination for Youth Services
- Steven Ujdur* Manager of Care Co-ordination for Youth Services (he is the person standing next to the RF banner).
This was at a fund raiser at the Curtin Shops sponsored by The Rotary Club Woden for our Youth Outreach Residence in Curtin.
- Sue Parker* Case Records and Information Coordinator



Steven Ujdur

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

Firstly on behalf of the Board I would like to thank all of our staff for **the high level of commitment and dedication** they have shown and demonstrated in the quality of service, particularly over the last 12 months.

There have been many challenges and it has not been an easy time for youth workers, managers and the organisation as a whole. Additionally, our mental health support programs have been under pressure to ensure that we are NDIS ready and compliant.

Residential Care Services for young people

We restructured the Residential Care program to accommodate changes to our service provision in accordance with requirements of ACT Care and Protection. This has been an ongoing process for the last 13 months, with the new model and structure having commenced on 1st October 2014. I believe the changes driven by David in conjunction with ACF will be positive and result in a new, more professional trauma informed model of care for young people. This new direction will also position Richmond Fellowship ACT as leaders in the sector of residential care for young people. There are new areas of service provision to be

considered in the context of the new direction that CSD is considering under their long term strategic planning. These strategic plans will become much clearer in the ACT Legislative Assembly budgets for the 2015/2016 financial year with our new Minister, Michael Gentleman.

Mental Health support services

Our contracts with ACT Mental Health are being phased down from 1st July this year to June 2016. The purpose of this is to fully transition to NDIS by 2016, the phasing has commenced with the older clients (64yrs) first and will fully transition all clients by 2016. Clearly there are some uncertainties in relation to this transition and our service delivery model will need to reflect the new needs and requirements of NDIS. RF is confident that we are positioned and ready for the changes in service model and funding under NDIS.

Enterprise Bargaining Agreement

The Richmond Fellowship Board and management is currently working with staff to develop an EBA. Every effort will be made to ensure that all of our employees are familiar with the agreement and understand the content of the "The Richmond Fellowship ACT Enterprise Agreement 2014" before it is implemented in 2015.

Quality Improvement

Another layer of work that is in progress and will take around 2 years to complete is the Quality Improvement work that Ineke is carrying out to ensure that the organisation is able to achieve Accreditation under the QIP requirements against the National Standards for Mental Health Services.

Richmond Fellowship conducts feedback surveys to improve the quality of our service provision. Over 90% of staff is satisfied with working at RF and 91% of our clients are satisfied with the service. In addition to providing services to Goulburn, Queanbeyan and Yass, we will be seeking new areas in adjoining geographical areas.

We completed an upgrade of our web site this year, this will assist us in preparing for the challenges of the future. We also participated in many promotional events, including Mental Health Week, this year one of our staff Katrina McLean was awarded the 'Cross Sector

Collaboration Award'. This is for enhancing the quality of life and wellbeing of people living with mental illness and their families.

This year has been one of much change and progress at Richmond Fellowship. I thank the Board for their valuable work and support and am confident that we are in an excellent position to embrace the future.

Wilf Rath

CEO

Richmond Fellowship ACT Inc. **Annual Report 2013 - 2014**

This year has been one of **constant progress in the mental health programs** with a strong focus on NDIS and changes to our youth services.

Wilf Rath and the staff of Richmond Fellowship have been continuing to deliver high quality programs for our vulnerable clients within a climate of increasing needs.

The impact of NDIS on service provision has initiated significant changes in the planning and development of our services. This ensures that RF is well placed to provide best practice and responsive services for people with mental health issues.

Richmond Fellowship youth services completed a restructure this year in consultation with key stakeholders, this will continue to provide improved programs that are responsive to the needs of our vulnerable young people.

Stakeholder engagement, especially with families, carers and consumers has been a priority for RF as it ensures decisions are informed by the experiences and knowledge of the people who are affected and supported by RF. The mental health services strategic planning workshop earlier in the year included input from; other service providers, clients, staff and carers. All of them contributed to the development of our role, vision, principles and planning.

Major progress has been made towards achieving Accreditation and this should be finalised by May 2015.

The year ahead is an exciting and unique opportunity for Richmond Fellowship to be leaders in the community sector and for us to continue to provide excellent support and care for the vulnerable people in the community.

I wish to acknowledge the hard work, dedication and professionalism shown by Wilf Rath and the staff of Richmond Fellowship over the year and I would also like to express my thanks to the other Board members for their commitment and expert advice throughout the year.

Ron Cahil

Chair



Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

All is going well with improving our services across Richmond Fellowship programs.

Quality improvement is currently focused on implementing the National Standards for Mental Health Services (NSMHS) and much has been achieved to date. I have been working with the Board and Directors to ensure our policies and procedures comply with the standards in order for RF to achieve accreditation in early 2015. The Quality Improvement Committee support and guide the improvements, they include; a new logo, branding updated web site and policies have been developed. To date this had been an easy process as it is supported by professional staff who also participate in regular training and professional development.

Richmond Fellowship develops, plans and delivers services that are informed by research and key stakeholder engagement. They were all invited to our Annual Strategic planning day early 2014. Their proactive engagement and contribution to our program planning and development is essential in order for RF to provide services for people with mental illness and promote mental health recovery.

We are committed to ensuring we are informed about all the needs and views of our stakeholders including staff. Therefore we provide annual confidential feedback surveys to staff, clients, carers/family and service providers.

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This feedback is valuable information and is used for decision making and responsive program planning.

Richmond Fellowship believe it is important to be easily accessible and participate in many community promotions such as the 'Choice and Control Expo' 'Walk for Hope', Mental Health Week and many other collaborative community events. RF Staff also share the responsibility of sitting and contributing to Boards and committees.

I am looking forward to 2015 and am excited about Richmond Fellowship ACT achieving Accreditation, this will be important for our organisation for many reasons. We are already an NDIS registered provider, however people with a mental illness can be then be very confident that we comply with all NSMHS standards when they are seeking a provider to care for their needs.

Ineke Wylde

Quality Improvement Officer

The year has been seen a lot of activities and changes and the feedback from our clients has been overwhelmingly positive. I thank every member of my team for their ongoing commitment, dedication and hard work in making a positive difference to people's lives and to their families/carers.

We started the year with our Strategic Planning day with the valuable contributions from our staff, clients, carers/families and key stakeholders. We reshaped our vision, values and roles and set a number of objectives to achieve over the next 2 years. These are progressing well and I will provide a status report early next year.

The National Disability Insurance Scheme went live in the ACT in July this year. With gratitude to the ACT NDIS taskforce we were given support through participation in the NDIS readiness toolkit and took up the offer of business and infrastructure grants with the assistance of Billy Kang and others from RSM Bird Cameron. These activities have positioned us well for the future and will be refined as our current clients begin to enter the scheme in 2015/16.

All teams have been supporting clients in excess of our contractual requirements. As at October we have 238 active participants across our programs with a waiting list of 35. We are providing a number of group opportunities (Hearing Voices Support, Music Mojo, fitness and wellbeing activities,

cooking and a wide variety of social outings) in addition to individual targeted recovery support.

All staff already hold or are undertaking their Cert 1V in Mental Health. We have also adopted the Recovery Star assessment tool. This assists staff and clients to identify areas to focus on across a number of life domains. We are also licenced to use the on line recovery star data base which enables staff and clients to track their progress over time.

I am extremely grateful to all our staff, they are an amazing group of people who bring a variety of skills and talents that make up a diverse and client centred array of options for our participants. This enables Richmond Fellowship to offer individuals a unique service, based on their unique needs, not one where they have to fit into a set of inflexible options.

THANKYOU ONE AND ALL

Amanda Urbanc

Director

Mental Health Services

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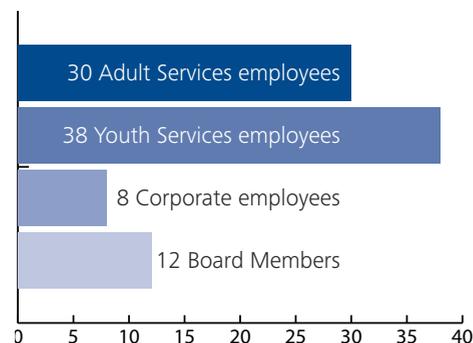
Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

This year has brought many challenges and changes to the Youth Services Programs; including reduced contract funding from CSD, restructure of Programs, farewelling long-term management staff, and commencing new partnerships with ACF are just some of the challenges we've experienced within our Youth Services.

Richmond Fellowship's newly launched website, enhances our services, is user-friendly and promotes our programs in readiness for NDIS.

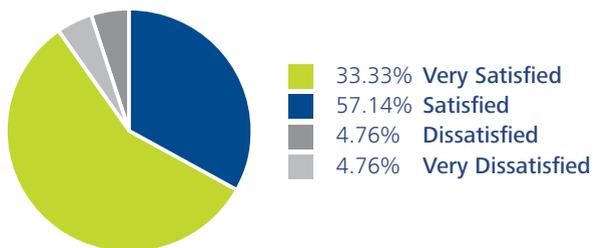
Richmond Fellowship Staff

November 2014 - RF had a total of 76 employees



2014 Staff Survey Results

What is your overall satisfaction with Richmond Fellowship, as compared to other organisations you may have worked?



At Richmond Fellowship, we pride ourselves on our supportive family orientated culture and we thoroughly enjoy our staff socials. Our Easter egg hunt was a fun packed day, staff competed for hundreds of chocolate egg hidden around the grounds of Pialligo. Many then joined in on a competitive, friendly game of soccer, the not so enthusiastic cheered them along, whilst soaking up the beautiful Autumn sunshine.

Our Staff Employee Assistance Program (EAP)

The RF Employee Assistance Program (EAP) is through Converge International, it is a professional counselling service that offers confidential, short-term support for a variety of work-related and personal problems that may affect staff at work or at home. They support our staff with access to qualified professionals, including psychologists, social workers and management coaches.

HR Future Focus

Over the next 12 months, HR will be focussing on our new Enterprise Bargaining Agreement (EBA). For those employees underpinned by the SCHADS Award, we will be working closely with all staff and the Australian Services Union in renegotiations on the Enterprise Agreement.

New staff induction programs will be introduced to ensure all staff are closely aligned with RFs policy and procedures, vision, mission and values.

Richmond Fellowship employees are valuable, we are very proud of their dedication and genuine passion for making a difference within our organisation and the community.

Monique Campbell

HR Advisor



Katrina McLean with her 'Cross Sector Collaboration Award' accepted at Mental Health Week.

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

The Richmond Fellowship Youth Services have had a challenging and exciting year in 2013/14. It has been a year marked by the challenge of renewal. A challenge involving changing personnel, changing views about the nature of the job to be done, the forging of new partnerships, and preparations for further change into the future.

The first thing which I as Director wish to note about the year is the extremely high level of commitment, both to the organisation and to the young people who are our charges, which has been displayed by staff at all levels. Their sticking power and the dedication to achievement shown, has been remarkable and highly commendable.

At the senior staff level, long-term Youth Services Director, Danny O'Neill has been sadly farewelled as he has moved on to different ventures. I thank him for his support in assisting my uptake of the responsibilities he held for so long. Managers have been asked to face up to the challenge of new directions, changing responsibilities and the ups and downs of change management in an uncertain environment. Residential Care staff have been asked to deal with a great deal of uncertainty concerning the nature of their role and their future employment opportunity and conditions.

This uncertainty was marked, in particular, by a decision of Community Services Directorate in May 2014 to seek to implement a reduced service contract early in the 2014/15 financial year, which effectively reduced our program funding base in the vicinity of 40%. This announcement came immediately prior to the planned formal announcement of a significant service restructure aimed at reformulating our service delivery model to more effectively focus on the needs of individual young people by strengthening our casework function, and strengthening our ability to pro-actively advocate for young people with our partner organisation – the ACT Office for Children, Youth and Family Support (OCYFS)- and the range of other services and organisations which are essential to enabling good outcomes to be achieved. At this time, I am sure, all staff felt a serious degree of disappointment and frustration at the thought of 'back to the drawing board' of service redesign and redevelopment.

However, the year was also marked by many positive, promising, and sometimes directly rewarding developments. I have been excited by the potential for positive change which exists through CSD's promulgated new Out of Home Care Strategic Directions. Implementation of major directional change

contained in the initial consultation drafts promises hope of a different and more responsive form of relationship between the Young people in care we deal with, and the government organ which exercises responsibility for them. Whether it heralds the promise of an improved and more productive relationship between these young people and the community within which they live is a more uncertain question.

In particular, though, I have been excited by our newly formed partnership with Australian Children's Foundation which brings high level knowledge and practice experience in provision of trauma informed therapeutically based service provision to our residential care settings. Embracing this approach will mean for Richmond Fellowship, that we move forward using a highly developed, evidence based and best practice approach to assisting young people in our care to acknowledge and work through their, often extensive, trauma experiences as a basis for them to more effectively embrace the challenges of moving into adulthood.

The challenge for Richmond Fellowship, in partnership with ACF, is to use 2014/15 to embed this knowledge and practice within our operations and our organisational and staff culture, as well as our working arrangements – formal and informal – with OCYFS and key participants in the lives of the young people in our care. The additional challenge is to reformulate our service vision and response to align with the opportunities which may emerge for the OOH Strategy as it is implemented.

In conclusion, I wish to thank all of my amazing staff for all that I acknowledged above, and more. I thank the Board for their support through difficult times and name Mark O'Neill and Harry Bluhm for their particular inputs. I thank our Board Chair, Ron Cahill, for his often sorely held patience. I thank Wilf Rath, our CEO for his steadfastness. I am highly thankful for those productive inputs which came for OCYFS and from our external consultants. And I thank all RF head office staff for their wonderful moral and practical support.

David Plant

Director

Youth Programs

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

This is at a long term placement house for youth. A project was set up to build a tranquillity pond in the lovely secluded back yard of the house. This provided the young people a quite spot to be able to sit, think and have time out. The staff took this project on, headed by staff member Luke Watson. The photo shows Luke, Pat, and Mark at the new pond. There is fish in it too! it has transformed the backyard into an enjoyable and tranquil place to be.

Lisa Wylie

Manager

Care Coordination for Youth Services



Mark, Luke & Pat

Drumbeats & Music Mojo

Music and drumming helps to engage people who are usually hesitant to connect with services and who are often socially isolated. Group drumming promotes a range of social skills including listening skills, problem solving and empathy. It is also fun and can reduce tension, isolation and stress.

Typical comments from participants who enjoy drumming –

'Learning different things, brings back good memories of old songs'

'Being able to express my feelings through the words of song, including writing my own'

'My involvement with the music therapy group is very beneficial to my recovery, health and wellbeing'



Sue Parker & Lisa Wylie



Music Mojo

Hearing Voices

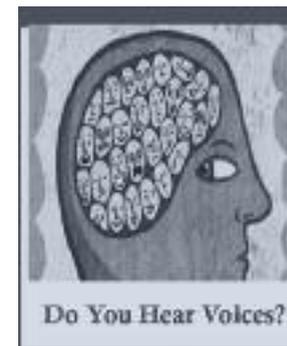
The Hearing Voices groups aim to destigmatise voice hearing and other auditory and/or visual sensations. These groups provide a safe place for people to share experiences and explore what hearing voices means to them. This can be beneficial, as voice hearers can share their experiences and different coping strategies with people of similar lived experiences. They also celebrate positive things that come with hearing voices.

Richmond Fellowship supports people to participate in a number of groups across the ACT and Goulburn.

'My life has definitely improved.

I no longer hear voices'

'Very professional & respectful'



A typical comment from participants –

'Thank you for your assistance within the program, it has made a great difference in my life and has definitely assisted me to get to the point of my life where I am now, I have a great job and am accepting myself as I am'

Thank you list

- Katherine Obad donations of goodies baskets at Easter & Christmas
- Allambie Youth Services
- LJ Hooker Tuggeranong
- Joe Giampolo - Elite Physique
- The Rotary Club Woden
- Coles Curtin
- The Curtin Community
- Curtin Newsagency & Post Office
- Beyond Q

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014



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Fully linked by a service
approved under the Financial
Reporting Legislation

Independent Auditor's Report

To the members of Richmond Fellowship ACT Inc.

Report on the Financial Report

We have audited the accompanying financial report being a special purpose financial report, of Richmond Fellowship ACT Inc., which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the officers' assertion statement.

Officers' Responsibility for the Financial Report

The officers of Richmond Fellowship ACT Inc. are responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Act (ACT) 1991 and is appropriate to meet the needs of the members. The officers' responsibility also includes such internal control as the officers determine is necessary to enable the preparation and fair presentation of a 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 risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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 presents fairly, in all material respects, the financial position of Richmond Fellowship ACT Inc. as at 30 June 2014, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and Associations Incorporation Act (ACT) 1991.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report is prepared to assist Richmond Fellowship ACT Inc. to comply with the financial reporting provisions of the Associations Incorporation Act (ACT) 1991. As a result, the financial report may not be suitable for another purpose.



Amanda O'Felly CA

6 Phipps Close, Deakin ACT 2600



Financial Report

PROFIT AND LOSS APPROPRIATION STATEMENT
FOR THE YEAR ENDED 30 JUNE 2014

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

	Note	2014 \$	2013 \$
Profit before income tax		157,461	203,438
Income tax expense		-	-
Profit after income tax		<u>157,461</u>	<u>203,438</u>
Retained earnings at the beginning of the financial year		974,483	771,045
Total available for appropriation		<u>1,131,944</u>	<u>974,483</u>
Retained earnings at the end of the financial year		<u>1,131,944</u>	<u>974,483</u>

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached compilation report of RSM Bird Cameron.

BALANCE SHEET
AS AT 30 JUNE 2014

	Note	2014 \$	2013 \$
CURRENT ASSETS			
Cash and cash equivalents	2	1,494,069	1,426,950
Trade and other receivables	3	82,529	191,565
Other current assets	4	89,708	109,713
TOTAL CURRENT ASSETS		<u>1,666,306</u>	<u>1,728,228</u>
NON-CURRENT ASSETS			
Trade and other receivables	3	-	5,518
Property, plant and equipment	5	373,415	423,233
TOTAL NON-CURRENT ASSETS		<u>373,415</u>	<u>428,751</u>
TOTAL ASSETS		<u>2,039,721</u>	<u>2,156,979</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables	6	527,710	656,460
Borrowings	7	124,170	237,319
Provisions	8	85,485	112,604
TOTAL CURRENT LIABILITIES		<u>737,365</u>	<u>1,006,383</u>

The accompanying notes form part of these financial statements.
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Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

	Note	2014 \$	2013 \$
NON-CURRENT LIABILITIES			
Provisions	8	6,795	12,496
TOTAL NON-CURRENT LIABILITIES		<u>6,795</u>	<u>12,496</u>
TOTAL LIABILITIES		<u>744,160</u>	<u>1,018,879</u>
NET ASSETS		<u>1,295,561</u>	<u>1,138,100</u>
EQUITY			
Reserves	9	163,617	163,617
Retained earnings	10	1,131,944	974,483
TOTAL EQUITY		<u>1,295,561</u>	<u>1,138,100</u>

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached compilation report of RSM Bird Cameron.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014**1 Statement of Significant Accounting Policies**

The director has prepared the financial statements on the basis that the company is a non reporting entity because there are no users dependent on general purpose financial statements. This financial report is therefore a special purpose financial report that has been prepared in order to meet the needs of members.

The financial report has been prepared in accordance with the significant accounting policies disclosed below which the director has determined are appropriate to meet the needs of the members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial report has been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of this report are as follows:

Income Tax

The income tax expense for the year comprises current income tax expense. The company does not apply deferred tax.

Current income tax expense charged to the profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted as at reporting date. Current tax liabilities are therefore measured at the amounts expected to be paid to the Australian Taxation Office.

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached compilation report of RSM Bird Cameron.

Property, Plant and Equipment

Property, plant and equipment, including freehold land and buildings, are carried at cost unless otherwise stated. Depreciable assets are depreciated over their useful life to the company.

Depreciation

Depreciation is calculated on either a straight line or diminishing value basis over the useful life of property, plant and equipment (excluding freehold land). The depreciation method and useful life of assets is reviewed regularly to ensure they are still appropriate.

Trade and Other Receivables

Receivables are recognised at their transaction price, less any provision for impairment. Trade receivables are based on normal credit terms and do not bear interest.

Employee Benefits

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

Richmond Fellowship ACT Inc. **Annual Report 2013 - 2014****Provisions**

Provisions are recognised when the company 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.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

Revenue and Other Income

Sales revenue is recognised at the point of sale. Amounts disclosed are net of returns and discounts.

Other revenue is recognised when it is received or when the right to receive payment is established.

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached compilation report of RSM Bird Cameron.

Trade and Other Payables

Trade payables are recognised at their transaction price. Trade payables are obligations on the basis of normal credit terms and do not bear interest.

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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables in the balance sheet are shown inclusive of GST.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2013 \$
2 Cash and Cash Equivalents		
Cash on Hand	4,360	5,770
Cash at Bank	168,071	55,989
Interest Bearing Deposits	71,638	365,191
Short Term Money Deposit	1,250,000	1,000,000
Total	<u><u>1,494,069</u></u>	<u><u>1,426,950</u></u>
3 Trade and Other Receivables		
Current		
Accrued Income	-	72,262
Debtors	45,619	21,805
Rental Bond	6,304	-
Bridge Back to Life Foundation Ltd - Loan Account	-	58,828
GST on acquisitions	30,606	38,670
Total	<u><u>82,529</u></u>	<u><u>191,565</u></u>
Non-Current		
Debtors	-	5,518
Total	<u><u>-</u></u>	<u><u>5,518</u></u>
4 Other Current Assets		
Prepayments	89,708	109,713
Total	<u><u>89,708</u></u>	<u><u>109,713</u></u>

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached compilation report of RSM Bird Cameron.

Richmond Fellowship ACT Inc. Annual Report 2013 - 2014

	2014 \$	2013 \$
5 Property, Plant and Equipment		
Land and Buildings		
Land & Buildings at Cost Outreach at Curtin	168,025	168,025
Less Accumulated Depreciation Outreach at Curtin	(71,430)	(68,590)
	<u>96,595</u>	<u>99,435</u>
Buildings - at Cost Office at Pialligo	128,504	128,504
Less Accumulated Depreciation Office at Pialligo	(74,097)	(69,855)
	<u>54,407</u>	<u>58,649</u>
Total Land and Buildings	<u>151,002</u>	<u>158,084</u>
Office Equipment @ Pialligo	252,620	243,360
Less Accumulated Depreciation Pialligo	(158,610)	(138,425)
	<u>94,010</u>	<u>104,935</u>
Motor Vehicles - at Cost Pialligo	142,487	142,487
Less Accumulated Depreciation Pialligo	(107,519)	(97,224)
	<u>34,968</u>	<u>45,263</u>
Office Equipment - at Cost Young Women's Programme	3,864	3,864
Less Accumulated Depreciation Young Women's Programme	(3,025)	(2,725)
	<u>839</u>	<u>1,139</u>
Furniture & Fittings - at Cost Outreach at Curtin	47,422	47,423
Less Accumulated Depreciation Outreach at Curtin	(44,687)	(43,939)
	<u>2,735</u>	<u>3,484</u>

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	2014 \$	2013 \$
5 Property, Plant and Equipment (continued)		
Dunlop Property - at Cost Living Skills Program	4,888	4,888
Less Accumulated Depreciation Living Skills Program	(4,462)	(4,289)
	<u>426</u>	<u>599</u>
Program Equipment - at Cost PHAMS PROGRAM	102,363	105,649
Less Accumulated Depreciation PHAMS PROGRAM	(69,799)	(62,512)
	<u>32,564</u>	<u>43,137</u>
Office Improvements - at Cost CAN Program	59,435	59,435
Less Accumulated Amortisation	(20,089)	(10,801)
	<u>39,346</u>	<u>48,634</u>
Furniture & Fittings - at Cost Partners in Recovery	5,104	-
Less Accumulated Depreciation Partners in Recovery	(1,241)	-
	<u>3,863</u>	<u>-</u>
Office Equipment - at Cost Pialligo	69,783	69,783
Less Accumulated Depreciation Pialligo	(61,685)	(59,312)
	<u>8,098</u>	<u>10,471</u>
Furniture & Fittings - at Cost Adult Program - O'Connor	11,514	11,514
Less Accumulated Depreciation Adult Program - O'Connor	(9,758)	(9,308)
	<u>1,756</u>	<u>2,206</u>

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	2014 \$	2013 \$
5 Property, Plant and Equipment <i>(continued)</i>		
Office Equipment - at Cost Marlow Cottage at Kaleen	23,833	23,833
Less Accumulated Depreciation Marlow Cottage at Kaleen	(20,025)	(18,552)
	<u>3,808</u>	<u>5,281</u>
Total Plant and Equipment	222,413	265,149
Total Property, Plant and Equipment	<u>373,415</u>	<u>423,233</u>
6 Trade and Other Payables		
Current		
Grants in Advance	-	7,499
Eddie Lealiifano Car Repayments	-	13,354
Other Creditors	112,371	140,722
Credit Cards	(1,061)	6,205
Income in Advance	12,260	-
Accrued Expenses	361,492	414,288
GST on supplies	42,648	74,392
Total Current	<u>527,710</u>	<u>656,460</u>

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	2014 \$	2013 \$
7 Borrowings		
Current		
Loan - Richmond Foundation	<u>124,170</u>	<u>237,319</u>
Total borrowings	<u>124,170</u>	<u>237,319</u>
8 Provisions		
Provision - Long Service Leave	85,485	112,604
Total	<u>85,485</u>	<u>112,604</u>
Provision - Long Service Leave	6,795	12,496
Total	<u>6,795</u>	<u>12,496</u>
9 Reserves		
Asset Revaluation Reserve	163,617	163,617
Total	<u>163,617</u>	<u>163,617</u>
10 Retained Earnings		
Retained earnings at the beginning of the financial year	974,483	771,045
Net profit attributable to members of the company	157,461	203,438
Retained earnings at the end of the financial year	<u>1,131,944</u>	<u>974,483</u>

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2013
2014

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