



SHOALHAVEN NEIGHBOURHOOD SERVICES INC.

Stronger connections. Stronger communities.

# ANNUAL REPORT

## Financial Year 2020-2021



**Bringing community back together**

*Australian Home  
Care Standards  
Accredited provider*



Registered NDIS Provider

# Company Information



## **Shoalhaven Neighbourhood Services (SNS) Inc.**

41 Worrigee St  
Nowra NSW 2541  
P 02 4421 5077  
info@sns.org.au  
www.sns.org.au

### ***Home of the Neighbourhood Centres***

#### **Nowra**

41 Worrigee St  
Nowra NSW 2541

#### **East Nowra**

2/80 Park Rd  
Nowra NSW 2541

### ***Services for people over 65 and people with an approved NDIS plan***

#### **Commonwealth Home Support Programme (CHSP) + NDIS**

41 Worrigee St  
Nowra NSW 2541

### **Connect with us on Social Media:**



FACEBOOK

Shoalhaven Neighbourhood Services Inc



INSTAGRAM

ShoalhavenNeighbourhoodService



TWITTER

@SNSnowra

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# Presidents Report 2020-2021

It is with great pleasure that I write this for the annual report for Shoalhaven Neighbourhood Services (SNS). This is my third and final year as President of the Management Committee for SNS.

This report covers the period 1 July 2020 to 30 June 2021. This year again brought many challenges to SNS. COVID-19 continued to be one of the biggest challenges for the service. I am proud to say that the SNS team have been resilient, adaptable, flexible and have been there for the community throughout this year, regardless of what COVID-19 hurdles came their way.

Both SNS Neighbourhood Centres continue to be vital links and provide services to the community. The Worrigeer Street and East Nowra Centres are hubs for many services and meetings and the team is to be congratulated for ensuring that both centres are always accessible to the local community.

Highlights of the year for SNS, include:

- SNS was successful in a grant application from the Foundation for Rural & Regional Renewal in the Rural Community 2020 funding round for a total of \$ 28,304. This enabled SNS to work towards the implementation of the new Client Management System for the service.
- The SNS team began researching the option to become a registered Home Care Package Provider. This invaluable research by the team has then been forwarded to the Management Committee to allow the committee to make an informed decision in the 21/22 year as to whether SNS will move into this area of service to our community.
- The SNS team began working on a new website for SNS with local firm, The Marketing Clan.
- The Management Committee completed training in "Fabulous Finances". This session was enjoyed by all and ensured that we all have up to date finance skills that are part of our governance role.
- SNS received funding from Dept of Community and Justice as part of the Social Support Transformation Fund (SSTF) of \$22, 000, which will be used for cyber security, organisational business improvement and the final phase of the Client Management System.
- The most important highlight for the year was, SNS were finalists in the Terrific Team category in the "We do Magic" Community Services awards which was facilitated by the Community Industry Group. Whilst we were unsuccessful in winning the award, the nomination in this category is a well-deserved testament to the SNS team and all that they do. A huge well done to the Terrific Team at SNS!

Sadly, we said goodbye to the following staff member this year, Skye Thompson. We welcomed Lisa Milakovic (Operations Officer) to our team.

Due to the ongoing impacts of COVID-19 throughout the year, the SNS team constantly provided a great service to our community during some uncertain times and have always been operating in a COVID safe manner. They always have the clients well-being and safety at the forefront of all that they do. The SNS team are to be acknowledged for their dedication and commitment to providing a well-run service.

To the volunteers who assist clients at Shoalhaven Neighbourhood Services this year – you are by far the biggest stars of our service. I say a big THANK YOU to all of you – the organisation could not provide the valuable service to so many without your help and assistance. Even though this year has been challenging again with the COVID-19 restrictions, your commitment to our clients and the community has been amazing and very much appreciated.

I wish to acknowledge Maxine who continues to manage Shoalhaven Neighbourhood Services in a calm, confident and professional manner. Maxine is a steadying force and she keeps all of us on the right track. Maxine always has her finger on the pulse of the Centre and thinks proactively to the future needs of the Centre – we all say a big thank you! I also want to acknowledge the permanent team at SNS, Fiona, Lisa, Nigel, Annette and Jacqui as well as our bookkeeper Nerida, and the casual direct support workers (Anna, Barbara, David, Emma, Joan, Joy and Pip) you are very much the back bone of this organisation and contribute to the daily success of the Centre – thank you.

Finally, I wish to thank the Management Committee for 2020/21 – Alan Stasiukynas (Treasurer), Cara MacDougall (Vice President as well as kindly completing the secretary duties for the year), Gordon Cryer (Committee Member), Debbie Waddell (Committee Member), Anne Talbot (Committee Member) and Judith Reardon (Committee Member). This year we farewelled Kate Kennedy (Committee Member) and welcomed Louisa Stewart (Committee Member) to the Management Committee. It has been great working with all of you this year and I thank you all for your dedication and commitment to Shoalhaven Neighbourhood Services.

Emma Wood - President



# Organisational Update

## Overview

During the 2020-2021 financial year our programs, activities and partnerships, whilst being significantly impacted by the COVID-19 pandemic continued to operate as per our COVID safety plan. We were able to reach 17,989 community members which has been achieved through the delivery of:

- 3 events were held with a total of 78 people in attendance;
- 2,832 individuals utilised the meeting rooms at our Neighbourhood Centres;
- 318 attendees were supported through the delivery of education and skills training and community sector coordination and planning;
- 9 resources were developed or maintained reaching a total of 13,668 people;
- 990 community members were supported through information and referral support, advocacy, drop in support and form filling;
- 8 people were sponsored through the Work and Development order scheme which resulted in \$5,148 paid off in fines; and
- 5,760 hours of direct support was provided to 91 clients through our Social Support Program.

The management committee and staff have also:

- Reviewed and streamlined the organisations Strategic Plan, a summary of the updated plan are detailed on page 6;
- Reviewed and modified the organisational structure as seen on page 31;
- Received extra funding to create a well functioning client management system which will enable us to operate remotely more effectively;
- Undertaken a mid term audit which has enabled us to maintain our independent certification against the NDIS Practice Standards;
- Continued to adapt our service delivery and implement and review our COVID-19 Safety Plan to accommodate the ever changing health advice in relation to the COVID-19 pandemic; and
- Were finalists in the Terrific team and a brilliant idea categories at the 'We do Magic' Community Services award ceremony.

## ***2020-2021 Highlights***

***Revised the  
Constitution which  
was adopted by  
members at the 2020  
AGM.***

***Adapted our service  
delivery so that we  
can continue to  
provide services  
during lockdown***

***Held virtual activities  
such as Playgroup  
and Yoga***

***Maintained our NDIS  
certification with a  
successful midterm  
NDIS Audit***

***Streamlined our  
Strategic Plan  
reviewed and  
amended our  
organisational  
structure***

***Finalists in the 'We do  
magic' Community  
services award  
ceremony***

# Organisational Update (continued)

## Strategic plan (2020-2022)

### Activities and achievements for the 2020-2021 financial year

#### Priority 1: Place Shoalhaven Neighbourhood Services at the centre of community life

##### *Implement the Aboriginal Inclusion framework improvement plan.*

In 2019 key internal stakeholders from Shoalhaven Neighbourhood Services were involved in reviewing the organisations Aboriginal inclusion framework and in 2020 we undertook further research regarding Reconciliation Action Plans. From this consultation and research we have combined our findings and created an Aboriginal Inclusion framework improvement plan. We are looking forward to implementing the improvement plan over the lifetime of the strategic plan and will be able to report on this in our next annual report.

#### Priority 2: Be a sustainable and dynamic organisation

##### *Investigate the feasibility of becoming a registered Home Care Package (HCP) provider.*

This financial year we have commenced exploring the prospect of seeking registration as a Home Care Package Provider and being able to offer a wider mix of services to our clients as their support needs become more complex. We expect to have more to report on this exercise in our next annual report.

##### *Identify and develop opportunities to streamline our internal systems and processes.*

This financial year we were fortunate to receive funding to enable us to start exploring the prospect of adopting a more agile information system that allows our workers to access and report information when away from our centres. We are excited about the prospects that this new system will bring to our organisation allowing us to be more flexible and responsive and expect to have more to report on this in our next annual report.

##### *Develop and implement a new data collection framework for our TEI funding which complies with Data Exchange (DEX).*

A new funding framework brings about a new reporting system and a need to change the way we collect our data. We are happy to report that we have achieved this activity and are using the new data collect tools and database. Like anything new, there is also room to make small changes to make things easier and we are making small changes as we go along.

#### Priority 3: Increase awareness and visibility of Shoalhaven Neighbourhood Services

##### *Create a well-functioning website*

The SNS team has finalised the format of the new website and engaged The Marketing Clan to assist us in designing the template. We envisage the new website will become live in the 2021-2022 financial year.

# Organisational Update- (continued)

## Shoalhaven Neighbourhood Services Inc. funding summary

### Social Support Program

*Funded by Department of Health* through the Commonwealth Home Support Programme Funding.

The funding for Social Support – Individual is in place until 30 June 2022. The agreement will be extended until 30 June 2023 with funding changing to a payment in arrears within the 2022-2023 financial year.

*NDIS registered provider:* people eligible for the NDIS can choose to purchase services from SNS.

*Brokerage services:* people who receive a Home Care package are able to establish a Brokerage agreement and purchase services from SNS.

### Targeted Early Intervention Program

*Funded by the Department of Communities and Justice:* This funding is in place until 30 June 2023 with the possibility of a 2 year extension.

### One-off funding received during the year

**Shoalhaven City Council** - Community Grant for craft and art resources for our playgroup families to complete at home during COVID 19 restrictions.

**Foundation for Rural & Regional Renewal** - Funding through the Investing in Rural community 2020 funding round for the implementation of a Client Management System.

**The Centre for Volunteering** - 2020 Volunteer supplementary grant for equipment.

**Shoalhaven City Council** - Community grants program for the end of year Shoalhaven Multicultural dinner celebration.

**Commonwealth Home Support Programme Emergency support** for reimbursement for additional operating costs due to COVID 19 safety requirements.

## Donations 2020-2021

**Thank you to the people, community groups and organisations who have made formal donations and contributions.**

Alan Stasiukynas

Carol Armstrong

Louise Byrne

Nowra Makers Market

Shoalhaven City Council

Shoalhaven Suicide Prevention Awareness Network

Virtual City

Wonderful Women of Greenwell Point

YWCA Australia

# Operational Update

## People and Places

Having to close our Neighbourhood Centre doors in 2020 due to COVID-19, the first half of the financial year was void of the normal 'buzz of activity' travelling through the corridors of our Neighbourhood Centres. By December 2020, it was apparent the impact COVID-19 had on our wonderful volunteers with many unable to return to a volunteering capacity and the sad passing of two dedicated volunteers who provided many years of service to the organisation.

Reopening our doors in mid-January 2021 to self help and support groups, craft activities as well as Monkey Monday Playgroup, Pram Walking group, Stretch and Relax and Meditation to mention a few, once again filled the corridors with a 'socially distanced buzz of activity'. The health regulations associated with COVID-19 effected a few of our long-term social participation groups, who sadly disbanded and did not return to the Neighbourhood Centres due social distancing rules at the time.

2021 started well with the successful recruitment of 3 reception volunteers for Worrigea Street Centre joining the team taking on the daily centre activities. There was also an increase in the long-term room hire participants, extending their days at East Nowra Centre who provided disability employment services and training to the community as well as supervision consultation to community service employees.

A highlight of the new year was the awareness of our Neighbourhood Centres to the wider-community. Many community members were unaware of the services we provided when walking through our door to ask for advice and/or assistance.

These services range from form filling and composing emails, referrals to other services, advocacy and support to mention a few. A small gesture of taking the time to show a community member the basics of navigating a smart phone, in turn can have a positive impact on their well-being. Always very gracious with their thanks, reinforces with an overwhelming satisfaction, we as a Neighbourhood Centre do make a difference for the better.

A sincere thank you to all of our sub-lease tenants, group facilitators and participants, long-term and one-off meeting room hire participants for your willingness to adapt and accept the ever changing environment of the COVID-19 health regulations.

## Snapshot

3,838 hours of  
service provided by volunteers

\$133,946.20  
Estimated financial  
contribution to the Community



Fiona and Lisa celebrating at the 'We do magic' Community services awards ceremony.



## Targeted Early Intervention - Program Update

In 2020-2021 our Neighbourhood Centre program transitioned to a new funding framework which is known as Targeted Early Intervention (TEI). The new framework continues to allow our team to lead the Shoalhaven Antipoverty Committee, build community partnerships, support our existing centre users and community members, attend community events as well as lead and facilitate the Pram Walking Group and Monkey Mondays Playgroup.

The Monkey Mondays Playgroup continued to be held virtually for part of the year while COVID-19 restrictions were still in place. We were fortunate to receive funding to enable us to distribute activity packs to families so that they had art and craft and reading resources to use during lockdown and virtual playgroup. Fortunately we were able to resume face to face activities in 2021 which our playgroup and pram walking group families were very excited to hear.

Our capacity to facilitate and participate in community events was limited this year due to the COVID-19 health regulations and restrictions. We were fortunate enough to partake in a few events which included a Community Vision conference, Harmony Day and Neighbourhood Centre week.

The Neighbourhood Centre week event, which is showcased on the front cover of this years report, was a great opportunity for us to connect with Cullunghutti Aboriginal Child and Family Centre and the local dancers from Nowra East Public School. The dancers performed at the event and came with their dance teacher and mentor.

The event was the first performance since the COVID-19 lockdown and was a wonderful way to ease back in to performing in front of a crowd.

Student placements continued during the year with just one placement being supervised this financial year as COVID-9 also impacted our ability to accommodate additional students.

A summary of the centre users, groups and community members we supported in the TEI program are shown in the graphs on page 10.

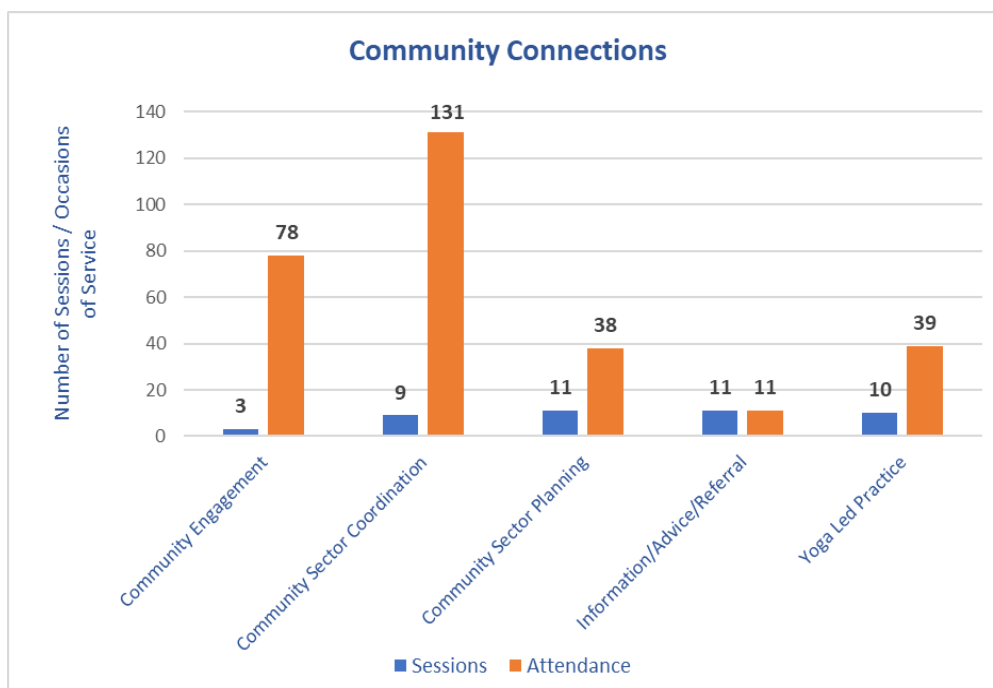
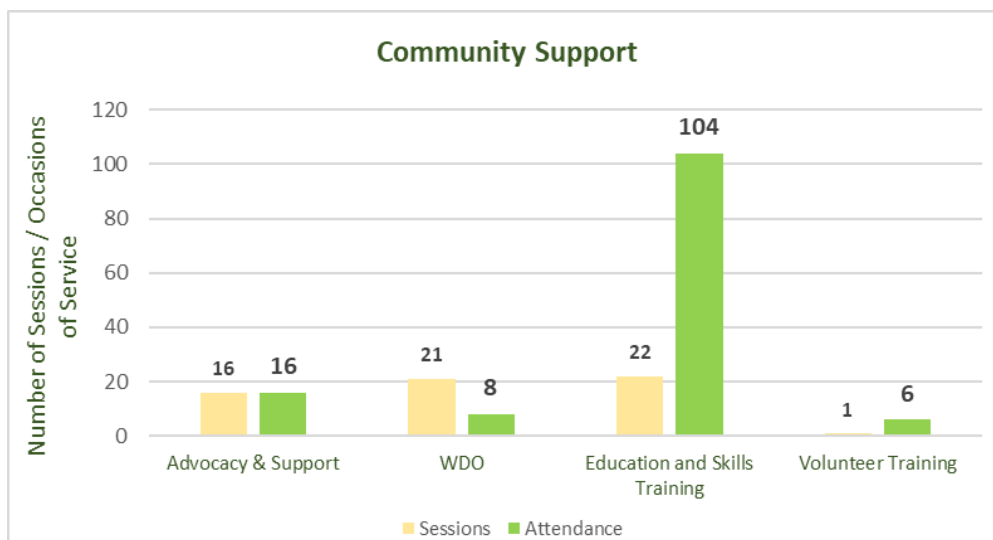
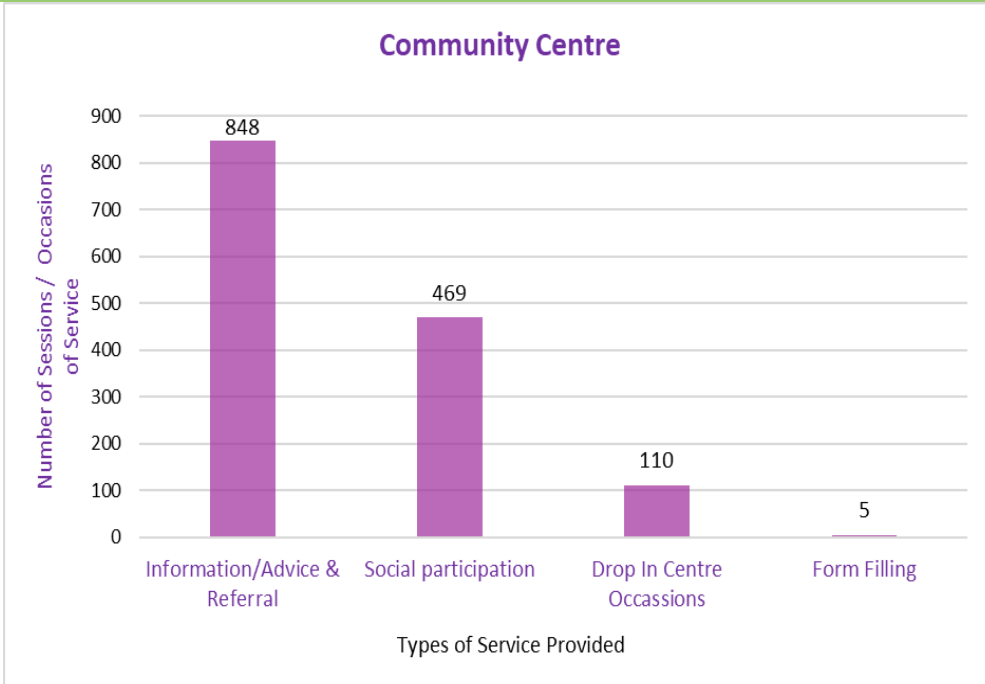


Staff member Fiona holding a virtual playgroup session



The Harmony Day organising committee.

# Program Update- Targeted Early Intervention continued





## Social Support - Program Update

Our Social Support Program supported many more clients this year than in the last financial year despite the ongoing constraints of the COVID-19 pandemic. Under the Program, we support people who are 65 and over, both under the Commonwealth Home Support Program (CHSP) and for those who wish to retain our support when they move from the CHSP to accept a Home Care Package. We also support participants in the National Disability Insurance Scheme (NDIS). Our service enables clients to maintain and build their independence at home and in the community. It also enables them to pursue activities away from home that they might not otherwise be able to pursue, and to maintain and build their social networks.

Our support maintained a much-needed lifeline for our clients this year as they continued to restrict their activities in the community to minimise their risk of exposure to the COVID-19 virus. We engage with our clients in a respectful way as they determine their personal goals and decide how they wish to pursue them. This approach continued to shape the way in which we responded to the frequent COVID-19 related disruptions this year.

We were able to provide one-to-one social support services to our clients essential activities from July to September 2020 while the relative risk of contagion was considered high in the Shoalhaven. Essential activities include grocery shopping, attending medical appointments, filling scripts, personal banking and the like.

We were able to support a greater variety of social activities from October 2020 onwards as that local risk was considered to have reduced. This was a great relief to many of our clients. It also brought them noticeable health and wellness benefits. Some of our clients who had lost muscle strength and balance while self-isolating made great gains on both fronts as they resumed a more active lifestyle.

Our social support staff and volunteers took, and continue to take, great care to minimise contagion risks by sanitising their vehicles regularly, wearing personal protective equipment and maintaining social distance from others. They also check their temperature before commencing a shift to further reduce the risk to our clients.



*Highlights from our group activities*

## Program Update- Social Support (continued)

A small number of our clients, who are particularly vulnerable continued to remain at home. We continued to shop for some of these clients while others organised home delivered groceries or meals. We also maintained regular telephone support for clients who were not receiving social contact in other ways.

Our Group Outings remained suspended throughout 2020 because the increased risk of cross-contagion in groups. We were able to resume them from February 2021, consistent with health directives. We minimised the risk of contagion by hiring a Community Transport Bus which allowed for social distancing and by scheduling them monthly rather than fortnightly, from February to May.

Our Group Outings included a lunch at Pelicans in Greenwell Point, a Games Day at the Shoalhaven Heads Hotel, a trip to the Treat Factory in Berry followed by lunch at the Gerroa Fisherman's Club, a tour of the Shoalhaven Zoo and an outing to Cambewarra Mountain Lookout. These Outings were tremendously popular and very well attended.

**Program Highlights** A number of our clients under the CHSP received offers of a home care package this year. While many are pleased to receive an offer they often find the prospect of finding and choosing a Home Care Package Provider quite challenging. This is particularly so for clients who don't feel confident in using the information available online.

We are able to help these clients to navigate the process. We help them to identify which Home Care services they wish to receive and what they value in a Home Care Package Provider. We then help to navigate the excellent information and search tools available on the My Aged Care website to identify which Home Care Providers they feel are the best fit for them. We then contact their top three or four preferred Home Care Package Providers on their behalf and arrange for those providers to meet with them and provide a quote for service. We sometimes attend those discussions to support our client in the process.

We ensure that they make all the decisions in this exercise while we ensure they can access the information they need to make those decisions. This helps them to remain comfortable and confident as they work through the process. It has been rewarding for us to have empowered our clients to make these key decisions in their lives and our clients and their families value the support.

**Continuous improvement** Our social support team had an ongoing focus on COVID-19 safety measures this year, including the correct wearing of face masks, use of thermometers and sanitising of motor vehicles, to help minimise the risk of contagion to our clients. We also maintained our focus on first aid knowledge and training and ensured that our team members all have current certification in first aid.



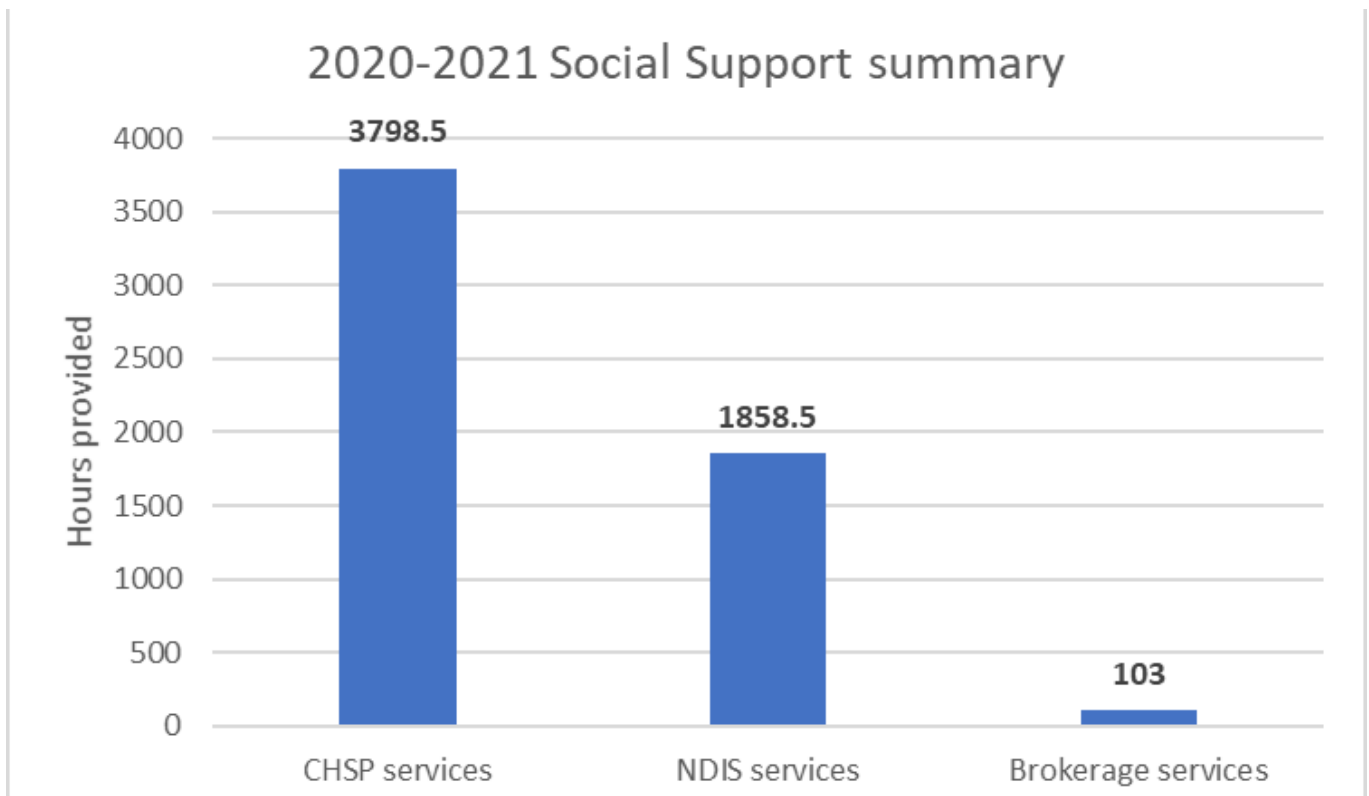
Social support team members and clients enjoying a games day outing

## Program Update- Social Support (continued)

**Services delivered.** We supported a total of 91 clients throughout this financial year including 77 clients under the Commonwealth Home Support Program (CHSP), 9 participants in the National Disability Insurance Scheme (NDIS) and 5 clients who left the CHSP to accept a Home Support Package from other service providers.

Thirty three CHSP clients joined us this year and twenty one left our service. We said farewell to a number of our clients who accepted Home Care Packages, left the region or entered Residential Care facilities. Sadly, three of our clients passed away this year.

A summary of the total services hours provided to our CHSP, brokerage and NDIS clients is in the chart below. We also delivered 103 hours of support this year to those of our clients who asked that we continue supporting them after they left the CHSP to accept a Home Care Package.



# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

**Liability limited by a scheme approved under  
Professional Standards Legislation**

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# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## COMMITTEE'S REPORT

Your committee members submit the financial report of the Shoalhaven Neighbourhood Services Inc for the financial year ended 30 June 2021.

### Committee Members

The name of each member of the committee during the year and if different, at the date of the report;

Emma Wood (President)  
Cara Macdougall (Vice President)  
Alan Stasiukynas (Treasurer)  
Anne Talbot  
Gordon Cryer  
Debbie Waddell  
Judith Reardon  
Louisa Stewart

### Principal Activities

The principal activities of the association during the financial year were:

Essential Community Services for residents residing in the Northern Shoalhaven Region including Neighbourhood Centre activities and events, Aged Care and Disability programs.

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### Operating Result

The profit of the association after providing for income tax amounted to \$50,656.00.

Signed in accordance with a resolution of the Members of the Committee.

Committee Member: Emma Wood  
Emma Wood (President)

Committee Member: Alan Stasiukynas  
Alan Stasiukynas (Treasurer)

Dated this 20th day of October 2021

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC

### INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
Note	\$	\$
<b>INCOME</b>		
ATO Cash Flow Boost	21,815	36,359
Sale of Goods	-	66
Membership Fees	43	41
	21,858	36,466
<b>OTHER INCOME</b>		
Rent Received	38,565	43,655
Interest Recieved	855	1,975
DSS Funding	240,946	237,295
Community Services Recurrent	181,196	176,404
Other Non-recurrent Funding	60,871	21,631
Fees & Charges	4,858	4,828
Sponsorship	1,000	750
Service Management Fee	76,582	80,596
Photocopier Usage	56	23
Donations	19,751	11,123
Venue Hire	6,621	845
SS Client Cont.	15,858	12,969
Printing/Stationery Recoverable	7,658	8,785
N.D.I.S	115,439	140,497
	770,256	741,376
	792,114	777,842

The accompanying notes form part of these financial statements.



# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
Note	\$	\$
<b>EXPENDITURE</b>		
Audit Fees	6,396	1,210
Advertising	609	3,281
Bank Charges	119	122
Catering	448	328
Cleaning	8,493	8,278
Computer Expenses	1,514	2,929
Contractor Wages	15,596	15,282
Depreciation	1,099	1,153
Donations	9,581	3,568
Electricity	3,564	4,996
Equipment	13,100	10,048
Fuel & Oil	-	28
Health & Safety	8,152	-
Hire of Plant & Equipment	1,490	3,144
Insurance	8,612	8,232
Long Service Leave	5,249	(9,508)
Police Checks	968	-
Postage	1,439	1,042
Printing & Stationery	11,135	13,251
Project Costs	12,345	15,669
Prov. Temporary Staff	(3,061)	(1,231)
Rent	14,420	16,953
Repairs & Maintenance	4,795	689
Security Costs	1,233	945
Service Improvements	18,205	10,266
Service Management Fees	76,582	80,596
Staff Training & Welfare	1,017	1,968
Subscriptions	4,423	2,226
Superannuation	38,972	38,507
Telephone	6,215	6,066
Travel Allowance	18,097	18,573
Volunteers Exp	16,756	15,804
Wages	424,229	423,207
Waste Disposal	990	-
Water	76	211
Workers Comp	8,600	6,184
	741,458	704,017
Profit before income tax	50,656	73,825

The accompanying notes form part of these financial statements.

# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
<b>Profit for the year</b>		50,656	73,825
Retained earnings at the beginning of the financial year		280,801	206,975
<b>Retained earnings at the end of the financial year</b>		331,457	280,800

The accompanying notes form part of these financial statements.

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC

### BALANCE SHEET AS AT 30 JUNE 2021

	Note	2021 \$	2020 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	429,434	325,291
Trade and other receivables	4	11,846	39,465
Prepayments		2,832	2,749
<b>TOTAL CURRENT ASSETS</b>		444,112	367,505
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5	268	1,367
<b>TOTAL NON-CURRENT ASSETS</b>		268	1,367
<b>TOTAL ASSETS</b>		444,380	368,872
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	6	86,321	63,656
Borrowings	7	4,856	7,918
Employee benefits	8	21,746	16,498
<b>TOTAL CURRENT LIABILITIES</b>		112,923	88,072
<b>TOTAL LIABILITIES</b>		112,923	88,072
<b>NET ASSETS</b>		331,457	280,800
<b>MEMBERS' FUNDS</b>			
Retained earnings	9	331,457	280,800
<b>TOTAL MEMBERS' FUNDS</b>		331,457	280,800

The accompanying notes form part of these financial statements.

# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

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The financial statements cover Shoalhaven Neighbourhood Services Inc as an individual entity. Shoalhaven Neighbourhood Services Inc is a not for profit Association incorporated in NSW under the Associations Incorporation Act 2009.

The functional and presentation currency of Shoalhaven Neighbourhood Services Inc is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

### **1 Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report 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 Act.

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.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

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

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

#### **Property, Plant and Equipment (PPE)**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

# SHOALHAVEN NEIGHBOURHOOD SERVICES INC

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

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### **Impairment of Non-Financial Assets**

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss , except for goodwill.

### **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.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

### **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.

### **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.

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

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#### **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.

#### **Interest revenue**

Interest revenue is recognised using the effective interest rate method.

#### **Rendering of services**

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. If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Revenue from training services is generally recognised once the training has been delivered.

#### **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 payables are stated inclusive of GST.



**SHOALHAVEN NEIGHBOURHOOD SERVICES INC**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

	<b>2021</b>	<b>2020</b>
	\$	\$
<b>3 Cash and Cash Equivalents</b>		
Cash on Hand	500	550
IMB Cheque Account	33,060	22,349
IMB High Interest Account	395,242	300,392
IMB Visa Card	632	2,000
	<u>429,434</u>	<u>325,291</u>
<b>4 Trade and Other Receivables</b>		
<b>Current</b>		
Trade Debtors	9,478	23,258
Debtor-Cash Flow Boost	-	12,683
	<u>9,478</u>	<u>35,941</u>
Input Tax Credits	2,368	3,524
	<u>11,846</u>	<u>39,465</u>
<b>5 Property, plant and equipment</b>		
Plant & Equipment SMF	268	1,367
<b>Total Plant and Equipment</b>	<u>268</u>	<u>1,367</u>
<b>Total Property, Plant and Equipment</b>	<u>268</u>	<u>1,367</u>
<b>6 Accounts Payable and Other Payables</b>		
<b>Current</b>		
Accrued Expenses	555	1,435
Trade Creditors	14,138	953
GST Payable	14,226	7,867
Payroll PAYG Withholding	4,082	5,411
Annual/Sick Leave Provision	53,320	47,990
	<u>86,321</u>	<u>63,656</u>
<b>7 Borrowings</b>		
<b>Current</b>		
Prov. Volunteer Training	4,456	4,456
Prov. for Temp Staff SS	400	3,462
Total current borrowings	<u>4,856</u>	<u>7,918</u>
Total borrowings	<b>4</b> <u>4,856</u>	<b>4</b> <u>7,918</u>

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
	\$	\$
<b>8 Employee Benefits</b>		
<b>Current</b>		
Long Service Leave Provision	<u>21,746</u>	<u>16,498</u>
<b>9 Retained Earnings</b>		
Retained earnings at the beginning of the financial year	280,801	206,975
Net profit attributable to the association	<u>50,656</u>	<u>73,825</u>
Retained earnings at the end of the financial year	<u>331,457</u>	<u>280,800</u>

#### 10 Statutory Information

The registered office of the association is:

41 Worrigee Street Nowra NSW 2541

The principal place of business is:

41 Worrigee Street Nowra NSW 2541


**SHOALHAVEN NEIGHBOURHOOD CENTRE SERVICE MANAGEMENT FUND**  
 Taxation Depreciation Schedule - Detailed  
 Period 01/07/2020 to 30/06/2021

Asset Code	Description	Acquisition Date	Priv. Use %	Cost	Open Adj. Value	Disposal Date	Term. Value	Disposals		Decline in Value		Deduction for Decline Value	Close Adj. Value
								Assessable	Deductible	Eff. Life or %	YTD		
<b>COMPUTER EQUIPMENT</b>													
3	TELEPHONE SYSTEM	30/06/2011	-	4744	471	-	-	-	-	10.00 P	471	471	-
4	RECEPTION AREA BENCHES & CABINETS	29/08/2011	-	3410	393	-	-	-	-	10.00 P	341	341	52
5	TELEPHONES	30/09/2011	-	1920	237	-	-	-	-	10.00 P	192	192	45
6	PORTABLE AUDIO EQUIPMENT	07/05/2013	-	945	266	-	-	-	-	10.00 P	95	95	171
<b>TOTAL</b>													
				11019	1367			0	0		1099	1099	268
				11019	1367			0	0		1099	1099	268
				Less balancing adjustment offset				0	0				
				Assessable income				0	0		Total deduction for decline in value		1099

\* Asset has cost limit

**Notes:**

1. Assets allocated to taxation pools are not included in this report.
2. Where a taxation pool is set up refer to the relevant pool schedule report for details of decline in value for the pool.
3. For disposed assets that have non-taxable use refer to Capital Gains Schedule report for any gain or loss resulting from a CGT K7 event.
4. The Open Adj. Value includes second element of cost (additional expense) incurred in the current year. Hence, this amount may vary from the Close Adj. Value from the previous year.
5. Assets that have been fully depreciated in a prior year are excluded based on the selection made for this report.

  
 Taxpayer's Signature

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC

### STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 10:

1. Presents a true and fair view of the financial position of Shoalhaven Neighbourhood Services Inc as at 30 June 2021 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Shoalhaven Neighbourhood Services Inc will be able to pay its debts as and when they fall due.

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

President: Emma Wood  
Emma Wood

Treasurer: Alan Stasiukynas  
Alan Stasiukynas

Dated this 20th day of October 2021

**Independent Auditor's Report  
To the Members of Shoalhaven Neighbourhood Services Inc.**

**Opinion**

We have audited the financial report of Shoalhaven Neighbourhood Services Inc ("the Entity") which comprises the balance sheet as at 30 June 2021, the income statement and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Entity as at 30 June 2021, and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 of the financial statements.

**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 Entity in accordance with the auditor independence 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 to assist the Entity meet the requirements of Note 1. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Information Other than the Financial Report and Auditor's Report Thereon**

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Responsibilities of Management and Those Charged with Governance for the Financial Report**

Management is responsible for the preparation and fair presentation of the special purpose financial report in accordance with the accounting policies described in Note 1 of the financial statements and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the special purpose financial report, management is responsible for assessing the 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 management either intend to liquidate the Entity or to cease operations, or have no realistic alternative but to do so.

## 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 this 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's 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 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 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.



**Morton & Cord**  
**Chartered Accountants**

Nowra

Dated this 11<sup>th</sup> day of October 2021



**Michael Lees**  
**Partner**



# Organisational Positions

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC. MANAGEMENT COMMITTEE 2020-2021



Emma Wood  
*President*



Cara Macdougall  
*Vice President*



Alan Stasiukynas  
*Treasurer*



Gordon Cryer  
*Committee Member*



Anne Talbot  
*Committee Member*



Debbie Waddell  
*Committee Member*



Judith Reardon  
*Committee Member*



Louisa Stewart  
*Committee Member,  
as of 26 April 2021*



Kate Kennedy  
*Committee Member from  
1 July – 19 July 2020*

## SHOALHAVEN NEIGHBOURHOOD SERVICES INC. OUR TEAM

**MAXINE EDWARDS**  
MANAGER



**NIGEL RIDGWAY**  
TEAM LEADER



**FIONA LAM**  
COMMUNITY  
WORKER



**LISA MILAKOVIC**  
OPERATIONS OFFICER



**JACQUI MAY**  
ADMINISTRATION  
ASSISTANT



## Organisational Positions– (continued)

### Direct Support Workers



Anna



Annette



Barbara



David



Emma



Joan



Joy



Pip

### Volunteers

Alan S

Debra W

Kathy S

Philippa L

Alana G

Elisabeth S

Keith M

Praj B

Anne T

Emma W

Lisa F

Robyn M

Beryl A

Gervis T

Louisa S

Roslyn R

Cara M

Gordon C

Louise B

Susan C

Catherine J

Heather D

Luke S

Susan S

Christine A

Helen S

Maria F

Sylvia P

Colleen L

Judith R

Merilyn C

David C

Kate K

Neville F

# Organisational Positions– (continued)

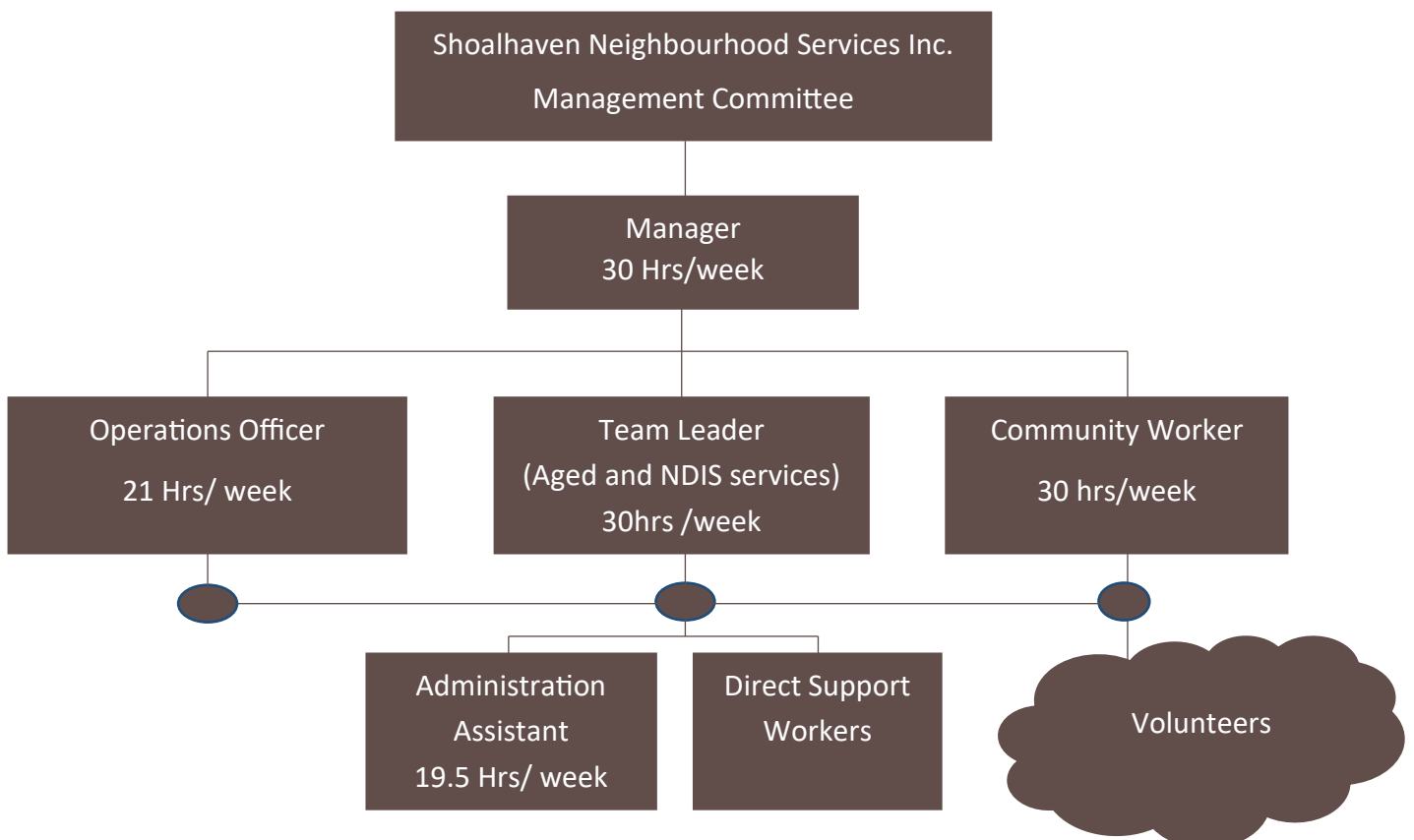
## STAFF FAREWELLS



Skye

We send our best wishes with staff and volunteers who have left us this year and thank them for the contributions they made to our community.

## ORGANISATIONAL STRUCTURE





Our Vision is to provide flexible opportunities to communities in the Shoalhaven that will contribute to a resilient, connected, caring and vibrant community.

Our Mission is to be a dynamic, sustainable and visible organisation that is aware, understanding and responsive to the needs of the community and it's members and meets those needs through partnerships and advocacy.



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**SHOALHAVEN NEIGHBOURHOOD SERVICES INC.**

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*Stronger connections. Stronger communities.*

[www.sns.org.au](http://www.sns.org.au)