

# **Volunteering Victoria Inc.**

**ABN 79 378 017 212**

**Annual Financial Report - 30 June 2017**

**Volunteering Victoria Inc.**  
**Contents**  
**30 June 2017**

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**General information**

The financial statements cover Volunteering Victoria Inc. as an individual entity. The financial statements are presented in Australian dollars, which is the functional and presentation currency used by Volunteering Victoria Inc.

The financial statements were authorised for issue on 27 September 2017.

**Volunteering Victoria Inc.**  
**Statement of profit or loss and other comprehensive income**  
**For the year ended 30 June 2017**

	Note	2017 \$	2016 \$
<b>Revenue</b>	3	1,338,160	1,090,187
<b>Expenses</b>			
Employment related expenses		(863,064)	(692,587)
Marketing, Training and program expenses		(182,533)	(207,945)
Office and Premises expenses		(64,806)	(70,955)
Travel, Accommodation and Meeting expenses		(26,404)	(26,364)
IT and Communication expenses		(50,423)	(32,130)
Finance and Membership expenses		(13,607)	(19,608)
Depreciation expense	4	(16,617)	(5,270)
<b>Current Year Surplus</b>		120,706	35,328
<b>Surplus for the year attributable to the members of Volunteering Victoria Inc.</b>	13	120,706	35,328
Other comprehensive income for the year		-	-
<b>Total comprehensive income for the year attributable to the members of Volunteering Victoria Inc.</b>		<u>120,706</u>	<u>35,328</u>

*The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes*

**Volunteering Victoria Inc.**  
**Statement of financial position**  
**As at 30 June 2017**

	Note	2017 \$	2016 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5	402,350	169,270
Trade and other receivables	6	9,132	74,023
Inventories		1,236	1,082
Other current assets	7	121,813	39,081
<b>Total current assets</b>		<u>534,531</u>	<u>283,456</u>
<b>Non-current assets</b>			
Property, plant and equipment	8	36,575	3,058
Other non-current assets	9	-	20,040
<b>Total non-current assets</b>		<u>36,575</u>	<u>23,098</u>
<b>Total assets</b>		<u>571,106</u>	<u>306,554</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	10	83,076	60,458
Revenues received in advance	11	143,224	37,163
Accrued expenses		40,690	28,868
Employee benefits	12	28,658	25,313
<b>Total current liabilities</b>		<u>295,648</u>	<u>151,802</u>
<b>Total liabilities</b>		<u>295,648</u>	<u>151,802</u>
<b>Net assets</b>		<u>275,458</u>	<u>154,752</u>
<b>Equity</b>			
Retained surplus	13	275,458	154,752
<b>Total equity</b>		<u>275,458</u>	<u>154,752</u>

*The above statement of financial position should be read in conjunction with the accompanying notes*

**Volunteering Victoria Inc.**  
**Statement of changes in equity**  
**For the year ended 30 June 2017**

	<b>Retained surplus \$</b>	<b>Total equity \$</b>
Balance at 1 July 2015	119,424	119,424
Surplus/Deficit after income tax expense for the year	35,328	35,328
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	<u>35,328</u>	<u>35,328</u>
Balance at 30 June 2016	<u>154,752</u>	<u>154,752</u>
	<b>Retained surplus \$</b>	<b>Total equity \$</b>
Balance at 1 July 2016	154,752	154,752
Surplus after income tax expense for the year	120,706	120,706
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	<u>275,458</u>	<u>275,458</u>
Balance at 30 June 2017	<u>275,458</u>	<u>275,458</u>

*The above statement of changes in equity should be read in conjunction with the accompanying notes*

**Volunteering Victoria Inc.**  
**Statement of cash flows**  
**For the year ended 30 June 2017**

	<b>Note</b>	<b>2017</b>	<b>2016</b>
		<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from Members		96,970	67,933
Receipts from Grants and Sponsorships		1,045,210	789,093
Receipts from training programs and consulting services		112,897	110,497
Interest received		2,291	4,761
Payments to suppliers and employees		(994,195)	(1,061,773)
		<hr/>	<hr/>
Net cash from operating activities	18	<u>263,173</u>	<u>(89,489)</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		<u>(30,093)</u>	<u>(14,448)</u>
Net cash used in investing activities		<u>(30,093)</u>	<u>(14,448)</u>
Net increase in cash and cash equivalents		233,080	(103,937)
Cash and cash equivalents at the beginning of the financial year		<u>169,270</u>	<u>273,207</u>
Cash and cash equivalents at the end of the financial year	5	<u><u>402,350</u></u>	<u><u>169,270</u></u>

*The above statement of cash flows should be read in conjunction with the accompanying notes*

**Note 1. Significant accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Basis of preparation**

In the opinion of the Board of Volunteering Victoria Inc., Volunteering Victoria is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Victorian legislation, the Associations Incorporation Reform Act 2012 and associated regulations. The Board has determined that the accounting policies adopted are appropriate to meet the needs of the members of Volunteering Victoria Inc.

These financial statements have been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 101	Presentation of Financial Statements
AASB 107	Statement of Cash Flows
AASB 108	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 1031	Materiality
AASB 1048	Interpretation of Standards
AASB 1054	Australian Additional Disclosures

*Historical cost convention*

The financial statements have been prepared under the historical cost convention.

*Critical accounting estimates*

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying Volunteering Victoria's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

**Revenue recognition**

Revenue is recognised when it is probable that the economic benefit will flow to Volunteering Victoria and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

*Membership Subscriptions*

Memberships under the Volunteering Victoria membership model are for a defined financial year. Subscriptions are payable at the time membership is approved. There is no provision for a commitment to automatic renewal in the current model.

Recognition of revenue occurs after payment has been made in the financial year to which the subscription relates.

*Training and consulting services*

Revenue from training and consulting services are recognized when relevant services have been delivered to the participants and the participants are aware of their financial obligations to Volunteering Victoria before receiving any services from Volunteering Victoria.

*Grants and sponsorships*

Grants and sponsorships are recognised when the services contracted in relevant agreements have been provided and there is a reasonable assurance that the grant/sponsorship will be received.

*Unexpended Grants*

Volunteering Victoria receives grant monies to fund projects either for contracted periods of time or specific projects irrespective of the period of time required to complete those projects. It is the policy of the entity to treat grant monies as income in advance in the Statement of financial position where the entity is contractually obliged to provide the services in a subsequent financial period to when the grant is received or in the case of specific project grants where the project has not been completed.

*Interest*

Interest revenue is recognised as revenue at the time it is paid to Volunteering Victoria's nominated bank accounts.

**Note 1. Significant accounting policies (continued)**

*Other revenue*

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

**Income tax**

As Volunteering Victoria is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

**Current and non-current classification**

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

**Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**Trade and other receivables**

Other receivables are recognised at amortised cost, less any provision for impairment.

**Property, plant and equipment**

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Furniture & Fittings	7 years
Office Equipment	5 years
Computer Equipment	3 years

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to Volunteering Victoria. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

**Trade and other payables**

These amounts represent liabilities for goods and services provided to Volunteering Victoria prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

**Employee benefits**

*Short-term employee benefits*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

*Defined contribution superannuation expense*

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.



**Note 1. Significant accounting policies (continued)**

**Fair value measurement**

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principal market; or in the absence of a principal market, in the most advantageous market.

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interests. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

**Goods and Services Tax ('GST') and other similar taxes**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

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

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

**New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by Volunteering Victoria for the annual reporting period ended 30 June 2017. Volunteering Victoria has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

**Note 2. Critical accounting judgements, estimates and assumptions**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

*Estimation of useful lives of assets*

The Board of Volunteering Victoria determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

*Impairment of non-financial assets other than goodwill and other indefinite life intangible assets*

The Board of Volunteering Victoria assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to Volunteering Victoria and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs of disposal or value-in-use calculations, which incorporate a number of key estimates and assumptions.

**Note 2. Critical accounting judgements, estimates and assumptions (continued)**

*Employee benefits provision*

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

**Note 3. Revenue**

	2017 \$	2016 \$
Recurrent Grants	378,843	348,163
Project related Grants	500,000	438,000
Fundraising and Sponsorships	101,166	98,485
Memberships	87,318	79,781
Training and Consulting services	255,217	119,024
Interest	2,291	4,761
Other revenue	13,325	1,973
<b>Total Revenue</b>	<u>1,338,160</u>	<u>1,090,187</u>

**Note 4. Depreciation Expenses**

	2017 \$	2016 \$
<i>Depreciation &amp; amortisation</i>		
Furniture, Computers & Office Equipment	16,617	5,270
	<u>16,617</u>	<u>5,270</u>

**Note 5. Current assets - cash and cash equivalents**

	2017 \$	2016 \$
Cash on hand	142	108
Cash at bank	402,208	169,162
	<u>402,350</u>	<u>169,270</u>

**Note 6. Current assets - trade and other receivables**

	2017 \$	2016 \$
Trade receivables	9,132	74,023
	<u>9,132</u>	<u>74,023</u>

**Volunteering Victoria Inc.**  
**Notes to the financial statements**  
**30 June 2017**

**Note 7. Current assets - other**

	2017 \$	2016 \$
Prepayments	-	3,081
Accrued Income	121,813	36,000
	<u>121,813</u>	<u>39,081</u>

**Note 8. Non-current assets - property, plant and equipment**

	2017 \$	2016 \$
Furniture, Computers & Office Equipment – at cost	153,935	103,799
Less accumulated depreciation	(117,360)	(100,741)
Total	<u>36,575</u>	<u>3,058</u>

**Note 9. Other non-current assets**

	2017 \$	2016 \$
Work In Progress (Website Development)	-	20,040
	<u>-</u>	<u>20,040</u>

**Note 10. Current liabilities - trade and other payables**

	2017 \$	2016 \$
Trade payables	37,521	31,684
Superannuation payables	8,143	5,708
BAS Payables	37,412	23,066
	<u>83,076</u>	<u>60,458</u>

**Note 11. Current liabilities – revenue received in advance**

	2017 \$	2016 \$
Training and consulting services	345	6,473
Memberships	42,879	25,690
Sponsorships	-	5,000
Grants	100,000	-
	<u>143,224</u>	<u>37,163</u>

**Volunteering Victoria Inc.**  
**Notes to the financial statements**  
**30 June 2017**

**Note 12. Current liabilities - employee benefits**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Provision for Annual Leave	<u>28,658</u>	<u>25,313</u>

**Note 13. Equity - retained surplus**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Retained surplus at the beginning of the financial year	154,752	119,424
Surplus after income tax expense for the year	<u>120,706</u>	<u>35,328</u>
Retained surplus at the end of the financial year	<u>275,458</u>	<u>154,752</u>

**Note 14. Remuneration of auditors**

During the financial year ended 30 June 2017 the following fees were paid or payable for services provided by the auditor of Volunteering Victoria:

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<i>Audit services – William Buck</i>		
Audit of the financial statements	<u>6,000</u>	<u>6,000</u>

**Note 15. Contingent liabilities**

Volunteering Victoria had no contingent liabilities as at 30 June 2017.

**Note 16. Commitments**

Volunteering Victoria had no commitments for expenditure as at 30 June 2017.

**Note 17. Events after the reporting period**

No matter or circumstance has arisen since 30 June 2017 that has significantly affected, or may significantly affect Volunteering Victoria's operations, the results of those operations, or the state of affairs in future financial years.

**Volunteering Victoria Inc.**  
**Notes to the financial statements**  
**30 June 2017**

**Note 18. Reconciliation of surplus after income tax to net cash from operating activities**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Surplus after income tax expenses for the year	120,706	35,328
Adjustments for:		
Depreciation	16,617	5,270
Employee entitlements	3,345	(2,415)
Change in operating assets and liabilities:		
Decrease/(increase) in trade and other receivables	64,891	170,472
Decrease/(increase) in inventories	(154)	(1,082)
Decrease/(increase) in other current assets	(82,732)	(37,882)
Increase/(decrease) in trade and other payables	22,617	11,359
Increase/(decrease) in revenues received in advance	106,061	(288,375)
Increase/(decrease) in accrued expenses	11,822	17,836
Net cash from operating activities	<u>263,173</u>	<u>(89,489)</u>

**Volunteering Victoria Inc.**  
**Officers' declaration**  
**30 June 2017**

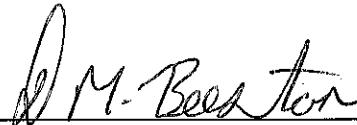
In the opinion of the Board of Directors:

- Volunteering Victoria is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Victorian legislation the Associations Incorporation Reform Act 2012 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of Volunteering Victoria's financial position as at 30 June 2017 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that Volunteering Victoria will be able to pay its debts as and when they become due and payable.

On behalf of the Board of Directors:



Angela Seach  
Chair of the Board



Dallas Beeston  
Director and Chair of the Finance Committee

Melbourne

Melbourne

## Volunteering Victoria Inc.

Independent auditor's report to members

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial report of Volunteering Victoria Inc. (the Association), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and officers' declaration.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Association as at 30 June 2017, and its financial performance and its cash flows for the year then ended in accordance with Associations Incorporations Reform Act 2012.

#### 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 Association in accordance with 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 to assist Volunteering Victoria Inc. to meet the requirements of the Associations Incorporations Act Reform Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

CHARTERED ACCOUNTANTS  
& ADVISORS

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

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporations Reform Act 2012 and for such internal control as management determines 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.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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



**William Buck Audit (Vic) Pty Ltd**  
ABN: 59 116 151 136



**AP Marks**  
**Director**

Melbourne: 28 September 2017

