



## Annual Report 2010

*Developing  
Independence*

# Annual Report 2010

Presented on the 16<sup>th</sup> of September 2010

## Mission

To support the physical and emotional needs of clients and their families by customising the provision of accommodation, training and support programs which demonstrate the commitment to leadership, professionalism and innovation.

## Goals

### Goal 1 – Accommodation

Provide great supported housing, short term and long term accommodation programs, independent living units, and community outreach services

### Goal 2 – Support and skill development

Provide great training and support services to children, young people, students and adults

### Goal 3 – Nationally Recognised Training

Provide nationally recognised training programs to trainees, including students, staff, and adults with learning difficulties

### Goal 4 – Human resources and safety

To provide a safe, supportive and enriching environment for clients, staff, volunteers, members and visitors

### Goal 5 – Governance and enterprise

To ensure that the future of the organisation is safeguarded by responsible governance and financial practices



Stage 3 Newstead Units



Christmas Dinner 2009

St Michaels Association is a registered charity with tax deductibility status

# President's report

This has been a busy year of building and refurbishments around the Newstead Campus as we improve our facilities for people attending the St Michaels support services.

In 2009 we were successful in gaining funding for Stage 3 of the Newstead Units under the Federal Government's Nation Building Economic Stimulus Package - Housing. These units are set towards the rear of the site (1 one-bedroom, 5 two-bedroom) and at the front of the site (2 one-bedroom) making 8 units in all. As of September 2010 these are nearing completion and we are working with the 8 new residents to prepare for their tenancies.

We are also working to install a new substation, convert bathrooms to accessible standards, improve roads and access, and landscaping and security around the site.

We have welcomed more young people this year into St Michaels through our involvement with the Department of Education at schools around Tasmania. Staff members work with the school according to the needs of the individual to re-engage them with their school program. This approach now benefits a dozen students in the North-West, North-East, South-West and South-East Tasmania.

The Youth Break Launceston program continues to provide support to young people with disabilities, and we look forward to working with FAHCSIA for an additional year until the end of June 2011. We have heard many positive stories from clients and families about the support that the program has offered them.

We are proud to continue our work with the DHHS in the areas of supported accommodation and life skills development throughout the year. We continue to support residents in three group homes, the Community Outreach Program, Day Program, and the Student Accommodation Program. In terms of our income, these program areas represent about three-quarters of our total income for the year.

Sadly during the year we ceased operations of our horticultural enterprise Plantskills. The decision was a difficult one for the Board, but made in the face of increasing operational pressures and limited capacity for growth due to our operating model. Plantskills was not a funded program but generated income from private customers and (at times) public program funds.

Work continues with the Department of Education over the purchase of the adjoining former St Michaels School. This year has seen some positive progress with the separation of services prior to the creation of title. We hope that by this time next year we will have secured the building and the associated land for the long-term work of the Association.

During the year we were saddened to hear of the passing of Life Member Dorothy Wise. Dorothy was an energetic contributor to the early work of St Michaels and made important contributions to the shaping of the St Michaels support philosophy along with Desmond Wood AOM and Dr Joan Rowlands.

In June of this year we held a Special General Meeting of members to ask whether they wanted to proceed with a merger with the Northern Residential Support Group Inc (NRSB). NRSB were, like our-selves, predominantly state funded disability support service. At the meeting on the 30<sup>th</sup> June the members voted against the idea and this matter has now come to an end.

I am grateful for the support of the other members of the Board of Management during the year. You will see that we have held 11 meetings this year plus additional special meetings, and attendance at these meetings has been very pleasing. Several responses have been implemented to ensure that the end-of-year financial cash flow situation is more solid. We believe therefore that the association is well organised to respond to our funding obligations and continue to work to meet the individual needs of clients.

Kind regards,

Therese



**Therese von Samorzewski AOM - President**

# Our Board of Management 2010-2011

The Board met 11 times during the year, the average Board Meeting lasted 1.3 hours. Each meeting achieved a quorum of 5 members. The average attendance at each meeting was 7 members (from 9 members). The following table indicates the attendance by each member:

<b>Member</b>	<b>Office</b>	<b>Meetings attended</b>	<b>Out of total number</b>
Therese von Samorzewski	President	10	11
Colin Foon	Deputy President	10	11
Brian Dunham	Treasurer	11	11
Alan Conn	-	8	11
Kellie Ashman*	-	1	1
Jill Cooper	-	10	11
Jenny Rowbottom	-	11	11
Ted Sands	-	9	11
Roger Tyshing	-	8	11

\* Kellie Ashman retired in August 2009 and the vacancy was un-filled during the year

## Life Memberships

Life membership of St Michaels is awarded for long, distinguished and voluntary contribution to the organisation.

The following people have been awarded Life Memberships for their contributions since the organisation began:

*Alan Baker*

*Margaret Chugg*

*Clare Clark*

*David Merrington*

*Pam Merrington*

*Dr Joan Rowlands*

*Dorothy Smith*

*Norm Smith*

*Dorothy Wise (Deceased 2010)*

# Thanks to our sponsors and donors

We are grateful to the following individuals for their generous financial support during the year.

T & M Malouf

P & K Thompson

PA McKenzie

C Symons

St Patrick's College – chairs & photocopiers

Archer Bushby – estate

Medi-Repair Services

Anonymous

Claire Clarke

Lions Club of Windmill Hill

Lions Club of Riverside Launceston

Phillip Thompson

Campbell Smith Phelps Pedley Surveyors



Visit by Bill Shorten 4<sup>th</sup> May 2010

# Financial reports

Your board members submit the financial report of *St Michaels Association Inc* for the financial year ended 30<sup>th</sup> June 2010.

## ***Principal activities***

Principal activities of the association during the financial year were the provision of community services in the area of support for people with intellectual disabilities:

- Student Accommodation program
- CIP funded group homes
- Merton House
- Desmond Wood independent living units
- Newstead independent living units
- St Michaels Day Program
- Individual-specific support
- Community Outreach Program
- Youth Break respite support program
- Plantskills Horticulture Enterprise (ceased operations 30<sup>th</sup> April 2010)
- Registered Training Organisation (also trading as TrainingDay)

## ***Significant changes***

As previously reported the grants received under the CHP (04-05 and 06-07) are held as an amortising mortgage for 30 years. In addition the grant received under the NBESP Housing is also held as an amortising mortgage for 30 years from 2009.

## ***Operating result***

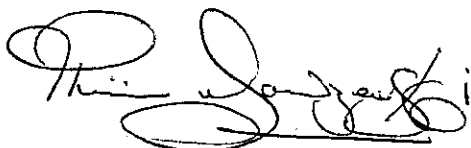
The surplus from ordinary activities amounted to \$251,397.

In the opinion of the members of the Board:

1. The accompanying Operating Statements are drawn up so as to give a true and fair view of the position of the association for the year ended 30 June 2010.
2. The accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the association as at 30 June 2010.
3. At the date of this statement there are reasonable grounds to believe that the association will be able to pay debts as and when they fall due.

The accounts of the association have been drawn up in accordance with applicable Australian Accounting Standards.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf dated this 15<sup>h</sup> Day of September 2010 of the Board by:



Therese von Samorzewski, President



Brian Dunham, Treasurer

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS  
St Michael's Association Inc**

**for the period  
1 July 2009 to 30 June 2010**

**Scope**

I have audited the attached (special purpose) financial statements, being the Profit and Loss Account and Balance Sheet and notes to and forming part of the financial statements of the Client for the above period. The client is responsible for the financial statements. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

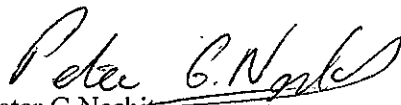
My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the committee's and economic entity's financial position, the results of their operations and their cash flows.

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

**Audit Opinion**

In my opinion, the financial statements of the Client are properly drawn up for the above period:

- (a) so as to give a true and fair view of: the state of affairs, and of the profit and cash flows of the economic entity.
- (b) in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.
- (c) the rules relating to the administration of the funds of the association have been observed.

  
Peter G Nesbit  
9 Lenstan Street  
Norwood Tasmania 7250

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**Personnel List**

Objective: To determine people of responsibility

Result: Satisfactory

Notes:


Position	Name
President	Mrs T von Samorzewski
Vice Presid	Mr Colin Foon
Treasurer	Mr B Dunham

**Address**

76 Atkinson Road, Grindelwald 7277

c/- P L Corby & Co, 4 Paterson Street, Launceston 7250

10 Kootara Place, Trevallyn 7250



Peter G Nesbit  
9 Lenstan Street  
Norwood Tasmania 7250

15/9/2010

St. Michael's Association Inc.  
General Operating Statement  
for Year Ended 30 June 2010

Income	Notes	2010 \$	2009 \$
Surplus/(Deficit) - Hostels		(70,578)	(2,862)
Surplus/(Deficit) - CIP Homes		81,083	111,421
Surplus/(Deficit) - Newstead Units		442,700	33,410
Surplus/(Deficit) - Outreach Service		106,852	78,564
Surplus/(Deficit) - Community Water Grant		(34,441)	(778)
Surplus/(Deficit) - Youth Break		29,455	43,990
Surplus/(Deficit) - Partnerships to Jobs		(12,814)	84,490
Surplus/(Deficit) - Special Service Contracts		138,950	121,077
Surplus/(Deficit) - Gardening Training Program		(2,526)	(9,574)
Surplus/(Deficit) - Registered Training Organisation		13,539	3,900
Surplus/(Deficit) - Community Transport Services			(2,485)
Contract Care		95,100	
Donations Received		17,519	4,262
Donations Staff F/R		4,317	11,269
Interest Received	5	9,202	20,385
Profit on Sale of Motor Vehicles		2,791	
Subscription Income		106	74
Staff Training		3,250	7,045
Grants Received - Other		15,000	
Sundry Income		2,379	(18,058)
<b>Total Income</b>		<b>841,884</b>	<b>486,130</b>
 <b>Expenses</b>			
Accounting Services		1,393	800
Advance Payment - J Wardlaw			5,000
Advertising & Promotion		1,607	1,713
Bank Fees & Charges		1,948	2,206
Computer Maintenance		1,609	844
Conferences & Conventions		2,353	7,162
Consultancy Industrial Relations		610	
Depreciation - Buildings	6	106,148	102,930
Depreciation - Plant & Equipment		6,454	7,035
Depreciation - Motor Vehicle		9,596	4,123
Food		2,973	2,292
General Expenses		2,070	1,510
Insurance		13,898	13,064
Legal Fees		574	300
Licences		873	
Materials & Supplies		33,886	8,443
Medical		1,705	3,459
Meeting Expenses		3,919	4,972
Membership Fees & Subscriptions		550	810
Motor Vehicle		11,283	13,182
Office Equipment & Upgrades		518	2,184
Plant & Equipment Hire		3,337	2,796
Printing, Postage & Stationery		3,885	2,205
Repairs		16,737	2,091
Replacements		2,455	327
Wages & Salaries		320,303	252,220
Security & Fire Alarm		797	1,335
Staff Leave Provisions		(1,601)	4,006
Staff Training		2,359	515

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Student Activities	(417)	2,620
Strategic Planning		87
Superannuation	28,376	22,764
Telephone	10,289	7,298
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<b>Total Expense</b>	<b>590,487</b>	<b>480,293</b>
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<b>Net Profit (Loss)</b>	<b>251,397</b>	<b>5,837</b>
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St. Michael's Association Inc.  
Statement of Financial Position  
as at 30 June 2010

	Notes	2010 \$	2009 \$
<b>Current Assets</b>			
Cash at Bank and on Deposit		401,332	380,207
Cash On Hand		342	841
Sundry Debtors	3	50,581	43,191
Building Fund Deposit - Tas Trustees		72,397	49,375
		<u>524,652</u>	<u>473,614</u>
<b>Non Current Assets</b>			
Land & Buildings	2	3,374,669	3,123,523
Plant & Equipment		195,806	205,673
Motor Vehicles		55,438	93,410
		<u>3,625,913</u>	<u>3,422,606</u>
<b>Investments</b>			
Deposit Tas Trustees			26,684
LSL Deposit Account			0
		<u>0</u>	<u>26,684</u>
<b>Total Assets</b>		<u>4,150,565</u>	<u>3,922,904</u>
<b>Current Liabilities</b>			
Sundry Creditors & Accruals	4	68,492	83,617
Provision for Annual Leave		103,993	130,426
Advance Grants		12,099	34,520
GST Liability		19,066	3,379
		<u>203,650</u>	<u>251,942</u>
<b>Non-Current Liabilities</b>			
Provision for LS Leave		125,151	120,595
Bonds Held		1,476	1,476
Advance - S.Chugg		60,000	40,000
Advance - Lynch		4,000	4,000
Advance - E.Malouf		4,000	4,000
		<u>194,627</u>	<u>170,071</u>
<b>Total Liabilities</b>		<u>398,277</u>	<u>422,013</u>
<b>Net Assets</b>		<u>3,752,288</u>	<u>3,500,891</u>
<b>Accumulated Funds</b>			
Retained Surplus			
Balance as at 1 July 2009		1,637,366	1,631,529
Surplus/(Deficit) for Year		251,397	5,837
		<u>1,888,763</u>	<u>1,637,366</u>
Building Fund Interest		13,647	13,647
Balance as at 30 June 2010		1,902,410	1,651,013
Asset Revaluation Reserve		1,849,878	1,849,878
<b>Total Funds</b>		<u>3,752,288</u>	<u>3,500,891</u>

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15/9/2010

St. Michael's Association Inc.  
Notes to and forming part of the accounts  
for Year Ended 30 June 2010

**1. Summary of significant accounting policies**

(a) Basis of accounting

This general purpose financial report has been prepared on the basis of historical costs and has not been adjusted to take account of changing monetary values except where stated. Accounting policies have been consistently applied unless otherwise stated.

(b) Depreciation

Non-current assets are depreciated on the reducing balance method writing off the cost of the asset over their estimated useful lives.

(c) Employee Benefits

Provision is made for the liability for annual leave and long service leave arising from services rendered by employees.

The provision for long service leave includes the current legal obligation and expected future payment.

(d) Income Tax and GST

The Association being a charitable institution is exempt from Income Tax.

Boarding fee and gardening program income has been ruled by the ATO as being GST free supplies.

	2010	2009
	\$	\$
<b>2. Non - Current Assets</b>		
Land & Buildings - at cost	551,074	551,074
- at valuation (2006)	2,515,600	2,515,600
- new at cost	1,677,924	1,320,630
Less Accumulated Depreciation	796,899	712,707
	<b>3,396,625</b>	<b>3,123,523</b>
Plant & Equipment at cost	422,193	364,598
Additions for year	28,315	57,595
	450,508	422,193
Less Disposals	16,222	422,193
	434,286	422,193
Less Accumulated Depreciation	238,480	215,079
	<b>195,806</b>	<b>207,114</b>
Motor Vehicles at cost	234,974	205,018
Additions for year	0	29,956
	234,974	234,974
Less Disposals	63,785	4,195
	171,189	230,779
Less Accumulated Depreciation	115,751	141,564
	<b>55,438</b>	<b>89,215</b>

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	2010 \$	2009 \$
<b>3. Sundry Debtors &amp; Prepayments</b>		
Boarding Fees	6,282	12,078
Sundry Debtors	44,299	46,224
	<u>50,581</u>	<u>58,302</u>
<b>4. Sundry Creditors &amp; Accruals</b>		
Boarding Fees received in advance	28,575	29,132
Sundry Creditors	38,417	39,669
Accrued Audit Fees	1,500	1,595
	<u>68,492</u>	<u>70,396</u>
<b>5. Interest received</b>		
Interest on Deposits	9,202	43,817
	<u>9,202</u>	<u>43,817</u>
<b>6. Depreciation on Buildings</b>		
Estimated life of buildings - 50 years		
Depreciation charged - 2% of valuation (2006)		
Desmond Wood Hostel - 2% of \$1824200	36,484	36,484
Newstead Units	55,018	51,968
Shed & Improvements	818	650
Merton House - 2% of \$691,400	13,828	13,828
	<u>106,148</u>	<u>102,930</u>
<b>7. Gain/(Loss) on disposal of Vehicles &amp; Plant</b>		
Consideration Received	26,340	6,364
Written Down Value on Sale	23,136	815
Gain/(Loss) on sale	<u>3,204</u>	<u>5,549</u>

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# Minutes of Meeting 2009 AGM

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St Michaels Association Inc

17<sup>th</sup> of September 2009

St Michaels Hall Newstead Campus

## 1 Welcome and Apologies

Meeting opened at 1805

**Attendees:** Therese von Samorzewski (Chair), Alex Huntir, Debbie Slater, Ted Sands, Pam Merrington, David Merrington, Jill Cooper, Helen Poxon, Shirley Leeming, Colin Foon, John Reisz, Adrienne Doyle, Gail Johnson, Paul Chugg, Cherie Young, Lyn Chapman, Desiree Johnson, Ashley Davenport, Gary Emery, Alan and Gwen Baker, Maggie Govier, Jenny Rowbottom, Roger Tyshing, Theresa Marshall, Robert Boon, Alan Conn, Ganiek Pulford, Keith Pulford

The President Therese von Samorzewski assumed the Chair of the meeting and welcomed attendees. She asked the CEO to advise of any apologies.

**Apologies:** Kellie Ashman, Margaret Chugg, Stuart Chugg, Dorothy Wise, Dot and Norm Smith, Clare Clark, Daniel Darry, Jane Wardlaw, Tim Haas, Louise Rowbottom, Donald Richards, John Leeming

## 2 Acceptance of minutes of previous AGM (18<sup>th</sup> September 2008)

The floor noted that Donald Richards was shown as both attending, and as an apology. To be corrected to show Donald as an apology.

**Motion:** *That subject to this correction the minutes of the previous AGM be confirmed as a true and accurate record*

Moved: John Reisz

Seconded: Debbie Slater

Carried

## 3 Annual reports of the Association

The Chair noted that the 2009 Annual Report had been circulated and proceeded to highlight points from the President's report. The Chair then invited the CEO to highlight points from the financial report which he did. The Chair then requested the following motion:

**Motion:** *That the 2009 Annual reports of the Association including the Financial Reports be adopted*

Moved: Jill Cooper

Seconded: Alan Conn

Carried

## 4 Election of Board members and office bearers

The Chair indicated that 3 positions are vacant as of this AGM and 3 nominations had been received. She asked the CEO to read the candidates:

The CEO indicated that the nominations for the 3 vacant positions had been received:

☉ Therese von Samorzewski for President

- ④ Ted Sands as ordinary Board member
- ④ Alan Conn as ordinary Board member

There being no other nominations for these positions the CEO declared the candidates elected. He then returned the Chair to the President.

The President indicated that Board member Kellie Ashman is not renominating at this meeting, resulting in 1 vacant position. She called for nominations from the meeting for the position, noting that it was the desire of the Board to secure the services of a candidate who has expertise in human resource and/or community services management and/or education. No further nominations were received.

## 5 Appointment of the auditor for 2009-2010

The CEO confirmed that Peter Nesbit is agreeable to acting as the auditor for the FY 2009-2010.

**Motion:** That Peter Nesbit be appointed as Auditor for the Financial Year 2009-2010

Moved: Debbie Slater

Seconded: Jenny Rowbottom

Carried

## 6 Presentation on the Strategic direction of St Michaels - CEO

The CEO gave a presentation on the diverse work of St Michaels. On behalf of the Board he discussed the work of the Board in discussing a merger with another disability support organisation. He made the points that in a tight funding environment the government has encouraged services to talk with each other about sharing or merging services, so the Board had adopted a responsible approach to participating in discussions.

The CEO reported that the Board has been working with the other organisation, with a solicitor and the auditor to endeavour to assess the viability of a merger. Both organisations have expressed a commitment to no disadvantage to clients, and no job cuts.

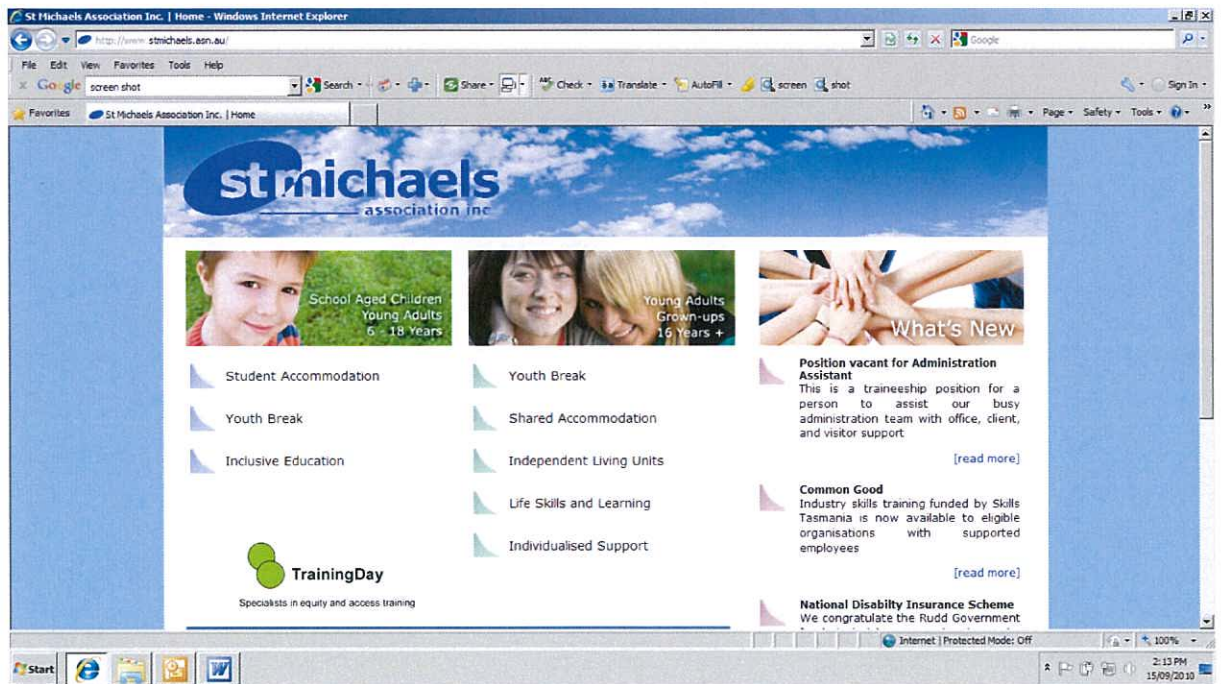
The Board recommends proceeding with discussions, receiving consultant's reports on the matter, and meeting with members again on the 18<sup>th</sup> of December 2009.

The CEO then answered questions from the floor.

## 7 Close

With no further business the Chair declared the meeting closed at 1855, thanked participants for attending, and invited all to partake in refreshments.





[www.stmichaels.asn.au](http://www.stmichaels.asn.au)



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**Chief Executive Officer and Public Officer  
 Disability Services Manager  
 Administration Manager  
 Enterprise Manager**

Alex Huntir  
 Donald Richards  
 Lyn Chapman  
 Robert Boon