



Reduced Recidivism

Enhanced Rehabilitation

One Hundred and Fifteenth Annual Report of the
Prisoners Aid Association of NSW (Inc)
2015 - 2016

Our vision

Reduced Recidivism and Enhanced Rehabilitation

Our Purpose

Prisoners' Aid Association offers support to prisoners and their families during and after imprisonment. We advocate for and provide services which cater for their immediate practical needs.

We give opportunities for prisoners to improve and empower themselves so that they can maximize their individual potential and community participation

Our Values

Respect – seeing prisoners as people

Integrity – dealing honestly

Innovation – responsive to change

What we do

We provide advice and assistance to prisoners, ex prisoners and their dependents on:

- ✓ Collection, transfer and storage of property.
- ✓ Identification documents, work clothing and equipment

BOARD:

President: Mr. Tim Laporte

Vice President: Ms Margaret Anderson

Hon. Secretary: Ms Catherine Bolger (resigned 3/8/16)

Hon. Treasurer: Mr Shayne McKenzie

Nominees to Council: Mr Roger West

Ms Gemma Taylor

Mr Ben Shields (commenced 30/8/16)

Ms Tanya Bains (commenced 30/8/16)

Ms Lauren Osbich (commenced 5/10/16)

STAFF:

Manager: Mr. Craig Baird

Manager Ms Kate Wiechmann (resigned 30/8/16)

Mates on the Move Mr Simon Emsley (commenced 5/9/16)

Welfare Officer: Ms. Lois Dillon

PUBLIC OFFICER: Mr. Craig Baird

OFFICE: Telephone No: 0412430214
0434742792

MATES ON THE MOVE: Mr Simon Emsley 0431689300

POSTAL: P.O. Box 6112
Silverwater BC NSW 1811

Associations Incorporation Registration No : Y10797-21

Office of Charities Registration No : CFN15813

PRESIDENTS

1901 - 1905	The Hon. Judge Hughes, M.L.C.
1905 - 1906	The Hon. B. R. Wise, K.C., M.L.C.
1906 - 1912	Hugh Dixson Esq.
1912 - 1916	The Hon. William Robson, M.L.C.
1916 - 1924	B. H. Chapman Esq.
1924 - 1928	Orwell Phillips Esq.
1928 - 1934	The Hon. J. C. Farleigh, M.L.C.
1934 - 1936	L. M. Phillips Esq.
1936 - 1940	The Hon. Mr. Justice Boyce
1940 - 1945	D. C. Bathgate Esq.
1945 - 1963	His Hon. Judge A. E. Rainbow Q.C.
1963 - 1967	The Hon. Mr. Justice J. M. H. McClemens
1967 - 1973	K. C. Marsden. J.P., M.A.I.W.
1973 - 1978	The Rt. Rev. R. O. Hulme-Moir, A.O., C. St.J., E.D, Th.L.
1978 - 1981	His Hon. Phillip L. Head, M.B.E., Q.C.
1981 - 1997	His Hon. John F. Lincoln, A.M., Hon. L.L.D., F.A.I.W.
1997 - 2008	Ms. Joan Ellard O.A.M., B.A
2008 - 2012	Mr. John Davoren B.A, Dip Soc. Work, MS (Soc. Admin.)
2012 - 2014	Mr Roger West
2014 -	Mr Tim La Porte

LIFE MEMBERS

M. M. Pry
J. S. Burt J.P, M.A.I.W

AUDITOR

Robert Goodwin R.C.A.

**ONE HUNDRED AND FIFTEENTH ANNUAL REPORT
OF THE PRISONERS' AID ASSOCIATION
OF NEW SOUTH WALES (INC.)
PRESENTED AT THE ANNUAL GENERAL MEETING,
10 MALLET ST, CAMPERDOWN, 26th OCTOBER 2016
BY THE PRESIDENT**

Members and guests, welcome to the 116th Annual General Meeting of Prisoners' Aid.

2015-16 was the year we consolidated on our change journey and this made for an optimistic year for the Prisoners' Aid Association of NSW (PAA NSW) and its Social Enterprise 'Mates on the Move'.

Optimistic, due to the fact our core funder Corrective Services NSW (CS) and PAA NSW has implemented the new structure, model and IT infrastructure.

Optimistic, as 'Mates on the Move' (MotM) our Social Enterprise has a launch date of the 22nd of November 2016 for the first pilot cohort.

Our aim in 2015/2016 was to further appoint talent to the board, deliver on the CS new contract, launch 'Mates on the Move' and prepare a new funding plan:

1. New talent has joined the board to best support PAA NSW and MotM and this has significantly increased the skills on the board and to my great delight there is strong collegial support between board members. As the President I feel confident the board will be able to navigate through 2016/2017 to deliver viable and long lasting strategies. I am delighted to announce the following people have joined the board:
 - Tanya Baini, an expert in Communication and Public Relations
 - Lauren Osbich, legal practitioner and board secretary
 - Ben Shields, an expert in logistics
 - Unfortunately Catherine Bolger has resigned from the board during the year and we wish her well in her endeavours on other boards.
2. We have developed a better relationship/partnership approach with CS and are currently negotiating with the deputy commissioner better touch points within CS to make sure both parties are involved in the contract being delivered to the benefit of our clients. The new model has been difficult to implement and partnership with CS are looking at breaking even within the next few months which would make the next 2.5 years valuable for PAA NSW and most importantly delivering quality services to a total of eleven Correctional Centres.

3. The launch date has been made possible with the initial great talent of the Kate Wiechmann (we wish her all the best in her new adventure in Hawaii) now replaced by Simon Emsley in September 2016, appointed as the new Project Manager for MotM. Simon has strong experience in the non-for-profit space and working hard to meet our ambitious launch date. Solid relationships have been established and signed up to support MotM to deliver a relevant training program. We are confident this will position MotM well within the post-release support networks to deliver on our mission of reducing recidivism.
4. Our new funding plan launched by Kate Wiechmann has been fruitful and we have been funded by the Ian Potter Foundation (IPF) to the level of \$100,000 over two years. I would like to thank IPF for trusting PAA and MotM to deliver an outstanding program. This funding plan will continue to be developed by Simon so we can offer better and stronger services within MotM.

I want to place on record my sincere thanks to our two managers Craig Baird and Simon Emsley.

And, of course, I want to thank my Board colleagues Gemma Taylor, Lauren Osbich, Margaret Anderson, Tanya Bains, Ben Shields, Roger West and Shayne McKenzie. They have been a great source of advice and support to Simon, Craig and I through this time.

Finally, the generous support of donors is also essential and in particular we would like to thank the Bewsher Foundation and the Milton Foundation.

Tim Laporte
President

Manager's Report

The 2015/16 year proved to be a very significant one for the Association.

The Inmate Property Service contract commenced on 1 February 2016 and runs through till 30/6/19. The contract provides for an up - front management fee and a fee for service rate for assessments, collections, on forwards and clearances. Whilst the number of clients accessing the service was initially very disappointing the numbers continue to improve.

January saw us undertake the significant task of moving our office and our storage facility. Shine for Kids kindly offered us free temporary office accommodation at their Silverwater office. We are hopeful to move to a more permanent location in the coming months. We owe a great deal of gratitude to Gloria Larman, CEO, Shine for Kids for her generous offer.

Shelving was dismantled and relocated to premises in Fairfield along with property for around 200 inmates. These premises are leased from St George Community Housing and we thank them for making these premises available. The St Vincent De Paul Society have also made available a space for storage of excess shelving and office furniture during the interim period.

Funding being what it is we were not in a position to engage contractors. I would like to give special praise to Lois and our small team of casuals, Danny and Lucas for making it all possible. I think we all learnt some new skills during the process. Whilst moving always brings a bit of stress everybody maintained a good sense of humour and a high degree of professionalism during the process.

At Mates on the Move, Simon has replaced Kate. Kate achieved a great deal in her time as manager of Mates on the Move and we wish her all the best in her future endeavours. Simon has already made major progress in his short time in the role. We have been fortunate to have two highly dedicated people in this role and my thanks go to both of them for their contribution this year.

In closing I would like to thank the Board, led by Tim, for their commitment and support throughout the year.

Craig Baird
Manager

Prisoners Aid Association of NSW (Inc)

Statement of Income and Expenditure for period 1/7/15 - 30/6/16

	15/16	14/15
Income		\$
Department of Justice - Corrective Services NSW	246055	284059
Interest Received	1577	2138
Donations and Subscriptions	16599	16981
Dividends (IAG)	561	561
Miscellaneous Income	1	100
Profit / Loss on sale of capital items	0	1031
Total Income	264793	304870
Client Expenses		
Client Assistance	323	776
Client property return	1839	683
Other Expenses		
Depreciation	10969	12189
General Expenses	469	867
Computer and Software	1151	1190
Website	570	0
Insurance	3650	3029
Ostendo Licencing and set up	11829	0
Cloud set up and services	1440	0
Office Relocation	5934	0
Cleaning	3563	6047
Salaries	143245	118674
Employee Provisions	12273	12360
Superannuation	14062	10726
Workers Compensation Insurance	3377	2704
Other Employment Expenses	36	1292
Postage	238	202
Electricity	1395	2053
Alarm/Security	519	1630
Property Costs	798	753
Audit Fee	1332	1006
Rent	49210	83915
Telephone	4576	5468
General Office Supplies	1121	982
Motor Vehicle Expenses	13508	12727
Subscriptions	1172	1454
Total Expenses	288599	280727
Operating Deficit for year	-23806	24143

Prisoners Aid Association of New South Wales (Inc.)

Balance Sheet

	As at 30 June 2016		As at 30 June 2015	
	\$	\$	\$	\$
Current Assets				
Commonwealth Bank - General	152799		271292	
Commonwealth Bank - Ian Potter Found. - MOTM	50000		0	
Cash on Hand	<u>750</u>	203549	<u>750</u>	272042
Commonwealth Bank term Deposit - Employee ent.		75966		25291
Debtors - CSNSW - IPS		18975		0
Debtors - Sundry		<u>571</u>		<u>1008</u>
Total Current Assets		<u>299061</u>		<u>298341</u>
CBA Term Deposit - Bequest	69175		86326	
CBA Cash Investment Acc. - Bequests	<u>10186</u>	<u>79361</u>	<u>26123</u>	<u>112449</u>
Non - Current Assets				
Rent Surety Bond - Fairfield	3000		3000	
Rent Surety Bond - Lidcombe	0		20438	
Bond (E- Tag)	36		36	
Prepayments	0	3036	<u>7030</u>	30504
Motor Vehicles	44270		44270	
Less Accumulated Depreciation	<u>29349</u>	14921	<u>22952</u>	21318
Office Equipment	6207		20195	
Less Accumulated Depreciation	<u>4769</u>	1438	<u>14725</u>	5470
Total Non Current Assets		<u>19395</u>		<u>57292</u>
Total Assets		<u>397817</u>		<u>468082</u>
Current Liabilities				
Funding received in advance CSNSW		0		75615
Accruals		17343		19699
Provision for				
Annual Leave	24427		17037	
Sick Leave	29927		25895	
Long Service Leave	<u>36947</u>	91301	<u>33769</u>	76701
Client money held in trust		<u>689</u>		<u>689</u>
Total Current Liabilities		<u>109333</u>		<u>172704</u>

Bequest - Monies Held			
Balance brought forward 1/7/15	112449		115289
Less Transfer to MOTM 1/7/15	<u>22447</u>		
	90002		
Add Additional Bequest	25000		
Interest Received	3162		1657
Write back U/P cheques (I.D Assist.)	<u>1164</u>		3056
	119328		
Less Allocation to MOTM	45000	74328	
Mates on the Move - Monies Held			
Transfer from Bequests 1/7/15(allocated \$30000, spent \$7553)	22447		
Add Allocation from Bequests	45000		
Less Payments	-62414		-7553
	5033		
Ian Potter Foundation Grant	50000	55033	
		<u>129361</u>	<u>112449</u>
Association Funds			
Accumulated funds brought forward	182929	158786	
Net Surplus / Deficit for year	-23806	<u>159123</u>	24143 <u>182929</u>
Total Liabilities		<u>397872</u>	<u>468082</u>

Note 1. - As a result of demutualisation 1007 shares in IAG were granted during the 2000 - 2001 financial year. As at 30 June 2016 these were valued at \$5488.15

The financial report has been prepared for the distribution to members for the purpose of fulfilling the board's financial reporting under the Associations Incorporations Act 2009. I disclaim any assumption of responsibility for any reliance on this report or on the financial report on which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit.

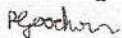
Independence

In conducting my audit, I have complied with the independence requirements of the Australian professional ethics pronouncements.

Auditor's Opinion

In my opinion, the financial report of Prisoners' Aid Association of NSW Incorporated presents fairly, in all material respects, the financial position of Prisoners' Aid Association of NSW Incorporated as of 30 June 2016 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporation Act 2009.

Dated this 20th day of *September* 2016.



ROBERT B GOODWIN

Registered Company Auditor.

(Reg No. 74718)

ROBERT B. GOODWIN

CHARTERED ACCOUNTANT

AccFin Services

ABN 67 634 832 755

PRISONERS' AID ASSOCIATION OF NSW INC

AUDITOR'S REPORT

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Prisoners' Aid Association of NSW Incorporated, which comprises the balance sheet at 30 June 2016, the income statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the board.

Committee's Responsibility for the Financial Report.

The board of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Association Incorporation Act 2009 and are appropriate to meet the needs of the members. The board's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of auditing policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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psc

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Scheme approved under
Professional Standards Legislation.

ROBERT B. GOODWIN

CHARTERED ACCOUNTANT

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Auditor's Independence Declaration

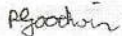
UNDER SECTION 307C OF THE CORPORATIONS ACT 2001

TO THE MEMBERS OF

PRISONERS' AID ASSOCIATION OF NSW INCORPORATED

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2016 there have been

- 1 no contraventions of the auditor independence requirement as set out in the *Corporations Act 2001* in relation to the audit, and
- 2 no contraventions of any applicable code of professional conduct in relation to the audit.



ROBERT B GOODWIN.

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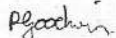
PRISONERS' AID ASSOCIATION OF NSW INC AUDITOR'S STATEMENT

I, ROBERT BERNARD GOODWIN
Of LEVEL 13, 2 PARK STREET, SYDNEY

being a qualified auditor hereby certify that I have examined the books and records of the Association in accordance with Australian Auditing Standards.

In my opinion the financial statements, consisting of Income and Expenditure Statement and Balance Sheet, present fairly the financial position of the Association and the result of its operations for the year ended 30th June 2016 in accordance with Australian Accounting Standards and the requirements of the Commissioner. In addition I have inspected the Funding Agreement for the period 1st November 2015 to 31st January 2016 between the Association and Corrective Services NSW and have ascertained that the funding has been expended for the purposes for which it was given. With respect to the Funding Agreement between the Association and Corrective Services NSW for the period 1st February 2016 and 30th June 2016 regarding the Inmate Property Service Agreement I have ascertained that the funding has at 30th June 2016 been expended for the purposes for which it was given.

Dated at Sydney this 20th day of September 2016.



ROBERT B GOODWIN
Registered Company Auditor.
(Reg No. 74718)

13

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ROBERT B. GOODWIN

CHARTERED ACCOUNTANT

AccFin Services

ABN 67 634 832 755

PRISONERS' AID ASSOCIATION OF NSW INC FUNDRAISING AUDITOR'S REPORT

I have audited the Financial Statements and notes thereto for the year ended 30th June 2016 of Prisoners' Aid Association of NSW Inc and therefore the included Fundraising. I note that this is a special purpose financial report.

In my opinion:

- (a) the accompanying Financial Statements, which have been prepared under the historical cost convention, are drawn up in accordance with the provisions of the Associations Incorporation Act 1984 and Charitable Fundraising Act 1991 so as to give a true and fair view of:-
 - (i) the financial result of the Association for the year ended 30th June 2016; and
 - (ii) the Statement of Assets and Liabilities as at 30th June 2016;
- (b) the accounts and associated records have been properly kept during the year in accordance with the Acts and regulations;
- (c) the money received as a result of fundraising appeals has been properly accounted for in accordance with the Acts and regulations; and
- (d) no expenses were incurred in raising the funds and all of the amounts received were applied to their target group.

Dated at Sydney this 20th day of September 2016.

Robert B Goodwin

ROBERT B GOODWIN
Registered Company Auditor.
(Reg No. 74718)

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Prisoners' Aid Association of NSW Inc

Statement by Members of the Board

The Board has determined that the Association is not a reporting entity.

The Board has determined that this special purpose financial report should be prepared in accordance with Australian Accounting Standards.

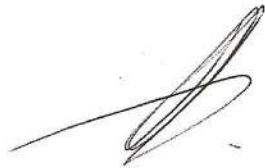
In the opinion of the Board the financial statements:

Present fairly the financial position of the Prisoners' Aid Association of NSW Inc as at 30/6/16 and the results of the Association for the year ended on that date.

At the date of this statement, there are reasonable grounds to believe that the Prisoners' Aid Association of NSW Inc will be able to pay its debts as and when they fall due.

This opinion is formed on the basis of the audit report and regular reports submitted by the Treasurer.

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



Tim Laporte

President

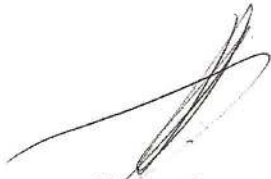
20/10/16

Declaration by President in Respect to Fundraising Appeals

I, Tim Laporte, President of the Prisoners' Aid Association of NSW Inc declare that in my opinion:

- a) The accounts give a true and fair view of all income and expenditure of the Prisoners' Aid Association of NSW with respect to fundraising appeals; and
- b) The Statement of Assets and Liabilities (Balance Sheet) gives a true and fair view of the state of affairs with respect to fundraising.
- c) The provisions of the Associations Incorporation act 1984, and the Charitable Fundraising Act 1991 and the regulations under those Acts and conditions attached to the authority to fundraise have been complied with.
- d) The internal controls exercised by the Prisoners' Aid Association of NSW Inc are appropriate and effective in accounting for all income received.

This opinion is formed on the basis of the audit report and regular reports submitted to the Board by the Treasurer.



Tim Laporte

President

20/10/16

INFORMATION AND DECLARATIONS TO BE FURNISHED UNDER THE
CHARITABLE COLLECTIONS ACT 1991

Accounting Principles and Methods Adopted in the Accounts

The accounts have been prepared on the accrual basis, and in accordance with applicable Statements of Accounting Concepts and Accounting Standards issued by the Australian Accounting Standards Board (AASB). They have also been prepared on the basis of historical costs. The accounting policies have been consistently applied unless otherwise stated.

Fundraising / Client Assistance Statement

The Association raised a total of \$16599 through donations. Total expenditure on client assistance was \$2162. The surplus of \$14437 was transferred to Association funds and will be used for direct client assistance in the future. No fundraising costs were incurred.

Assistance was given in the following forms:

- Identification assistance
- Return of property to people on release

Comparisons by Monetary Figures and Percentages

Comparisons	\$	%
Total cost of fundraising / Gross income from Fundraising	0/ 16599	0