

*One Hundred and Nineteenth Annual Report of the
Prisoners Aid Association of NSW (Inc)
2018-2019*

OUR MISSION

WE'RE MADE OF 2ND CHANCES.

We understand that sometimes people have to go through the worst to get to their best.

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

OPEN
CARING
GROUNDED

We behave and communicate in an inclusive way and are open-minded to new solutions.

We care a great deal for the welfare of all human beings. We'll take action to help people who society leaves behind.

We'll show discipline when we deal with this confronting subject, we'll communicate in a matter-of-fact way.



Our network of practical services and support enables freedom and inspires people to *right* their story.

BOARD:



Chair and President: Mr Tim Laporte

Having spent over a decade in executive leadership roles, and close to twice that on his own personal development journey, Tim brings life experience to his work as an advisor, coach, facilitator, change professional and co-founder for Leadership Partners.

An active scholar in the field of leadership development, Tim adopts a flexible approach and recognises the relevance of the emotional, practical and political aspects of executive performance. He has a track record in building highly productive senior teams and has done so for organisations such as the Commonwealth Bank of Australia,

Westpac and NSW Health. Tim brings his considerable executive and leadership experience to his position of Chairman and President of the Prisoners Aid Association of NSW Board.



Vice President: Ms Margaret Anderson

Margaret is the Director of the Australian Classification Board which classifies films, computer games and certain publications for commercial and law enforcement applicants. She has executive level skills in leadership, operational strategy and innovation, forged within sensitive political and

regulatory environments in New South Wales, the Northern Territory and Commonwealth strata of government. Over the past fifteen years, Margaret has operated with high levels of autonomy to lead the development and implementation of local and cross-jurisdictional legislative reform, strategic direction and operational policy; and has created/facilitated programs and driven the delivery of services to change priorities. She has engaged with community groups, tertiary institutions and non-government organisations to forge collaborative partnership networks.

Margaret has previously worked with the Department of Corrective Services in both NSW and the NT and brings a wealth of corrective services experience and knowledge to her role as Vice President on the Prisoners' Aid Association of NSW Board.



Treasurer: Mr Frank Burke

Frank is currently the Operations Manager for the Arts Health Institute and has previous experience with finance and operations with Fossil Group Incorporated and Mulgrew Pharmacies.

Frank has over a decade of experience with accounting, financial reporting and business development, and brings these skills as well as business strategy, commercial planning and commercial finance and management to his role as Treasurer the Prisoners Aid Association of NSW Board.



Board Secretary: Ms Lauren Osbich

Lauren is a Listings Compliance Adviser at the Australian Stock Exchange and is an admitted solicitor with over 15 years of experience as a dedicated legal research and GRC specialist. She brings this experience, as well as an ability to bridge the gap between technology and practice to her work in organising the resources of the Prisoners Aid

Association of NSW Board. She is also a member of the Website subcommittee. Lauren is passionate about giving back to the community through the not for profit sector as well as donating time to mentor and coach young lawyers in their professional development, with a primary focus on enabling all people in society to have the same chances at success that she has.

Lauren advocates strongly for the role of rehabilitation in the justice system and believes in the PAA promise that everyone deserves a 2nd chance.



**Nominee to Council: Mr Marty Bowen
(resigned November 2019)**

Marty is currently the Head of Human Resources for OneSchool Australia and has vast experience establishing and implementing future-focused strategies and workforce plans, identifying and developing organisational capability, and providing operational advice that

supports the execution of strategy and change programs.

Adept at engaging myriad stakeholders in organisational and behavioural change, Marty is insightful and ever willing to provide alternative perspective and test the status quo with positive intent. On a personal level, Marty is committed to making a positive difference in the community in which he is raising his family.

Marty brings practical capability in workforce planning, change management and implementing solutions for organisational improvement to his Board role for Prisoners Aid Association of NSW.



STAFF:

Manager: Mr Craig Baird

Social Enterprise Operations

Manager/Mates on the Move: Ms
Lois Dillon

0466 173 922

Welfare Officer: Ms Jane Pappas

**Strategy and Social Impact Adviser
(Consultant):** Mr David Puls

Associations Incorporation

Registration Number:

Y1079 7-21

Office of Charities Registration

Number:

CFN15813

ABN 25756574465

Public Officer: Mr Craig Baird

Office:

Shine for Kids Building
Silverwater Correctional Complex
Holker St
Silverwater

Telephone No: 0412 430 214
 0434 742 792

Postal Address:

P.O. Box 6112
Silverwater BC NSW 1811

We're a community made up of success stories – men and women contributing to society and working together to help create a positive environment for people beyond prison.

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 Dixon 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 Laporte

**We share human stories to re-educate our justice system
and prove that lives after prison matter and that 2nd chances
benefit our society as a whole.**

LIFE MEMBERS

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

AUDITOR ESV

**ONE HUNDRED AND NINETEENTH ANNUAL REPORT
OF THE PRISONERS' AID ASSOCIATION
OF NEW SOUTH WALES (INC.)
PRESENTED AT THE ANNUAL GENERAL MEETING,
LEVEL 1, 85 WILLIMA STREET, DARLINGHURST,
16thst DECEMBER 2019 BY THE PRESIDENT**

Members and guests, welcome to the 119th Annual General Meeting of Prisoners' Aid.

2018-19 has been a year of consolidation. Indeed, Prisoners' Aid Association of NSW (PAA NSW) and its Social Enterprise 'Mates on the Move' have delivered good solid results.

Our relationship with our core funder Corrective Services NSW (CS) and PAA NSW has gone from strength to strength. The level of information sharing and working in partnership to deliver quality services has been strong. We have delivered quality services across 11 correctional centres supporting over 400 people in custody. PAA NSW's staff flexibility are making us cost effective in delivering our services.

'Mates on the Move' (MotM), our Social Enterprise which launched in November 2016, has delivered more consistent results to bring it to an expected break-even point by June 2020. It was a great honour for Mates on the Move to be a recipient of a Bronze Award in the 2018 Australian Institute of Criminology, Australian Crime and Violence Prevention Awards.

Our goals in 2018/2019 differed from previous years to solidify the financial position of the association. I am proud to say we have yielded good outcomes. These objectives were:

1. Focus on key strategic areas
2. Deliver surplus on the CS contract
3. Consolidate 'Mates on the Move' and
4. Strengthen our funding.

1. Key strategic focus for the board for this year has been:

- Strengthening board governance and transparency in how we operate - The board secretary Lauren Osbich has continued to do impressive work which was confirmed by a review of our constitution by an external party, Justice Connect in November 2019.
- Strengthen the relationship with CS – this has continued this year with the highest number of collection and referrals to date. CS are happy with the cost effectiveness and consistent quality of services provided.
- Develop MotM – Due to funding constraints it has been decided to both:
 - Stop the training component until funds could be allocated to launch the next set of training.
 - focus the energy of the board on supporting MotM to break-even as soon as possible. This has been partly done with an increase in turn-over of 34% from the previous year and it is expected that by June 2020 MotM will break-even.
- Information Technology (IT) has finally been delivered on two fronts:
 - A new logo and website for PAA and MotM. These were launched officially at the fundraising dinner on the 31st of October. We would like to thank 'Divided by Zero' a marketing agency which, pro-bono, has supported us with what is viewed as a modern and contemporary logo and website.
 - Migration of all the accounting to XERO, an online software that gives both PAA and MotM the flexibility they need to deliver cost effective and timely service.

2. Delivery of surplus on the CS contract:

- This has again been delivered this year due to the quality relationship with CS and the consistent work from Craig Baird - manager of PAA NSW and his team.
- An additional 12 month contract has been signed with CS.

- Referrals and collections have grown consistently. This is important as it supports those released to re-establish themselves in the community and reduce recidivism

3. Consolidation of 'Mates on the Move':

- Lois Dillon manager of the social enterprise has been a key person in getting us on track to breaking even by June 2020.
- MotM regular contract with Mirvac has grown. Mirvac has been very supportive within the industry with other organisations to promote the quality and cost effectiveness of our services.
- MotM numbers this year:
 - Total income \$184,470
 - This income is in part from Mirvac with a turnover of \$109,394 with an increase on previous year of 13% and removals with a turnover of \$75,075 with an increase on previous year of 26.5%
 - Operationally this is 178 removals jobs which is an increase of 51% year on year.
 - MotM due to the consistency of work now employs its first permanent employee. This permanent employee has come from the original training program run by MotM.
 - 15 people have been employed on a casual basis. Currently, the social enterprise has 5 people working weekly on a casual basis. Overall MotM has paid employees the equivalent of 3595 hours of paid employment.

4. Funding:

- Funding was and still is a key priority for the board and as such we have now retained the services of David Puls as a consultant in this space.
- PAA has had its first fundraising dinner on Thursday 31st of October. It was held at the Westpac boardroom in Barangaroo. This was delivered under the patronage of the Honourable John Dowd AO QC and the Honourable Michael Kirby AC GMC with the attendance of the Honourable Gladys Berejiklian MP Premier of New South Wales.

At this fundraiser \$37500 was raised through both donations and tickets sold. The board, the PAA and MotM team and David Puls have done an amazing effort to get this successful evening off the ground.

- During the 2018/19 year we received grants from:

Westpac Foundation \$10,000

Club Grants \$15,000

Roger West, past Chair and long term board member, has resigned from the board. His contribution during his time on the board has been exemplary and to me personally a strong mentor. Roger, thank you for your vision and support.

I want to place on record my sincere thanks to our two managers Lois Dillon and Craig Baird and our welfare worker, Jane Pappas. In addition to the paid workers and volunteers supporting PAA NSW and MotM.

I also want to thank my Board colleagues Lauren Osbich, Margaret Anderson, Frank Burke, Marty Bowen, and departed board member Roger West. They have been a great source of advice and support to Lois and Craig through this time. The collective intelligence demonstrated by this small group of dedicated people is second to none.

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

Tim Laporte
President

Manager's Report

The 2018/19 year proved to be yet another successful year for Prisoners Aid. The Inmate Property Service (IPS) continues to grow as does Mates on the Move, our social enterprise.

The success of the IPS is largely due to Jane Pappas, our Welfare Worker. Jane stays on top of all referrals and manages communication with correctional centres, police, FACS Housing, private landlords and the myriad of other people in the community that we deal with in regards to an inmate property. Referrals are now consistently reaching 100 per quarter and we currently store property for over 400 inmates. These numbers reflect the need for this practical service. Referrals are only accepted where an inmate has no family or other community links that can assist with the storage of their belongings, and so assists some of the most vulnerable in the community. The return of an inmate's personal belongings to them after release is of both practical and psychological benefit to their successful return to the community.

Mates on the Move continues to increase its profile in the marketplace. There has been a significant rise in invoicing and hours worked by our employees. All employees of Mates on the Move are ex- offenders. The opportunity to work decreases significantly their propensity to re-offend whilst providing them with the increased choices that additional income brings. They are all paying tax and have less reliance on welfare, which is of great benefit to the community. Lois Dillon has done a magnificent job bringing this all together. Running a small business is never an easy job, but also catering to the social welfare needs of employees makes Lois's role particularly demanding. David Puls (consultant) has also assisted greatly throughout the year.

Community organisations like Prisoners Aid are nothing without the personalities, skills and input of the people behind the scenes. I would like to thank our board, Tim, Margaret, Lauren, Frank and Marty. Your knowledge, skills and senses of humour are a huge part of the success of the Association. I appreciate your support.

Lois and Jane have performed their roles exceptionally again this year. The Association is fortunate to have them as employees. They are professional, reliable and understanding of the circumstances of our clients. David's work on a consultancy basis has also added value to our capacity and services.

Bill and the Mates on the Move removals/recycling crew have contributed greatly to a successful year for Mates on the Move. Thank you for your efforts. 2019 / 2020 I am sure, will bring with it much success and many challenges. I am confident the team can capitalise on the successes and effectively deal with the challenges that will inevitably confront us.

Craig Baird
Manager
9/12/19

Mates on the Move

Mates on the move has completed its second full year of trading with a total income of \$185,470.66 an increase of \$46,172.66 (34%) on the previous financial year. We have seen support for our social enterprise grow significantly from community organisations and charities. MOTM has increased the amount of removal jobs to 178 compared to 86 the previous year. Total revenue for removals \$76,075.82. The Mirvac contract has increased by 13% to \$109,394.84; Mirvac contact Kim Host has consistently been looking for opportunities to expand our contract and provide other work opportunities.

Number of paid employee hours increased to 3595 hours which equates to approximately \$100,000. MOTM employed its 1st permanent employee Bill Galea on a contract of 50 hours per fortnight. This gave Bill more security in his employment. A total of 15 people worked in the last financial year, as the year progressed, we focused on meaningful hours of employment for a group of 5-6 employees rather than sharing the work too much amongst a large group.

Our aim is to create opportunity to make a significant difference to the lifestyles of our employees. One employee was able to move from a boarding house to more stable accommodation at the Common Ground. One employee left to go into fulltime employment after working 12 months with MOTM. This employee credits MOTM with helping him successfully gain his confidence to return to mainstream employment.

Whilst the business has grown financially to become closer to breakeven point, there is still much work needed to become a successful social enterprise. As the removals work increased, it is clear we needed to focus on creating income streams that are more reliable and regular like the Mirvac contract. Kim Host from Mirvac became a great mentor and teacher regarding waste diversion. The focus for my year was to gain knowledge and understanding of the waste industry.

January 2019 was the start of communications with other none Mirvac buildings regarding expanding our coffee cup and paper towel collection. Systems Connect, a joint venture between CPB and UGL enquired about potentially using our services once they relocate to 116 Miller St North Sydney. Creating an account for disposal of waste from our own collections was necessary. Initially we had been disposing the Mirvac waste at a Suez transfer station, however after a fire at Chullora we transported the waste directly to

ResourceCo. ResourceCo is a processed engineered fuel (PEF) waste facility, which grinds PEF waste (including coffee cups and paper towels) into large fire blocks and sells these to Boral and other cement manufacturers for use in their kilns.

It was communicated to me that getting an account at ResourceCo was close to impossible. ResourceCo had rejected accounts for big companies such as Bingo Industries, WestConnex and only dealt with the primary customers Cleanaway and Suez. After months of communication, ResourceCo finally agreed to supporting our social enterprise by giving MOTM an account with an unlimited minimum disposal amount.

This development of having a waste outlet permitted us to actively pursue collections. In May, Investa Property Group contacted regarding trialling paper towel collections from 126 Phillip Street Sydney. Kim Host joined the initial meetings with Investa, I thank Kim for her commitment and enthusiasm regarding promoting the MOTM services. Talks are continuing with Systems Connect and Investa regarding starting trials in the next financial year.

The last financial year created MOTM the opportunity to build a strong network of waste contacts. Key relationships with ResourceCo, Foresight Environmental a significant waste auditor and relationships with many contacts from Social Traders such as Lendlease, CPB and Westpac.

Westpac sponsorship provided opportunity to attend the Change Makers Summit and The Westpac Leadership program. This led to further workshops and training courses through presenters from the Summit. I thank Westpac for their sponsorship and training. I would also like to thank The Milton Corporation Foundation who also donated generously to the Mates on the Move project.

This was my first year as the Social Enterprise Operations Manager for MOTM, as such there were a significant amount of learning in my new role. I thank Craig Baird for his outstanding support, training and encouragement over the past year. Thank you also to David Puls who provided much needed support over the past 12 months. I thank the Board for having faith to appoint me to the role of Social Enterprise Operations Manager and for supporting me in this role. I thank Bill Galea and team of casuals at MOTM for their hard work with the project. Thank you to Kim Host from Mirvac for her education and

knowledge sharing on waste. I look forward to growth and expansion of the project in the next financial year.

Lois Dillon
Manager
Mates on the Move

Prisoners' Aid Association of New South Wales Inc

ABN 25756574465

Special Purpose Financial Statements

Year End 30 June 2019

Prisoners' Aid Association of New South Wales Inc
Officers' report
30 June 2019

The officers present their report, together with the financial statements, on the incorporated association for the year ended 30 June 2019.

Officers

The following persons were officers of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Tim Laporte
Margaret Anderson
Lauren Osbich
Frank Burke

Committee members

The following persons were committee members of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Marty Bowen (resigned November 2019)

Objectives

The objective of the incorporated association is to provide quality services to both people held in NSW correctional centres and those returning to the community.

Provision of quality services will result in enhancing the opportunities for people returning to the community to not re-offend.

Strategy for achieving the objectives

The incorporated association currently provides property services under contract to Corrective Services NSW. We receive valuable support from the Ian Potter Foundation and Wests Leagues in providing training and work experience opportunities. We aim to increase the level of private and public sector support to ensure the viability of our Mates on the Move project.

Principal activities

During the financial year the Association conducted 2 principal activities:

Inmate Property Services – collection, storage and return of property for inmates held in New South Wales correctional centres.

Mates on the Move – A social enterprise providing people returning to the community with training, qualifications and work experience.

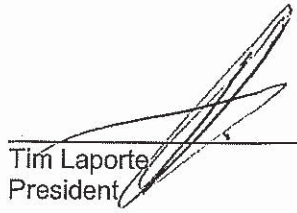
The fundraising activities of the incorporated association are critical to sustainability of our services.

Performance measures

The incorporated association measures its performance in terms of services provided to its client group and its ability to sustain and scale these services with the support of fundraising activities.

Prisoners' Aid Association of New South Wales Inc
Officers' report
30 June 2019

On behalf of the officers



Tim Laporte
President

11 December 2019
Sydney

Prisoners' Aid Association of New South Wales Inc

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30 June 2019

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General information

The financial statements cover the Prisoners Aid Association of New South Wales (Inc) as an individual entity. The financial statements are presented in Australian dollars, which is the Prisoners Aid Association of New South Wales (Inc) functional and presentation currency.

The Prisoners Aid Association of New South Wales (Inc) is a not-for-profit incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business are:

Registered office

Silverwater Correctional Complex
Holker St
Silverwater 2118

Principal place of business

Silverwater Correctional Complex
Holker St
Silverwater 2118

A description of the nature of the incorporated association's operations and its principal activities are included in the officers' report, which is not part of the financial statements.

The financial statements were authorised for issue on 11 December 2019.

Prisoners' Aid Association of New South Wales Inc
Statement of profit or loss and other comprehensive income
For the year ended 30 June 2019

	Note	2019 \$	2018 \$
Revenue	3	442,024	404,736
Expenses	4		
Inmate Property Service (Corrective Services NSW)		(179,007)	(166,235)
Metropolitan Inmate Pre Release Property Service (Corrective Services NSW)		-	-
Mates on the Move – Course and Business Expenses		(257,145)	(290,886)
Participant and General Client Assistance		(6,667)	(13,770)
Capacity Building and Fundraising Expenses		(52,553)	-
		<hr/>	<hr/>
Surplus / (Deficit) before income tax expense		(53,348)	(66,155)
Income tax expense		<hr/> -	<hr/> -
Surplus / (Deficit) after income tax expense for the year		(53,348)	(66,155)
Other comprehensive income for the year, net of tax		<hr/> -	<hr/> -
Total comprehensive income for the year		<hr/> <u>(53,348)</u>	<hr/> <u>(66,155)</u>

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

Prisoners' Aid Association of New South Wales Inc
Statement of financial position
As at 30 June 2019

	Note	2019 \$	2018 \$
Assets			
Current assets			
Cash and cash equivalents	5	183,588	213,435
Trade and other receivables	6	59,782	57,119
Other Assets		3,036	3,036
Total current assets		<u>246,406</u>	<u>273,590</u>
Non-current assets			
Investments IAG		7,922	7,019
Property, plant and equipment		6,316	9,105
Total non-current assets		<u>14,238</u>	<u>16,124</u>
Total assets		<u>260,644</u>	<u>289,714</u>
Liabilities			
Current liabilities			
Trade and other payables	7	36,168	30,692
Employee benefits		103,700	84,898
Other		10,000	10,000
Total current liabilities		<u>149,868</u>	<u>125,590</u>
Non-current liabilities			
Employee benefits		-	-
Total non-current liabilities		<u>-</u>	<u>-</u>
Total liabilities		<u>149,868</u>	<u>125,590</u>
Net assets		<u>110,776</u>	<u>164,124</u>
Equity			
Retained Earnings		<u>110,776</u>	<u>164,124</u>
Total equity		<u>110,776</u>	<u>164,124</u>

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

Prisoners' Aid Association of New South Wales Inc
Statement of changes in equity
For the year ended 30 June 2019

	Retained Earnings \$	Total equity \$
Balance at 1 July 2017	230,279	230,279
Surplus / (Deficit) after income tax expense for the year	(66,155)	(66,155)
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	(66,155)	(66,155)
Balance at 30 June 2018	<u>164,124</u>	<u>164,124</u>
	Retained Earnings \$	Total equity \$
Balance at 1 July 2018	164,124	164,124
Surplus / (Deficit) after income tax expense for the year	(53,348)	(53,348)
Other comprehensive income for the year, net of tax	-	-
Total comprehensive income for the year	(53,348)	(53,348)
Balance at 30 June 2019	<u>110,776</u>	<u>110,776</u>

The above statement of changes in equity 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.

New or amended Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

Basis of preparation

In the officers' opinion, the incorporated association 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 Australian Charities and Not-for-profits Commission Act 2012 and New South Wales legislation the Associations Incorporation Act 2009, the Charitable Fundraising Act 1991 and associated regulations. The officers have determined that the accounting policies adopted are appropriate to meet the needs of the members of Prisoners' Aid Association of New South Wales Inc.

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 the incorporated association'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 the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Donations

Donations are recognised at the time the pledge is made.

Grants

Grants are recognised at their fair value where there is a reasonable assurance that the grant will be received, and all attached conditions will be complied with.

Interest

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

Other revenue

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

Note 1. Significant accounting policies (continued)

Income tax

As the incorporated association 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 the incorporated association's 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 the incorporated association's 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.

Deferred tax assets and liabilities are always 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:

Motor vehicles	5-7 years
Office equipment	3-5 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 the incorporated association. 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 the incorporated association 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 wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Note 1. Significant accounting policies (continued)

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

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.

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 the incorporated association for the annual reporting period ended 30 June 2019. The incorporated association have assessed that this will not have a significant impact to the association.

Economic Dependence

We noted that the Funding Agreement with the Department of Justice Corrective Services (NSW) will expire on 30 June 2020. Management is currently in the process of negotiating further extension to 30 June 2021.

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.

Prisoners' Aid Association of New South Wales Inc
Notes to the financial statements
30 June 2019

Note 3. Revenue

	2019	2018
	\$	\$
<i>Revenue</i>		
Inmate Property Service (Corrective Services N.S.W)	216,486	193,947
Metropolitan Inmate Pre Release Property Service (Corrective Services N.S.W)	-	-
Mates on the Move	187,063	139,748
	<u>403,549</u>	<u>333,695</u>
<i>Other Income</i>		
Bequests	-	-
Donations	9,151	8,257
Grants	25,000	57,690
Interest / Dividends / Other	4,324	5,094
	<u>38,475</u>	<u>71,041</u>
Revenue	<u><u>442,024</u></u>	<u><u>404,736</u></u>

Note 4. Expenses

	2019	2018
	\$	\$
Surplus / (Deficit) before income tax includes the following specific expenses:		
<i>Depreciation</i>		
Motor vehicles	2,477	3,480
Office equipment	312	841
Total depreciation	<u>2,789</u>	<u>4,321</u>
<i>Superannuation expense</i>		
Defined contribution superannuation expense	<u>29,439</u>	<u>28,244</u>

Note 5. Current assets - cash and cash equivalents

	2019	2018
	\$	\$
Cash on hand	250	600
Cash at bank	<u>183,338</u>	<u>212,835</u>
	<u><u>183,588</u></u>	<u><u>213,435</u></u>

Prisoners' Aid Association of New South Wales Inc
Notes to the financial statements
30 June 2019

Note 6. Current assets - trade and other receivables

	2019	2018
	\$	\$
Other receivables	59,782	57,119
	<u>59,782</u>	<u>57,119</u>

Note 7. Current liabilities - trade and other payables

	2019	2018
	\$	\$
Trade payables	35,479	30,003
Other payables	689	689
	<u>36,168</u>	<u>30,692</u>

Note 8. Contingent liabilities

The incorporated association had no contingent liabilities as at 30 June 2019 and 30 June 2018.

Note 9. Commitments

The incorporated association had no commitments for expenditure as at 30 June 2019 and 30 June 2018.

Note 10. Events after the reporting period

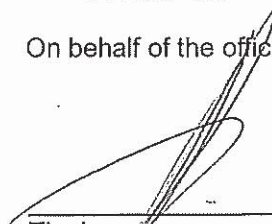
No matter or circumstance has arisen since 30 June 2019 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

Prisoners' Aid Association of New South Wales Inc
Officers' declaration
30 June 2019

In the officers' opinion:

- the incorporated association 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 Australian Charities and Not-for-profits Commission Act 2012 and New South Wales legislation the Associations Incorporation Act 2009, the Charitable Fundraising Act 1991 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 the incorporated association's financial position as at 30 June 2019 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the officers



Tim Laporte
President

11 December 2019
Sydney



INDEPENDENT AUDIT REPORT TO THE MEMBERS OF PRISONERS' AID ASSOCIATION OF NSW INC

Opinion

We have audited the financial report, being a special purpose financial report of Prisoners' Aid Association of New South Wales Inc (the 'Association'), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity for the year ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Directors' declaration.

In our opinion, the accompanying financial report is in accordance with the Associations Incorporations Act 2009 (NSW), including:

- (a) giving a true and fair view of the Association's financial position as at 30 June 2019 and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, the Associations Incorporations Act 2009 (NSW) and Division 60 of the Australian Charities and Not-for-Profits Commission Regulations 2013.

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 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 for the purpose of fulfilling the directors' financial reporting responsibilities under the Associations Incorporations Act 2009 (NSW) and the Australian Charities and Not-for-profits Commission Act 2012 and the Association's rules of association. As a result, the financial report may not be suitable for another purpose.

Responsibilities of the directors for the financial report

The directors of the Association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Associations Incorporations Act 2009 (NSW) and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

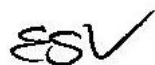
In preparing the financial report, the directors are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Association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

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF PRISONERS AID ASSOCIATION OF NSW INC

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 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.

Dated at Sydney on the 12th day of December 2019



ESV Business advice and accounting



Tim Valtwies
Partner

**Prisoners' Aid Association of New South Wales Inc
Supplementary Information**

ESV

DISCLAIMER OF ADDITIONAL FINANCIAL INFORMATION

The additional financial data presented on the following page is in accordance with the books and records of Prisoners' Aid Association of New South Wales Inc (the "Association") which have been subjected to auditing procedures applied in the audit of the Association for the year ended 30 June 2019. It will be appreciated that our audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data, and we give no warranty of accuracy or reliability in respect of the data provided. The data is presented solely for the purpose of satisfying the information needs of grant authorities and it not to be used for any other purpose or to be distributed to any other party. Neither the firm nor any member of employee of the firm undertakes responsibility in any way whatsoever to any person other than the aforementioned company in respect of such data, including any errors or omissions therein, however caused.

Dated at Sydney the 12th day of December 2019



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esvgroup.com.au

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Prisoners' Aid Association of New South Wales Inc
Supplementary Information

Mates on the Move

	<u>18/19</u>	<u>17/18</u>
Course Income		
Interest /Dividends	3,421	2,729
Donations / Grants	-	16,840
Total Course Income	3,421	19,569
Course and Capacity Building Expenditure		
Support staff wages	23,099	98,762
Direct participant assistance	6,667	13,770
External Course Presenters	-	2,844
Functions	-	868
Other	29,454	16,526
Total Course Expenditure	59,220	132,770
Course Surplus / (Deficit)	(55,799)	(113,201)
Social Enterprise Income		
Fee for service	187,063	140,404
Grants and Donations	34,151	50,000
Total Social Enterprise Income	221,214	190,404
Social Enterprise Expenditure		
Management wages and employee entitlements	88,149	51,830
Graduate wages and superannuation	110,579	75,176
Workers Compensation	4,057	2,239
Staff Training	1,509	60
Truck Hire	31,884	24,889
General Insurance	2,217	1,927
Removalist Equipment	1,154	1,273
Telephone	1,682	1,738
Fuel and Travel	7,507	6,653
Printing and Stationery	531	403
Computer Software	2,258	59
Depreciation	1,449	1,296
Other	4,169	3,520
Total Social Enterprise Expenditure	257,145	171,886
Social Enterprise Surplus / Deficit	(35,931)	18,518
Mates on the Move Overall Surplus / (Deficit)	(91,730)	(94,683)

Prisoners' Aid Association of New South Wales Inc
Supplementary Information

Inmate Property Services

	<u>18/19</u>	<u>17/18</u>
Income		
Inmate Property Service (CSNSW)	216,486	193,947
Metropolitan Inmate Pre Release Property Service (CSNSW)	-	-
Interest	-	816
Donations and Subscriptions	-	-
Dividends	-	-
Total Property Services Income	216,486	194,763
Operational Expenses		
Client Assistance	2,606	2,165
Depreciation	1,340	3,025
General Expenses	1,431	564
Computer Software	1,603	1,552
Website	639	28
Software set up	-	-
Software Annual Licence Fee	590	635
Cloud Services Fee	1,661	2,422
Shelving Relocation	-	-
Office Relocation	-	-
Insurance	2,217	1,928
Wages	120,516	112,076
Superannuation	12,617	10,771
Workers Compensation	4,057	1,475
Employee Provisions	12,618	11,761
Other Employment Expenses	241	271
Cleaning	-	-
Alarm/Security	-	-
Property Costs	951	897
Audit Fee	1,000	1,060
Rent	-	-
Electricity	-	-
Telephone/ Internet	1,649	1,480
General Office Supplies	856	1,310
Motor Vehicle	11,566	12,638
Subscriptions	850	177
Total Property Services Expenditure	179,008	166,235
Property Services Surplus / (Deficit)	37,342	28,528