



Annual Report
2019/2020

BRINGING CERTAINTY TO PEOPLE IN NEED



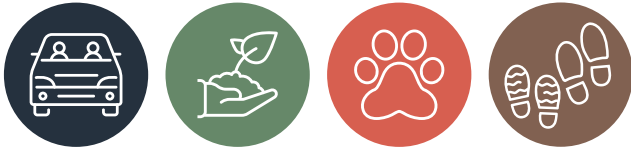


VISION

A healthy engaged and connected community.

MISSION

To improve the lives of older people and people with a disability by providing a range of community transport and support programs to enable independent living.



Designed by WagTail Designs.
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Registered number A0023984F

South Port Day Links Inc. is endorsed by the Australian Taxation Office as a deductible gift recipient for donations of \$2 or more.

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Committee of Management 2019-20

Chair

Lea Pope

Deputy Chair

Alec Tarshis

Treasurer

Frank Ragusa

Secretary

Mario Galante

Committee Members

Mary Kikas

Stephen Pehm

Laura Meagher

Peter Wadell

Sub Committee Members 2019-20

Marketing & Fundraising Sub Committee

Mario Galante

Lea Pope

Rimmi Singh

Janette Williams

Mary Kikas

Policy Sub Committee

Lea Pope

Alec Tarshis

Stephen Pehm

Gail Forward

Staff

General Manager

Russell Shields / Ed Holmes

Volunteer Program Coordinator

Rimmi Singh

Transport Coordinator Job Share

Michael Pope

Stephen Brennan

Transport Backfill

William Hanlon

Bookkeeper

Desiree Garnier

From our Chair & General Manager

Lea Pope & Ed Holmes



South Port Day Links has continued its service to the Port Phillip community over the last year, responding to the challenges of the pandemic in a professional manner.

2020 has proven to be a demanding and in some ways confronting year for all of us.

The COVID-19 pandemic has re-shaped all of our lives to some degree and continues to be one of the biggest challenges in recent times.

It is how organisations respond to such challenges that is the measure of their worth and SPDL has demonstrated its flexibility and singular commitment to serving our community from the very start of the pandemic.

It has been outstanding to see how everyone has come together to face this in both a calm and practical way.

Management quickly put protocols in place for the running of the various programs and the office to ensure safety for clients, volunteers and staff. A contingency plan was developed very early on, taking into account all government guidelines and information. As the pandemic progressed, we had to make decisions about what we could keep doing was what was considered “non-essential”. At that stage a decision was made to continue with Daylinks for essential travel for clients but to suspend Garden Mates and Pet Mates services while we considered protocols for those services. We later re-instated Pet Mates with very clear protocols for the volunteers to maximise safety.

Considerable effort has been put into ensuring safety measures in vehicles with cleaning and other protocols. The development of guidelines and training materials for volunteers was part of this process and safety checks have become part of day to day operations.

Everyone has been working with a great deal of uncertainty and are to be commended for the calm and professional way in which our organisation has operated. There was some reduction in staff hours early on, which were later reinstated, and we also provided the ability for staff to work from home, ensuring that we always had one staff member in the office.

I want to thank our staff for all they have done to ensure we've been able to continue to provide safe services that people really need, and of course to the volunteers who have continued to support this work and to be out in the community helping those who need them. Regular communication with our volunteers has ensured everyone has been kept up to date with changing protocols and service delivery.

There has been excellent feedback from clients who otherwise would not have been able to attend medical and other care or to shop independently.

Client numbers have of course reduced significantly as we usually transport people to a range of community-based activities, which have been suspended in 2020. Our staff and volunteers have been making regular contact with clients to check on how they are managing as well as assuring them that SPDL is still operating to support them if they need us.

But 2019/20 was not only about COVID-19 and we had 7 months of normal activity and a number of other achievements.

From a governance perspective, the Committee of Management reviewed its tracking of performance over a range of areas and aligned this to the 3-year strategic plan. A costing of our services was used to determine what would be appropriate charges for clients who move from the Commonwealth Home Support Program onto Aged Care Packages, as government guidelines require these clients to be charged a fee to reflect cost recovery for the service.

A full review of SPDL's policies and procedures was undertaken against the Commonwealth Aged Care Quality Standards with the assistance of an external consultant in early 2020. We are now working hard to ensure that all of these are fully aligned to the Standards and that we can clearly demonstrate compliance.

The Committee of Management had a very small window of opportunity to meet face to face for an annual review and planning for the coming year between lockdown restrictions. As the majority of our meetings have taken place by Zoom videoconference in 2020, this was a good chance to discuss and plan the best that we can for the future.

We welcomed two new members to the Committee of Management in early 2020 – Peter Waddell and Laura Meagher. Both have significant management and board experience and are providing added value to the Committee.

Our General Manager, Russell Shields left SPDL just after the end of the financial year and we have been fortunate in the recruitment of Edward Holmes who has significant not for profit experience and "hit the ground running" on commencement in September.

We are very delighted and extremely proud to announce that this year John Jacobs has completed 25 years of volunteer service with SPDL. John started as a volunteer driver for DayLinks in 1995 and continued until 2017 when he stopped driving and took on another role of a reception volunteer. He continues to serve as a valuable volunteer for South Port DayLinks and we thank him for his ongoing support and for believing in the organisation's Vision and Mission. We are forever appreciative.

Our donors and sponsors have continued to provide much needed support and we are truly grateful for their assistance. Thank you so much to our volunteers who have stuck by us in a risky and complex environment and of course to our small group of staff whose focus is first and foremost on our community.

The support of the Committee of Management has been extremely positive in a difficult year. What has been so wonderful is the support that everyone associated with SPDL has given while at the same time dealing with their own personal, work and family challenges that the pandemic has presented.

Our funders - the Commonwealth Department of Health, the Victorian Department of Health and Human Services and the City of Port Phillip have shown us great flexibility in this extraordinary year. Not only were we assured of our funding for the 2019 and 2020 financial years despite lower activity levels, an enormous amount of practical support to help us manage in the context of the COVID-19 pandemic, was forthcoming. For a small organisation needing to continue its operations, this was both vital and appreciated

The past year has shown that SPDL can be flexible and responsive, taking into account what is going on externally; monitoring risk and most importantly taking the needs of our clients into account. No doubt the year ahead will continue to throw up more challenges which we will take on with confidence.



Chair
Lea Pope



General Manager
Ed Holmes

Treasurer's Report

Frank Ragusa

The operations for the financial year to 30 June 2020 resulted in a net profit of \$27,242 compared to \$13,973 the previous year. The Net Assets of the organisation also increased from \$407,463 in 2019 to \$434,705.

During the year the organisation continued to be supported by the Federal, State and local governments with stable funding. The overall expenditure on the administration of the services was maintained with improvements on savings across several cost sectors.

The financial position of SPDL continues to be manageable and the results enabled the organisation to invest in additional key resources to offer financially viable services.

Trends in Revenues and Expenditures

Income

Total income decreased slightly from \$374,132 in 2019 to \$371,951 in 2020. The major income items for the year were from:

- Funding from Government Subsidies including the Commonwealth Home Support Program and the Department of Health.
- Contributions from the City of Port Philip and local community sponsor such as Bendigo Bank.
- Client Donations and other fundraising activities.

Expenses

Total expenses reduced by \$15,451 in 2019/20. The key movements in material expense categories were:

- Computer Expenditure and IT Support services due to renegotiating our contract agreement with the supplier for a better deal.
- Depreciation expenses remained stable as a result of the lower book value in depreciating the fleet.
- A reduction in promotional activities and Volunteer Expenditure.
- Motor vehicle expenses slightly increased due to higher fuel pricing and the maintenance and servicing of the fleet.
- General expenditure increases relating to the day to day running of the business in particular insurance, Workcover and software licence fees.

Changes in the Composition of Assets and Liabilities

Net Assets increased from \$407,463 to \$434,705.

Changes in Assets

The major change was the increase in Current Assets. The Cash and Funds Call total includes the Bendigo Bank Car Donations amount.

Changes in Liabilities

The major change was the increase in the provision for leave entitlements following the adjustment that was made to the provision during the year.



Treasurer
Frank Ragusa

Volunteer Program Coordinator's Report

Rimmi Singh



It has been another year and the time for another AGM where we could reflect on our achievements in our annual report. It provides us with an opportunity to recognise the effort of our volunteers and all those who ensure that SPDL continues to provide valuable services to our community. In the last financial year period, the organisation recognised the need for a thorough review and focus on the client intake and volunteer recruitment process.

An overview of opportunities for improvement and need to review the organisation's policies and procedures were identified. The restructure streamlined the client and volunteer onboarding process including safety risk assessment and orientation and induction process and in conjunction an OH&S Essentials plan was developed incorporating the WorkSafe guidelines.

Volunteering is essential and an important part of our community response as volunteers play a major role in the continuity of the quality of the service provided. Our volunteers are passionate and committed, and work together to provide an outstanding service with best client experience every day. A volunteer satisfaction survey was conducted, and the feedback was very positive as our volunteers are highly satisfied with their volunteering experience and it is a good sign of their engagement.



Volunteering involves a high degree of responsibility and therefore volunteers are adequately inducted, supervised and supported. Volunteers events and functions are organised regularly to recognise their efforts and reward them. Volunteers are a valuable resource and we appreciate their passion, skills and their time.

This year again we have many volunteers who have completed 5 years and 10 years of volunteering with SPDL, and we acknowledge all our long-standing volunteers for their contribution and commitment.

From March 2020 onwards COVID-19 pandemic has affected the community and our services. Due to the unprecedented nature of the coronavirus pandemic and the circumstances, COVID-19 had an impact on South Port DayLinks operations. SPDL community transport service continued to deliver an essential service to ensure the health, safety and wellbeing of vulnerable older people during the pandemic. With the help of a steady pool of volunteers, SPDL was able to operate and support the community. Thanks to the volunteers who were able to support us throughout this difficult pandemic time.

The focus of 2020 has been everyone's safety and security; and every member of the Committee of Management has ensured that we have operated efficiently following the Government and WorkSafe guidelines. To help achieve this, we responded quickly to implement effective risk control measures across all our programs. We have focused on our COVIDSafe response plan to support the wellbeing of our volunteers and clients. Our recruitment of new volunteers has been put on hold due to the pandemic since March 2020 as we are operating at reduced capacity.

The period of July 2019 to June 2020 has been another successful year in relation to the number of volunteers and clients.

	 CLIENTS	 VOLUNTEERS
WalkMates	3	3
PetMates	12	14
GardenMates	16	10
TOTAL	31	26

The period of July 2019 to June 2020 has seen a steady number of active volunteers. Detailed below the number of volunteers by program.

	 VOLUNTEERS
Total DayLinks Volunteers	46
Total Mates Program Volunteers	26
Other Programs	15
TOTAL	87

We are grateful to everyone who has contributed to the quality and success of our service delivery for the welfare of the community. Finally, an enormous thanks to all our volunteers for their ongoing support.

THANK YOU!

Rimmi Singh
Volunteer Program Coordinator

25 years of volunteering

John Jacobs

This year one of our volunteers chucks up an amazing milestone of 25 consecutive years contribution to the community. We take time to hear from John and some of his memories over this time.



I had not done much volunteer work prior to joining SPDL 25 years ago. But my mother had been a volunteer with the Brotherhood of St Laurence, and my sister and brother have both done impressive work during their lives as volunteers. As a DayLinks driver for over 23 years and most recently as a reception volunteer, I've worked under four supervisors: Julie Statkus, Carolyn Fuller, Mary Kehoe and Rimmi Singh. They were/are all fine leaders, great both with the volunteers and with our clients.

Way back in the mid-1990s, when Julie Statkus was a volunteer Coordinator and in addition to running SPDL Julie was also a member of the City of Voices choir and performing group. At that time City of Voices was being managed/co-directed by

Barbara Ciszewska, who lives with me. Julie told Barbara about DayLinks, and Barbara told me about how DayLinks needed more volunteer drivers. That's how I joined and started volunteering with SPDL.

There were no police checks or working with children checks or any drivers' assessments back in those days. Julie introduced me to Alf, who took me out in the car and showed me the ropes. We had I think just one car at that time, and perhaps one minibus. Volunteer drivers usually drove for a whole day, but we didn't have many clients in the early years, and it was a pretty easy shift, plenty of time for lunch- and coffee-breaks. At the end of the day the car had to be returned to the Ingles St depot. SPDL headquarters (office) was at the back end of the Port Melbourne Town Hall.

There have been so many changes to the driver process over this time, as SPDL grew and grew, and as our society changed. I remember for a while in the 90s there was a rather cumbersome requirement that drivers write out receipts for each \$2 donation (which was the amount we asked for then) and at the end of the day hand in a copy of each receipt to the headquarters.



Thankfully this was simplified after a while. All of my leaders (Julie, Carolyn, Mary and Rimmi) have sought to streamline and improve our processes and have all done so most effectively. I think that's one of the reasons I've stayed for 25 years.

A bit later there was a wonderful volunteer by the name of Betty Harrison, who often worked at headquarters and also put up a stall representing SPDL InfoLink at South Melbourne Market. Betty's Bus Trips are named after her. Betty's Bus Trips now don't venture out as far but back then, we went well away from Melbourne sometimes. On those days, if you took a group out on a bus trip on a Sunday, you didn't have a helper, it was just you and the group.

On arriving at the destination, everyone would get off the bus and wander off to cafes in various directions. Quite easy to lose someone during the lunchbreak. Now lunch for all is at a single venue, pre-booked from headquarters. Also two volunteers are in charge of the bus trip, a driver and a jockey to welcome clients and, if needed, help them in and out of the bus. I didn't go out on many, but I remember driving one group to Sorrento on the Mornington Peninsula, and last year as a jockey I did a couple of trips.

In the Carolyn Fuller/Mary Kehoe era we frequently drove our clients to the Mills St Hairdresser, Glenys (I'm not sure whether that's the correct spelling of her name.) Glenys had a wonderful empathy with her ladies, it was a huge highlight of their day to be driven to her to have their hair done. If one of them

was a bit depressed or unhappy, Glenys sometimes suggested I take them on a short extra trip to brighten them up.

Apparently, a bit too much of Glenys' generosity and disregard for the SPDL daily driver's schedule rubbed off on me at around this time. On one occasion I was alleged to have got behind schedule by helping a lady in Page St get her washing off the line when I was overdue at the next pick-up.

All our SPDL volunteers are lovely but some of my fellow volunteers have become new friends, and one or two of the clients too. Furthermore, the Committee of Management and the staff at SPDL really appreciate the volunteers; for example, they put on a great mid-year or end of year dinner or BBQ for them each year. SPDL host their volunteer events very well. I've been part of their huge 21st anniversary, magnificent Afternoon High Tea for Silver jubilee at the Port Melbourne Town Hall celebrating our 25th birthday and recently 30th birthday celebration.

After 23 years as a DayLinks driver, I decided to quit the role for some personal reason and take on the other internal role of a reception volunteer. It's quite tricky transitioning from driver to reception volunteer; but Rimmi, Mike, Bill, Stephen, and the more experienced reception volunteers have given me great assistance and tuition.



On the face of it, it seems a simple thing to drive elderly people from their home to a shopping centre and back, or to a doctor, or hairdresser, or to a cafe, or to the market. But to do it well takes both a lot of organisation, and great volunteers; and so to make these trips happen is something very special, something not available in many suburbs of Melbourne. That's just a few of many memories over my 25 years. It's been great and I continue to serve as a volunteer for SPDL.

Strategic Plan 2019-2022

Progress Report

The update below is on progress against a number of action items in our 3 year plan which progressed well, despite the impact of the COVID pandemic in the latter half of the year.

STRATEGY 1	Sustainable Organisation	
We will ensure a sustainable organisation for the future by:		
Further understanding and enhancing our impact in our community.	Good progress achieved on a number of action items.	
Ensuring strong governance to support organisational sustainability and growth.	All action items completed.	
STRATEGY 2	Clients at the Centre	
We will always put clients at the centre of what we do by:		
Engaging with and understanding our clients to meet their needs.	Regular client contact made.	
Promoting our services to achieve a broad reach across our catchment.	Good promotion in growth areas of our services.	
Providing flexibility in service delivery to meet community needs within our funding framework.	Well underway.	
STRATEGY 3	Valuing our People	
We value our people and invest in them to grow and develop their skills:		
Continue to nurture and develop the roles of volunteers and ensure their safety, satisfaction and engagement.	Volunteer survey demonstrated excellent engagement.	
Ensure our staff have the necessary skills to meet the changing service delivery and management environment.	Skills of staff constantly being reviewed and upgraded.	
Identify potential new roles for volunteers to assist the progress and growth of the organisation.	Put on hold due to COVID.	
STRATEGY 4	Working in Partnership	
We will in partnership with others to deliver on our mission:		
Measure and enhance the mutual benefit of existing community partnerships.	Put on hold due to COVID.	
Identify new partnership opportunities that will enhance service delivery within the community.	Put on hold due to COVID.	



Lea Pope



Alec Tarshis



Frank Ragusa



Mario Galante

**Committee of
Management
2019-20**



Mary Kikas



Stephen Pehm



Laura Meagher



Peter Wadell

What we do

The programs delivered by South Port Day Links are designed to support older people and people with a disability to engage through an Active Service Model.

They connect people to the local community and enable people to live independently. SPDL supports participation in individual and social activities essential to everyday living, maintaining social, emotional and physical wellbeing.



DayLinks Community Transport

Provides local transport for people unable to access public transport or who require physical support. The DayLinks program keeps people connected by enabling access to medical and health appointments, recreation programs, shopping, physical fitness groups and with our new expanded service access to specific Alfred and Caulfield hospital appointments.



PetMates

PetMates is an innovative program which helps older people and people with disability care for their companion animal at home. Current research indicates that having animals at home increases physical health and improves our sense of personal wellbeing. To remain happy and healthy, a dog needs regular exercise. If illness, injury or some other constraint prevents owners from walking their dogs, a volunteer may be able to assist through our PetMates program by providing regular dog walking. Occasional pet grooming and pet transport is also provided.

509 occasions volunteers assisted owners to care and exercise their pets.



WalkMates

Links a suitable volunteer walking companion to an elderly person or person with a disability who needs some form of support, either physical or encouragement, to get outdoors and stretch their legs with a leisurely physical and social walk.

114 occasions assisted people with our WalkMates program.



GardenMates

GardenMates volunteers assist older people and people with a disability in the care and enhancement of their garden.

373 occasions were able to assist people with their gardens.



Betty's Bus Trips

Recreational activities offered once per month to registered SPDL clients, the program aims to get people out and about in a group setting to help reduce the sense of isolation and enjoy lunch and events with friends.





Our Impact

July 2019 – June 2020







DayLinks • Community Transport Service

The DayLinks program continued to transport a considerable number of residents, expanding the boundaries of its service area permanently as of November 2015 to service the entire City of Port Phillip (CoPP).

DayLinks • Community Transport Service

	Overall Total		Expanded Area • Elwood and St Kilda	
	 TRIPS	 CLIENTS	 TRIPS	 CLIENTS
2018/19	11,081	321	1,549	22
2019/20	8,953	308	1,259	67

Purpose of Journey for DayLinks Trips 2019/20

 SOCIAL	 SHOPPING & ACCESS	 HOSPITAL	 GP/SPECIALIST	 COMMUNITY HEALTH	 OTHER
3,091	1,654	449	2,595	801	363
TOTAL 8,953					

Companion Programs Statistics

PetMates, GardenMates, WalkMates

During the period SPDL continued to deliver active ageing opportunities to local residents through its other volunteer programs.

July 2019 to June 2020 Stats



398 times

volunteers came into our office, managed our reception desk



65 times

members of the committee of management met and supported fundraising events



509 occasions

our PetMates volunteers assisted owners to care and exercise their pets



373 occasions

our GardenMates program volunteers assisted people with their garden



114 occasions

our WalkMate volunteers assisted people with companion walks

The Reception Team



These volunteers continued to support the day to day delivery of our services, with a team of 8 volunteers ensuring that transport requests were supported through the registering of around 9000 bookings and supporting drivers on the road.

Recreational Program (Betty's Bus Trips)



6 recreational trips were conducted during the period, each trip being supported with 1 driver and 1 jockey, accommodating up to nine residents per trip.

Volunteer Hours 2019/20

	HOURS
Transport (DayLinks)	6,010
Volunteer Reception Booking Service	1,393
Recreational Programs (Betty's Bus Trips)	84
Companion Programs (WalkMates, GardenMates, PetMates)	996
TOTAL VOLUNTEER HOURS	8,483

Awards for Donations

2019-2020

Each year SPDL recognises the valuable donations received from individuals, businesses and organisations. This recognition is for financial and in-kind donations provided during the period by our supporters.



Platinum Certificate
\$10,000 and over

Anonymous Donor



Gold Certificate
\$5,000 and over



Silver Certificate
\$1,000 and over

Port Phillip Lions Club
Wachsmuth – Auden Trust



Bronze Certificate
\$500 and over

Awards for Volunteers

2019-2020

Continuous Years of Volunteer Service

For 2019-20 the following Awards for continuous years of volunteer service are:



**Arthur Rowan Award for
5 Years of Continuous Service**

Ray Babbage
Rob Dorrat
Bill Hanlon
Brian Lovelock
Terrell Taylor



**Gayip Award for
10 Years of Continuous Service**

Helen Littlejohn



**Brian J Sutton Award for
15 Years of Continuous Service**



**Beris Campbell OAM Award for
25 Years of Continuous Service**

John Jacobs

Funding Providers, Sponsors, Donors and Supporters

South Port Day Links Inc. acknowledges the support of our funders, sponsors and donors, their contribution supports the delivery of our service, we thank them for their generosity and good will.

Government Funding



Victorian Government
Department of Health and Human Services
Home and Community Care (HACC)



Australian Government
Department of Health

Australian Government
Commonwealth Home Support Program (CHSP)



City of Port Phillip
Provides SPDL with funds, supported provision of office accommodation and community grants

Sponsors, Donors and Supporters

- Bunnings BBQ Fundraiser
 - Ralph's Meats
 - Tony's Meat Supply
 - Kirkpatrick's
 - The Port Bake House
 - Enhance Fuel
 - Woolworths
 - Coles
- Bendigo Community Bank (Elwood)
- Brighton Honda
- Academy Xi
- South Melbourne Community Chest Inc
- Maddocks (Lawyers)
- Justice Connect
- WagTail Designs
- University of Melbourne Faculty of Business & Economics

FINANCIAL STATEMENTS

for the Year ended 30 June 2020

South Port Day Links Inc.
Balance Sheet
As at 30 June 2020

	2020	2019
	\$	\$
Equity		
Retained Earnings	434,705	407,463
Total Equity	434,705	407,463
Represented by:		
Current Assets		
Cash and Funds at Call	108,071	68,152
Investment - Funds Not at Call	63,461	61,642
Committed Funds	244,643	239,932
Sundry Debtors	498	-
Prepayments	3,565	150
	420,239	369,877
Non-Current Assets		
Furniture & Fittings	14,295	14,295
Less Accumulated Depreciation	13,947	13,739
	348	556
Motor Vehicles	132,776	132,776
Less Accumulated Depreciation	86,354	69,754
	46,422	63,022
Office Equipment	49,740	49,740
Less Accumulated Depreciation	42,514	39,105
	7,226	10,635
	53,996	74,212
Intangible Assets		
Patents & Trademarks	150	150
Total Assets	474,384	444,239
Current Liabilities		
PAYG Payable	10,942	8,270
Trade Creditors	2,058	2,634
Superannuation Guarantee	(60)	-
Provision for Leave Entitlements	21,558	19,510
Provision for GST	5,182	6,362
	39,679	36,776
Total Liabilities	39,679	36,776
Net Assets	434,705	407,463

*The accompanying notes form part of these financial statements.
These financial statements should be read in conjunction with the attached Audit Report.*

South Port Day Links Inc.
Statement of Cash Flows
For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
Cash Flows from Operating Activities			
Receipts from Customers		364,872	368,655
Payments to Suppliers and Employees		(325,005)	(335,705)
Interest Received		6,581	6,463
Net Cash Inflow from Operating Activities		46,448	39,413
Cash Flows from Investing Activities			
Payment for Motor Vehicles		-	-
		-	-
Net Increase in Cash Held		46,448	39,413
Opening Balance as at 1 July 2019		369,727	330,314
Closing Balance as at 30 June 2020		416,175	369,727

NOTES TO THE STATEMENT OF CASH FLOWS

NOTE 1. RECONCILIATION OF CASH

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

(a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash	416,175	369,727
Reconciliation of Cash Flow from Operations with Surplus/ (Deficit)		
Surplus/ (Deficit)	27,242	13,973
Adjustments for Non-Cash Components in Profit:		
Depreciation	20,217	20,983
Net Gain on Disposal of Property, Plant and Equipment	-	-
Changes in Assets and Liabilities		
(Increase)/Decrease in Receivables	(498)	1,481
(Increase)/Decrease in Prepayments	(3,415)	1,481
Increase/(Decrease) in Trade and Other Payables	854	6,366
Increase/(Decrease) in Provisions	2,048	(3,390)
Net Cash Increase in Cash Held	46,448	39,413

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South Port Day Links Inc.
Profit and Loss Statement
For the Year ended 30 June 2020

	2020	2019
	\$	\$
Income		
Interest Received	6,581	6,463
Other Revenue	62,870	61,406
Government Subsidies	302,500	306,263
	371,951	374,132
Expenditure		
Administration Other	1,842	2,369
AGM/ Meeting Expenses	1,248	1,080
Annual/ LSL Leave Provision	-	(3,389)
Audit & Accounting Fees	1,691	1,595
Bank Charges	352	391
Computer Software & IT Support	8,016	11,150
Consultant Transition	1,200	-
Depreciation	20,217	20,983
General Expenses	345	522
Insurance	-	5,453
Internet	3,067	2,388
Legal Costs	-	500
Memberships	564	851
Motor Vehicle Expenses	22,360	21,501
Printing & Stationery	1,199	1,696
Promotion	182	2,942
Rent	3,197	3,197
Salaries	230,766	229,436
Staff Recruitment & Back Fill	2,440	5,592
Staff Training & Welfare	-	50
Subscriptions	523	701
Superannuation Contributions	21,471	21,158
Telephone	5,223	5,794
30th Anniversary Expenses	-	4,448
Travel Expenses	265	-
Volunteer Expenditure	13,806	14,986
Workcover	4,734	4,764
	344,708	360,159
Surplus/(Deficit) for Year	27,242	13,973

*The accompanying notes form part of these financial statements.
These financial statements should be read in conjunction with the attached Audit Report.*

South Port Day Links Inc.
Statement of Changes in Equity
For the Year ended 30 June 2020

	2020	2019
	\$	\$
Retained Earnings at Beginning of Financial Year	407,463	393,490
Surplus/(Deficit) for Year	27,242	13,973
Retained Earnings at End of Financial Year	<u>434,705</u>	<u>407,463</u>

*The accompanying notes form part of these financial statements.
These financial statements should be read in conjunction with the attached Audit Report.*

South Port Day Links Inc.

South Port Day Links Inc. Notes to the Financial Statements For the Year ended 30th June 2020

1. Basis of Preparation

In the opinion of the Committee of Governance, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012. South Port Day Links Inc. is a not for profit entity as required by Australian Charities and Not-for-profits Commission.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements AASB 107 Statement of Cash Flows AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, AASB 120 Accounting for Government Grants and Disclosure of Government Assistance, AASB 1048 Interpretation of Standards and AASB 1054 Australian Additional Disclosures.

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

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

2. Summary of Significant Accounting Policies

(a) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

(b) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(c) Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the balance sheet if the Association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

South Port Day Links Inc.
Notes to the Financial Statements
For the Year ended 30th June 2020

(d) **Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to South Port Day Links Inc., commencing when the asset is ready for use.

(e) **Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied. Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest Revenue

Interest is recognised using the effective interest method.

Other Revenue

Other revenue is recognised when the entity is entitled to the funds.

(f) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item 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 ATO is included with other receivables or payables in the balance sheet.

	2020	2019
	\$	\$
3. Surplus (Loss) for the Year	27,242	13,973

Surplus (Loss) for year from continuing operations includes the following specific income and expenses:

Recording as Income

Government and other subsidies

a) Department of Health and Human Services	60,099	58,464
b) Commonwealth Home Support Program	191,557	185,947
c) Community Grant	-	700
d) COPP-Grant	49,044	47,852
e) S.M. Community Chest	-	5,000
f) Bendigo Bank Grant	1,800	2,800
g) Department of Social Services	-	4,700
h) Other	-	800
	302,500	306,263

South Port Day Links Inc.
Notes to the Financial Statements
position of incorporated association

	2020	2019
	\$	\$
Other Revenue		
a) Donations Transport	23,722	30,257
b) Donation Supporters	17,338	16,558
c) Donations from Volunteers	8,393	9,690
d) Cashflow Boost	10,000	-
e) Fundraising –Other	3,417	4,901
f) Sundry income	-	-
	<u>62,870</u>	<u>61,406</u>
 Charging as Expense		
Finance Costs	-	-
 Movements in Provisions		
Depreciation		
- Depreciation of Property, Plant and Equipment	20,217	20,983
- Annual Leave/ Long Service Leave	2,047	(3,389)
	<u>22,264</u>	<u>17,594</u>
 Net Expenses Resulting from Movement in Provisions		
	<u>22,264</u>	<u>17,594</u>
 Remuneration of the Auditor:		
Audit Fees	1,691	1,595
	<u>1,691</u>	<u>1,595</u>
 4. Cash and Cash Equivalents		
Cash and Funds at Call	108,071	68,153
Investment - Funds Not at Call	63,461	61,642
Committed Funds	244,643	239,932
	<u>416,175</u>	<u>369,877</u>

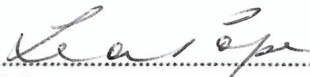
**South Port Day Links Inc.
Statement by Members of the Committee**


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

In the opinion of the committee the financial statements:

1. Presents fairly the financial position of South Port Day Links Inc. as at 30 June 2020 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that South Port Day Links Inc. will be able to pay its debts as and when they fall due.

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


.....
Chairperson:


.....
Treasurer:

Dated 16th September, 2020.

**South Port Day Links Inc.
Independent Auditor's Report
to the Members of
South Port Day Links Inc.**

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of South Port Day Links Inc. which comprises the financial position as at 30th June 2020, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including summary of significant accounting policies and managements assertion statement and the Australian Charities and Not-for-profits Commission Act 2012.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of South Port Day Links Inc. as at 30th June 2020, and its financial performance and its cash flows for the year then ended in accordance with Associations Incorporation Reform Act 2012.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditors Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist South Port Day Links Inc. to meet the requirements of Associations Incorporation Reform Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

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

**South Port Day Links Inc.
Independent Auditor's Report
to the Members of
South Port Day Links 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.



Lionel R Arnold
Director
J L Collyer & Partners

Dated in Wantirna on 16th September 2020



DONATE

to support your local community

PLEASE ACCEPT MY DONATION TO SPDL

CHEQUE / MONEY ORDER

Enclosed is my cheque/money order made payable to SOUTH PORT DAY LINKS INC. for:

Amount \$

Name

Address

Email

Phone/Mobile

DIRECT DEPOSIT

Direct deposits can be made at any branch of the **BENDIGO BANK** (when donating through Bendigo Bank, please keep your deposit slip as a record for taxation deduction purposes).

Please contact SPDL with details of your direct deposit and we will forward a tax receipt after we receive confirmation of your donation through Bendigo Bank.


BSB 633 000 Account no. **150 385 003**

ONLINE DONATIONS

Online donations can be made at our website through GiveNow at spdl.org.au

BEQUESTS

I am interested to be contacted regarding bequests to SPDL.

 **Liardet Community Centre**
Level 1, 154 Liardet St,
PO Box 199, Port Melbourne 3207
(cnr of Nott and Liardet St)

☎ (03) 9646 6362 ✉ info@spdl.org.au

Registered number A0023984F ABN 82 957 361 749



This report has been kindly prepared by the awesome team at Wagtail Designs.
Thank you!!

✉ hello@wagtaildesigns.com
🌐 www.wagtaildesigns.com



Liardet Community Centre
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💻 www.spdl.org.au