



Annual Report 2017



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Chairperson Report

We are currently facing the toughest period in the history of FIRS. There have been significant changes in Governmental policy around the provision of social and community programs in Western Australia and the emergence of the very challenging financial position for Government. This leaves all small community service providers in a very precarious position and FIRS is no exception.

The strength of FIRS remains in its people. Many people have contributed through Board and other volunteer opportunities. On behalf of Board I specifically recognise the contribution of two people.

Anne Whitby has been working above and beyond the call of duty this year to continue to provide service to the community. She is frequently interceding personally for FIRS clients and directly assisting as needed to ensure that vulnerable people get some level of support. She is also extremely busy keeping community programs going and working on numerous grant applications.

Noreen Townsend volunteers well beyond her role as Deputy Chair of the Board and coordinates our Emergency Relief support also providing other direct support for clients in financially difficult positions. This has been critical as services like Financial Counselling have diminished in our region.

Anne and Noreen have made it their personal responsibility to ensure that FIRS can continue to offer community support. We know that this work comes at a significant personal cost and the Board is very grateful. It is due to the effort of Anne and Noreen that FIRS remains a viable Community Support Centre. There are numerous others who have contributed that are not mentioned here. To all of you, FIRS Board and Staff are deeply thankful for all support we have received over this last year.

The Board and Staff at FIRS are working to secure a long term, sustainable future for FIRS. We remain optimistic that this can be realised. In the meantime, we are still here.

Mark Gray
Chair



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Emergency Relief Coordinators Report/Deputy Board Chair

We were successful in obtaining an interim grant from the City of Kalamunda for \$20,000. These funds came on stream at the end of January 2016 and were used to support individuals and families experiencing financial stress such as assistance with rent/mortgages which were overdue, service accounts (power/gas/phone/water), other essentials such as medication, car licences and driving licences as quite a number of clients were driving without licences but needed transport for family commitments, and food vouchers.

These funds were restricted to families living in the City of Kalamunda and were used with discretion to enable assistance to be given to many families rather than a few. The funds ran out in July 2016. In the meantime, an application to Lotteries West for ER funds was successful and in July we were awarded \$27,500 ER monies. We have since received an additional grant of \$30,000 from Lotterywest as the need in our area is clearly identifiable. Making a total of \$77,000 we have dispensed over the past 18 months – 2 years.

The call on financial assistance has been extremely demanding, and along with the Management of the ER program came the need to assist clients in an advocacy role with, in particular, Homeswest threatening eviction due to non-payment of accounts, (8 evictions averted) the Service Providers threatening to cut off supplies (many). There were/ are major maintenance issues with Department of Housing properties and we have spent many hours with that Department's Staff in order to have these major issues rectified. It was also noted that many of our clients were /are single parent families, many of the women being in that situation due to domestic violence and partners had left or were jailed.

The demand for financial assistance continued into the new financial year and from data collected will continue and grow in the next financial year, being impacted by State and Federal Government increases in service charges and decrease in social support services. Many families we see are living on the poverty line.

I have been coordinating the ER Program on a voluntary basis so as not to impact monies available for the needy and to relieve our Coordinator from having to do so to enable her to concentrate on other matters.

We had meeting with many Politicians and I would like to thank Stephen Price and his Staff, Simone McGurk and her Staff for their support and consultation.

N Townsend

Noreen Townsend

Deputy Chair & ER Coordinator

FIRS Early Years Program Coordinators Reports

FIRS Early Years Program operates with the financial support of the Department of Local Government and Communities.

Over the last financial year, FIRS Early Years Program met all its objectives through both direct and indirect service delivery. The program provided support to families with children aged between 0-8 years. This involved the planning, development, implementation and maintenance of support services for the caregivers of children so that they are assured participation and inclusion for successful school entry. The focus has been on developing and up skilling caregivers to provide supportive, healthy and developmentally appropriate environment for their children. Caregivers and children were linked to services which are supported and developed through our service in the local community. We encourage the integration of families into existing local community networks and agencies. Parents were empowered by open communication, empathy and non-judgmental attitudes to share a wide range of parenting and child development issues.

Weekly Playgroup sessions provided an opportunity to meet with other Parents/Care Givers and have fun positively interacting with their child. Playgroup sessions are designed to enhance the child's development and skills in preparation for school. Parents act as mentors for each other or simply just offer friendship to each other. The numbers of children that attend the supportive playgroups has increased by 65% over the last year. The FIRS Wattle Grove Supported Developmental Playgroup established the Intergenerational Playgroup at Donavon Village in Forrestfield. This new initiative has proven highly successful with the elderly clientele as well as the younger children.

Child Development Information and Advice was available for children aged 0-8 years. Resources and information on children's developmental stages, ages and behaviours were accessible. Information and Referral to other community service agencies for parenting and early years' support was available.

Workshops on a variety of parenting skills and child development issues were provided throughout the year. A succession of 123 Magic and Positive Behaviours Parent Workshops were held in partnership with Parenting WA.

FIRS Early Years Program Coordinators Reports Continued

A series of Eat, Play, and Thrive Workshops in Partnership with Ngala were successfully run for additional support. The workshops provide parents with a way of categorising behaviour and consciously choosing between strategies to stop undesirable behaviour and to start positive behaviours, as well as provide nutritional food for their children.

Zig Zag Early Years Partnership (ZZEYP) group has been particularly active and participation proven invaluable. The information shared at the meetings, the partnership's projects and the personal connections across sectors has been dynamic. This year the ZZEYP engaged Dr. Trevor Parry to present a workshop on challenges that all parents face in parenting which resulted in outstanding feedback from all attendees. Congratulations to all involved in the ZZEYP committee and thank you to Lucy Mills for all your work and involvement on the successful outcome in 2017.

The general response to the Annual Customer Perception Survey 2016/17 has shown 100% of our clients were satisfied with the service, 100% would recommend the service to others and 100% found the service met their needs.

Unfortunately, due to State Government budget cutbacks, the Early Years Parenting Program has ceased as of March 2017. We have been fortunate enough to be able to transition through to end of June 2017. Thank you to all the Parents/Caregivers and Children that have been a part of this wonderful program over the years.

Congratulations and thank you once again to the commitment of FIRS Board and Volunteers for their ongoing support, inspiration and encouragement. I would also like acknowledge the efforts of student placements Brenda and Amber. Sue Bateman, a big thank you for your ongoing time, efforts and services to FIRS and our community.

I look forward to the new and exciting programs to be offered at FIRS for the upcoming year.

Anne Whitby FIRS Coordinator

Treasurers Report

The 2016/17 financial year saw FIRS continue with its Parenting Program run by Anne Whitby as well as the provision of much needed Emergency Relief Funding - administered by Noreen Townsend and Anne Whitby.

We also were successful in securing a large grant from Stephen Price which has been allocated for the purchase of new computers. These are currently being used for a number of new courses we are running in collaboration with the YMCA Education Program - a new initiative we have taken on with great assistance of Damon.

Anne has also been successful in securing several smaller grants which are just coming in to play in the 2017/18 financial year.

We are about to upgrade our account system so as to more easily track the many different grants and income sources we have in place - and make the acquittal processes easier.

Annie Whitby has very ably continued with the Parenting program along with applying for new grants, general administration and supervising the YMCA Education Program.

Despite all the additional programs and funding, the overall funding to FIRS has diminished substantially with the loss of the Financial Counselling Service. The board therefore needed to act to make Anne's position redundant- and re-hire her on contract until more permanent long-term funding is secured, due to the Parenting Program ceasing in June 2017. This has tapped in to our reserves, however it was affordable and was a necessary short to medium term step.

The organisation is now looking to the future – which may include the reestablishment of the Financial Counselling Service - made possible by the election of a new State Government – and taking on some more diverse services and activities at the Centre.

Our accounts are currently in the process of being audited by Glenn Hutcheson & Associates – and the audit results will be provided to the Board in the coming weeks.

I have been very pleased with the current Bookkeeper – who has maintained the records and provided answers to any queries that the Board has raised in the course of my time as Treasurer.

Ken Allen
FIRS Treasurer

Auditors Report – 2016



ACCOUNTANT - TAX AGENT - ADVISOR

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To the Members,

Foothills Information & Referral Service (Inc)

Scope

I have audited the attached special purpose financial report of Foothills Information & Referral Service (Inc) for the year ended 30 June 2016, comprising Statement of Financial Position (Balance Sheet), Statement of Financial Performance (Profit & Loss Statement) and Statements of Income & Expenditure (CARE Program, FCS Program & Emergency Relief). The Foothills Information & Referral Service (Inc) committee is responsible for the financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Foothills Information & Referral Service (Inc) constitution and the requirements of the Associations Incorporation Act WA and are appropriate to meet the needs of the members of Foothills Information & Referral Service (Inc). I have conducted an independent audit of the financial report in order to express an opinion on it to the members of Foothills Information & Referral Service (Inc).

The financial report has been prepared for distribution to the members for the purpose of fulfilling the committee's financial reporting requirements under the Foothills Information & Referral Service (Inc) constitution and the reporting requirements of the Associations Incorporation Act WA. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates, to any person other than the members of Foothills Information & Referral Service (Inc), or for any purpose other than for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects the financial report is presented fairly. The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to Foothills Information & Referral Service (Inc) because it is not a 'reporting entity'.

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

Audit opinion

In my opinion the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Foothills Information & Referral Service (Inc) at 30 June 2016 and the results of its operations for the year then ended.

Glenn Hutcheson CPA
20 October 2017

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Auditors Report – 2017



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Statement of Financial Performance

Foothills Information & Referral Service

35 Edinburgh Road
Forrestfield WA 6058

Statement of Profit and Loss

for the year ending 30 June 2017

	Jul 16 - Jun 17	Jul 15 - Jun 16
Grant Income	\$131,124	\$163,877
Admin & Bookkeeping Income	\$15,075	\$19,250
Miscellaneous Income	\$2,226	
Room Hire Income	\$545	\$1,691
Interest received	\$986	\$1,031
Donations received	\$500	\$100
Total Income	\$150,457	\$185,949
Expenses		
Accounting & Audit Fees		\$1,000
Bank Charges	\$63	\$44
Cleaning	\$339	\$973
Depreciation	\$6,687	\$5,661
Consumables	\$147	\$54
Building Outgoings	\$4,523	\$7,009
Insurance	\$3,217	\$3,583
Postage		\$15
Office Supplies/Stationery	\$534	\$746
Rent		\$1,748
Security	\$406	\$846
Subscriptions/Prof Development	\$1,042	\$3,294
Telephone	\$2,903	\$3,196
Travel & Entertainment	\$809	\$151
Bookkeeping	\$500	\$1,000
Equipment Repairs	\$223	
Resources	\$39	
Programme expenses	\$4,743	\$1,850
AGM Costs	\$52	\$131
Sundry expenses	\$55	\$200
Administration	\$12,200	\$13,500
Promotional Expenses	\$51	
IT costs	\$2,363	\$1,232
Infrastructure Maintenance	\$375	\$750
Grounds maintenance		\$200
Consultant Fees		\$1,328
<u>Employment Expenses</u>		
Staff Amenities	\$163	\$71
Superannuation	\$7,220	\$11,250
Wages & Salaries	\$86,515	\$184,360
Workers' Compensation	\$931	\$920
Long Service Leave	\$1,208	(\$7,560)
<u>Emergency Relief Expenditure</u>		
ER Food Vouchers	\$10,799	\$1,448
ER Utilities	\$16,299	\$7,237
ER Rent	\$6,064	\$4,271
ER Other	\$5,213	\$3,042
Total Expenses	\$175,682	\$253,552
Operating Profit	(\$25,225)	(\$67,603)
Other Income	\$0	\$0
Other Expenses	\$0	\$0
Net Profit / (Loss)	(\$25,225)	(\$67,603)

Foothills Information & Referral Service Inc. Community Hub. ABN 69 054 287 242
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Statement of Financial Position

Foothills Information & Referral Service		
<i>35 Edinburgh Road Forrestfield WA 6058</i>		
Statement of Financial Position		
for the year ending 30 June 2017		
	June 30, 2017	June 30, 2016
Assets		
Current Assets		
Cash On Hand		
Term Deposit No 2	\$0	\$38,539
Emergency Relief Bank Account	\$3,348	\$6,726
Debit Card Account	\$517	\$138
General Bank Account	\$40,536	\$7,373
CARE Bank Account	\$393	\$11,196
FCS Bank Account Account	\$0	\$537
Miscellaneous Bank Account	\$9,326	\$4,659
Petty Cash on Hand	\$800	\$400
Total Cash On Hand	<u>\$54,920</u>	<u>\$69,566</u>
Trade Debtors	\$0	\$900
Total Current Assets	<u>\$54,920</u>	<u>\$70,466</u>
Fixed Assets		
Office Equipment		
Office Equipment at Cost	\$28,752	\$29,344
Office Equipment Accum Dep'n	-\$25,100	-\$26,582
Total Office Equipment	<u>\$3,652</u>	<u>\$2,761</u>
Leasehold Improvements		
Improvements at Cost	\$57,107	\$57,107
Improvements Amortisation	-\$21,548	-\$16,105
Total Leasehold Improvements	<u>\$35,558</u>	<u>\$41,002</u>
Total Fixed Assets	<u>\$39,210</u>	<u>\$43,763</u>
Total Assets	<u>\$94,130</u>	<u>\$114,229</u>
Liabilities		
Current Liabilities		
Trade Creditors	\$914	\$2,340
Accruals	\$1,250	\$1,250
Grants Received in Advance	\$7,651	
GST Liabilities		
GST Collected	\$1,091	\$426
GST Paid	-\$660	-\$536
Total GST Liabilities	<u>\$430</u>	<u>-\$110</u>
Payroll Liabilities		
PAYG Withholding Payable	\$3,654	\$3,704
Provision for Annual Leave	\$7,095	\$6,260
Superannuation Payable	\$1,428	\$64
Total Payroll Liabilities	<u>\$12,178</u>	<u>\$10,028</u>
Unspent Funds Emergency Relief	\$0	\$4,996
Total Current Liabilities	<u>\$22,423</u>	<u>\$18,504</u>
Long Term Liabilities		
Prov for Long Service Leave	\$5,946	\$4,738
Total Long Term Liabilities	<u>\$5,946</u>	<u>\$4,738</u>
Total Liabilities	<u>\$28,368</u>	<u>\$23,242</u>
Net Assets	<u>\$65,762</u>	<u>\$90,987</u>
Equity		
Retained Earnings	\$90,987	\$158,590
Current Year Earnings	-\$25,225	-\$67,603
Total Equity	<u>\$65,762</u>	<u>\$90,987</u>

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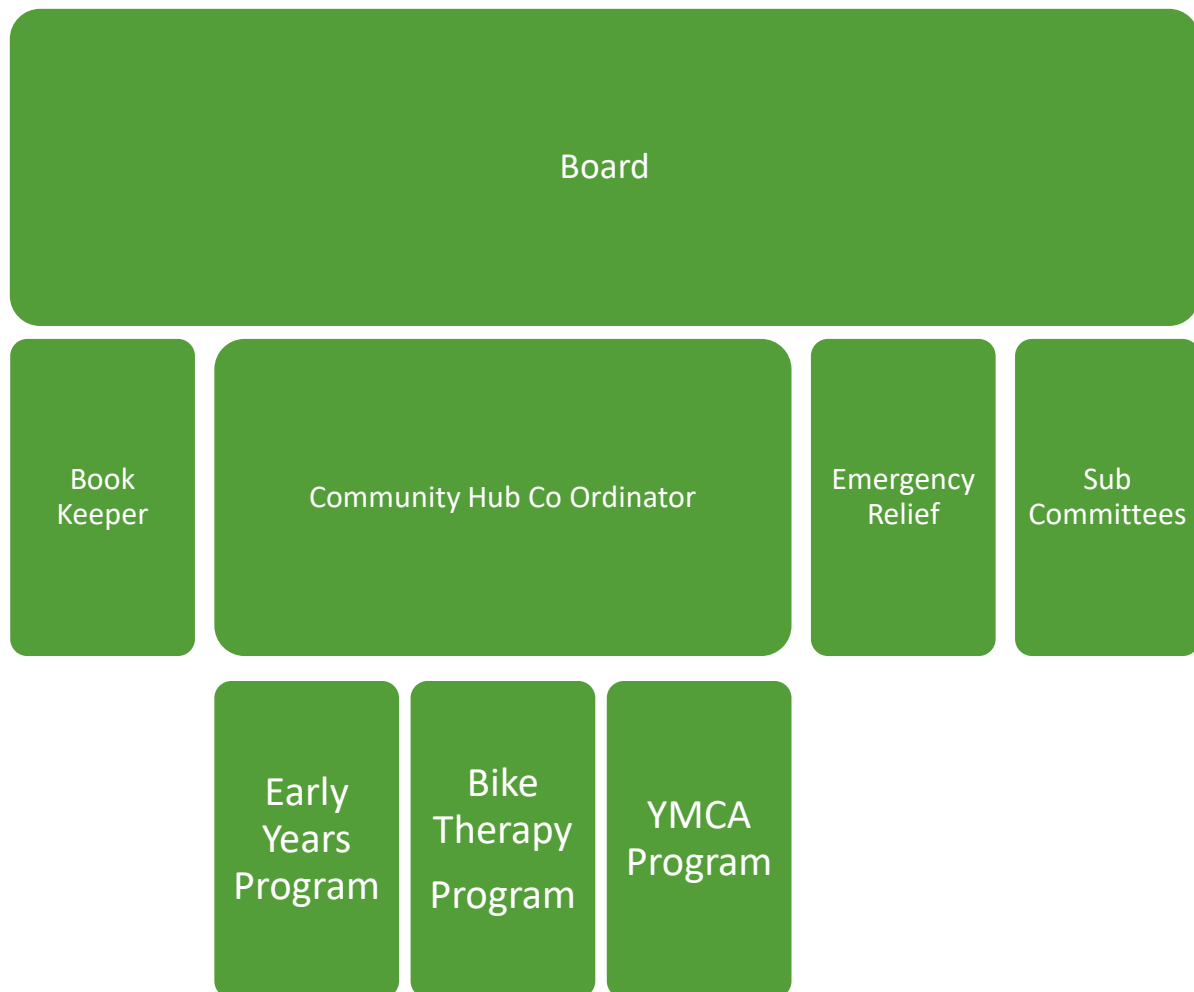
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FIRS Organisational Structure



Recognition of Partners Support



Government of **Western Australia**
Department of **Local Government and Communities**



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