

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Financial Report

For the Year Ended 30 June 2018

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

For the Year Ended 30 June 2018

CONTENTS

	<u>Page</u>
Financial Report	
Board Report	1
Board Declaration	3
Statement of Comprehensive Income	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Notes to the Financial Statements	8
Auditors' Independence Declaration	14
Independent Audit Report	15

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Board Report

30 June 2018

Your Board members submit the financial report of the Association for the financial year ended 30 June 2018.

1. General information

Board members

The names of committee members throughout the year and at the date of this report are:

Michael Voumard	President
Stephen Brown	Treasurer
Grant Herring	Board member
Sarah Charlton	Board member
Ros Atkinson	Board member
Shirleyann Varney	Board member

Principal Activities

The principal activities of Association during the financial year were:

- Support workforce planning and development through training, policy and development projects with, and on behalf of, the sector.
- Represent a broad range of service providers and individuals working prevention, promotion, early intervention, treatment, case management, research and harm reduction.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Board Report

30 June 2018

2. Business review

Operating result

The net surplus/(deficit) of the Association for the financial year amounted to \$ (50,931) (2017: \$76,926).

3. Other items

Significant Changes in State of Affairs

No significant changes in the Association's state of affairs occurred during the financial year.

Signed in accordance with a resolution of the Members of the Board:



Board Member

MICHAEL VOORNARD

Name



Board Member

STEPHEN BROWN

Name

Dated this 3rd day of October 2018.

Dated this 1st day of October 2018.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Board Declaration - per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013

The Board declare that in the Board's Opinion

- there are reasonable grounds to believe that the Alcohol, Tobacco and Other Drugs Council Tasmania is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

Signed in accordance with a resolution of the Board:



Board Member

MICHAEL VOUNARD

Name



Board Member

STEPHEN BROWN

Name

Dated this 3rd day of October 2018.

Dated this 1st day of October 2018.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Statement of Comprehensive Income

For the Year Ended 30 June 2018

	2018 \$	2017 \$
Income		
Grants	731,362	860,733
Membership Income	7,494	8,975
Event Income	13,436	9,323
Sundry Income	12,906	9,016
Gain/ (Loss) of Sale	-	(2,859)
Total Income	765,198	885,188
Less: Expenses		
Accountancy	12,360	4,083
Advertising & Promotion	1,131	1,384
Assets Purchased <\$5,000	4,592	6,647
Audit Fees	2,450	9,471
Bank Fees & Charges	235	354
Board & Governance Expenses	11,051	13,253
Client Support Services	95,150	11,806
Computer Expenses	33,428	80,566
Depreciation	8,475	4,703
General Insurance	-	7,630
Hire/Rent of Plant and Equipment	2,535	2,888
Sundry Expenses	-	1,124
Legal Fees	-	618
Member and Training Costs	-	32,652
Membership and subscription expenses	1,082	91
Motor Vehicle Expenses	4,808	3,340
Planning/Reporting/Evaluation	8,433	10,253
Postage Freight and Courier	276	359
Printing and Stationary	10,420	7,666
Rent	42,305	39,442
Repairs and Maintenance	6,314	2,798
Salaries	535,111	533,533
Staff Training and Amenities	8,579	9,853
Utilities	8,576	7,536
Travel Accommodation	18,818	16,212
Total Expenses	816,129	808,262
Net surplus/(deficit) for the year	(50,931)	76,926
Other Comprehensive Income	-	-
Total Comprehensive Income for the year	(50,931)	76,926

The accompanying notes form part of these financial statements.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Statement of Financial Position

As At 30 June 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash at bank	2	442,865	454,225
Trade and other receivables		2,699	1,930
Prepayments		2,508	-
TOTAL CURRENT ASSETS		448,072	456,155
NON-CURRENT ASSETS			
Property, plant and equipment	3	25,425	33,900
TOTAL NON-CURRENT ASSETS		25,425	33,900
TOTAL ASSETS		473,497	490,055
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables		17,970	21,560
Unexpended grant funds		94,432	55,737
Employee benefits	4	25,050	25,782
TOTAL CURRENT LIABILITIES		137,452	103,079
NON-CURRENT LIABILITIES			
		-	-
TOTAL NON-CURRENT LIABILITIES		-	-
TOTAL LIABILITIES		137,452	103,079
NET ASSETS		336,045	386,976
EQUITY			
Accumulated Surpluses		336,045	386,976
TOTAL EQUITY		336,045	386,976

The accompanying notes form part of these financial statements.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Statement of Changes in Equity

For the Year Ended 30 June 2018

2018

	Accumulated Surpluses	Total
	\$	\$
Balance at 1 July 2017	386,976	386,976
Net surplus/(deficit) for the year	(50,931)	(50,931)
Balance at 30 June 2018	<u>336,045</u>	<u>336,045</u>

2017

	Accumulated Surpluses	Total
	\$	\$
Balance at 1 July 2016	310,050	310,050
Net surplus/(deficit) for the year	76,926	76,926
Balance at 30 June 2017	<u>386,976</u>	<u>386,976</u>

The accompanying notes form part of these financial statements.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Statement of Cash Flows

For the Year Ended 30 June 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers and government		880,633	884,279
Interest paid		-	(169)
Payment to suppliers and employees		(891,993)	(824,975)
Net cash provided by/ (used in) operating activities	5(b)	<u>(11,360)</u>	<u>59,135</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Net increase/(decrease) in cash and cash equivalents held		(11,360)	59,135
Cash and cash equivalents at beginning of year		454,225	390,133
Bendigo - Credit Card 6087		-	4,957
Cash and cash equivalents at end of financial year	5(a)	<u><u>442,865</u></u>	<u><u>454,225</u></u>

The accompanying notes form part of these financial statements.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

The financial statements cover Alcohol, Tobacco and Other Drugs Council Tasmania Inc as an individual entity.

1 Summary of Significant Accounting Policies

(a). Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*. The Board has determined that the Association is not a reporting entity. The Association is a not for profit entity for financial reporting purposes.

The financial statements have been prepared in accordance with the minimum requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* and therefore comply with the following Australian Accounting Standards as issued by the Australian Accounting Standards Board:

- AASB 101 Presentation of Financial Statements;
- AASB 107 Statement of Cash Flows;
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors;
- AASB 1048 Interpretation of Standards; and
- AASB 1054 Australian Additional Disclosures.

No other Accounting Standards have been intentionally applied in the compilation of this financial report.

The financial report, except for the cash flow information, have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The amounts presented within the financial statements have been rounded to the nearest dollar.

(b). Comparative Figures

Where appropriate comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(c). Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short term highly liquid investments with original maturities of three months or less.

(d). Trade and Other Receivables

The Association considers accounts receivable to be fully collectible, accordingly no allowance for doubtful accounts is required.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies

(e). Property, Plant and Equipment

Office equipment are carried at cost less, where applicable, any accumulated depreciation.

Depreciation Rates

The depreciation rates used for each class of depreciable assets are:

Motor Vehicles	25%
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Motor vehicles are depreciated on a diminishing basis over the assets useful life to the Association, commencing when the asset is ready for use.

(f). Trade Payables

Trade and other payables are stated at cost, which approximates fair value due to the short term nature of these liabilities.

(g). Unexpended Grants

It is the policy of the Association to treat grant monies as unexpended grant liabilities in the statement of financial position where the Association is contractually obliged to provide the services in a subsequent financial period to when the grant is received or in the case of specific project grants where the project has not been completed.

(h). 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 wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Contributions made by the Association to an employee superannuation fund are charged as expenses when incurred.

(i). 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.

(j). Income Tax

No provision for income tax has been raised as the Association is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies

(k). 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 Tax Office. 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 in the statement of financial position are shown inclusive of GST.

(l). Critical Accounting Estimates and Judgments

The Association evaluate estimates and judgments incorporated into the financial report are based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and based on current trends and economic data, obtained both externally and within the Association. However as additional information is known then the actual results may differ from the estimates.

(m). Revenue and Other Income

Revenue is measured at fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised over the period for which the funds are invested.

Grant income is recognised when expended in accordance with the terms of the funding agreement.

Donation income is recognised when the Association obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Cash and Cash Equivalents

	2018	2017
	\$	\$
Cash at bank	442,665	454,025
Petty cash	200	200
	<u>442,865</u>	<u>454,225</u>

3 Property, Plant and Equipment

	2018	2017
	\$	\$
Motor Vehicles		
At cost	34,830	34,830
Accumulated depreciation	(9,405)	(930)
Total Motor Vehicles	<u>25,425</u>	<u>33,900</u>

4 Employee Benefits

	2018	2017
	\$	\$
Current liabilities		
Annual leave	14,546	19,082
Long service leave	10,504	6,700
	<u>25,050</u>	<u>25,782</u>

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

5 Cash Flow Information

(a). Reconciliation of cash

		2018	2017
		\$	\$
Cash at the end of the financial year as shown in the is reconciled to items in the statement of financial position as follows:			
Cash at bank	2	442,865	454,225

(b). Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2018	2017
	\$	\$
Net surplus/(deficit) for the year	(50,931)	76,926
Non-cash flows in surplus/(deficit)		
- depreciation	8,475	4,703
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities	-	(13,335)
Changes in assets and liabilities		
- (increase)/decrease in trade and other receivables	(838)	(910)
- (increase)/decrease in prepayments	(2,508)	-
- increase/(decrease) in trade and other payables	(3,523)	(20,465)
- increase/(decrease) in sundry provisions	-	7,451
- increase/(decrease) in employee benefits	(730)	4,765
- increase/(decrease) in unspent grant funds	38,695	-
Cashflow from operations	(11,360)	59,135

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Notes to the Financial Statements

For the Year Ended 30 June 2018

6 Capital and Leasing Commitments

The only leasing commitment for the year ended 30 June 2018 is the annual rent for lease of the building.

	2018 \$	2017 \$
Minimum lease payments under non-cancellable operating leases:		
- not later than one year	42,159	42,159
- between one year and five years	42,159	84,318
	<u>84,318</u>	<u>126,477</u>

Operating leases are in place for [enter type of assets] and normally have a term between - and -. Lease payments are increased on an annual basis to reflect market rentals.

7 Auditors' Remuneration

	2018 \$	2017 \$
Remuneration of the auditor, Crowe Horwath Tasmania 2018 and Accru Accounting 2017, for:		
- auditing and compilation of the financial statements and audit of grant acquittals.	3,700	6,647

8 Contingent Liabilities and Contingent Assets

In the opinion of the Board, the Association did not have any contingencies at 30 June 2018 (30 June 2017: None).

9 Events After Balance Date

There are no events after balance date affecting these financial statements to be disclosed.

10 Organisation Details

The office of the organisation is located at:
Alcohol, Tobacco and Other Drugs Council Tasmania Inc
175 Collins Street
Hobart TAS 7000

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Auditors' Independence Declaration under 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 (Cth)

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2018 there have been:

- (i) No contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.



Crowe Horwath Tasmania



Alison Flakemore
Senior Partner

Dated this 28th day of September 2018.
Hobart, Tasmania.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Independent Audit Report to the members of Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Opinion

We have audited the financial report of Alcohol, Tobacco and Other Drugs Council Tasmania Inc (the Association), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the members of the Board.

In our opinion, the accompanying financial report of the Association has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*, including:

- giving a true and fair view of the Association's financial position as at 30 June 2018 and of its financial performance and cash flows for the year then ended; and
- complying with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 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 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 statements, which describes the basis of accounting. The financial report has been prepared to assist the Association to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Independent Audit Report to the members of Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Other Information

The Board are responsible for the other information. The other information comprises the Board's Report the year ended 30 June 2018, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard

Responsibilities of the Board for the Financial Report

The Board 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 the Board 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, the Board is 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 Board either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

The Board are responsible for overseeing the Association's financial reporting process.

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.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures


Alcohol, Tobacco and Other Drugs Council Tasmania Inc

Independent Audit Report to the members of Alcohol, Tobacco and Other Drugs Council Tasmania Inc

that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.



Crowe Horwath Tasmania



Alison Flakemore
Senior Partner

Dated this 8th day of October 2018.

Hobart, Tasmania.