

**LEEP NGO INC.**

**ABN 77 597 187 569**

**FINANCIAL STATEMENTS**

**YEAR ENDED 30 JUNE 2017**

STATEMENT BY MEMBERS OF THE COMMITTEE  
PROFIT & LOSS STATEMENT  
BALANCE SHEET  
NOTES TO THE FINANCIAL STATEMENTS  
AUDITOR'S REPORT

**SAMUEL Y WONG**  
**ABN 35 156 307 879**  
**Chartered Accountant**  
**PO Box 96, Burwood, NSW, 1805**  
**Telephone: 0404 118 086**

**LEEP NGO INC.**

**ABN 77 597 187 569**

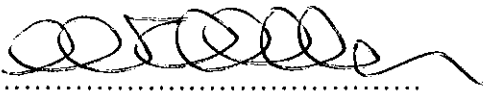
**STATEMENT BY MEMBERS OF THE COMMITTEE**

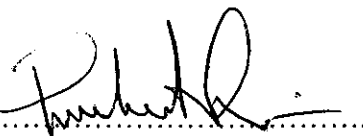
The Committee has determined that Leep NGO Inc. is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the *Associations Incorporation Act 2009 (NSW)*.

In the opinion of the Committee, the accompanying financial statements and notes:

- (a) Gives a true and fair view of the financial position of Leep NGO Inc. as at 30 June 2017 and of its performance for the year ended on that date.
- (b) At the date of this statement, there are reasonable grounds to believe that Leep NGO Inc. will be able to pay its debts as and when they become due and payable.
- (c) The establishment of all accruals and provisions in the financial statements have been reviewed at year end and are considered justifiable by the Committee.

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 this 3rd day of October 2017.

Samuel Y Wong  
S Y Wong & Co  
**AUDIT**

Profit & Loss [Last Year Analysis]

July 2016 through June 2017

	This Year	Last Year
<b>Income</b>		
<b>Grants</b>		
FaCS Recurrent Grant	\$170,321.48	\$168,461.18
FaCS Non-recurrent Grant	\$67,000.15	\$1,924.18
DoH Recurrent Grant	\$446,814.43	\$439,963.05
DoH SACS ERO	\$16,840.98	\$20,662.83
DoH Non-recurrent Grant	\$0.00	\$265,000.00
DoH Prior Year Funding	\$0.00	\$11,142.82
DSS Non Recurrent Grant	\$250,000.00	\$0.00
DSS SACS ERO	\$10,780.00	\$0.00
Other Grants	\$81,909.09	\$0.00
<b>Total Grants</b>	<b>\$1,043,666.13</b>	<b>\$907,154.06</b>
<b>Fundraising &amp; Donations</b>		
Donations	\$0.00	\$50.00
<b>Total Fundraising &amp; Donations</b>	<b>\$0.00</b>	<b>\$50.00</b>
<b>Trading &amp; Operating Activities</b>		
<b>Sale of Goods</b>		
Web Site Development	\$195.36	\$9,299.98
<b>Total Sale of Goods</b>	<b>\$195.36</b>	<b>\$9,299.98</b>
<b>Fees and Charges</b>		
Venue & equipment hire	\$5,657.13	\$4,632.72
Web Support	\$0.00	\$1,800.00
communityNet income	\$8,836.78	\$10,334.63
IT Training	\$6,564.76	\$11,793.77
Partnerships	\$42,202.60	\$28,140.00
Conference/Events	\$1,000.00	\$0.00
Forums and Workshops	\$6,453.14	\$5,986.41
Consultancy	\$7,500.00	\$0.00
<b>Total Fees and Charges</b>	<b>\$78,214.41</b>	<b>\$62,687.53</b>
<b>Other Fees &amp; Charges</b>		
Project Management	\$67,323.43	\$57,886.71
Financial Management	\$33,661.76	\$28,943.44
Project Operating Costs	\$80,788.21	\$69,464.64
Serviced office income	\$40,394.12	\$34,458.83
ICT Infrastructure	\$22,315.76	\$19,021.95
<b>Total Other Fees &amp; Charges</b>	<b>\$244,483.28</b>	<b>\$209,775.57</b>
<b>Total Trading &amp; Operating Activities</b>	<b>\$322,893.05</b>	<b>\$281,763.08</b>
Membership income	\$368.20	\$427.30
<b>Other Income</b>		
Interest income	\$8,011.74	\$8,412.48
ZEST Award Sponsorship	\$0.00	\$1,000.00
<b>Total Other Income</b>	<b>\$8,011.74</b>	<b>\$9,412.48</b>
<b>Total Income</b>	<b>\$1,374,939.12</b>	<b>\$1,198,806.92</b>
<b>Cost of Sales</b>		
<b>Gross Profit</b>	<b>\$1,374,939.12</b>	<b>\$1,198,806.92</b>
<b>Expenses</b>		
Accounting Fees	\$33,661.76	\$28,943.44
<b>Advertising and Promotion</b>		
Marketing & Publicity	\$6,209.20	\$24,993.88
Leep Web Site Maintenance	\$3,801.07	\$3,122.91
<b>Total Advertising and Promotion</b>	<b>\$10,010.27</b>	<b>\$28,116.79</b>
<b>Asset Purchases</b>		
Equipment	\$14,833.73	\$29,566.69
Replacement of equipment	\$8,000.00	\$0.00
<b>Total Asset Purchases</b>	<b>\$22,833.73</b>	<b>\$29,566.69</b>
Audit fees	\$3,000.00	\$2,800.00
Bank fees	\$207.81	\$348.16
<b>Board/Governance Expenses</b>		
Board Expenses	\$1,554.17	\$377.87
A.G.M.	\$533.99	\$2,128.00
<b>Total Board/Governance Expenses</b>	<b>\$2,088.16</b>	<b>\$2,505.87</b>
Business Planning/Reporting	\$8,232.26	\$3,488.85
Cleaning	\$3,063.56	\$2,596.42

Samuel Y Wong  
S Y Wong & Co  
**AUDIT**

Leep NGO Inc

Profit & Loss [Last Year Analysis]

July 2016 through June 2017

	This Year	Last Year
Client Support Services		
Training/Events	\$55,183.85	\$31,359.95
Venue Hire	\$0.00	\$400.00
Conference/Expo	\$0.00	\$1,475.00
Resource Devel/Production	\$28,354.71	\$36,717.28
Website development & support	\$35.93	\$587.62
Database	\$65.50	\$1,120.00
Total Client Support Services	<u>\$83,639.99</u>	<u>\$71,659.85</u>
Computer Expenses		
Software Purchases	\$10,217.56	\$3,141.71
Computer/support & repairs	\$0.00	\$1,947.09
Total Computer Expenses	<u>\$10,217.56</u>	<u>\$5,088.80</u>
Consultancy	\$71,210.27	\$39,961.11
Credit Card Fees	\$136.00	\$88.00
Equipment Hire/Lease	\$3,872.76	\$2,904.57
Fees & Permits	\$187.00	\$336.80
Health & Safety	\$995.19	\$386.35
Insurance	\$5,839.90	\$5,728.93
Management Fees		
Project Management	\$67,323.43	\$57,886.71
Project Operating Costs	\$80,788.21	\$69,464.64
Project ICT Infrastructure	\$22,315.76	\$19,021.95
Serviced Office Space	\$40,394.12	\$34,458.83
Total Management Fees	<u>\$210,821.52</u>	<u>\$180,832.13</u>
Membership & Subscription Fees	\$3,600.68	\$2,575.75
Postage & Courier	\$280.00	\$309.57
Printing & Stationery		
Photocopier/printing	\$1,092.98	\$1,021.61
Stationery	\$1,700.92	\$2,516.96
Total Printing & Stationery	<u>\$2,793.90</u>	<u>\$3,538.57</u>
Publications & Information	\$0.00	\$129.50
Relocation	\$8,000.00	\$6,000.00
Rent	\$20,857.08	\$20,857.08
Repairs & Maintenance		
Grounds & Lawns	\$550.00	\$483.50
Maintenance	\$518.85	\$1,125.86
Total Repairs & Maintenance	<u>\$1,068.85</u>	<u>\$1,609.36</u>
Wages and On Costs		
Wages & Salaries	\$686,418.33	\$618,777.95
Superannuation	\$62,526.55	\$56,528.65
Annual Leave Accruals	\$13,017.44	\$4,148.67
Long Service Leave	\$6,810.45	\$7,320.45
Workers' Compensation	\$13,578.41	\$14,369.09
Recruitment	\$1,894.28	\$3,478.75
Total Wages and On Costs	<u>\$784,245.46</u>	<u>\$704,623.56</u>
Security	\$1,608.37	\$617.73
Staff Amenities	\$1,289.58	\$2,146.31
Sundry Expenses	\$1,108.92	\$15.00
Telephone/Fax/Internet		
Internet Access	\$2,731.20	\$2,308.65
Telephone and Fax	\$2,183.36	\$4,348.84
Total Telephone/Fax/Internet	<u>\$4,914.56</u>	<u>\$6,657.49</u>
Training & Development Staff	\$15,058.73	\$12,137.19
Travel & Accommodation	\$21,219.80	\$12,403.68
Utilities - Power	\$2,640.75	\$3,109.28
Volunteer Costs	\$1,028.33	\$15.32
ZEST Award Expenses	\$0.00	\$2,500.00
Total Expenses	<u>\$1,339,732.75</u>	<u>\$1,184,598.15</u>
Operating Profit	<u>\$35,206.37</u>	<u>\$14,208.77</u>
Other Income		
Other Expenses		
FACS Unexpended Funding c/fwd	\$0.00	\$1,450.08
Funding in Advance	\$4,500.93	\$0.00
Total Other Expenses	<u>\$4,500.93</u>	<u>\$1,450.08</u>
Net Surplus / (Deficit)	<u>\$30,705.44</u>	<u>\$12,758.69</u>

Samuel Y Wong  
S Y Wong & Co  
**AUDIT**

Leep NGO Inc  
PO BOX 63  
Emu Plains  
NSW 2750  
Previously known as TRI Community Exchange Inc

Balance Sheet [Last Year Analysis]

June 2017

	This Year	Last Year
<b>Assets</b>		
Current Assets		
Bank Account (CSB)	\$182,880.70	\$153,285.19
Petty Cash Float	\$350.00	\$350.00
Term Deposit 2470	\$108,920.59	\$106,242.17
Term deposit 7372	\$108,594.12	\$105,985.07
Debtors	\$20,996.40	\$9,644.25
Prepaid expenses	\$8,331.94	\$7,600.10
Total Current Assets	<u>\$430,073.75</u>	<u>\$383,106.78</u>
Non-Current Assets		
Equipment	\$2,255.43	\$2,255.43
Less: Written off	-\$2,255.43	-\$2,255.43
Furniture & Fixtures	\$26,696.63	\$26,696.63
Less: Written off	-\$26,696.63	-\$26,696.63
Total Non-Current Assets	<u>\$0.00</u>	<u>\$0.00</u>
Total Assets	<u>\$430,073.75</u>	<u>\$383,106.78</u>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$19,317.78	\$28,527.82
Accrued Expenses	\$17,786.68	\$14,393.80
Income in Advance	\$29,635.22	\$14,360.00
Credit Card Account 1	\$1,319.90	\$445.28
Credit Card Account 2	\$2,081.30	\$0.00
Total Current Liabilities	<u>\$70,140.88</u>	<u>\$57,726.90</u>
GST Liability		
GST Payable Control	\$24,909.77	\$21,393.75
Input Tax Credit Control	-\$13,255.69	-\$11,225.34
Total GST Liability	<u>\$11,654.08</u>	<u>\$10,168.41</u>
Payroll Liabilities		
PAYG tax payable	\$14,456.00	\$11,240.00
Superannuation payable	\$6,955.94	\$0.00
Total Payroll Liabilities	<u>\$21,411.94</u>	<u>\$11,240.00</u>
Employee Entitlements		
Annual Leave Accrued	\$51,254.21	\$38,236.77
Long Service Leave Accrued	\$50,945.25	\$44,134.80
Total Employee Entitlements	<u>\$102,199.46</u>	<u>\$82,371.57</u>
Grants Liabilities		
Grants in Advance	\$4,500.93	\$0.00
FaCS Non-Recurrent Grant	\$0.00	\$46,904.63
Total Grants Liabilities	<u>\$4,500.93</u>	<u>\$46,904.63</u>
Other Current Liabilities		
Project Activities & Resources	\$563.87	\$2,879.87
Business Planning	\$8,000.00	\$0.00
HACC Expo & other events	\$1,574.13	\$1,922.38
Equipment Upgrade	\$15,383.56	\$10,383.56
Leep & IT Equipment Upgrade	\$23,922.43	\$27,492.43
Total Other Current Liabilities	<u>\$49,443.99</u>	<u>\$42,678.24</u>
Non-current Liabilities		
Relocation Provision	\$33,000.00	\$25,000.00
Total Non-current Liabilities	<u>\$33,000.00</u>	<u>\$25,000.00</u>
Total Liabilities	<u>\$292,351.28</u>	<u>\$276,089.75</u>
Net Assets	<u>\$137,722.47</u>	<u>\$107,017.03</u>
<b>Equity</b>		
Leep NGO Inc Reserve Fund	\$10,298.66	\$10,298.66
Diminution in value of assets	-\$116,470.62	-\$116,470.62
Accumulated Income	\$213,188.99	\$200,430.30
Current Year Surplus/Deficit	\$30,705.44	\$12,758.69
Total Equity	<u>\$137,722.47</u>	<u>\$107,017.03</u>

Samuel Y Wong  
S Y Wong & Co  
AUDIT

# LEEP NGO INC.

ABN 77 597 187 569

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report that has been prepared for use by the members of Leep NGO Inc. (the Association) in order to satisfy the reporting requirements, as applicable to Tier 1 associations and Class Order No. 11/01, of the *Associations Incorporation Act 2009 (NSW)*. Under Class Order No. 11/01, the Association is exempt from the requirements of Section 43(2) of the *Associations Incorporation Act 2009 (NSW)* to prepare financial statements in accordance with Australian Accounting Standards except as noted in the Class Order. The Committee has determined that the Association is not a reporting entity because there are no users dependent on general purpose financial statements.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following is a summary of the significant accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### a) Plant and Equipment

Plant and equipment and fittings acquired during the year have been expensed at the date of purchase.

All other assets are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount, where applicable, is depreciated over the useful lives of the asset commencing from the time the asset is held ready for use.

#### b) 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 have been measured at the amounts expected to be paid when the liability is settled.

Contributions are made by the Association to employee superannuation funds and are charged as expenses when incurred.

#### c) Revenue and other income

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

#### d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognized 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 recognized as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Samuel Y Wong  
S Y Wong & Co  
**AUDIT**

**SAMUEL Y WONG** JP B.Com FCA  
CHARTERED ACCOUNTANT  
ABN: 35 156 307 879

ALL CORRESPONDENCE TO:  
PO BOX 96  
BURWOOD NSW 1805

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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEP NGO INC.

### Report on the Audit of the Financial Report

#### *Opinion*

I have audited the special purpose financial report of Leep NGO Inc. (the Association), which comprises the Balance Sheet as at 30 June 2017, the Statement of Profit and Loss for the year then ended and Notes to the Financial Statements.

In my opinion, the accompanying financial report of Leep NGO Inc. is in accordance with the *Associations Incorporation Act 2009*, giving a true and fair view of the Association's financial position as at 30 June 2017 and of its financial performance for the year then ended.

#### *Basis of Opinion*

My audit has been conducted in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of this report. I am 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 my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

#### *Responsibilities of the Management Committee for the Financial Report*

The management committee of the Association is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2009* and is appropriate to meet the needs of the members. The management committee's responsibility also includes such internal control as they 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 management committee 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 management committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

### ***Auditor's Responsibilities for the Audit of the Financial Report***

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or errors, and to issue an auditor's report that includes my 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.

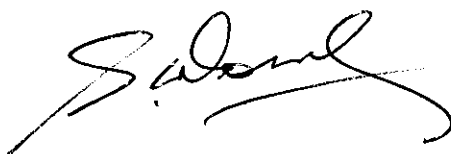
As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- 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 my 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 controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management committee.
- Conclude on the appropriateness of management committee'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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my 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.

I communicate with the management committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Auditor's name: Samuel Wong *JP B.Com FCA*

Auditor's signature:



Address: PO Box 96, Burwood, NSW, 1805

Dated this *3rd* day of October 2017