



annual report 2008-09

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## **Mission Statement**

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Working towards a Tasmania where everyone freely chooses to contribute voluntary time to the community as a natural part of life and growth.

## **Board of Directors Report**

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2008–09 has been a challenging but successful year for Volunteering Tasmania. There have been a number of events that have had a significant impact on the organization.

The new Board was formed in September 2008 following the AGM. The Board consisted of five new members and two Directors who had previously served on the Board. The Board then co-opted two additional Directors. A list of Directors is on page 18. I would like to thank all the Directors for their input and conscientiousness in overseeing the organization's operations. I am sure, like me, they have learnt a lot and found it very rewarding.

Shortly after joining the VT Board and being nominated as the Chair, the organization's long-running CEO, Maxine Griffiths advised me that she had decided that it was time for her to leave Volunteering Tasmania and look for new opportunities. Maxine had been with Volunteering Tasmania for thirteen years so I knew it was not going to be easy to fill her shoes. A recruitment process was put in place and many applications were received. Volunteering Tasmania has been very fortunate to appoint Adrienne Picone as the new CEO. Adrienne has been in the position now for just three months but has taken the helm firmly and is well on the way to continuing the development of Volunteering Tasmania as the Peak Organization for volunteering in Tasmania.

I would like to take this opportunity to thank Maxine for her outstanding contribution to Volunteering Tasmania. She has been the CEO through some challenging times including lean financial

times and through a major transition in professionalizing the organization. She was much loved by Volunteering Tasmania and has set us up very well for the future.

A real highlight of the year was the State Government's announcement in March that it would fund Volunteering Tasmania at the level of \$260,000 per year on a recurrent basis for at least 4 years. This is fabulous news for Volunteering Tasmania as it means that the organization can truly develop to its full potential and deliver the services to volunteers and volunteering organizations at a level that will really make a difference. Working with the Government's Social Inclusion Unit, Volunteering Tasmania has developed a work program that meets the needs of the Government whilst supporting and matching Volunteering Tasmania's Strategic Plan. Next year will see the roll out of a number of new activities and programs, which I am confident, will really add value to the world of volunteering in this State.

During the year the Governor of Tasmania, the Honorable Peter Underwood OA, agreed to be Volunteering Tasmania's Patron. He is very supportive of the work we do and indicated he was keen to provide whatever assistance he could in support of our work. We appreciate his taking on this role and over the next year we will be calling on him to assist us in our work.

The Board of Volunteering Tasmania had a number of actions they were keen to see implemented and made some progress during the year although there is still considerable work to be done. The board established a Finance and Audit Committee, which will be an ongoing committee, delegated with the responsibility of supporting the CEO in financial matters as well as advising the Board on specific financial policies and procedures. The Board also commenced a process of reviewing the governance policies and procedures. This work will need to continue over the next twelve months.

A review of the Volunteering Tasmania Constitution was also undertaken with pro bono assistance from lawyer Peter Joyce of Butler, McIntyre, and Butler. The results of this review will be taken to a Special General Meeting held just following the AGM. The Board

also plans further review of the Constitution in 2010 when it will look at the various aspects of governance and Directors terms. This will be brought to the organization's membership at a Special General Meeting sometime in 2010.

The organization has managed its finances well and ends the year on a strong footing. Over the last few years we have built a small reserve which provides some security should funding contract in future years.

The organization has achieved a great deal during the year and I would like to take this opportunity to thank Adrienne and all the staff for their hard work and commitment to Volunteering Tasmania. A number of new people have recently joined the team and I am confident that they will add to further to the vibrant team and excellent esprit de corps that already exists. They have done an excellent job and are to be commended.

Volunteering Tasmania is positioned to achieve significant outcomes over the next few years and I am sure they will make a big contribution to the overall well-being of Tasmanians. I look forward to seeing Volunteering Tasmania continue to prosper in the years ahead.

Frances Healy  
Chair  
Volunteering Tasmania

## Chief Executive Officer Report

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I am pleased to report that 2008 – 09 has been a year of sustained growth and solid achievement for Volunteering Tasmania Inc. Building on the strong foundations of the past we have been proactively working towards our strategic goals and *towards a Tasmania where everyone freely chooses to contribute voluntary time to the community as a natural part of life and growth.* As the Peak Body for volunteering in this state, Volunteering Tasmania is committed to creating throughout Tasmania, an environment that promotes and sustains effective volunteering by all people.

In all our work we acknowledge the tireless and invaluable work that volunteers contribute to our communities. Volunteers contribute so many vital services to our community in areas such as conservation, heritage and the arts, education, emergency services, sport and recreation and welfare, but volunteering is not just about the provision of services. Volunteering is the glue that binds communities together. Volunteering creates new networks and new community structures.

Volunteering Tasmania launched into the year with a new strategic plan that was developed after extensive consultation with our statewide stakeholders. The Strategic Plan 2008-11 identified clear strategic goals for the next three years and we have begun to put these plans into action and we will build on this in the coming year.

The key action areas of the strategic plan are:

- **Promote the value of volunteering in Tasmania.**
- **Advocate for best practice volunteering.**
- **Build the skills base in volunteering.**
- **Research.**
- **Run our organisation effectively and efficiently.**

- **Promote the value of volunteering in Tasmania**

Volunteering Tasmania has been a strong and effective advocate for volunteering during 2008-9. We have actively participated in International Volunteer Day (IVD) and National Volunteer Week (NVW). On IVD southern staff held a promotions day on Salamanca Lawn to celebrate volunteering. Twenty not for profit organisations participated in the day and promoted their organisation.

The theme of NVW in 2009 was 'Everyday people, extraordinary contribution'. VT promoted NVW to all state politicians and local government mayors and general managers by sending them a NVW badge and asking them to wear it during NVW. Staff promoted a 'statewide morning tea' whereby volunteer involving organisations around the state were encouraged to hold an appreciation event for their volunteers on the same day and at the same time. Thirty six organisations registered an event and tuned into ABC radio to hear the VT CEO and the premier of Tasmania, David Bartlett, thank volunteers across the state for the invaluable contribution they make to the community.

The Volunteering Tasmania website regularly receives positive feedback from users, with the usage being increased by a massive 234% from the previous financial year. Plans are underway to update the VT website in 2009.

In 2008-9 VT has been more active in our interactions with media than ever before, particularly in the area of print and radio media. In the coming year VT will be recruiting a Communications officer who will be developing a strategic communications plan for VT as one of our key business tools. This represents a significant step for VT and positions us to effectively integrate individual programs and advocacy efforts.

- **Advocate for best practice volunteering**

In 2008 Volunteering Tasmania contributed to the Tasmanian Government's budget planning process and argued that we need a comprehensive Tasmanian volunteering strategy that requires an

activist approach by government. Reliable data sources indicate that volunteering is in serious decline in Tasmania. Tasmanian volunteers collectively contribute over a million *fewer* hours each year than they did in 2000. The reasons are complex, arising from our changing age structure, our changing labour market, our splintered family networks, and our tendency to be more mobile and therefore less 'connected'. The solutions are also complex and we all are potentially an important part of that complex solution. In March 2009 the State Government responded by committing recurrent funding to Volunteering Tasmania to reinvigorate volunteering across the state through the Supporting Tasmanian Volunteers Program (STVP). This funding will increase Volunteering Tasmania's opportunities to actively encourage volunteering with the implementation of place based Volunteer Access Points, to build on the evidence base through ongoing consultation and; to promote best practice volunteer management. It also demonstrates the State Governments commitment to volunteering and to Volunteering Tasmania.

Volunteering Tasmania has provided feedback and advice to the Demographic Change Advisory Council Strategies Discussion paper; the Social Inclusion Strategy consultation paper; Office for Community Services Strategic Plan; Kingborough Positive Ageing Strategy; Premiers Fuel Summit; Federal Govt - National Compact; Adult Education – Cert 1,2 & 3 in Volunteering; Tasmania Together benchmarks; Skills Tasmania – Volunteering; State Govt (Treasury) – Community Funds Grants Program ; and DEEWR's– Golden Guru's Project.

- **Build the skills base in volunteering in Tasmania**

The National Standards for Involving Volunteers in Not for Profit Organisations forms the basis for all of Volunteering Tasmania's work with the sector. The National Standards are about protecting the volunteer and the volunteer involving organisation. They define good practice in volunteer management and VT staff promote them through volunteer management workshops, the volunteer management review, resource kits and information sessions.

In 2008 Volunteering Tasmania successfully secured Adult and Community Education (ACE) funding to facilitate 6 volunteer management workshops in rural communities. Workshops were held in Huonville, Midway Point, Devonport, St Helens, Burnie and King Island. In 2008/9 489 volunteer managers attended VT information sessions, workshops and coordinator network meetings. This is a significant increase on the previous financial year.

- **Research: build upon the volunteering knowledge base**

2008 saw the launch of the 'Sustainability of Rural Volunteers in Tasmania' research. Conducted by UTAS Department of Rural health, this research provided an in depth analysis of the state of volunteering in rural and regional Tasmania. The findings contributed to our understanding of current volunteering issues and also informed the direction of subsequent research.

Volunteering Tasmania recognises that best practices are built on a strong foundation of evidence-based knowledge. Volunteering comes in many guises and encompasses a wide variety of sectors. As such we need to ensure that any research builds on current practice and existing expertise to increase our capacity to build sustainable models of volunteering that will benefit the advancement of volunteering in all its complexities.

In 2009-10 Volunteering Tasmania has committed to developing our first annual State of Volunteering report. Based on community consultation and existing information and research the report will examine the current issues in the volunteering sector in Tasmania and its impact. Late in 2009 VT will be launching a positioning paper which sets the foundation stones for the proposed State of Volunteering report.

- **Run our organisation effectively and efficiently**

The Supporting Tasmanian Volunteers program brings a fresh phase of expansion and growth for Volunteering Tasmania. The new funding has provided us with an opportunity to examine the

organisations staff structure and to identify new and innovative ways of providing support to the volunteering sector. As a result we now have a full time Community Development Officer in each region to provide a coordinated and cohesive statewide service to organisations and volunteers.

Later in 2009 we will increase our capacity to support organisations and build pathways to volunteering for potential volunteers with the recruitment of two part time Volunteer Management Review officers and two part time Volunteer Access Point officers.

In 2008 VT refined our community development framework that defines the way in which VT engages with the community. In 2009 we have built on this by installing relationship management software which enables us to track and organise our networks effectively and efficiently.

I would like to take this opportunity to acknowledge the outstanding contribution of VT's long serving CEO, Maxine Griffiths. Maxine lead VT during a rapid period of growth and development and much of the work that we are able to achieve today is because of the networks she developed with government and the sector generally.

A heartfelt thank you must go to the VT staff and Board members for their commitment to VT and for the continued development of projects and research that underpins our excellent performance this year. Volunteering Tasmania's achievements in 2008-9 are reflective of their enthusiasm and hard work and it is a great privilege to work with such a committed and skilled team.

The coming year is certain to bring a range of exciting opportunities and developments and Volunteering Tasmania will continue to meet these with enthusiasm and commitment. The volunteering climate is transforming and diversifying and Volunteering Tasmania is well placed to meet the challenges and opportunities that will present themselves.

Adrienne Picone  
CEO  
Volunteering Tasmania

## **Operational Highlights**

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### **Community Development Officer Report**

Fundamental to the community approach adopted by VT are the strong and dynamic relationships developed with stakeholders in the volunteer sector across the state. The recently appointed Community Development Officers: Amanda Barden (North West) Peter Middleton (South) and Siobhan Reid (North) have been busy building those relationships and have generated a great deal of activity and profile for VT. They have represented VT at 56 public events, assisted 97 prospective volunteers, provided advice and support to organisations on 83 occasions, and initiated 30 network and training opportunities in three months.

VT's strategic objective to engage with diverse groups across the state has been actively pursued by the CDO's. Peter has commenced the Disability Project; working with stakeholders to gather information about barriers and opportunities to volunteering for people with a disability and changes based on the findings will be implemented in 2010. Another highlight has been the Youth on Board project; Siobhan is collaborating with YNOT to create mentorship opportunities for young people in the area of governance with the aim of producing a resource to support organisations to actively engage young people. The CDO's are building relationships with CALD groups with a view to create opportunities for greater engagement in the volunteering sector.

A significant aspect of the CDO's position is to provide support and training for volunteers and volunteer managers in regional and isolated areas; Amanda has ensured the more remote areas have been serviced traveling to Strahan and Zeehan and working with the visitor information centers. Siobhan is working with Arts Tasmania to support volunteers who manage our regional museums and collections. Peter has represented VT at the Statewide Emergency Services Project focus group, looking at ways to support and sustain the recruitment and retention of emergency services volunteers.

The National Standards provide the basis for the advice and training provided by the CDOs in the sector. Currently the CDOs are undertaking training with Meg Webb in the use of the VMR tool which will enhance the level of support the CDO's can offer in the application of best practice in volunteer management. Amanda, Peter and Siobhan have adopted a team approach on state wide issues and work together to ensure there is a consistency in quality and service provided.

The CDO's will continue to strengthen and foster relationships across the regions and respond to opportunities and challenges. They will provide support to the Volunteer Access Point Project Officers in the coming months improving pathways to volunteering and will play a key role within the sector on issues relating to social inclusion and the role volunteering can play.

Community Development Officers  
Amanda Barden (North West)  
Peter Middleton (South)  
Siobhan Reid (North)

## **Volunteer Management Review**

This year has seen the completed development, implementation and external evaluation of VT's innovative and specialised service, the Volunteer Management Review, developed within the HACC Volunteer Management Project. An Australian-first in the volunteer sector, the VMR is an external review process, based on the National Standards for Involving Volunteers, that provides guidance to volunteer-involving organisations on achieving best practice in their volunteer management systems.

*"The Review has made common sense recommendations that are actionable and workable, giving clear direction to move forwards."*

Since implementation at the end of 2008, Volunteer Management Reviews have been conducted with a range of organisations throughout the state, from small individual programs through to large organisations encompassing multiple program areas. The value of the VMR has been demonstrated in the results of both internal and external evaluation undertaken during 2009, with 100% of participants stating they would recommend it to others, 100% indicating that they had benefited as a professional from the process, and 100% indicating that the recommendations made in the VMR would be very useful for their organisation.

*"I developed a much better understanding of my responsibilities as a volunteer coordinator"*

A training program and training manual to equip people as VMR Reviewers has been developed, and furthermore, six VT staff have begun this training to increase VT's capacity to deliver this high level service. While the VMR has been available so far only within the HACC sector in Tasmania, it is intended that in the near future it will be made available as a fee-for-service product to the entire volunteer sector.

*"The Review has refocused the organisation on volunteers"*

The VMR has been promoted nationally in a paper presented at the Australian National Volunteering Conference in September 2008, which generated a great deal of interest in this unique service, and will be promoted more widely to the Australasian region in a paper presented at the New Zealand National Conference on Volunteering in October 2009.

*"Extremely helpful review and conducted very professionally"*

Meg Webb  
HACC Project Manager

## **HACC Youth Project Report**

The foundations of the HACC Youth Project concentrate on identifying barriers to youth participation within the volunteering sector. Particular focus is given to HACC organisations as this is an area in which very few young volunteers are involved. An action research approach was adopted to obtain insight into factors that create barriers to participation. 72 young people and 15 organisational representatives were interviewed. A report presenting the findings is in the final stages of completion.

The research identified two main barriers to youth participation - the lack of knowledge amongst young people of volunteering and its benefits; and the 'cultures' existing within many organisations in regards to young people volunteering.

Relationships have been formed with local youth orientated media with the aim of utilising young volunteers to spread the word and promote the benefits of volunteering. This will be done by the telling of their personal volunteering experiences. V.T will be establishing two volunteer positions to assist with the project. A youth friendly presentation tool has also been developed for use with school groups.

In the near future workshops and resources targeted at volunteer involving organisations will be developed. These will aim to stimulate organisational thinking toward young people as potential volunteers, provide strategies in creating youth friendly organisational cultures and encourage new initiatives toward quality volunteer involvement and experiences.

Nicole Adams  
HACC Youth Development Officer

## **Independent Auditor's Report** **to the Board of Management of Volunteering Tasmania** **Inc and the Department of Health and Human Services**

We have audited the accompanying Annual Grant Financial Accountability Report comprising details of the grant monies received and expended (the "Report") in accordance with the HACC Program (the "Program") by Volunteering Tasmanian Inc ("the Recipient") for the funding period from 1 July 2008 to 30 June 2009.

### *The Responsibility of Board of Management for the Report*

The Board of Management of the entity are responsible for compliance with the Program and the preparation and fair presentation of the Report and have determined that the accruals basis of accounting is appropriate to meet the financial reporting requirements of the Program and the needs of the Board of Management of Volunteering Tasmania Inc. The responsibility of Board of Management also includes establishing and maintaining internal control relevant to compliance with the Program and the preparation and fair presentation of the Report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on the Report and whether the grant monies were expended in accordance with the Program based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the Report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Report and whether the grant monies were expended in accordance with the Program. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the Report.

The Report has been prepared for distribution to the Board of Management and the Department of Health and Human Services (the "Department") for the purpose of fulfilling the Board of Management's financial reporting requirements under the Program. We disclaim any assumption of responsibility for any reliance

# Deloitte.

on this audit report or on the Report to which it relates to any person other than the Board of Management or the Department, or for any purpose other than that for which it was prepared.

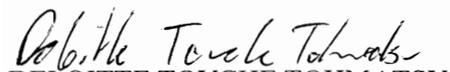
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Auditor's Independence Declaration*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

## *Auditor's Opinion*

In our opinion, the Report presents fairly, in all material respects, the grant monies received and expended by the recipient, in accordance with the accruals basis of accounting and that the grant monies were expended in accordance with the Program for the funding period from 1 July 2008 to 30 June 2009.

  
DELOITTE TOUCHE TOHMATSU



**CM Barling**  
Partner  
Chartered Accountants  
Hobart, 15 September 2009

Registered Company Auditor Number: 42613

# **Financial Report**

**Year Ended 30 June 2009**

Including:

**Notes to the Financial Statements**

**Volunteering Tasmania Inc**  
**Statement by the Officers of the Board**

**Year Ended 30 June 2009**

The Board of Volunteering Tasmania Inc. submits the financial accounts for the year ended 30 June 2009

Board members during the course of the year were:

<b>Fran Healy (Chairman)</b> 25 Grayling Place SOUTH HOBART TAS 7004	<b>Richard Hammond (Public Officer)</b> PO Box 77 LAUNCESTON TAS 7250
<b>Dallas Baker</b> 74 Moss Beds Road LACHLAN TAS 7140	<b>Peter Lane</b> 9 Campbell Street HOBART TAS 7000
<b>Nitya Malhotra</b> 11 Cider Gum Drive BLACKMANS BAY TAS 7052	<b>Mary Duniam</b> PO Box 107 SOMERSET TAS 7322
<b>William Forsyth</b> 7018 Heritage Highway OATLANDS TAS 7120	<b>Michelle Ewington</b> 40 Melville Street HOBART TAS 7000
<b>Andrew Smith</b> 20 Schaw Street RICHMOND TAS 7025	<b>Martin Gibson</b> 56 Bushy Creek Road LENAH VALLEY TAS 7008

We the undersigned officers of Volunteering Tasmania Inc. do hereby state:

- a) the income and expenditure statements of the Association for the year ended 30 June 2009 are drawn up so as to give a true and fair view of the accounts of the Association during the period.
- b) the Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30 June 2009.
- c) the statements have been made out in accordance with the Association's Constitution and rules
- d) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

\_\_\_\_\_  
Chairman  
Fran Healy

\_\_\_\_\_  
Public Officer  
Richard Hammond

15/09/09  
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**Volunteering Tasmania Inc  
Financial Statements**

**Year Ended 30 June 2009**

**Balance Sheet**

<b>2008</b>		<b>Notes</b>	<b>2009</b>
	<b><u>Accumulated Funds</u></b>		
\$127,162	Accumulated Funds at 1 July		\$128,623
\$1,461	Operating Surplus for Year	2	\$8,193
<b>\$128,623</b>	<b>ACCUMULATED FUNDS</b>		<b>\$136,816</b>
	<b>Consisting of:</b>		
\$95,243	General Reserves		\$103,436
\$33,380	Vehicle Replacement Reserve		\$33,380
<b>\$128,623</b>			<b>\$136,816</b>
	<b>Represented by:</b>		
	<b><u>Assets</u></b>		
	<b><u>Current Assets</u></b>		
\$215,656	Cash at Bank		\$215,746
\$500	Cash on Hand		\$500
\$0	Accounts Receivable		\$5,760
\$5,448	Prepaid Expenses		\$5,778
\$821	Accrued Income		\$200
\$222,425	<i>Total Current Assets</i>		\$227,984
	<b><u>Non-Current Assets</u></b>		
\$53,018	Furniture & Equipment		\$53,198
(\$35,405)	Accumulated Depreciation		(\$19,311)
\$68,325	Motor Vehicle		\$68,325
(\$23,180)	Accumulated MV Depreciation		(\$36,728)
\$62,758	<i>Total Non-Current Asssets</i>		\$65,484
<b>\$285,183</b>	<b>TOTAL ASSETS</b>		<b>\$293,468</b>
	<b><u>Less Liabilities</u></b>		
\$34,595	Leave Provision		\$28,109
\$3,577	Accounts Payable		\$5,298
\$49,793	Accrued Expenses		\$11,245
\$15,195	ATO Payables		\$14,000
\$53,400	Deferred Grants	3	\$98,000
<b>\$156,560</b>	<b>TOTAL LIABILITIES</b>		<b>\$156,652</b>
<b>\$128,623</b>	<b>NET ASSETS</b>		<b>\$136,816</b>

*The accompanying notes form part of these financial statements*

**Volunteering Tasmania Inc**  
**Financial Statements**

Year Ended 30 June 2009

## Income & Expenditure Statement

2008	Total	2009
<b><u>Income</u></b>		
\$46,400	Unspent Grants Brought Forward	\$53,400
<u>Funding Grants</u>		
\$202,940	VMP (S) Grant	\$202,940
\$53,524	VMP (N) Grant	\$53,083
\$266,069	HACC Grant (Recurrent)	\$274,851
\$36,500	HACC Grant (Non-Recurent)	\$46,000
\$4,800	Education Dept. Small Grant	\$1,000
(\$53,400)	Less Deferred Grants	(\$98,000)
<u>\$510,433</u>	<i>Total Funding Grants</i>	<u>\$479,874</u>
<u>Other Revenue</u>		
\$3,473	Membership Fees	\$0
\$2,102	Sponsorships & Promotions	\$0
\$0	Forum Income	\$2,725
\$0	Training Income	\$1,686
\$2,396	Fees for Services	\$5,000
\$2	Donations	\$0
\$4,875	Sundry Income	\$455
\$1,355	Proceeds of Asset Sale	\$0
\$10,016	Bank Interest	\$7,590
<u>\$24,219</u>	<i>Total Other Revenue</i>	<u>\$17,456</u>
<b><u>\$581,052</u></b>	<b>Total Income</b>	<b><u>\$550,730</u></b>
<b><u>Expenses</u></b>		
<u>Staffing Costs</u>		
\$305,516	Salaries	\$341,311
\$29,619	Superannuation	\$31,131
\$4,423	Workers Compensation Insurance	\$7,779
\$5,710	Staff Development & Recruitment	\$7,795
\$3,180	Leave Provision	(\$6,487)
<u>\$348,448</u>	<i>Total Staffing Costs</i>	<u>\$381,529</u>
<u>Accommodation Costs</u>		
\$32,382	Rent & Ongoing	\$33,597
\$2,713	Cleaning	\$4,375
\$1,755	Electricity	\$4,037
<u>\$36,850</u>	<i>Total Accommodation Costs</i>	<u>\$42,009</u>

*The accompanying notes form part of these financial statements*

**Volunteering Tasmania Inc**  
**Financial Statements**

## Income & Expenditure Statement (continued)

Year Ended 30 June 2009

2008	Total	2009
	<u>Operating Costs</u>	
\$3,600	Audit	\$3,360
\$1,364	Bank Fees	\$1,047
\$7,507	Insurance	\$7,040
\$18,062	Depreciation	\$21,130
\$0	Asset Disposal & Write-Off	\$1,795
\$3,214	Photocopier Hire	\$3,036
\$695	Postage & Freight	\$530
\$3,268	Stationery & Printing	\$3,346
\$1,112	Subscriptions & Memberships	\$877
\$9,109	Telephone	\$5,672
\$5,534	Internet	\$4,852
\$530	Training Expenses	\$2,391
\$11,938	Sundry Expenses	\$6,441
<u>\$65,933</u>	<i>Total Operating Costs</i>	<u>\$61,517</u>
	<u>Travel Related Expenses</u>	
\$7,122	Travel Allowances	\$8,957
\$8,213	Vehicle Running Costs	\$8,934
<u>\$15,335</u>	<i>Total Travel Expenses</i>	<u>\$17,891</u>
	<u>Board &amp; Membership Expenses</u>	
\$79,741	Contract Research	
\$6,655	Board Costs	\$5,551
\$12,975	Promotion & Publicity	\$15,621
\$0	Printing & Production	\$3,212
\$0	Project Evaluation	\$349
\$98	Library Resources	\$0
\$10,299	CEO Contingency	\$13,661
\$3,257	ACE Project Expenses	\$1,197
<u>\$113,025</u>	<i>Total Board &amp; Membership Costs</i>	<u>\$39,591</u>
<u>\$579,591</u>	<b>Total Expenses</b>	<u>\$542,537</u>
<u>\$1,461</u>	<b>Surplus/(Deficit)</b>	<u>\$8,193</u>

*The accompanying notes form part of these financial statements*

**Volunteering Tasmania Inc**  
**Financial Statements**

**Year Ended 30 June 2009**

**Notes to and forming part of the Financial Statements**

**Note 1: Statement of Accounting Principles**

The financial statements have been prepared as special purpose financial statements in order to satisfy the requirements of members and various funding organisations and the *Associations Incorporation Act 1964*. Some fixed asset purchases have been brought to account as expense in order to meet these requirements. The organisation is of the type identified in Accounting Standards as a "non profit entity". No regard has been paid to other accounting standards and interpretations in the preparation of this report.

The basis of accounting under which the financial statements have been prepared is that of historical costs and, except where stated, current valuations of non-current assets are not taken into account. The accrual basis of accounting is adopted by the Association. Cost is based on fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The Association does not comply with requirements of Australian equivalents to International Financial Reporting Standards (A-IFRS) as a not-for-profit entity. All significant accounting policies relevant to understanding these financial statements are detailed within this note.

The following specific policies have been consistently applied in the preparation of the statements.

a) Financial Statements:

The financial statements comprise income and expenditure statements and a balance sheet, which are prepared on an accrual basis.

b) Cash & Cash Equivalents

Cash and cash equivalents comprise cash on hand and cash in banks.

c) Receivables:

Receivables and other receivables are recorded at amortised cost.

d) Furniture & Equipment:

Furniture and equipment are included at cost and are depreciated using the diminishing value method.

e) Motor Vehicles:

All motor vehicles are included at cost and depreciated using the diminishing value method.

f) Payables:

Trade payables and other accounts payable are recognised when the Association becomes obliged to make future payments resulting from the purchase of goods and services.

g) Deferred Grants:

Deferred grants represents revenue from funding bodies which is deferred for expenditure in the next year.

**Volunteering Tasmania Inc**  
**Financial Statements**

**Year Ended 30 June 2009**

**Notes to and forming part of the Financial Statements**

h) Employee Entitlements:

Provision is made in respect of the Association's liability for annual leave and long service leave at balance date. Long Service Leave is recognised on a basis of probability. Provision is made for sick leave in respect of staff likely to be replaced when absent.

i) Income Tax:

The Association is exempt from paying income tax.

j) Government Grants:

Government grants are assistance by the government in the form of transfer of resources to the company in return for past or future compliance with certain conditions relating to the operating activities of the company. Government grants include government assistance where there are no conditions specifically relating to the operating activities of the company other than the requirement to operate in certain regions or industry sectors.

k) Revenue Recognition:

Revenue other than from government grants is recognised once earned and is matched to any related expenses incurred.

l) Economic Dependency:

The financial statements have been prepared on a going concern basis. Funding for the Volunteer Management Program has been extended to the end of June 2011, when there is likely to be some restructuring of the program.

**Volunteering Tasmania Inc**  
**Supplementary Financial Information**

**Year Ended 30 June 2009**

**Notes to and forming part of the Financial Statements**

**Note 2: Operating Surplus**

A summary of the operating activities of the Association is set out below:

Activity	Income 2008/09	Expense 2008/09	Contribution to Operating Surplus
State Volunteer Centre	\$93,616	\$92,864	\$752
Directorate	\$156,754	\$156,042	\$712
Northern Volunteer Centre	\$28,277	\$27,447	\$830
Volunteer Serviced	\$104,800	\$104,497	\$303
Volunteer Management Project	\$39,141	\$38,737	\$404
Youth Development Project	\$12,938	\$12,218	\$720
Northwest Office	\$57,323	\$57,041	\$282
Statewide Overheads	\$57,881	\$53,691	\$4,190
	<b>\$550,730</b>	<b>\$542,537</b>	<b>\$8,193</b>

**Note 3: Deferred Grants**

A summary of costs acquitted against grants received by the Association is set out below:

Grant Programs	B/F Balance	Receipts 2009	Costs 2009	C/F Balances
Volunteer Management Program (State)	\$0	\$204,575	\$189,575	\$15,000
Volunteer Management Program (North)	\$0	\$53,460	\$48,460	\$5,000
HACC	\$23,300	\$276,486	\$253,841	\$45,945
HACC (Non-Recurrent) #1/2008	\$28,500	\$126	\$28,626	\$0
HACC (Non-Recurrent) #1/2009	\$0	\$46,377	\$14,322	\$32,055
ACE (Training Outreach) #4	\$1,600	\$0	\$1,600	\$0
Women's Development Grant	\$0	\$1,000	\$1,000	\$0
	<b>\$53,400</b>	<b>\$582,024</b>	<b>\$537,424</b>	<b>\$98,000</b>

