

REFUGEE & IMMIGRATION LEGAL CENTRE INC.
ABN 94 806 293 897

FINANCIAL STATEMENTS

FOR THE YEAR ENDED
30 JUNE 2019

REFUGEE & IMMIGRATION LEGAL CENTRE INC.
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FOR THE YEAR ENDED
30 JUNE 2019

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REFUGEE & IMMIGRATION LEGAL CENTRE INC.
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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED
30 JUNE 2019

	Note	2019	2018
		\$	\$
INCOME			
DIBP/IAAAS Grants		-	297,097
Other Grants		1,901,979	1,631,004
Professional Development & Training Courses		25,393	26,854
Donations		795,712	595,033
Interest Income		5,141	5,932
Other Income		56,907	74,020
		<u>2,785,132</u>	<u>2,629,940</u>
EXPENDITURE			
Auditor's Remuneration		5,000	4,200
Bank Charges		4,754	4,586
Depreciation		4,529	8,043
General Expenses		41,934	37,835
Insurance		9,479	4,380
Interpreters		121,472	250,108
Postage		4,956	7,703
Professional Development & Training Courses Expenses		33,908	35,837
Publications & Subscriptions		14,445	23,999
Rent		175,031	171,741
Repairs & Maintenance, Consumables		25,710	29,588
Salaries (including packaged benefits)		1,857,291	1,808,121
Stationery, Office Supplies		35,465	35,865
Staff Training, Seminars & Conferences		2,726	-
Superannuation		162,010	160,040
Telephone & Fax		26,789	12,311
Travel & Accommodation		41,764	49,791
Workcover		3,966	3,131
		<u>2,571,229</u>	<u>2,647,279</u>
Profit (Loss) before income tax		213,903	(17,339)
Income tax expense		-	-
Profit (Loss) after income tax		<u>213,903</u>	<u>(17,339)</u>
Retained Profits (Losses) at the beginning of the financial year		<u>1,250,724</u>	<u>1,268,063</u>
Retained Profits (Losses) at the end of the financial year		<u>1,464,627</u>	<u>1,250,724</u>

The accompanying notes form part of these financial statements.

REFUGEE & IMMIGRATION LEGAL CENTRE INC.
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ASSETS AND LIABILITIES STATEMENT
30 JUNE 2019

	Note	2019 \$	2018 \$
CURRENT ASSETS			
Cash and cash equivalents	2	1,861,644	1,671,881
Trade and other receivables	3	35,908	39,404
TOTAL CURRENT ASSETS		<u>1,897,552</u>	<u>1,711,285</u>
NON-CURRENT ASSETS			
Property, plant and equipment	4	21,139	23,047
TOTAL NON-CURRENT ASSETS		<u>21,139</u>	<u>23,047</u>
TOTAL ASSETS		<u>1,918,691</u>	<u>1,734,332</u>
CURRENT LIABILITIES			
Trade and other payables	5	54,302	62,979
Amounts received in advance	6	4,018	4,571
Provisions	7	395,744	416,058
TOTAL CURRENT LIABILITIES		<u>454,064</u>	<u>483,608</u>
TOTAL LIABILITIES		<u>454,064</u>	<u>483,608</u>
NET ASSETS		<u>1,464,627</u>	<u>1,250,724</u>
MEMBERS' FUNDS			
Retained Profits		1,464,627	1,250,724
TOTAL MEMBERS' FUNDS		<u>1,464,627</u>	<u>1,250,724</u>

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

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STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED
30 JUNE 2019

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2017	1,268,063	1,268,063
Surplus attributable to the entity	(17,339)	(17,339)
Other comprehensive income	-	-
Balance at 30 June 2018	1,250,724	1,250,724
Surplus attributable to the entity	213,903	213,903
Other comprehensive income	-	-
Balance at 30 June 2019	<u>1,464,627</u>	<u>1,464,627</u>

REFUGEE & IMMIGRATION LEGAL CENTRE INC.
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED
30 JUNE 2019

	Note	2019 \$	2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Donations Received		795,712	595,033
Interest Received		5,141	5,932
Other Operating Receipts		1,958,886	1,705,024
DIBP/IAAAS & Other Grants Received		-	297,097
Professional Development and Training Course Fees Received		25,393	26,854
Payments to Suppliers & Employees		<u>(2,592,748)</u>	<u>(2,530,043)</u>
Net Cash provided by operating activities	8	<u>192,384</u>	<u>99,897</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property and equipment		<u>(2,621)</u>	<u>(18,895)</u>
Net Cash provided by (used in) investing activities		<u>(2,621)</u>	<u>(18,895)</u>
Net increase (decrease) in cash held		189,763	81,002
Cash at the beginning of the year		1,671,881	1,590,879
Cash at the end of the year	2	<u><u>1,861,644</u></u>	<u><u>1,671,881</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2019

Note 1: Statement of Significant Accounting Policies

This financial report is special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission Act 2012*. The committee has determined that the Association is not a reporting entity. 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 valuation of non-current assets. The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in preparation of this financial report.

a. Cash and Cash Equivalents

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

b. Income Tax

The Association is exempt from paying income tax by virtue of Section 50-45 of the Income Tax Assessment Act, 1997. Accordingly, tax effect accounting has not been adopted.

c. Property, Plant and Equipment

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold Improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

d. Employee Entitlements

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.

Provision is made for the Association's liability for long service leave at 7 years from commencement of employment.

e. 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. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2019

Note 1: Statement of Significant Accounting Policies (cont.)

f. Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is an indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying amount. Any excess of the asset's carrying value over its recoverable amount is recognised in the income and expenditure statement.

g. Revenue

Revenue is brought to account when received and to the extent that it relates to the subsequent period it is disclosed as a liability.

Grant Income

Grant income received, other than for specific purposes, is brought to account over the period to which the grant relates.

Deferred Income

Unspent grant income received in relation to specific projects and events is not brought to account as revenue in the current year but deferred as a liability in the financial statements until spent for the purpose received.

Interest Revenue

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Donations

Donation income is recognised when the entity 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).

h. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2019

	2019	2018
	\$	\$
Note 2: Cash and cash equivalents		
Petty Cash	255	1,823
Cash at Bank	295,284	359,071
Cash on Deposit	1,566,105	1,310,987
	<u>1,861,644</u>	<u>1,671,881</u>
Note 3: Trade and other receivables		
DIBP	-	4,572
Other Receivables	25,808	24,732
Deposits with vendors	10,100	10,100
	<u>35,908</u>	<u>39,404</u>
Note 4: Property, plant and equipment		
Office Equipment - Original Cost	33,099	41,392
Less accumulated depreciation	(13,929)	(20,270)
	<u>19,170</u>	<u>21,122</u>
Computer & Software (at Cost)	24,206	128,268
Less accumulated depreciation	(22,288)	(126,468)
	<u>1,918</u>	<u>1,800</u>
Office Furniture & Fittings (at Cost)	733	14,701
Less accumulated depreciation	(682)	(14,576)
	<u>51</u>	<u>125</u>
Leasehold Improvements - Original Cost	-	215,164
Less accumulated depreciation	-	(215,164)
	<u>-</u>	<u>-</u>
	<u>21,139</u>	<u>23,047</u>
Note 5: Trade and other payables		
Current		
PAYG Tax	30,626	28,100
Superannuation Contributions	-	12,799
Other Operating Expenses	33,504	29,476
GST Amounts Payable	(9,828)	(7,396)
	<u>54,302</u>	<u>62,979</u>

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

ABN 94 806 293 897

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2019

	2019 \$	2018 \$
Note 6: Amounts received in advance		
Amounts received in advance	<u>4,018</u>	<u>4,571</u>
Note 7: Provisions		
Current		
Employee Entitlements	<u>395,744</u>	<u>416,058</u>
Note 8: Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
Profit after income tax	213,903	(17,339)
Cash flows excluded from operating profit attributable to operating activities		
Non-cash flows in profit		
- Depreciation	4,529	8,043
Changes in assets and liabilities;		
- (Increase)/decrease in trade and other debtors	3,496	359,071
- Increase/(decrease) in trade and other payables	(8,677)	(60,956)
- Increase/(decrease) in amounts received in advance	(553)	(213,192)
- Increase/(decrease) in provisions	(20,314)	24,270
Net cash provided by Operating Activities	<u>192,384</u>	<u>99,897</u>

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2019

	2019	2018
	\$	\$
Note 9: Capital and Leasing Commitments		
<i>Operating Lease Commitments</i>		
Non-cancellable operating leases contracted for but not recognised in the financial statements.		
Payable - minimum lease payments:		
- no later than 12 months	70,000	120,000
- between 12 months and five years	-	70,000
- greater than five years	-	-
	<u>70,000</u>	<u>190,000</u>

A property lease commitment is a non-cancellable operating lease with a five-year term, with rent payable monthly in advance. The five-year term ends January 2020.

Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by the change in the consumer price index. The commitments calculated above do not include future increases for changes in the consumer price index.

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

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STATEMENT BY MEMBERS OF THE COMMITTEE
FOR THE YEAR ENDED
30 JUNE 2019

The Committee has determined that the Association is not a reporting entity and that this special purpose report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee of Refugee & Immigration Legal Centre Inc.:

- a) the financial statements and notes of Refugee & Immigration Legal Centre Inc. are in accordance with the Associations Incorporation Reform Act (Vic) 2012 and the Australian Charities and Not-for-profits Commission Act 2012, including:
- i. giving a true and fair view of its financial position as at 30 June 2019 and of its performance for the financial year ended on that date; and
 - ii. complying with the Australian Charities and Not-for-profits Commission Regulation 2013 ; and
- b) there are reasonable grounds to believe that Refugee & Immigration Legal Centre Inc. will be able to pay its debts as and when they become due and payable.

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

14/11/19

Dated:

14/11/19

Dated:

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
REFUGEE & IMMIGRATION LEGAL CENTRE INC.

Opinion

I have audited the accompanying financial report, of Refugee & Immigration Legal Centre Inc., which comprises the assets and liabilities statement as at 30 June 2019, statement of changes in equity, statement of cash flows and the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and the certification by members of the committee.

In my opinion, the accompanying financial report of Refugee & Immigration Legal Centre Inc. has been prepared in accordance with Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act)* including:

- a) giving a true and fair view of the Association's financial position as at 30 June 2019 and of its financial performance for the year then ended; and
- b) complies with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and the requirements of the *Associations Incorporation Reform Act 2012 (Vic)* and Div 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

I conducted my audit 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 my report. I am independent of the association in accordance with the *Associations Incorporation Reform Act 2012 (Vic)* and 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 opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's reporting responsibilities under the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Responsibility of the Committee for the Financial Report

The committee of the association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 of the financial report is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission Act 2012* and the needs of the members. The committee's responsibility also includes such internal control as the committee 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 committee are 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 committee either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility 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 error, 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 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 the financial report.

As part of an audit in accordance with 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 control 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 committee.
- Conclude on the appropriateness of responsible entities' 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 our 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 that may cause the 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 those charged with governance 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.



Sean Denham

Dated: 15th November 2019
Suite 1, 707 Mt Alexander Road
Moonee Ponds VIC 3039

REFUGEE & IMMIGRATION LEGAL CENTRE INC.

ABN 94 806 293 897

**AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION
60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012**

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as auditor for the audit of Refugee & Immigration Legal Centre Inc. for the year ended 30 June 2019, I declare that, to the best of my knowledge and belief, there have been:

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



Sean Denham

Dated: 15th November 2019

Sean Denham & Associates
Suite 1, 707 Mt Alexander Road
Moonee Ponds VIC 3039