



# ANNUAL REPORT 2018

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LAUNCESTON  
COMMUNITY  
LEGAL  
CENTRE

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# 2017–2018 IN A NUTSHELL

## LCLC's New format for its Annual Report

LCLC is progressing towards the idea that organisational decisions should consider the social impact that the organisation's activities have on society. Like many other community organisations, the LCLC has moved from simple 'out-puts' measurement to 'out-comes' measurement. The LCLC is committed to assessing the importance, effect and overall value of the service it provides.

## LCLC's Financial Overview

LCLC is still in a positive financial position, even though a difficult decision had to be made by the Board of Management to reduce LCLC's operating hours to only four days per week in the first part of the 2017-2018 financial year. However, with the re-funding of the Legal Literacy Volunteer program, LCLC's normal operating hours resumed in January 2018 and normal operating hours will continue in 2018-2019.

## LCLC's Operational Overview

LCLC continues to provide free legal assistance to many Tasmanians. Over the past six years, 16% of the Launceston population has been helped by LCLC. With the move towards outcomes measurement LCLC has engaged with, and received feedback from clients, volunteers and community partners to evaluate and inform its provision of free legal services. To find out what was said take a look at LCLC's Operational Summary.

***“Over the past six years 16% of the Launceston population has been helped by LCLC”***

With the new National Partnership Agreement due in 2021, the State Government has been conducting a review of the free legal assistance sector. This will no doubt have a massive impact on LCLC's service provision into the future. But we are convinced that the solid work done by all the volunteers and staff at LCLC will be recognised and LCLC will go from strength to strength.

Nicky Snare - CEO  
July 2018

# OPERATIONAL SUMMARY

Launceston Community Legal Centre (LCLC) provides free legal advice to the most vulnerable people in the community. All LCLC funding is provided by the Department of Justice under the National Partnership Agreement (NPA) and is a combination of both Commonwealth and State funding. We are what is known as a “Generalist” Community Legal Centre and so assist the community across a range of matters. Each solicitor, although concentrating in a particular area of law, also assists with general civil law work and family law work as required. The implementation of the NPA by the Federal Government provides strict guidelines as to certain “priority clients” and so its frontline service is steered towards those on a low income or those who are disadvantaged in some way. LCLC is working towards impact measurement, with this in mind LCLC gathered reviews of service provision via a combination of surveys and feedback requests from clients, LCLC volunteers and community organisations during 2017-2018.



Figure #1

As demonstrated in Figure #1, LCLC continues to maintain its client numbers and associated cost per client. As mentioned previously, the Board of Management made the decision to reduce LCLCs operating hours to only four days per week in the first part of the 2017-2018 financial year. However, with the re-funding of the Legal Literacy Volunteer program, LCLC’s normal operating hours resumed in January 2018. Turn-Away data has also remained consistent. LCLC turns away an average of four people per day as a result of the LCLC not being able to provide assistance within the time needed by the client. In this situation clients are provided with other referrals as appropriate.

A breakdown of costs as indicated in Figure #2 and Figure #3 demonstrates 76% of LCLC costs are wage related with frontline staff wages being 53% of total LCLC costs.

### Cost of Service Provision 2017-2018

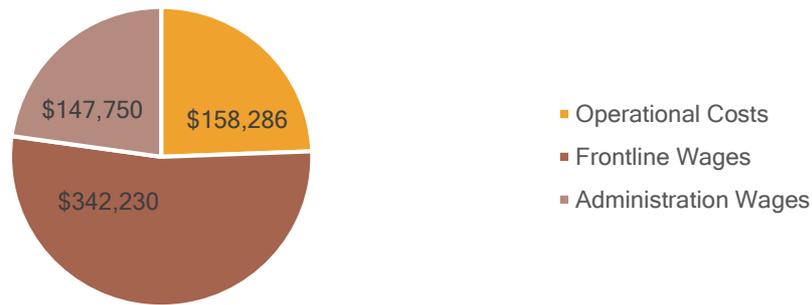


Figure #2

### % Cost of Service Provision 2017-2018

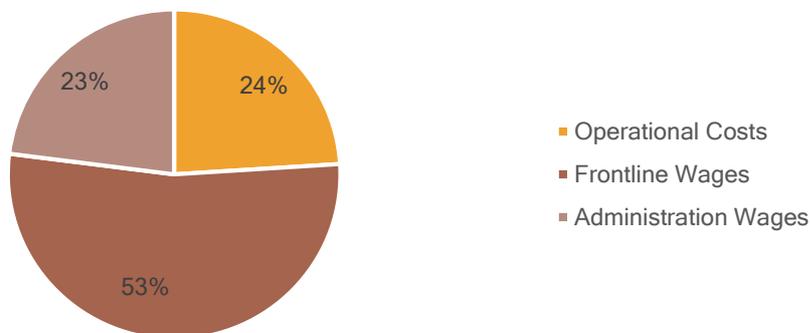


Figure #3

The **Generalist Service** provides 45-minute, one-off legal advices on any civil matter, which can include but is not limited to such matters as wills, power of attorney, debt, contract, consumer rights, boundary fences and restraint orders. We also provide guidance to clients who wish to self-litigate.

The **Welfare Rights Service** provides advice, information and merit-based representation in matters relating to Centrelink. Residents of the North of Tasmania may be represented at the Administrative Appeals Tribunal.

*LCLC provided a total of*

**1460**

*legal advices to its clients*

**15%** *of our Clients have a  
disability*

The Disability Discrimination Service provides a statewide service. The program also provides assistance through the Federal jurisdiction at the Australian Human Rights Commission.

The Employment Service is a dedicated service that provides assistance, advice and representation in a wide range of employment law areas, including unfair dismissal, adverse action, disputes in relation to pay entitlements and superannuation, bullying, harassment and discrimination in the workplace.

The Family Service continues to offer legal assistance and support in the separation process in an attempt to reduce the number of matters that need to go before the courts. Our family law practice is focused on parenting provisions, but we also offer limited advice on divorce and property settlement procedures.

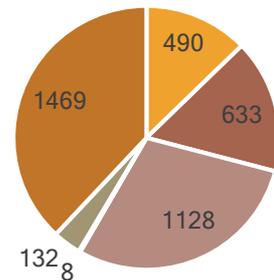
The Legal Literacy Volunteer Program (LLV) continues to play an important part in allowing LCLC to assist many Tasmanians. The program is funded by the Solicitors' Guarantee Fund in Tasmania and aims to improve document literacy and problem solving in communities and provide trained volunteers who work through a client's issues before they escalate. The program arms lay volunteers with basic knowledge about the law and legal system, and the proper role of a legal intermediary or advocate in the community.

The After Hours Drop In Clinic, staffed by volunteer private practice solicitors, is open every Wednesday evening from 5:30pm to 7:00pm. Since its inception these solicitors have assisted many people who are unable to attend during normal working hours. This service is NOT means or asset tested. We are mindful of the time and commitment provided and take this opportunity to thank them for their continued support.

**21% of our Clients are  
aged over 65 years**

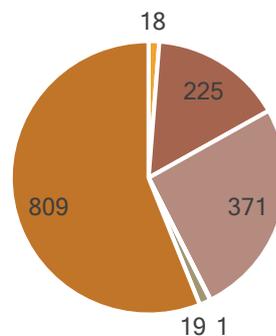
### Transactions - Civil

- Discrete Non-Legal Support
- Information
- Legal Advice
- Legal Task
- Other Representation
- Referral



### Transactions - Family

- Discrete Non-Legal Support
- Information
- Legal Advice
- Legal Task
- Other Representation
- Referral



**165 + 37**

***the employment service provided  
both advice & representation***

**Cooperation/Collaboration 2017-2018** has once more been a key feature of LCLC services. In addition to CLEs, LCLC is currently collaborating with Palliative Care Tasmania and DHS - Centrelink in presenting information days (“Life is Short: Be Prepared”) to people in Northern Tasmania. With an ageing population in Tasmania, people are often faced with unique issues and decisions. It is the view of LCLC that a major barrier in seeking assistance and support is the lack of knowledge of people’s rights, how to stand up for those rights and what and where they can find suitable support.

**100%**  
*of clients agreed it was easy to  
contact LCLC & we listened to  
them*

**Outreach Services** are provided to various locations across the North of Tasmania. A schedule of locations is available on our website at [www.lclc.net.au](http://www.lclc.net.au).

Venues are as follows:

- Beaconsfield
- Campbell Town
- Deloraine
- George Town
- Scottsdale
- St Helens
- Launceston Centrelink (LLV only)
- LINC Launceston (LLV only)
- Launceston General Hospital - Palliative Care (as requested)
- Calvary Hospital Launceston - Palliative Care (as requested)



# HOURS OF OPERATION

The LCLC operates during the hours of:

*8:30am to 4:30pm Monday to Thursday*

*Friday - 8:30am to 1:30pm*

*Staff are available during these hours by appointment only.*

*(LCLC is closed for lunch from 1:00pm to 1:30pm Monday to Thursday)*

***AFTER HOURS DROP IN CLINIC***

*No appointments necessary - First come - First served basis*

*Wednesday evenings from 5:30pm to 7:00pm*



*Our Vision:*

*To promote social justice by improving access to the legal system*

*Our Mission:*

*The Launceston Community Legal Centre Inc. (LCLC) will provide free legal support, education, information and advice to all persons and communities in need*

# LCLC BOARD OF MANAGEMENT & STAFF

Name	Board	Staff
Natalie Heiniger	Chairperson	
Heather Beaumont	Deputy Chairperson	
Peter Wierenga	Treasurer/Public Officer	
Nick Terracall	Secretary	
Stuart Roberts	Member	
Maree Stainlay	Member	
Garry Rafferty	Member	
Philip Doyle	Member	
Nicky Snare		Chief Executive Officer
Jess Downie		Principal Solicitor
Sarah House		Solicitor
Ryan West*		Solicitor
Elise Whitmore		Solicitor
Emma Smith		Welfare Rights Advocate
Amelia Baker		Solicitor
Moya House		Reception/Data entry
Beylara Ra		LLV Co-Ordinator

*\* Ryan West is currently volunteering overseas and is on extended leave until May 2019.*



## OUR CLIENTS TOLD US....

LCLC clients say.....

**“Without LCLC I would have continued down the path of frustration and ill health due to lack of understanding of the process”**



LCLC Clients say.....

**“Thank goodness for outreach as with no transport it’s a real barrier if you can’t get to town”**

LCLC Clients say.....

**“I would have lost my job - This was my only chance to get help. There was no-one else who could have helped”**

## OUR VOLUNTEERS TOLD US.....

LCLC Volunteers say.....

**“As a volunteer and a landlord, it’s been good to learn more about rights and responsibilities for both landlord and tenant from an unbiased organisation who wants everyone to get fair treatment”**

LCLC Volunteers say.....

**“I have more confidence - Most clients I have assisted are so grateful for having someone help them wade through the paperwork”**

LCLC Volunteers say.....

**“Volunteering for LCLC has had a tremendous influence on me. The training we have received is excellent because it’s very practical, easy to digest and is offered nowhere else”**

***LCLC would not be able to provide our current level of assistance if it were not for the dedication of its volunteer workforce.***

***THANK YOU!***

***132\* hours***

***service provided by  
our volunteer local  
private lawyers***

***17,280\* hours***

***service provided by our  
60+ Legal Literacy  
Volunteers***

The LCLC operates a weekly, free drop-in Clinic every Wednesday from its York Street office. The Clinic is managed by the LCLC but staffed by volunteer solicitors and law students. The Clinic is one of the last non-means tested free legal services in Launceston. Since its inception in 2014 the Clinic has become a staple legal service in Launceston with over 800 clients assisted.

Aside from assisting the community, the Clinic also provides wonderful exposure to solicitors from the private profession to many and varied legal issues which they may not otherwise encounter, and vulnerable members of the Northern Tasmanian community. For students it provides a glimpse into the practical, real-life of a solicitor working in Launceston.

The exceptional benefit of the Clinic is demonstrated in Sophie's story.

\*Total hours are an approximation only

# OUR COMMUNITY PARTNERS TOLD US.....

LCLC Community Partners say.....

**“We value the assistance LCLC provides to our community”**

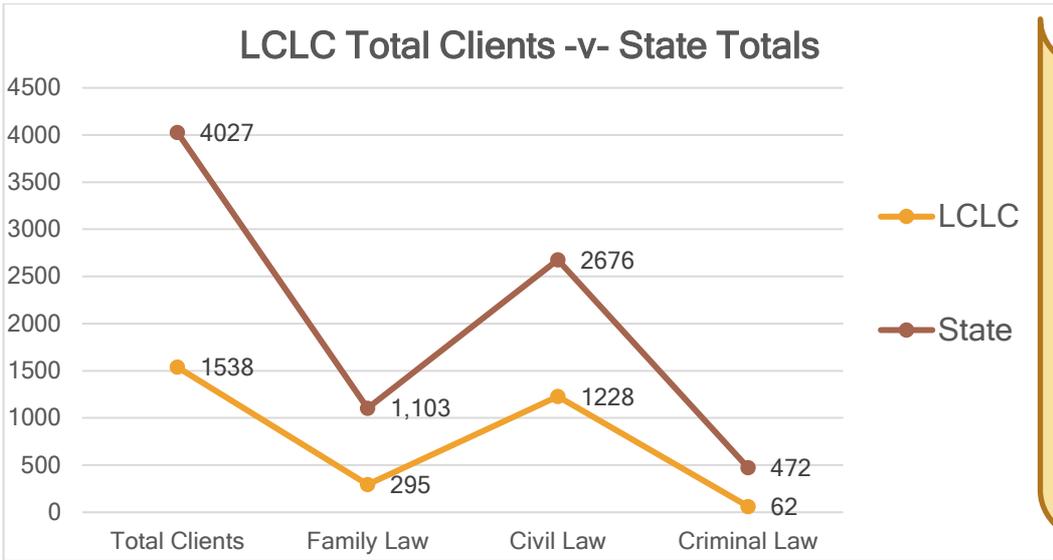
LCLC Community Partners say.....

**“The referral agreement we have with LCLC is two-way, whereby they refer to us clients who indicate that they would like to undertake a literacy journey”**

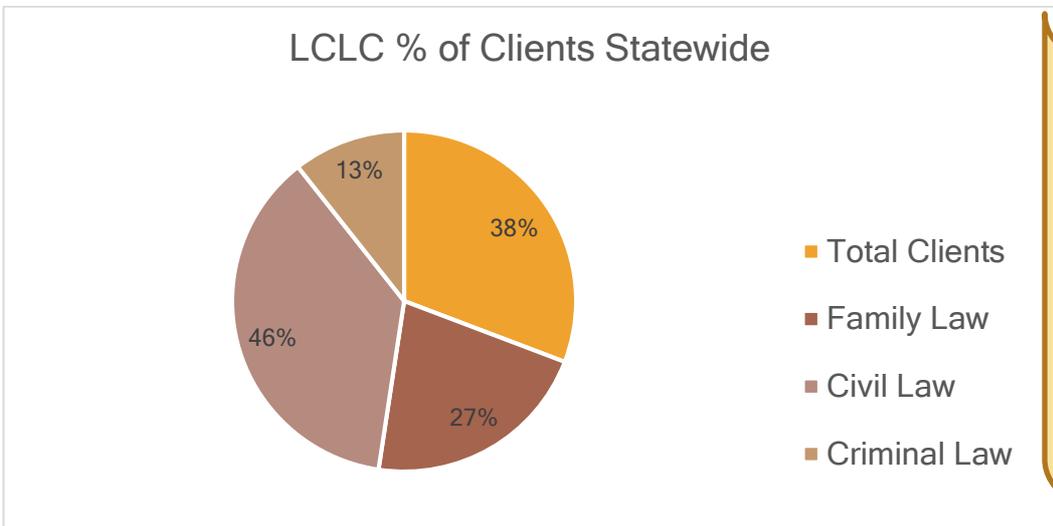
LCLC Community Partners say.....

**“We would be devastated if we were to lose the Legal Literacy Volunteer program”**

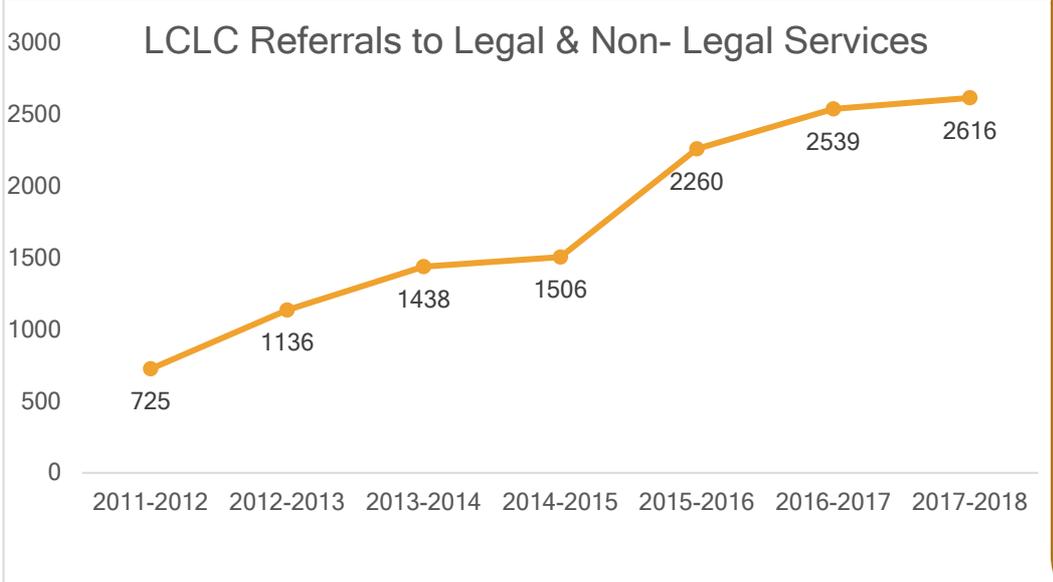




*LCLC helped  
**38%**  
of NPA clients  
Statewide*



***46%** of  
Statewide Civil  
work was done  
by LCLC*



*LCLC Referrals  
to both legal &  
non-legal  
service  
providers  
**up 10%***

\*Statewide figures are NPA funds only. Figures provided by Department of Justice - August 2018.

# OUR CLIENT'S STORIES....

## Sophie's Story



Sophie attended LCLCs After Hours Drop-In Clinic to seek assistance about how to respond to a letter she had received from the Department of Justice (DOJ) regarding her Working With Vulnerable Peoples Card. Sophie was required to have a current Card in order to retain employment.

The DOJ had requested further information from Sophie before making a decision about whether to grant the Card, she did not know how to respond, and the 14 days in which to send a response had

expired. She did not have adequate literacy skills to put together a letter herself and did not have access to a computer or email address.

The volunteer lawyer at clinic wrote an email to the DOJ on Sophie's behalf that evening, explaining that while Sophie was currently not being legally represented, she was obtaining legal advice and would respond shortly. The lawyer advised her on the application process and provided dot-points for what her response needed to cover.

Sophie was then booked in for the earliest available Legal Literacy Volunteer appointment, and a LLV volunteer assisted Sophie in drafting a letter based on the advice she had received from the lawyer at clinic.

Sophie dropped into the LCLC office a few weeks later to thank LCLC for our assistance, as her response had been accepted out of time, and the new Card had been granted.

## Fred's Story

Fred is a part-time tradesperson, living with a disability, who uses a customised van during the course of his work. While driving Fred was rear-ended by another vehicle, and his van was written-off. Fred was not insured. The other driver was insured. The other driver's insurance company offered Fred a valuation for his vehicle well-below what it was worth. Fred attended the LCLC for legal assistance,

after the insurance company refused to alter their offer of settlement.

LCLC entered into negotiations on behalf of Fred with the insurance company. An agreement was reached in which Fred was paid what he believed was the appropriate value for his vehicle. Fred was able to buy a replacement vehicle and continue work in his trade.



## Sally's Story

Sally had numerous and ongoing issues with her landlord.



These disputes had extended over a period of years, and included allegations of unpaid rent, damage to property, and eventually an intention by the landlord to terminate the lease because Sally was pregnant. Each time, Sally would seek advice from the LCLC, and obtain

assistance in negotiating with the Landlord. Negotiations were often successful and resulted in Sally being able to retain her rental accommodation and preserve the ongoing tenant-landlord relationship. These negotiations included asserting Sally's legal rights, and suggesting alternative courses of action, with an intent to avoid more litigious proceedings. Sally eventually decided to leave of her own accord, to enter the private rental market. Upon leaving her housing with the landlord, the LCLC negotiated a deed of release, which was agreed to and signed by all parties, to resolve any and all outstanding legal issues between the parties. Sally spoke English as a second language, was a new Australian, and struggled to negotiate these matters without assistance. It is very likely that without the assistance of the LCLC when these issues arose, Sally would have at some point found herself homeless.

## WHAT ELSE HAPPENED....

### LCLC Solicitor Volunteering Overseas in Kiribati



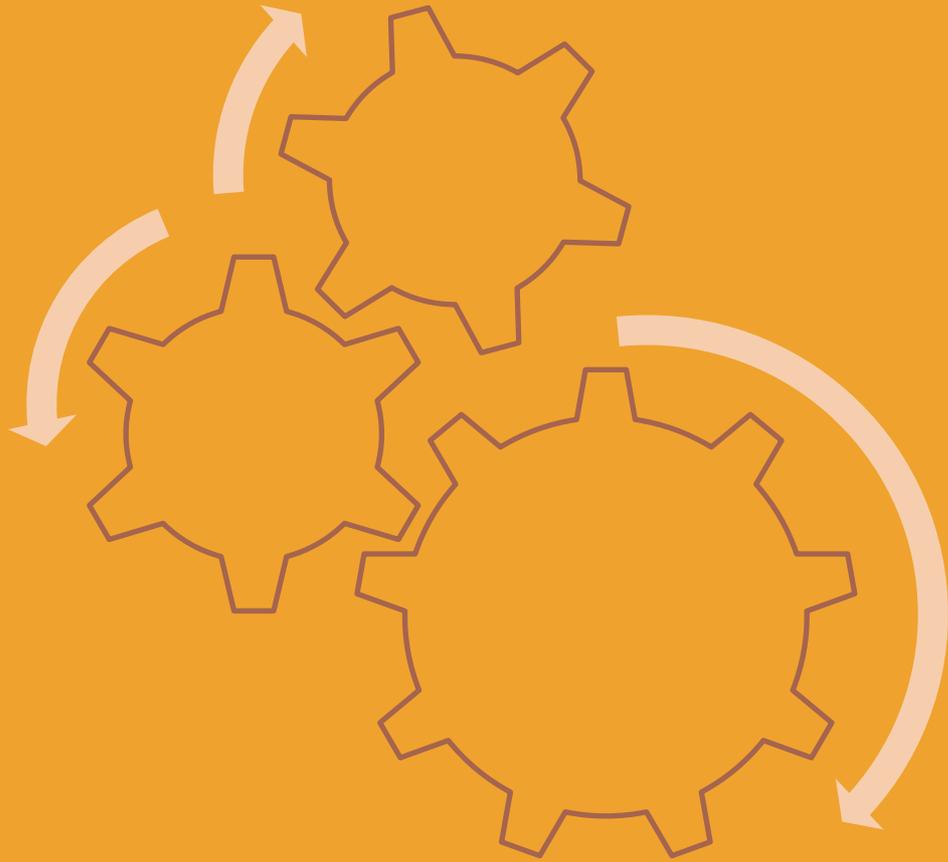
Ryan West is currently volunteering in Kiribati for twelve months! This is an amazing opportunity to work in a truly unique environment. Ryan has promised photos, including one of him wearing traditional dress (a weekly event apparently) so that's something to look forward to in our Annual Report next year!

### NACLC Canberra Conference



A NACLC conference is always beneficial for those attending. However, in Canberra some of the LCLC crew were coerced into singing, dancing and general silliness! Emma Smith (far left), Nicky Snare (second left) and Sarah House (far right) were asked to join the NACLC Accreditation team in presenting an “all singing and dancing” presentation to a medley of Rock classics all in an effort to explain the wonders of the accreditation program..... Yes the mind boggles!

# FINANCIAL STATEMENTS



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# Annual Report

Launceston Community Legal Centre Inc  
12 July 2018

Prepared by Pete Wierenga

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# Compilation Report



**145 financial**  
ACCOUNTING AND FINANCIAL SOLUTIONS

## Launceston Community Legal Centre Inc For the year ended 30 June 2018

We have compiled the accompanying special purpose financial statements of Launceston Community Legal Centre Inc, which comprise the balance sheet as at 30 June 2018, the profit and loss for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

### 1. Board of Management's Responsibility

The Board of Management of Launceston Community Legal Centre Inc are solely responsible for the information contained in the special purpose financial statements and have determined that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet their needs and for the purpose that the financial statements were prepared.

### 2. Declaration

On the basis of information provided by the Board of Management of Launceston Community Legal Centre Inc, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the directors provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were compiled exclusively for the benefit of the Board of Management of Launceston Community Legal Centre Inc. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Level 1, 97A York Street, Launceston, Tasmania 7250

LAUNCESTON COMMUNITY LEGAL CENTRE INC.

Signed:

Date:

24/7/18

Nicky Snare

Chief Executive Officer

## Board of Management Declaration



145 financial  
ACCOUNTING AND FINANCIAL SOLUTIONS

### Launceston Community Legal Centre Inc For the year ended 30 June 2018

#### Board of Management Declaration

The Board of Management have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The Board of Management of the company declare that:

1. the financial statements and notes, as set out herein present fairly the company's financial position as at 30 June 2018 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
2. in the Board of Management's' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Management:

Treasurer: Peter Wierenga

Dated this 24 day of JULY 2018



# Statement of Comprehensive Income

Launceston Community Legal Centre Inc  
For the 12 months ended 30 June 2018

	Jun-18	Jun-17
<b>Income</b>		
Association memberships	190	200
Cash Common Fund Interest	1,916	2,112
Conference Subsidies	1,235	-
Donations	410	337
Fee for Service - PII Representative Subsidy	2,000	3,000
Investment Interest	2,819	5,461
Legal Literacy - Balance of Brought Forward Funds	-	39,330
NPA Funds - Commonwealth Contribution	325,063	425,526
NPA Funds - State Contribution	194,893	-
SGF - LLV - Jan 2017 to Dec 2017	77,500	77,500
Sol Guarantee Fund 2015-2016	-	111,674
Solicitor Guarantee Fund Jan - Dec 2018	77,000	-
Tenancy Kits	105	95
Tenants' Union Advocacy Servic	13,973	16,820
Working Account Interest	109	73
<b>Total Income</b>	<b>697,213</b>	<b>682,127</b>
<b>Gross Profit</b>	<b>697,213</b>	<b>682,127</b>
<b>Plus Other Income</b>		
TasCOSS Welfare Rights Subsidy	-	6,000
<b>Total Other Income</b>	<b>-</b>	<b>6,000</b>
<b>Less Operating Expenses</b>		
Accounting Fees	361	1,032
Advertising	80	-
Affiliation Levies	-	3,889
AGM Costs	853	616
Archive Costs	1,266	806
Audit Fees	-	700
Bank Fees	82	113
Business Insurance	1,539	1,815
Car Insurance	678	646
Car Repairs/Maintenance	508	1,190
Catering	2,910	1,942
CLASS - Software	2,559	3,177
Cleaning	3,039	3,101
Computer Equipment	7,905	-
Computer Support	10,280	7,112
Conference	5,275	2,759
Depreciation	-	1,063
Electricity	3,700	3,949
Functions	1,409	528
General Meetings	375	146



## Statement of Comprehensive Income

	Jun-18	Jun-17
General Travel	7,621	4,649
Internet	1,410	1,190
Interpreting Services	1,120	579
IT & Software	834	358
Kitchen Supplies	1,002	1,076
Marketing & Promotion	2,617	5,726
Memberships	4,592	1,636
Mgmt Committee	-	201
Minor Equipment	773	-
Mobile	203	162
Office Equipment Lease (xerox)	3,910	3,685
OH&S Costs	396	-
Parking	1,678	1,569
Petrol	1,969	1,289
PII	465	566
Postage & Freight	892	1,210
Practicing Certs	478	550
Printing	4,749	9,561
Registration	267	-
Rent - 97A York St	21,248	20,841
Repairs & Maintenance	1,551	632
Security	1,002	354
Staff Recruitment	1,623	-
Stationery	1,695	1,925
Subscriptions	-	56
Superannuation - Guarantee Contribution	45,406	52,537
Telephone	4,735	5,495
Text	-	131
Training - General	2,205	2,303
Volunteer Program	367	1,118
Volunteers Insurance	661	666
Wages - LCLC	486,048	570,342
Workers Comp	3,932	3,433
<b>Total Operating Expenses</b>	<b>648,266</b>	<b>728,424</b>
<b>Net Profit</b>	<b>48,947</b>	<b>(40,297)</b>

### Notes

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

## Movements in Equity



**145 financial**  
ACCOUNTING AND FINANCIAL SOLUTIONS

### Launceston Community Legal Centre Inc As at 30 June 2018

	30 Jun 2018	30 Jun 2017
<b>Equity</b>		
Opening Balance	151,550	191,846
Current Year Earnings	48,947	(40,297)
<b>Total Equity</b>	<b>200,496</b>	<b>151,550</b>

#### Notes

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.





# Statement of Financial Position

## Launceston Community Legal Centre Inc As at 30 June 2018

	30 Jun 2018	30 Jun 2017
<b>Assets</b>		
<b>Bank</b>		
Bendigo Working Acc- 127954501	60,237	54,919
Cash Common Fund - 1563 60646	184,350	138,136
Term to 18 September 2018	127,420	124,608
<b>Total Bank</b>	<b>372,007</b>	<b>317,662</b>
<b>Fixed Assets</b>		
Motor Vehicles at Cost	20,549	20,549
Motor Vehicles Dep	(20,549)	(20,549)
Office Equipment at Cost	54,218	60,504
Office Equipment Dep	(54,218)	(60,504)
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>
<b>Total Assets</b>	<b>372,007</b>	<b>317,662</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Employee Voluntary Super Contribution	300	2,700
GST	10,570	7,858
MasterCard New	3,781	944
PAYG Withholding Payable	11,426	10,301
Provn for Annual Leave	21,241	21,938
Provn for Long Service Leave	39,386	36,242
Rounding	(1)	(1)
Superannuation	7,283	7,344
Trade Creditors	525	1,285
Unexpended Grant Funds	77,000	77,500
<b>Total Current Liabilities</b>	<b>171,511</b>	<b>166,113</b>
<b>Total Liabilities</b>	<b>171,511</b>	<b>166,113</b>
<b>Net Assets</b>	<b>200,496</b>	<b>151,550</b>
<b>Equity</b>		
Current Year Earnings	48,947	(40,297)
Prior Year's Surplus/Deficit	129,274	129,274
Retained Earnings	22,276	62,573
<b>Total Equity</b>	<b>200,496</b>	<b>151,550</b>

### Notes

Signed  .....

# Statement of Financial Position

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145 financial  
ACCOUNTING AND FINANCIAL SOLUTIONS

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

# Depreciation Schedule



## Launceston Community Legal Centre Inc 1 July 2017 to 30 June 2018

Name	Number	Type	Cost	Rate	Purchased	Disposed	1-Jul-17	Purchases	Depreciation	Disposals	Accum Dep	30-Jun-18
<b>Motor Vehicles at Cost</b>												
Mitsubishi Lancer Sedan	FA-0002	Motor Vehicle	20,549	100.0%DV	1 Jun 2011						20,549	-
<b>Total Motor Vehicles at Cost</b>			<b>20,549</b>								<b>20,549</b>	
<b>Office Equipment at Cost</b>												
2 x additional bookshelf shelves	FA-0035	Furniture	32	100.0%SL	10 Apr 2015							32
2 x additional bookshelf shelves	FA-0034	Furniture	32	100.0%SL	10 Apr 2015							32
ADJ. ARMS FOR CHAIR	FA-0032	Furniture	50	100.0%DV	10 Oct 2014							50
Board Table	FA-0022	Furniture	400	100.0%DV	1 Jun 2011							400
Book cases	xFA-0029	Furniture	1,255	100.0%DV	7 Oct 2014							1,255
2 - Office Screens x 3 & drawer set x 1 = For LLY Support Officer area												

## Depreciation Schedule

Name	Number	Type	Cost	Rate	Purchased	Disposed	1-Jul-17	Purchases	Depreciation	Disposals	Accum Dep	30-Jun-18
CISCO IP Telephones	FA-0027	Telephones	3,364	100.0%DV	15 Nov 2013						3,364	-
Commander Telephone	FA-0018	Telephones	5,004	100.0%DV	24 Mar 2010						5,004	-
Ergonomic Chair	FA-0020	Furniture	470	100.0%DV	1 Jun 2011						470	-
Ergonomic Chair	FA-0019	Furniture	460	100.0%DV	1 Jun 2011						460	-
FILING CAB WHITE	FA-0033	Furniture	327	100.0%SL	29 Oct 2014						327	-
Fuji Xerox Printer 3435	FA-0016	Computers	549	100.0%DV	31 May 2012						549	-
HP Portable Printer	FA-0015	Computers	410	100.0%DV	31 May 2012						410	-
iMac 21.5 - LLV Support Officer position	FA-0028	Computers	1,349	100.0%DV	22 Sep 2014						1,349	-
iMac Desktop Computer - ABA	FA-0041	Computers	1,432	0.0%None	26 Apr 2018			1,432				1,432
iMac Desktop Computer - ESM	FA-0040	Computers	1,424	0.0%None	7 Nov 2017			1,424				1,424
iMac Desktop Computer - EWH	FA-0038	Computers	1,424	0.0%None	7 Nov 2017			1,424				1,424



# Depreciation Schedule

Name	Number	Type	Cost	Rate	Purchased	Disposed	1-Jul-17	Purchases	Depreciation	Disposals	Accum Dep	30-Jun-18
iMac Desktop Computer - MHO	FA-0039	Computers	1,424	0.0%None	7 Nov 2017		-	1,424	-	-	-	1,424
iMac Mini G4 Laptop	FA-0017	Computers	2,020	100.0%DV	1 Jun 2011		-	-	-	-	2,020	-
Mac Computer	FA-0004	Computers	1,523	100.0%DV	24 Apr 2012	23 May 2018	-	-	-	-	-	-
Mac Computer	FA-0006	Computers	1,317	100.0%DV	1 Jun 2011		-	-	-	-	1,317	-
Mac Computer	FA-0011	Computers	1,145	100.0%DV	1 Jun 2011		-	-	-	-	1,145	-
Mac Computer	FA-0005	Computers	1,271	100.0%DV	24 Apr 2012		-	-	-	-	1,271	-
Mac Computer	FA-0009	Computers	2,237	100.0%DV	1 Jun 2011	23 May 2018	-	-	-	-	-	-
Mac Computer	FA-0008	Computers	2,272	100.0%DV	1 Jun 2011		-	-	-	-	2,272	-
Mac Computer	FA-0003	Computers	1,254	100.0%DV	1 Jun 2011	23 May 2018	-	-	-	-	-	-
Mac Computer	FA-0010	Computers	1,272	100.0%DV	13 Jan 2012	23 May 2018	-	-	-	-	-	-
Mac Computer	FA-0007	Computers	1,727	100.0%DV	24 Apr 2012		-	-	-	-	1,727	-
Mac Laptop	FA-0014	Computers	1,198	100.0%DV	24 Apr 2012		-	-	-	-	1,198	-
Mac Mini Server 2017	FA-0037	Computers	2,258	0.0%None	22 Sep 2017		-	2,258	-	-	-	2,258
Mac Server	FA-0013	Computers	1,278	100.0%DV	24 Apr 2012		-	-	-	-	1,278	-



## Depreciation Schedule

Name	Number	Type	Cost	Rate	Purchased	Disposed	1-Jul-17	Purchases	Depreciation	Disposals	Accum Dep	30-Jun-18
MESH BACK OFFICE CHAIR	FA-0031	Furniture	200	100.0%DV	10 Oct 2014						200	
New Phone Handset for LLLV	FA-0030	Telephones	227	100.0%DV	15 Oct 2014						227	
Office Desk	FA-0021	Furniture	524	100.0%DV	1 Jun 2011							524
Pre-Paid Mobile	FA-0036	Telephones	29	100.0%SL	19 Jun 2015							29
Samsung Fridge	FA-0023	Furniture	432	100.0%DV	1 Jun 2011							432
Server Installation Costs	FA-0012	Computers	5,600	100.0%DV	24 Apr 2012							5,600
<b>Total Office Equipment at Cost</b>			<b>47,191</b>					<b>7,963</b>			<b>32,942</b>	<b>7,963</b>
<b>Total</b>			<b>67,740</b>					<b>7,963</b>			<b>53,491</b>	<b>7,963</b>



# NOTES TO FINANCIAL STATEMENTS

## Notes to the Financial Statements



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ACCOUNTING AND FINANCIAL SOLUTIONS

### Launceston Community Legal Centre Inc For the year ended 30 June 2018

#### 1. Summary - Financial Performance for Financial Year Ended 30 June 2018

NOTES	2018	2017
Grant Revenue	\$688,429	\$670,849
Grant Revenue B/F Previous Year	\$18,219	\$58,516
Interest Revenue	\$4,844	\$7,646
Other Revenue	\$3,940	0
Employee Benefit Expenses	(\$535,386)	(\$626,311)
Depreciation Expenses	0	(\$1,063)
Other expenses from ordinary activities	(\$112,880)	(\$101,050)
<b>NET SURPLUS/DEFECIT</b>	<b>\$67,166</b>	<b>\$18,219</b>

This financial report is a special purpose financial report that has been prepared in accordance with Australian Accounting Standards. Urgent issues, Group interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and Corporations Act 2001.

The financial report of the Launceston Community Legal Centre Inc. complies with Australian equivalents to international Financial Reporting Standards (FRS) in their entirety.

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

#### 1.(a) Property, Plant and Equipment

Property, plant and equipment are carried at cost, independent of Board of Management's valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the profit and loss. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the profit and loss and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

The carrying amount of plant and equipment is reviewed annually by the Board of Management to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted in determining recoverable amounts.

#### 1.(b) Employee Benefits

Provision is made for the Centre's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

#### 1.(c) Provisions

Provisions are recognised when the Centre 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 recognised represent the best estimate of the amounts required to settle the obligation at reporting date.



## Notes to the Financial Statements

### 1.(d) Cash and Cash Equivalents

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

### 1.(e) Revenue and Other Income

Revenue is measured at the 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 using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument.

Revenue recognition relating to the provision of services is determined with reference to the stage of completion of the transaction at reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable. All revenue is stated net of the amount of goods and services tax (GST).

### 1.(f) Goods and Services Tax

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 balance sheet are shown inclusive of GST.

### 2. Fixed Assets

<b>Motor Vehicles at Cost</b>	-
At cost	20,549
Less Accumulated Depreciation	(20,549)
<b>Office Equipment at Cost</b>	-
At cost	54,218
Less Accumulated Depreciation	(54,218)
<b>Total Fixed Assets</b>	-

# INDEPENDENT AUDITOR'S REPORT

Peter W Bushby  
60 Campbell Street  
Newstead 7250  
Tasmania

The Chairperson  
Launceston Community Legal Centre  
Level 1 Suite 17,  
97a York Street  
Launceston 7250

Dear Chairperson

## Management Letter in response to the Audit for 2017-2018

In concluding the audit of the Launceston Community Legal Centre fund for the year ended 30<sup>th</sup> June 2018

### Overview

I was satisfied that LCLC complied with all aspects of its responsibilities in respect of

- The organisation's Financial Statements
- The CLSP Funds Report

I did not detect any instances of fraudulent conduct or the existence of deficiencies during the audit

Given the size of the organisation the internal control over the financial control systems and procedures are as strong as too be expected. This also applies to omissions and errors of financial data

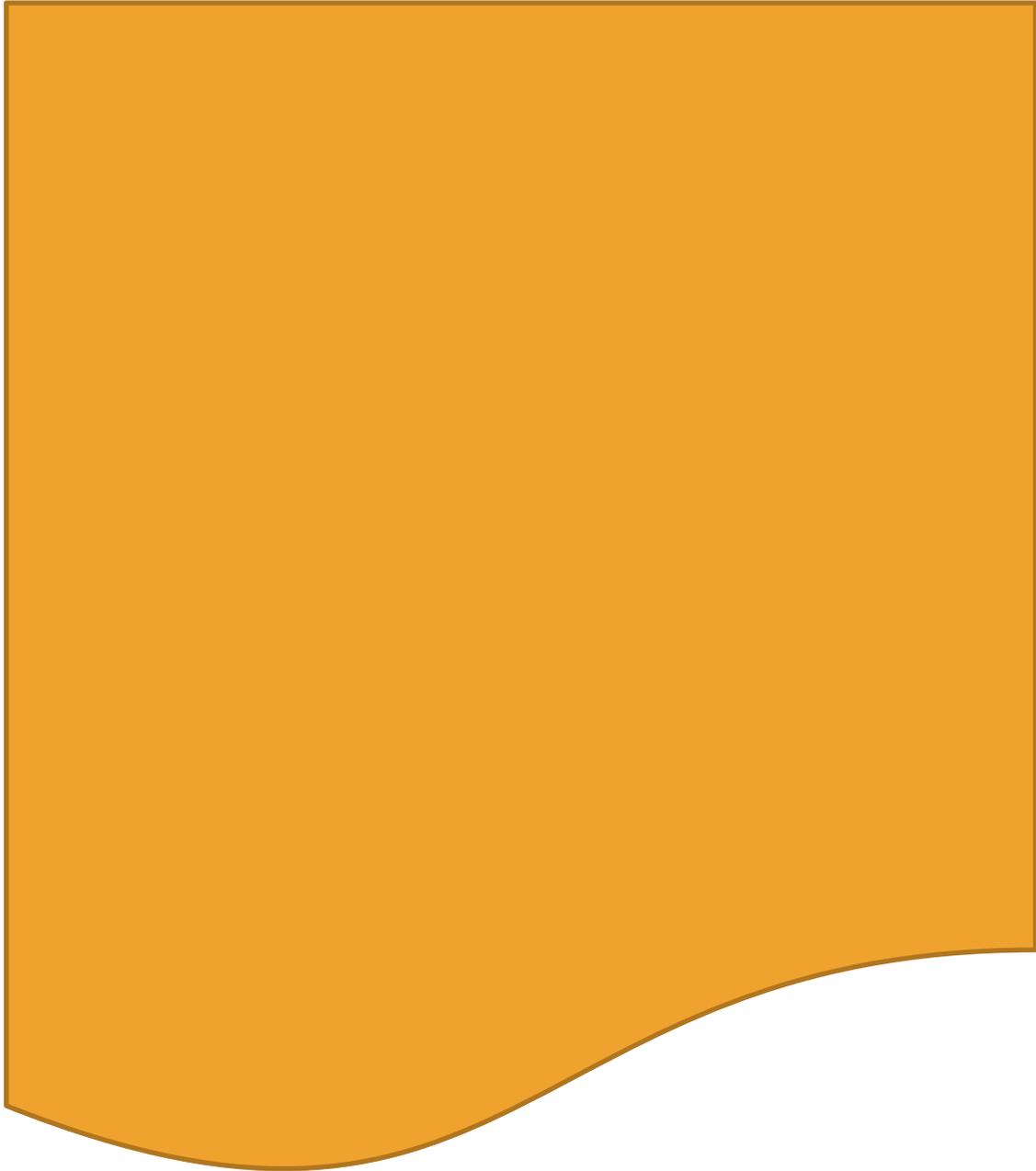
I gave considerable weight to the accuracy of the employee benefits and provisions and believe they are adequate under current operations.

I believe the Insurance coverage of the organisation is adequate for an operation of this size and asset base held.

A review of the Board Papers and Minutes indicated that the volume and content were adequate for the Board to carry out their responsibilities

As usual I would like to thank Mrs. Snare for her courteous and professional manner in presenting all information required by me during the course of this Audit

  
Peter W Bushby (F.C.P.A., F.C.I.S., F.G.I.A., C.A.)  
Registered Company Auditor No 158  
Dated: 31<sup>st</sup> July 2018



LAUNCESTON  
COMMUNITY  
**LEGAL**  
**CENTRE**