



**Audit & Risk Committee – October 2022**  
 prepared by Kylie Bryan (General Manager)  
 Meeting of the ARC Thursday the 13<sup>th</sup> of October 2022

**ISSUE:** To ensure Management are carrying out compliance matters correctly this report is tabled at each ARC Meeting.

<b>Part A: Financial Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Assets</b> – Any asset acquired or disposed?		<input checked="" type="checkbox"/>	
<b>Delegations</b> – All delegations have been exercised according to the approved delegation's policy and procedure?	<input checked="" type="checkbox"/>		
<b>Liquidity</b> – are there sufficient funds to pay current and outstanding debts?	<input checked="" type="checkbox"/>		
<b>Debt management</b> – a) Has debt collection been timely? b) Has debt collection been timely in accordance with policy and procedures? c) Have debts been written off in accordance with policy and procedures? If c) I 'Yes' then d) will be active. d) Are bad debts written off in accordance with policy and procedures? If blank c) equals 'No'.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
<b>Funds Management Investment</b> - Are all financial investments in accordance with policy?	<input checked="" type="checkbox"/>		
<b>Reporting</b> - Have all material transactions been included in the accounts and reflected in reports?	<input checked="" type="checkbox"/>		
<b>Grant Proposals</b> - Have all proposals received been prepared in accordance with approved budget parameters	<input checked="" type="checkbox"/>		
<b>Grant Agreements</b> – a) Are all new agreements in line with the original budget in proposals? b) Are all active agreements in line with approved budgets?	<input checked="" type="checkbox"/>		
<b>Contractual Requirements</b> (new contracts signed in this period) Nil			
<b>Ongoing Contractual liabilities</b> – term more than one year. Nil			
<b>Acquittals - Internal</b> - Have funds been dealt with in accordance with the relevant contracts?	<input checked="" type="checkbox"/>		
<b>Acquittals - External</b> - Have all deadlines for reporting to government been met with correct reports?	<input checked="" type="checkbox"/>		AGFAR for completion & submission to DOH by 31 <sup>st</sup> of October 2022. Will be provided to Bom for approval at 18/10/22 meeting by Treasurer
<b>Employment arrangements</b> - Have all staff been paid in accordance with employment contracts; including proper processing of superannuation and taxation?	<input checked="" type="checkbox"/>		



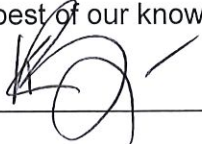
<b>Statutory compliance:</b> a) Have adequate records been kept for taxation compliance purposes <input checked="" type="checkbox"/>  b) Have ATO obligations been lodged correctly and on time? <input checked="" type="checkbox"/>  c) Has superannuation been lodged and paid on time? <input checked="" type="checkbox"/>  d) Have CHSP / HACCP / ACNC returns been lodged correctly and on time. <input checked="" type="checkbox"/>																					
<b>Insurances</b> - are necessary and sufficient insurances in place for staff and property, and liability insurance for directors, staff and the public including: <input checked="" type="checkbox"/>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>WHAT</u></th> <th style="text-align: left;"><u>DUE DATE</u></th> <th style="text-align: left;"><u>SUPPLIER</u></th> </tr> </thead> <tbody> <tr> <td>Business Insurance</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Management Liability (Directors &amp; Officers Indemnity) – (\$10m)</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Public &amp; Products Liability (\$10m)</td> <td>15/04/2023</td> <td>Intas Group Community Underwriting</td> </tr> <tr> <td>Workers Comp - TAS</td> <td>15/04/2023</td> <td>Intas Group CGU Insurance</td> </tr> <tr> <td>Cyber Insurance</td> <td>15/04/2023</td> <td>Intas Group</td> </tr> </tbody> </table>		<u>WHAT</u>	<u>DUE DATE</u>	<u>SUPPLIER</u>	Business Insurance	15/04/2023	Intas Group Community Underwriting	Management Liability (Directors & Officers Indemnity) – (\$10m)	15/04/2023	Intas Group Community Underwriting	Public & Products Liability (\$10m)	15/04/2023	Intas Group Community Underwriting	Workers Comp - TAS	15/04/2023	Intas Group CGU Insurance	Cyber Insurance	15/04/2023	Intas Group		
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<b>Part C: Legal Compliance</b>		<b>Yes</b>	<b>No</b>	<b>Comment</b>																	
<b>Legal matters:</b> a) .....																					
<b>Project Contracts:</b> a) Are all new contracts in line with the original proposals? <input checked="" type="checkbox"/> b) Are all active contracts in line with strategy? <input checked="" type="checkbox"/> c) Are all new contracts in line with growth strategy? <input checked="" type="checkbox"/>																					
<b>WH&amp;S:</b> WH&S has been exercised according to the approved policy and procedure, including reporting any WH&S incident to the Board (including "Nil Incident to Report")? <input checked="" type="checkbox"/>																					
<b>Privacy:</b> The company has maintained its IT and HR privacy requirements and experienced no breaches? <input checked="" type="checkbox"/>																					



Launceston  
**Volunteers For  
Community**

Office: 56 Cimitiere St, Launceston TAS 7250  
Mail: PO Box 3052, Launceston TAS 7250  
Phone: (03) 6336 5147 Fax: (03) 6334 3602  
Email: [lvfc@lvfcservices.com.au](mailto:lvfc@lvfcservices.com.au)  
ABN: 325 936 125 73

This report is presented in the context of delegations. It is verified as true and accurate to the best of our knowledge after enquiry.

  
\_\_\_\_\_

Signed: General Manager

Date: 05<sup>th</sup> October 2022



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**LAUNCESTON VFC SERVICES INC**

**FINANCES JULY 2022**

**CHEQUE ACCOUNT**

**INCOME**

- Income of \$34,003.28 received from DHHS
- Income of \$36,553.95 received from DOH
- ATO Refund of \$1,734 (June BAS/IAS)

**EXPENDITURE**

- Wages & usual payments

**CAPITAL ACCOUNT:**

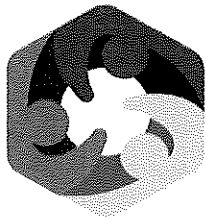
- \$2,190.00 received in Home Maintenance fees for Garden Tidy Up
- \$851.91 received from Insurance for Windows (GL code for Maintenance, which is where the expense was placed)

**CREDIT/DEBIT CARD**

- Charge for VISTA print -Business cards \$80.98
- Newstead Hotel \$90 (Part of Volunteer lunch) additional cost of lunch paid by Kylie and reimbursed under Volunteer lunches.(GL code)

**Notes:**

- As requested GL codes have been updated to identify Home Maintenance direct costs.



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**LAUNCESTON VFC SERVICES INC**

**FINANCES AUGUST 2022**

**CHEQUE ACCOUNT** **Balance \$33,273.32**

**INCOME**

- ATO Refund of \$1,317(July IAS)
- Working out Income - \$1,200
- \$4,000 donation received

**EXPENDITURE**

- Intas Insurance – Cyber Insurance \$1,490.00. Added ledger of 6-0441 under Insurances – Title Cyber Insurance
- Board of Management reimbursements – to ledger Board of Management expense
- Memberships & Subscriptions – Volunteer Tasmania \$440.00 per year
- NDA Courses – 3 x staff training Time Management \$1,125.00
- Two bounced cheques received from Cross Roads (totalling \$50) have put against Under 65 income- as this is the ledger used for the deposit of funds
- Returned funds and \$2.50 for incorrect accounts Gordan Breen
- Superannuation payment -1/8 \$961.21 (July) & of \$3,299.06 paid

**CAPITAL ACCOUNT** **Balance \$43,438.98**

**INCOME**

- **\$12,000 capital transfer**
- **\$2,723.54 client fees**
- Current capital balance for Capital Purchases: \$24,615.00 (\$12,000 transfer from Chq Acc 1/8/2022)
- Two bounced cheques received from Cross Roads (totalling \$50) have put against Under 65 income- as this is the ledger used for the deposit of funds
- Payment from Jenny Crans – return on salary sacrifice \$623.85

**CREDIT/DEBIT CARD** **Balance \$1,345.20**

- Standard Transactions – Volunteer Police Checks & Apex host (Web Host/Computer Expenses)



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**FINANCES SEPTEMBER 2022**

**CHEQUE ACCOUNT**

**INCOME**

**Balance \$34,977.14**

- DOHHS grant income - \$36,553.35
- \$1,200 Working it out (Sundry Income)

**EXPENDITURE**

- Access Pay (salary sacrifice) amount has increased as Kellie Woolnough has commenced salary packaging
- IAS July \$5,382.00
- Luke – Auditing & Accounting \$2,860.00

**CAPITAL ACCOUNT:**

**Balance \$45,628.15**

- Capital Balance \$24,615
- \$24,615.00 Capital
- \$2,189.17 – Client fees Over/Under 65 \$858.03 Brokerage: \$1,331.14

**CREDIT/DEBIT CARD**

**Balance \$768.61**

- ACM Rural ( Examiner AGM) \$280.47 Ledger of 6-0085 Board/Governance expenses used.
- Dave's Mowers (Home Maintenance Blades etc) \$103.90
- Bunnings & Engraving AGM expenses
- Standard Transactions – Volunteer Police Checks & Apex host (Computer Expenses

**CLIENT LIABILITIES:**

We currently have twelve brokerage clients. These clients are invoiced on a monthly basis to service provider for payment.

We hold a liability of \$1,224.82 if clients utilise all their package within the monthly period.

**Balance Sheet [Last Year Analysis]**

September 2022

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
CBA Cheque Acc 28005931	\$36,224.84	\$10,927.82	\$25,297.02	231.5%
CBA Society Acc (Capital) 6667	\$45,628.15	\$3,615.93	\$42,012.22	1,161.9%
CBA Db Crd 10474545	\$768.61	\$1,427.36	-\$658.75	(46.2)%
TPT Wealth	\$71,763.45	\$71,020.17	\$743.28	1.0%
Petty Cash/Cash On Hand	\$400.00	\$400.00	\$0.00	0.0%
Electronic Clearing Account	\$0.00	\$288.00	-\$288.00	(100.0)%
<b>Total Bank Accounts</b>	<b>\$154,785.05</b>	<b>\$87,679.28</b>	<b>\$67,105.77</b>	<b>76.5%</b>
<b>Total Current Assets</b>	<b>\$154,785.05</b>	<b>\$87,679.28</b>	<b>\$67,105.77</b>	<b>76.5%</b>
<b>Non-Current Assets</b>				
<b>Plant &amp; Equipment</b>				
P & E Equipment At Cost	\$59,083.19	\$40,934.36	\$18,148.83	44.3%
Accum. Depr. P & E	-\$37,860.00	-\$36,371.00	-\$1,489.00	(4.1)%
<b>Total Plant &amp; Equipment</b>	<b>\$21,223.19</b>	<b>\$4,563.36</b>	<b>\$16,659.83</b>	<b>365.1%</b>
<b>Motor Vehicles</b>				
Motor Vehicles At Cost	\$131,007.82	\$107,315.18	\$23,692.64	22.1%
Accum. Depr. Motor Vehicles	-\$56,647.00	-\$47,421.00	-\$9,226.00	(19.5)%
<b>Total Motor Vehicles</b>	<b>\$74,360.82</b>	<b>\$59,894.18</b>	<b>\$14,466.64</b>	<b>24.2%</b>
<b>Total Non-Current Assets</b>	<b>\$95,584.01</b>	<b>\$64,457.54</b>	<b>\$31,126.47</b>	<b>48.3%</b>
<b>Total Assets</b>	<b>\$250,369.06</b>	<b>\$152,136.82</b>	<b>\$98,232.24</b>	<b>64.6%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade Creditors	\$884.29	\$0.00	\$884.29	NA
<b>ATO Liabilities</b>				
GST Collected	\$10,204.74	\$10,715.45	-\$510.71	(4.8)%
GST Paid	-\$3,798.21	-\$5,241.45	\$1,443.24	27.5%
PAYG Withholding Payable	\$2,813.98	\$2,221.98	\$592.00	26.6%
<b>Total ATO Liabilities</b>	<b>\$9,220.51</b>	<b>\$7,695.98</b>	<b>\$1,524.53</b>	<b>19.8%</b>
<b>Payroll Liabilities</b>				
Annual Leave Provision	\$19,296.00	\$21,975.00	-\$2,679.00	(12.2)%
Long Service Leave Prov (Curr)	\$16,755.00	\$14,869.00	\$1,886.00	12.7%
<b>Total Payroll Liabilities</b>	<b>\$36,051.00</b>	<b>\$36,844.00</b>	<b>-\$793.00</b>	<b>(2.2)%</b>
Superannuation Payable	\$3,263.28	\$1,978.39	\$1,284.89	64.9%
Salary Sacrifice payable	\$3,003.06	-\$185.71	\$3,188.77	1,717.1%
<b>Total Current Liabilities</b>	<b>\$52,422.14</b>	<b>\$46,332.66</b>	<b>\$6,089.48</b>	<b>13.1%</b>
<b>Non-Current Liabilities</b>				
Long Service Leave Provision	\$11,491.00	\$7,720.00	\$3,771.00	48.8%
<b>Total Non-Current Liabilities</b>	<b>\$11,491.00</b>	<b>\$7,720.00</b>	<b>\$3,771.00</b>	<b>48.8%</b>
<b>Total Liabilities</b>	<b>\$63,913.14</b>	<b>\$54,052.66</b>	<b>\$9,860.48</b>	<b>18.2%</b>
<b>Net Assets</b>	<b>\$186,455.92</b>	<b>\$98,084.16</b>	<b>\$88,371.76</b>	<b>90.1%</b>
<b>Equity</b>				
Retained Earnings	\$117,663.13	\$83,415.58	\$34,247.55	41.1%
Current Year Surplus/Deficit	\$68,792.79	\$14,668.58	\$54,124.21	369.0%
<b>Total Equity</b>	<b>\$186,455.92</b>	<b>\$98,084.16</b>	<b>\$88,371.76</b>	<b>90.1%</b>

This report includes Year-End Adjustments.

**Profit & Loss [Budget Analysis]**

August 2022 To September 2022

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
Grant Income				
Commonwealth Recurrent Grant	\$33,230.32	\$66,407.48	-\$33,177.16	(50.0)%
<b>Total Grant Income</b>	<b>\$33,230.32</b>	<b>\$66,407.48</b>	<b>-\$33,177.16</b>	<b>(50.0)%</b>
Donations received	\$3,655.45	\$100.00	\$3,555.45	3,555.5%
Membership fees	\$200.01	\$0.00	\$200.01	NA
Client Contributions over 65 Years	\$11,900.39	\$11,000.00	\$900.39	8.2%
Client Contributions under 65 years	\$1,019.85	\$1,100.00	-\$80.15	(7.3)%
Other Client Income	\$2,355.32	\$2,000.00	\$355.32	17.8%
Working it Out (WIO) Sundry Income	\$2,400.00	\$2,400.00	\$0.00	0.0%
Other Income	\$705.30	\$0.00	\$705.30	NA
<b>Total Income</b>	<b>\$55,466.64</b>	<b>\$83,007.48</b>	<b>-\$27,540.84</b>	<b>(33.2)%</b>
<b>Gross Profit</b>	<b>\$55,466.64</b>	<b>\$83,007.48</b>	<b>-\$27,540.84</b>	<b>(33.2)%</b>
<b>Expenses</b>				
Accounting/Bookeeping Fees	\$154.40	\$200.00	-\$45.60	(22.8)%
Advertising & Promotion	\$0.00	\$500.00	-\$500.00	(100.0)%
Assets <\$2,000	\$317.27	\$0.00	\$317.27	NA
Audit fees	\$2,600.00	\$2,500.00	\$100.00	4.0%
Bank Fees	\$36.52	\$50.00	-\$13.48	(27.0)%
Board/Governance expenses	\$322.19	\$150.00	\$172.19	114.8%
Cleaning, Pest & Waste costs	\$588.26	\$660.00	-\$71.74	(10.9)%
Client Consumables				
Art Supplies	\$0.00	\$50.00	-\$50.00	(100.0)%
Computer Expenses	\$31.80	\$18.00	\$13.80	76.7%
Equipment Lease/Hire	\$1,640.00	\$220.00	\$1,420.00	645.5%
Health and Safety	\$0.00	\$100.00	-\$100.00	(100.0)%
Insurance Expenses				
Cyber Insurance	\$1,354.55	\$1,490.00	-\$135.45	(9.1)%
<b>Total Insurance Expenses</b>	<b>\$1,354.55</b>	<b>\$1,490.00</b>	<b>-\$135.45</b>	<b>(9.1)%</b>
Memberships & Subscriptions	\$559.09	\$0.00	\$559.09	NA
Motor Vehicle Expenses				
Motor Vehicle Fuel/Oil	\$3,749.05	\$3,800.00	-\$50.95	(1.3)%
Motor Vehicle Maintenance	\$1,147.00	\$800.00	\$347.00	43.4%
Motor Vehicle Registration	\$388.75	\$445.78	-\$57.03	(12.8)%
Motor Vehicle Rental	\$0.00	\$700.00	-\$700.00	(100.0)%
<b>Total Motor Vehicle Expenses</b>	<b>\$5,284.80</b>	<b>\$5,745.78</b>	<b>-\$460.98</b>	<b>(8.0)%</b>
Postage	\$683.90	\$300.00	\$383.90	128.0%
Printing & Stationery	\$1,048.36	\$235.01	\$813.35	346.1%
Rent	\$5,021.60	\$6,000.00	-\$978.40	(16.3)%
Repairs & Maintenance	\$738.23	\$100.00	\$638.23	638.2%
Wages & Salaries Expenses				
Annual Leave Expenses	\$1,999.82	\$8,086.35	-\$6,086.53	(75.3)%
Personal Leave Expense	\$929.35	\$1,931.84	-\$1,002.49	(51.9)%
Superannuation Expense	\$5,571.76	\$5,200.00	\$371.76	7.1%
Salaries and Wages	\$55,705.15	\$50,000.00	\$5,705.15	11.4%
Contract Labour (Anita)	\$5,558.21	\$9,000.00	-\$3,441.79	(38.2)%
<b>Total Wages &amp; Salaries Expenses</b>	<b>\$69,764.29</b>	<b>\$74,218.19</b>	<b>-\$4,453.90</b>	<b>(6.0)%</b>
Staff Amenities	\$16.00	\$100.00	-\$84.00	(84.0)%
Telephone Expenses	\$1,512.37	\$1,400.00	\$112.37	8.0%
Staff Training Expenses	\$1,106.94	\$0.00	\$1,106.94	NA
Volunteer Expenses				



**Profit & Loss [Budget Analysis]**

August 2022 To September 2022

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	Selected Period	Budgeted	\$ Difference	% Difference
Other Volunteer Costs	\$496.37	\$200.00	\$296.37	148.2%
Volunteer Lunches & Outings	\$141.02	\$80.00	\$61.02	76.3%
Volunteer Mileage Reimbursemt	\$1,188.68	\$2,000.00	-\$811.32	(40.6)%
Volunteer Police checks	\$130.00	\$100.00	\$30.00	30.0%
<b>Total Volunteer Expenses</b>	<b>\$1,956.07</b>	<b>\$2,380.00</b>	<b>-\$423.93</b>	<b>(17.8)%</b>
Home Maintenance				
HM Equipment & Tools	\$379.93	\$0.00	\$379.93	NA
HM Vehicle Fuel & Oil	\$480.11	\$800.00	-\$319.89	(40.0)%
<b>Total Expenses</b>	<b>\$95,596.68</b>	<b>\$97,216.98</b>	<b>-\$1,620.30</b>	<b>(1.7)%</b>
<b>Operating Profit</b>	<b>-\$40,130.04</b>	<b>-\$14,209.50</b>	<b>-\$25,920.54</b>	<b>(182.4)%</b>
Other Income				
Interest Income				
Interest Earned - Bank	\$48.94	\$46.68	\$2.26	4.8%
<b>Total Interest Income</b>	<b>\$48.94</b>	<b>\$46.68</b>	<b>\$2.26</b>	<b>4.8%</b>
<b>Total Other Income</b>	<b>\$48.94</b>	<b>\$46.68</b>	<b>\$2.26</b>	<b>4.8%</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>
<b>Net Profit/(Loss)</b>	<b>-\$40,081.10</b>	<b>-\$14,162.82</b>	<b>-\$25,918.28</b>	<b>(183.0)%</b>

**Profit & Loss [Budget Analysis]**

July 2022 To September 2022

	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
<b>Grant Income</b>				
Commonwealth Recurrent Grant	\$127,760.64	\$99,611.22	\$28,149.42	28.3%
DHHS Recurrent Grant	\$30,912.07	\$30,231.86	\$680.21	2.2%
<b>Total Grant Income</b>	<b>\$158,672.71</b>	<b>\$129,843.08</b>	<b>\$28,829.63</b>	<b>22.2%</b>
Donations received	\$3,655.45	\$150.00	\$3,505.45	2,337.0%
Membership fees	\$200.01	\$60.00	\$140.01	233.4%
Client Contributions over 65 Years	\$18,097.14	\$16,500.00	\$1,597.14	9.7%
Client Contributions under 65 years	\$1,564.85	\$1,650.00	-\$85.15	(5.2)%
Other Client Income	\$3,337.26	\$3,000.00	\$337.26	11.2%
Working it Out (WIO) Sundry Income	\$3,600.00	\$3,600.00	\$0.00	0.0%
Other Income	\$705.30	\$0.00	\$705.30	NA
<b>Total Income</b>	<b>\$189,832.72</b>	<b>\$154,803.08</b>	<b>\$35,029.64</b>	<b>22.6%</b>
<b>Gross Profit</b>	<b>\$189,832.72</b>	<b>\$154,803.08</b>	<b>\$35,029.64</b>	<b>22.6%</b>
<b>Expenses</b>				
Accounting/Bookkeeping Fees	\$248.00	\$300.00	-\$52.00	(17.3)%
Advertising & Promotion	\$0.00	\$500.00	-\$500.00	(100.0)%
Assets <\$2,000	\$317.27	\$0.00	\$317.27	NA
Audit fees	\$2,600.00	\$2,500.00	\$100.00	4.0%
Bank Fees	\$52.02	\$75.00	-\$22.98	(30.6)%
Board/Governance expenses	\$322.19	\$300.00	\$22.19	7.4%
Cleaning, Pest & Waste costs	\$792.59	\$990.00	-\$197.41	(19.9)%
Fundraising	\$0.00	\$400.00	-\$400.00	(100.0)%
<b>Client Consumables</b>				
Art Supplies	\$0.00	\$50.00	-\$50.00	(100.0)%
Computer Expenses	\$64.97	\$27.00	\$37.97	140.6%
Equipment Lease/Hire	\$1,640.00	\$330.00	\$1,310.00	397.0%
Health and Safety	\$18.16	\$150.00	-\$131.84	(87.9)%
<b>Insurance Expenses</b>				
Cyber Insurance	\$1,354.55	\$1,490.00	-\$135.45	(9.1)%
<b>Total Insurance Expenses</b>	<b>\$1,354.55</b>	<b>\$1,490.00</b>	<b>-\$135.45</b>	<b>(9.1)%</b>
Memberships & Subscriptions	\$635.45	\$0.00	\$635.45	NA
<b>Motor Vehicle Expenses</b>				
Motor Vehicle Fuel/Oil	\$5,880.94	\$5,700.00	\$180.94	3.2%
Motor Vehicle Maintenance	\$2,043.50	\$1,200.00	\$843.50	70.3%
Motor Vehicle Registration	\$388.75	\$445.78	-\$57.03	(12.8)%
Motor Vehicle Rental	\$0.00	\$700.00	-\$700.00	(100.0)%
<b>Total Motor Vehicle Expenses</b>	<b>\$8,313.19</b>	<b>\$8,045.78</b>	<b>\$267.41</b>	<b>3.3%</b>
Postage	\$770.11	\$800.00	-\$29.89	(3.7)%
Printing & Stationery	\$1,844.53	\$355.01	\$1,489.52	419.6%
Rent	\$7,532.40	\$9,000.00	-\$1,467.60	(16.3)%
Repairs & Maintenance	\$32.93	\$150.00	-\$117.07	(78.0)%
<b>Wages &amp; Salaries Expenses</b>				
Annual Leave Expenses	\$4,547.77	\$9,350.68	-\$4,802.91	(51.4)%
Personal Leave Expense	\$3,451.15	\$2,468.98	\$982.17	39.8%
Superannuation Expense	\$7,488.55	\$7,800.00	-\$311.45	(4.0)%
Salaries and Wages	\$63,373.99	\$75,000.00	-\$11,626.01	(15.5)%
Contract Labour (Anita)	\$7,686.39	\$13,500.00	-\$5,813.61	(43.1)%
<b>Total Wages &amp; Salaries Expenses</b>	<b>\$86,547.85</b>	<b>\$108,119.66</b>	<b>-\$21,571.81</b>	<b>(20.0)%</b>
Staff Amenities	\$25.00	\$150.00	-\$125.00	(83.3)%
Telephone Expenses	\$1,702.78	\$2,100.00	-\$397.22	(18.9)%

**Profit & Loss [Budget Analysis]**

July 2022 To September 2022

	Selected Period	Budgeted	\$ Difference	% Difference
Staff Training Expenses	\$1,156.94	\$500.00	\$656.94	131.4%
Utilities				
Water Expenses	\$75.00	\$72.00	\$3.00	4.2%
Volunteer Expenses				
Other Volunteer Costs	\$505.37	\$300.00	\$205.37	68.5%
Volunteer Lunches & Outings	\$507.85	\$120.00	\$387.85	323.2%
Volunteer Mileage Reimbursemt	\$2,212.28	\$3,000.00	-\$787.72	(26.3)%
Volunteer Police checks	\$145.00	\$150.00	-\$5.00	(3.3)%
<b>Total Volunteer Expenses</b>	<b>\$3,370.50</b>	<b>\$3,570.00</b>	<b>-\$199.50</b>	<b>(5.6)%</b>
Home Maintenance				
HM Vehicle Maintenance	\$55.00	\$0.00	\$55.00	NA
HM Equipment & Tools	\$753.31	\$1,200.00	-\$446.69	(37.2)%
HM Subcontractor Labor	\$0.00	\$5,000.00	-\$5,000.00	(100.0)%
HM Vehicle Fuel & Oil	\$882.64	\$1,200.00	-\$317.36	(26.4)%
HM Vehicle Insurance	\$0.00	\$420.00	-\$420.00	(100.0)%
HM Vehicle Registration	\$0.00	\$520.00	-\$520.00	(100.0)%
<b>Total Expenses</b>	<b>\$121,107.38</b>	<b>\$148,314.45</b>	<b>-\$27,207.07</b>	<b>(18.3)%</b>
<b>Operating Profit</b>	<b>\$68,725.34</b>	<b>\$6,488.63</b>	<b>\$62,236.71</b>	<b>959.2%</b>
Other Income				
Interest Income				
Interest Earned - Bank	\$67.45	\$53.90	\$13.55	25.1%
<b>Total Interest Income</b>	<b>\$67.45</b>	<b>\$53.90</b>	<b>\$13.55</b>	<b>25.1%</b>
<b>Total Other Income</b>	<b>\$67.45</b>	<b>\$53.90</b>	<b>\$13.55</b>	<b>25.1%</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>
<b>Net Profit/(Loss)</b>	<b>\$68,792.79</b>	<b>\$6,542.53</b>	<b>\$62,250.26</b>	<b>951.5%</b>

**Profit & Loss [Last Year Analysis]**

July 2022 To September 2022

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Income</b>				
Grant Income				
Commonwealth Recurrent Grant	\$127,760.64	\$74,533.50	\$53,227.14	71.4%
DHHS Recurrent Grant	\$30,912.07	\$30,231.86	\$680.21	2.2%
<b>Total Grant Income</b>	<b>\$158,672.71</b>	<b>\$104,765.36</b>	<b>\$53,907.35</b>	<b>51.5%</b>
Donations received	\$3,655.45	\$347.27	\$3,308.18	952.6%
Membership fees	\$200.01	\$18.18	\$181.83	1,000.2%
Client Contributions over 65 Years	\$18,097.14	\$14,991.10	\$3,106.04	20.7%
Client Contributions under 65 years	\$1,564.85	\$2,643.59	-\$1,078.74	(40.8)%
Other Client Income	\$3,337.26	\$3,404.58	-\$67.32	(2.0)%
Working it Out (WIO) Sundry Income	\$3,600.00	\$0.00	\$3,600.00	NA
Other Income	\$705.30	\$0.00	\$705.30	NA
<b>Total Income</b>	<b>\$189,832.72</b>	<b>\$126,170.08</b>	<b>\$63,662.64</b>	<b>50.5%</b>
<b>Gross Profit</b>	<b>\$189,832.72</b>	<b>\$126,170.08</b>	<b>\$63,662.64</b>	<b>50.5%</b>
<b>Expenses</b>				
Accounting/Bookeeping Fees	\$248.00	\$801.00	-\$553.00	(69.0)%
Advertising & Promotion	\$0.00	\$160.65	-\$160.65	(100.0)%
Assets <\$2,000	\$317.27	\$0.00	\$317.27	NA
Audit fees	\$2,600.00	\$2,550.00	\$50.00	2.0%
Bank Fees	\$52.02	\$35.50	\$16.52	46.5%
Board/Governance expenses	\$322.19	\$0.00	\$322.19	NA
Cleaning, Pest & Waste costs	\$792.59	\$428.53	\$364.06	85.0%
Client Consumables				
Art Supplies	\$0.00	\$8.64	-\$8.64	(100.0)%
Computer Expenses	\$64.97	\$27.00	\$37.97	140.6%
Equipment Lease/Hire	\$1,640.00	\$344.55	\$1,295.45	376.0%
Health and Safety	\$18.16	\$0.00	\$18.16	NA
Insurance Expenses				
Cyber Insurance	\$1,354.55	\$0.00	\$1,354.55	NA
<b>Total Insurance Expenses</b>	<b>\$1,354.55</b>	<b>\$0.00</b>	<b>\$1,354.55</b>	<b>NA</b>
Memberships & Subscriptions	\$635.45	\$3,399.02	-\$2,763.57	(81.3)%
Motor Vehicle Expenses				
Motor Vehicle Fuel/Oil	\$5,880.94	\$5,212.01	\$668.93	12.8%
Motor Vehicle Maintenance	\$2,043.50	\$1,189.54	\$853.96	71.8%
Motor Vehicle Insurance	\$0.00	-\$54.55	\$54.55	100.0%
Motor Vehicle Registration	\$388.75	\$445.78	-\$57.03	(12.8)%
Motor Vehicle Rental	\$0.00	\$490.00	-\$490.00	(100.0)%
Vehicle Lease	\$0.00	\$2,339.47	-\$2,339.47	(100.0)%
<b>Total Motor Vehicle Expenses</b>	<b>\$8,313.19</b>	<b>\$9,622.25</b>	<b>-\$1,309.06</b>	<b>(13.6)%</b>
Postage	\$770.11	\$430.70	\$339.41	78.8%
Printing & Stationery	\$1,844.53	\$1,155.75	\$688.78	59.6%
Rent	\$7,532.40	\$10,043.20	-\$2,510.80	(25.0)%
Repairs & Maintenance	\$32.93	\$195.04	-\$162.11	(83.1)%
Wages & Salaries Expenses				
Annual Leave Expenses	\$4,547.77	\$9,350.68	-\$4,802.91	(51.4)%
Personal Leave Expense	\$3,451.15	\$3,213.18	\$237.97	7.4%
Superannuation Expense	\$7,488.55	\$6,975.86	\$512.69	7.3%
Salaries and Wages	\$63,373.99	\$58,380.32	\$4,993.67	8.6%
Security Expenses	\$0.00	\$70.00	-\$70.00	(100.0)%
Contract Labour (Anita)	\$7,686.39	\$0.00	\$7,686.39	NA

This report includes Year-End Adjustments.

**Profit & Loss [Last Year Analysis]**

July 2022 To September 2022

	<b>This Year</b>	<b>Last Year</b>	<b>\$ Difference</b>	<b>% Difference</b>
Total Wages & Salaries Expenses	\$86,547.85	\$77,920.04	\$8,627.81	11.1%
Staff Amenities	\$25.00	\$220.76	-\$195.76	(88.7)%
Telephone Expenses	\$1,702.78	\$1,903.48	-\$200.70	(10.5)%
Staff Training Expenses	\$1,156.94	\$50.00	\$1,106.94	2,213.9%
Utilities				
Water Expenses	\$75.00	\$72.00	\$3.00	4.2%
Volunteer Expenses				
Other Volunteer Costs	\$505.37	\$0.00	\$505.37	NA
Volunteer Lunches & Outings	\$507.85	\$99.09	\$408.76	412.5%
Volunteer Mileage Reimbursemt	\$2,212.28	\$1,888.20	\$324.08	17.2%
Volunteer Police checks	\$145.00	\$130.00	\$15.00	11.5%
Total Volunteer Expenses	\$3,370.50	\$2,117.29	\$1,253.21	59.2%
Home Maintenance				
HM Vehicle Maintenance	\$55.00	\$0.00	\$55.00	NA
HM Equipment & Tools	\$753.31	\$0.00	\$753.31	NA
HM Vehicle Fuel & Oil	\$882.64	\$0.00	\$882.64	NA
Total Expenses	\$121,107.38	\$111,555.40	\$9,551.98	8.6%
Operating Profit	\$68,725.34	\$14,614.68	\$54,110.66	370.2%
Other Income				
Interest Income				
Interest Earned - Bank	\$67.45	\$53.90	\$13.55	25.1%
Total Interest Income	\$67.45	\$53.90	\$13.55	25.1%
Total Other Income	\$67.45	\$53.90	\$13.55	25.1%
Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
Net Profit/(Loss)	\$68,792.79	\$14,668.58	\$54,124.21	369.0%

This report includes Year-End Adjustments.