

Headway Gippsland Inc.



BOARD OF DIRECTORS

MEETING

16 February 2023



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**BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda**

Meeting:	Board of Directors	Date:	Thursday, 16 February 2023
Meeting No.:	1/2023	Time:	5.30pm
Chair:	Edwin Vandenberg	Venue:	The Courthouse, Warragul

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Bryan Leaf (tentative)	Board Director
Leisa Harper	Board Director
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Robyn George	Board Director

Apologies:

Peter Clement	Board Director
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In Attendance:

Jenelle Henry	Chief Executive Officer/Minute Taker
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Agenda No.	Subject
1.	<p>Acknowledgement</p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging.</p>
2.	<p>Appointment Of Positions</p> <p>Time Keeper: Jenelle Henry Minute Taker: Jenelle Henry</p>

**BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda**

Agenda No.	Subject						
3.	<p>Declaration Of Conflict Of Interest</p> <p>Peter Clement’s daughter is a client.</p>						
4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 24 November 2022, be accepted. <i>See Appendix A</i></p> <p>Moved: Choose an item. Seconded: Choose an item.</p>						
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Members</u></p> <p>Jenelle to discuss</p> <ul style="list-style-type: none"> • Glenn Kimm • Peter Clement • Richelle Rowed <p>Motion: Moved: Choose an item. Seconded: Choose an item.</p> <p><u>5.2 Board Roles</u></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Chairperson</td> <td>Edwin will stay on, making this his last year in the role of Chairperson.</td> </tr> <tr> <td>Secretary</td> <td>Deb will stay on.</td> </tr> <tr> <td>Treasurer</td> <td>Robyn has nominated, will need to be made aware of the role and expectations.</td> </tr> </table> <p>Motion: Moved: Choose an item. Seconded: Choose an item.</p>	Chairperson	Edwin will stay on, making this his last year in the role of Chairperson.	Secretary	Deb will stay on.	Treasurer	Robyn has nominated, will need to be made aware of the role and expectations.
Chairperson	Edwin will stay on, making this his last year in the role of Chairperson.						
Secretary	Deb will stay on.						
Treasurer	Robyn has nominated, will need to be made aware of the role and expectations.						

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
	<p><u>5.3 Subcommittees</u></p> <p>With the addition of new members, the creation of subcommittees has been decided upon. Further discussion needed.</p> <p>Motion:</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p> <p><u>5.4 Director IDs</u></p> <p>Received from:</p> <ul style="list-style-type: none"> • Deb O’Keefe • Edwin Vandenberg • Marianne Fontaine <p>Not received from:</p> <ul style="list-style-type: none"> • Bryan Leaf • Peter Clement • Robyn George <p>Motion:</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p> <p><u>5.5 Calendar</u></p> <p><i>See Appendix B</i></p> <p>To be discussed and added to, enabling members to have a full view of the year ahead.</p> <p>Motion:</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p> <p><u>5.6 Action List</u></p> <p><i>See Appendix C</i></p> <p>Motion:</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
	<p><u>5.7 New Members</u> Orientation/induction for new members to be discussed.</p> <p>Motion:</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
6.	<p>CEO Report</p> <p><u>6.1 Report</u> <i>See Appendix D</i></p> <ul style="list-style-type: none"> • OH&S • Financials (see Financial Report, Appendix F & G) • ACNC Comparisons (see Appendix E) • Support Coordination, 1:1 & Plan Management Update <p>Motion: That the CEO Report be accepted.</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
7.	<p>OH&S Report</p> <p>See CEO Report.</p>
8.	<p>Financial Report</p> <p><u>8.1 Balance Sheet</u> <i>See Appendix F</i></p> <p><u>8.2 Profit & Loss</u> <i>See Appendix F</i></p> <p>Motion: That the Financial Report be accepted.</p> <p>Moved: Choose an item.</p>

**BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda**

Agenda No.	Subject
	Seconded: Choose an item.
9.	<p>Other Business</p> <p><u>9.1 Membership Applications & Payments</u> Confirmation of 2022/23 payments still processing from AGM, to be reviewed at next meeting.</p> <p>Motion: Moved: Choose an item. Seconded: Choose an item.</p>
10.	<p>Board Correspondence</p> <p>Nil</p>
11.	<p>Next Board Meeting</p> <p>Date: Thursday, 20 April 2023 Time: 5.30pm Venue: The Courthouse, Warragul</p>

Meeting Closed	
Date:	Thursday, 16 February 2023
Time:	
Chair:	Edwin Vandenberg
Signature:	n/a
Date signed:	n/a



APPENDICES



BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Meeting:	Board of Directors	Date:	Thursday, 24 November 2022
Meeting No.:	11/2022	Time:	5.30pm
Chair:	Edwin Vandenberg	Venue:	The Courthouse - Warragul

MEMBERS IN ATTENDANCE:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Bryan Leaf	Board Director

APOLOGIES:

Peter Clements	Board Director
Robyn George	Board Director

IN ATTENDANCE:

Jenelle Henry	Chief Executive Officer
Claudia Stow	Minute Taker

Agenda No.	Subject
1.	<p>Acknowledgement</p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging.</p>
2.	<p>Appointment Of Positions</p> <p>Time Keeper: Claudia Stow</p> <p>Minute Taker: Claudia Stow</p>
3.	<p>Declaration Of Conflict Of Interest</p> <ul style="list-style-type: none"> • Maxine Davies' daughter in law and son are clients. • Peter Clement's daughter is a client.

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Agenda No.	Subject
4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 27 October 2022, be accepted.</p> <ul style="list-style-type: none"> ○ <i>See Appendix A</i> <p>Moved: Maxine Davies</p> <p>Seconded: Debra O'Keefe</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Review Action List</u></p> <ul style="list-style-type: none"> • Update on action items not completed • Reminders have been sent for membership payments and forms to be completed <ul style="list-style-type: none"> ○ <i>See Appendix B</i> <p><u>5.2 Recruitment campaign</u></p> <ul style="list-style-type: none"> • 3 interviews were conducted from the shortlist and all 3 were successful • The board agreed to advise those candidates of their success • In camera meeting was scheduled for after tonight's meeting <p>Moved: Marianne Fontaine</p> <p>Seconded: Debra O'Keefe</p> <p><u>5.3 benefits of smaller board roles and working groups</u></p> <ul style="list-style-type: none"> • Discussion was had on sharing of roles and decision making with smaller sub-committees • Decision made to look at increasing board size instead. <p><u>5.4 Director ID</u></p> <ul style="list-style-type: none"> • https://www.abrs.gov.au/director-identification-number • Application required MyGovID and must be completed by By 30 November 2022 • Director ID's completed by Marianne, Bryan and Edwin. • Reminder and extension application forms sent to remaining board members

**BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes**

Agenda No.	Subject
	<p><u>5.5 Cyber Security</u></p> <ul style="list-style-type: none"> • Additional IT requirements have been advised by our IT consultant. • It was agreed to go ahead with the required upgrades <p><u>5.6 Christmas lunch for participants</u></p> <ul style="list-style-type: none"> • Previous years due to covid we have paid for the Christmas lunch. • It was agreed unanimously to pay for the participants this year also. <p><u>5.7 Acknowledgement of Claudia’s resignation</u></p> <ul style="list-style-type: none"> • Claudia’s last day will be Friday 25/11/22 <p><u>5.8 Board membership payments</u></p> <ul style="list-style-type: none"> • Reminder sent to remaining board members • Bryan, Edwin, Jenelle and Marianne paid on the night and will complete forms to receive receipt by Finance <p><u>5.9 AGM’s moving forward</u></p> <ul style="list-style-type: none"> • Discussion was had regarding conducting smaller meetings in the future for AGM • It was agreed unanimously that from now on a smaller dinner and meeting for members would be conducted and the papers published for viewing <p>Moved: Debbra O’Keefe Seconded: Maxine Davies</p> <p><u>5.10 CPI for next year</u></p> <ul style="list-style-type: none"> • It was decided that the CPI salary increase for next year would be set at 6% <p>Moved: Marianne Fontaine Seconded: Debbra O’Keefe</p>
6.	<p>CEO Report</p> <p>6.1. <u>CEO report</u></p> <ul style="list-style-type: none"> • Jenelle to provide report <ul style="list-style-type: none"> ○ See Appendix C - CEO report ○ See Appendix D – CEO Conference <p>Action: Lora to provide a report on the ACNC comparison local disability organisations for the new year’s meeting</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Agenda No.	Subject
	6.2. <u>Support coordination, 1:1 services, and Plan management update</u> <ul style="list-style-type: none"> • Jenelle to provide report up to September. Due to staff changeover, October Brevity reporting is delayed to the next meeting.
7.	OH&S Report <u>7.1 OH&S</u> <ul style="list-style-type: none"> • Nothing to report – from OH&S register for the 2-month period
8.	Financial report 8.1 <u>Finance report</u> <ul style="list-style-type: none"> • Edwin to provide report <ul style="list-style-type: none"> ○ See Appendix F, G
9.	Other Business <u>9.1 Membership applications and payments</u> <ul style="list-style-type: none"> • Confirmation of 2022 – 2023 payments still processing from AGM to be reviewed at next meeting
10.	Board Correspondence <u>10.1 Margaret Wilson Letter to CEO forwarded to Chair for acknowledgement</u> <ul style="list-style-type: none"> • This letter was received by Edwin, Maxine, and Jenelle ACTION: Acknowledgement email will be sent to Margaret from Edwin
11.	Next Board Meeting Date: 16 February Time: 5.30pm Venue: TBA

**BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes**

Meeting Closed	
Date:	Thursday, 27 October 2022
Time:	7:35pm
Chair:	Edwin Vandenberg
Signature:	
Date signed:	

Board Of Directors Calendar 2023

Month	Board Meetings	Other Meetings	Performance & Compliance Monitoring		Tasks/ Events
			Reports To Board	CEO Performance Indicators	
January	No meeting		n/a		- Development of subcommittee/s
February	5.30pm on 16-Feb-23		- CEO (incl. OH&S) - Financial		
March	No meeting		n/a		
April	5.30pm on 20-Apr-23		- Budget presentation - CEO (incl. OH&S) - Financial		- Budget preparation timetable
May	No meeting		n/a		
June	5.30pm on 15-Jun-23		- Budget 2023/24 - CEO (incl. OH&S) - Financial		- Nomination/Membership forms for 2023/24
July	No meeting		n/a		- AGM booklet planning
August	5.30pm on 17-Aug-23		- CEO (incl. OH&S) - Financial		- Strategic planning
September	No meeting		n/a		- AGM booklet review
October	5.30pm on 19-Oct-23		- CEO (incl. OH&S) - Financial		- Annual General Meeting - Election of Board members - Election of office bearers - Set 2024 Board meeting dates
November	5.30pm til 23-Nov-23	AGM - 1pm on 6-Nov-23	- CEO (incl. OH&S) - Financial		- Christmas dinner
December	No meeting		n/a		

Board Of Directors - Action List
Business Arising/Action Items From Minutes



Minutes Date	Topic	Agenda Item Number	Due	Who	Action Item	Comments	Status	Status Date
17-Feb-22	Director's a stipend	5.5	next board meeting	Jenelle	Jenelle to obtain and provide further legal advice and governance advice and provide to the Board for review before proceeding	To be provided at 5 May meeting	Ongoing	
24-Nov-22	CEO Report	6.1	first 2023 meeting	Lora	Lora to provide a report on the ACNC comparison local disability organisations for the new year's meeting		Ongoing	
25-Nov-22	Board Corespondence	10.1	first 2023 meeting	Edwin	Acknowledgement email will be sent to Margaret from Edwin		Ongoing	

Board Of Directors - Chief Executive Officer Report

Submitted By: Jenelle Henry
Position: Chief Executive Officer
Meeting Date: Thursday, 16 February 2023

1. Headway Team

Our last board meeting was early December followed by our Christmas lunch thankyou to those that attended. Excitedly, in mid-December, we interviewed and were successful in finding an Operations Manager this has taken over six months with some false starts.

Our successful applicant commenced late January, and we are very excited about the skills and experience that she will bring to the business. She was the Operations Manager at Lyrebird Retirement Village, in Drouin. For those that remember Lyrebird Village, the CEO resigned and the appointment of a new CEO was unsuccessful, and therefore the organisation sought an acquisition (see excerpt below for details).

As usual we have had resignations and new starters in the both the Plan Manager and Support Coordination teams, these roles seem to be a never-ending revolving door.

Update on the Noweyung space, recently the CEO resigned stating that he felt the business was untenable in its current format. A new CEO has been appointed on a six-month contract to determine business viability moving forward. Headway has continued to offer support to the CEO and the board chair. Headway will maintain contact and see if anything comes from this.

Lyrebird Village becomes 16th facility to join Respect

Lyrebird Village in Drouin, West Gippsland, Victoria has joined the Respect – provider of aged care and retirement living. It's the second acquisition in the Gippsland region by Respect in the space of 12 months, after acquiring Mitchell House in nearby Morwell earlier in the year.

Established in 1973, Lyrebird Village is a 115-bed facility and until recently community owned and operated.

Lyrebird Village chairman Mark Biggs said, "In Respect, we have found an organisation with similar values to ours, with the capacity and capability to provide the necessary resources and investment Lyrebird Village needs to grow and thrive while continuing to provide residential aged care to the Drouin community."

Mr Biggs said the move would secure Lyrebird Village's future. "For some time now the aged care sector has been under significant pressure significant change, increasing regulatory requirements and compliance, market forces, COVID-19, and funding pressures.

'As a small stand-alone provider, it became increasingly difficult to remain sustainable in our own right which has made it necessary to seek options to find a workable solution to secure our future.'

Board Of Directors - Chief Executive Officer Report

Managing Director of Respect, Jason Binder, said the organisation looked forward to continuing "the excellent work of Lyrebird" in the Drouin community.

"As an organisation with a regional focus we understand the importance of community to a facility such as Lyrebird, and, in turn, the role an aged care facility like Lyrebird plays in its community."

Respect operates homes in Tasmania, Victoria and New South Wales.

2. Financials

As previously discussed, the loss of the set-up costs and recent SCHADS award changes are having an impact on our bottom line. Our inability to recruit suitable workers to support people in the community is and will continue to be problematic for our bottom line. We need to look at diversifying our income and whether this be an acquisition, diversification away from mainstream service delivery, further registrations within the NDIS, anticipating the NDIS review in the coming months to help shape our decision making.

Not for Profit comparison (Gippsland providers) attached for your information and discussion.

See Appendix E

Overall Comments

- December Balance sheet
See Appendix F
- November/December Profit & Loss
See Appendix G

Edwin/Jenelle can provide further information as required.

3. OH&S Risk Management

As we were successful in the recruitment of the Operations Manager, and due to budget constraints, we have incorporated the OHS into this role. Once the new manager has had some time to get her head around the role and the organisation, we will be providing more detailed OHS information, bi monthly, that will be included in the board papers.

4. Incidents/Complaints/Quality & Safeguarding

We have a new issue that has arisen from all the reporting that we have provided to the Quality & Safeguarding Commission. Have emailed the commission and at the time of this report I have not received any more information. I will update the Board once I have received feedback.

5. General Updates

Board Of Directors - Chief Executive Officer Report

Updated Organisational Chart has been provided in this report.

See Appendix H

Jenelle Henry
Chief Executive Officer

ACNC Comparisons



Balance Sheet

Headway Gippsland Inc As at 31 December 2022

Account	31 Dec 2022	30 Nov 2022	31 Dec 2021
Assets			
Bank	759,064.23	757,268.77	620,797.03
Current Assets	2,165,307.56	2,221,393.04	2,225,951.65
Fixed Assets	625,451.06	628,588.29	670,689.14
Total Assets	3,549,822.85	3,607,250.10	3,517,437.82
Liabilities			
Current Liabilities	316,865.20	367,773.17	416,275.86
Total Liabilities	316,865.20	367,773.17	416,275.86
Net Assets	3,232,957.65	3,239,476.93	3,101,161.96
Equity			
Contributed Equity: Distribution of capital profits	996,653.22	996,653.22	996,653.22
Contributed Equity: Movement 1	(395,250.32)	(395,250.32)	(395,250.32)
Current Year Earnings	179,481.82	186,001.10	105,703.75
Asset Revaluation Reserve	651,668.80	651,668.80	651,668.80
Opening Bal Equity	217,931.82	217,931.82	217,931.82
Retained Earnings	1,582,472.31	1,582,472.31	1,524,454.69
Total Equity	3,232,957.65	3,239,476.93	3,101,161.96

Profit & Loss

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 30 November 2022

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2020/2021 Budget
Trading Income							
NDIS Services	503,405.15	509,336.00	-1.16%	2,083,834.70	2,097,450.00	-0.65%	4,863,245.00
Client Services	861.00	681.00	26.43%	3,802.50	3,405.00	11.67%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	5,968.06	6,972.00	-14.40%	38,603.52	34,650.00	11.41%	44,482.00
Total Trading Income	510,234.21	516,989.00	-1.31%	2,126,240.72	2,135,505.00	-0.43%	4,916,427.00
Gross Profit	510,234.21	516,989.00	-1.31%	2,126,240.72	2,135,505.00	-0.43%	4,916,427.00
Operating Expenses							
Accounting/Bookkeeping	2,850.00	2,348.00	21.38%	11,775.00	11,740.00	0.30%	28,000.00
Finance Contract	1,000.00	0.00	0.00%	2,500.00	1,500.00	66.67%	5,000.00
Advertising & Marketing	177.06	582.00	-69.58%	177.06	2,910.00	-93.92%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	391.04	166.00	135.57%	1,816.04	830.00	118.80%	2,000.00
Client Services	1,084.46	540.00	100.83%	5,051.44	2,700.00	87.09%	6,700.00
Consultants	5,375.00	1,666.00	222.63%	9,712.94	8,330.00	16.60%	30,000.00
Depreciation	3,222.38	4,166.00	-22.65%	17,065.61	20,830.00	-18.07%	50,000.00
Governance Expenses	2,849.67	2,207.00	29.12%	3,377.03	3,035.00	11.27%	14,500.00
Insurance	2,003.08	1,500.00	33.54%	11,439.46	9,500.00	20.42%	26,000.00
Lease Costs	0.00	62.00	-100.00%	(415.65)	310.00	-234.08%	750.00
Legal Services	0.00	0.00	0.00%	0.00	0.00	0.00%	3,000.00
Maintenance Repairs	5,887.82	6,538.00	-9.94%	32,647.66	32,690.00	-0.13%	78,500.00
Postage General	0.00	333.00	-100.00%	1,510.73	1,665.00	-9.27%	4,000.00
Printing & Stationery:Printing Stat Office Supplies	620.86	833.00	-25.47%	3,260.42	4,165.00	-21.72%	10,000.00
Rent	7,324.99	6,000.00	22.08%	33,224.92	30,000.00	10.75%	76,100.00
Salary & Wage Overheads	74,584.28	74,574.00	0.01%	313,736.94	317,218.00	-1.10%	759,934.00
Sleepover Allowance: Sleep Over Allowances NDIS	80.00	250.00	-68.00%	320.00	1,250.00	-74.40%	3,000.00
Salary & Wages	365,375.42	359,134.00	1.74%	1,325,513.02	1,324,654.00	0.06%	3,306,068.00
Storage of Documents	72.11	66.00	9.26%	355.89	330.00	7.85%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	632.26	621.00	1.81%	2,342.90	3,105.00	-24.54%	7,460.00
Telephone	1,730.74	1,831.00	-5.48%	8,586.59	9,155.00	-6.21%	22,000.00
Travel Allowance	35,226.45	35,338.00	-0.32%	137,427.67	136,614.00	0.60%	323,878.00
Utilities: Morwell Water Rates	0.00	125.00	-100.00%	349.93	625.00	-44.01%	1,500.00
Utilities	485.19	1,222.00	-60.30%	7,732.44	6,110.00	26.55%	14,700.00
Vehicle Expenses	490.34	583.00	-15.89%	2,802.94	2,915.00	-3.84%	13,000.00
Total Operating Expenses	511,463.15	500,685.00	2.15%	1,940,239.62	1,938,581.00	0.09%	4,800,290.00
Net Profit	(1,228.94)	16,304.00	-107.54%	186,001.10	196,924.00	-5.55%	116,137.00

Profit & Loss

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 31 December 2022

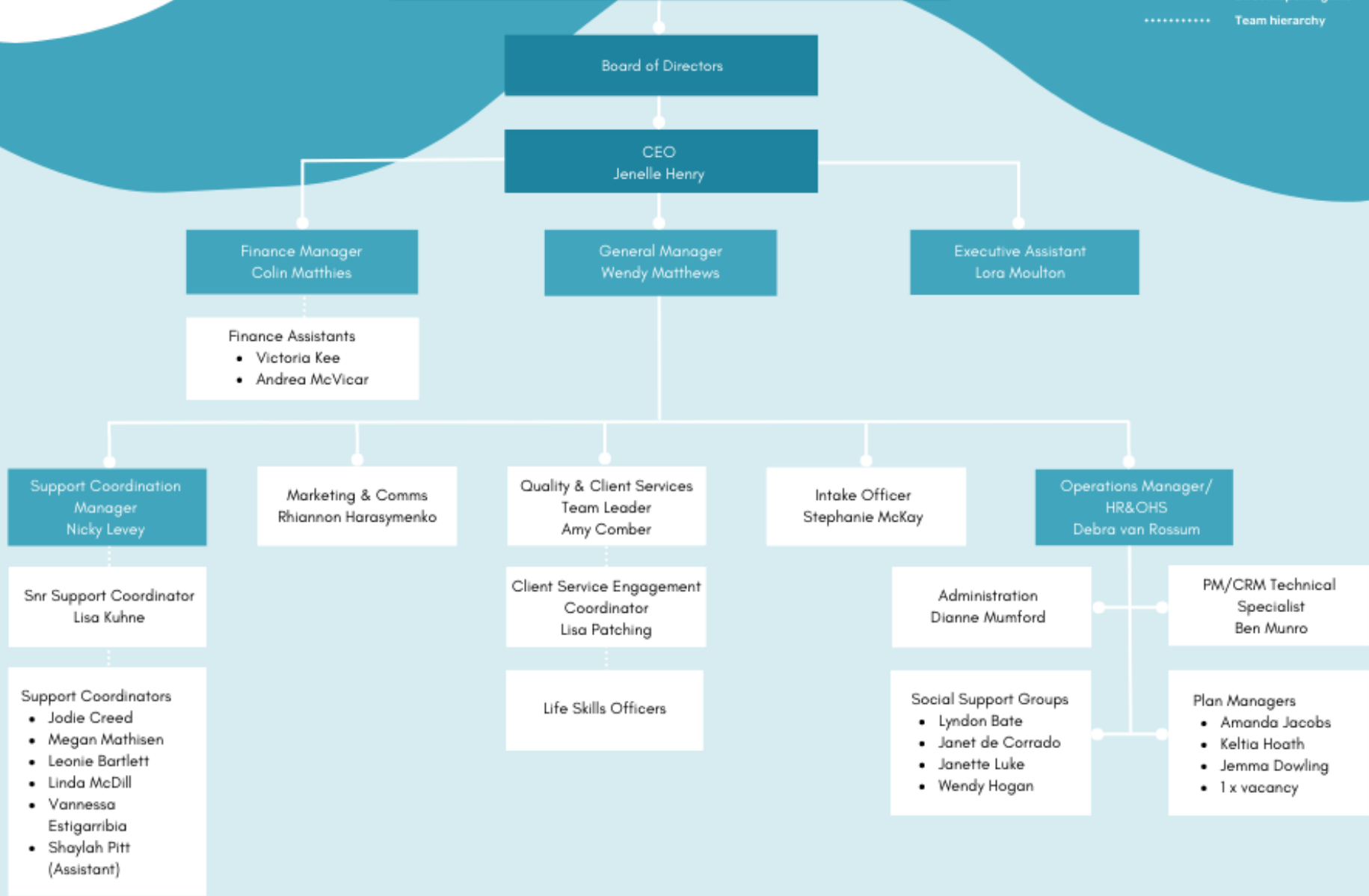
Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2020/2021 Budget
Trading Income							
NDIS Services	380,965.92	376,071.00	1.30%	2,464,800.62	2,473,521.00	-0.35%	4,863,245.00
Client Services	591.90	681.00	-13.08%	4,394.40	4,086.00	7.55%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	5,851.75	5,922.00	-1.19%	44,455.27	40,572.00	9.57%	44,482.00
Total Trading Income	387,409.57	382,674.00	1.24%	2,513,650.29	2,518,179.00	-0.18%	4,916,427.00
Gross Profit	387,409.57	382,674.00	1.24%	2,513,650.29	2,518,179.00	-0.18%	4,916,427.00
Operating Expenses							
Accounting/Bookkeeping	1,800.00	2,348.00	-23.34%	13,575.00	14,088.00	-3.64%	28,000.00
Finance Contract	0.00	1,500.00	-100.00%	2,500.00	3,000.00	-16.67%	5,000.00
Advertising & Marketing	0.00	582.00	-100.00%	177.06	3,492.00	-94.93%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	376.45	166.00	126.78%	2,192.49	996.00	120.13%	2,000.00
Client Services	1,379.26	740.00	86.39%	6,430.70	3,440.00	86.94%	6,700.00
Consultants	200.00	1,666.00	-88.00%	9,912.94	9,996.00	-0.83%	30,000.00
Depreciation	3,137.23	4,166.00	-24.69%	20,202.84	24,996.00	-19.18%	50,000.00
Governance Expenses	0.00	10,207.00	-100.00%	3,377.03	13,242.00	-74.50%	14,500.00
Insurance	5,565.72	7,500.00	-25.79%	17,005.18	17,000.00	0.03%	26,000.00
Lease Costs	0.00	62.00	-100.00%	(415.65)	372.00	-211.73%	750.00
Legal Services	0.00	3,000.00	-100.00%	0.00	3,000.00	-100.00%	3,000.00
Maintenance Repairs	7,103.53	6,538.00	8.65%	39,751.19	39,228.00	1.33%	78,500.00
Postage General	100.00	333.00	-69.97%	1,610.73	1,998.00	-19.38%	4,000.00
Printing & Stationery: Printing Stat Office Supplies	620.97	833.00	-25.45%	3,881.39	4,998.00	-22.34%	10,000.00
Rent	6,479.36	9,600.00	-32.51%	39,704.28	39,600.00	0.26%	76,100.00
Salary & Wage Overheads	57,440.26	64,787.00	-11.34%	371,177.20	382,005.00	-2.83%	759,934.00
Sleepover Allowance: Sleep Over Allowances NDIS	0.00	250.00	-100.00%	320.00	1,500.00	-78.67%	3,000.00
Salary & Wages	282,056.13	280,680.00	0.49%	1,607,569.15	1,605,334.00	0.14%	3,306,068.00
Storage of Documents	72.11	66.00	9.26%	428.00	396.00	8.08%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	330.36	621.00	-46.80%	2,673.26	3,726.00	-28.25%	7,460.00
Telephone	1,665.63	1,831.00	-9.03%	10,252.22	10,986.00	-6.68%	22,000.00
Travel Allowance	22,936.14	25,319.00	-9.41%	160,363.81	161,933.00	-0.97%	323,878.00
Utilities: Morwell Water Rates	0.00	125.00	-100.00%	349.93	750.00	-53.34%	1,500.00
Utilities	2,150.81	1,222.00	76.01%	9,883.25	7,332.00	34.80%	14,700.00
Vehicle Expenses	514.89	583.00	-11.68%	3,317.83	3,498.00	-5.15%	13,000.00
Total Operating Expenses	393,928.85	424,725.00	-7.25%	2,334,168.47	2,363,306.00	-1.23%	4,800,290.00
Net Profit	(6,519.28)	(42,051.00)	-84.50%	179,481.82	154,873.00	15.89%	116,137.00



ORGANISATIONAL CHART

The people we support, living life and achieving goals

— Direct reporting line
 Team hierarchy



Brevity Summary Reporting

