



ANNUAL REPORT

2013

Interchange Victoria

Annual General Meeting – Thursday 14th November 2013

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PRESIDENT'S MESSAGE

President's Message

Welcome to all members and friends of Interchange in attendance today. Thank you for being here.

Interchange Victoria has encountered another year of change and some very significant progress.

The NDIS has been introduced and the Barwon region is well into gear, handling the challenges of the trial introduction of a full pay for service in the Disability environment - amidst the changing landscape and complication of a change in Government.

Having farewelled Jetha Devupura, former CEO of Interchange Victoria, in December 2012, the Interchange Victoria Board of Management welcomed Kerry Uren to the role of Interchange Victoria Executive Officer in May 2013. Kerry's focused, visionary approach is welcome, and the Board of Management is confident that the organisation could not be better placed to navigate the challenges and exciting opportunities ahead.

Thanks go to Christian Anderson for his role in managing the operations at Interchange Victoria in the interim, and together with Raelene McPherson, for appointing Kerry Uren to the position of EO.

Since Kerry's arrival, Interchange Victoria has relocated to its new premises at 225 Bourke St, Melbourne, and its operations have been restructured.

New staff member Cathy Culliver has joined the team, bringing excellent communication skills with a focus on providing strategic member support.

Our three year Strategic Plan - 2013 to 2016 has been further consolidated and provides us with an excellent platform for growth and sustainability.

DEVELOPING PARTNERSHIPS

It was most satisfying to complete the move from HACC Western to HACC Central. HACC increased its funding level and expressed confidence in the proposed direction of Interchange Victoria. Kerry Uren is committed to strengthening existing relationships and building new ones with all existing and potential funding partners.

Perpetual Trustees has continued to demonstrate confidence in the ongoing work of Interchange Victoria, with a further grant of \$55,000 to support an effective marketing communications campaign through 2014.

Fordham Business Advisors – part of the Perpetual Group – continues to provide ongoing support, allowing the Interchange Victoria Board of Management to meet in its offices each month, and provides the venue for today's AGM. We are most indebted!

Congratulations to all the fine people who were nominated this year for the Jean Simpson Award. The contribution made by each and every Host family, Volunteer and staff member to the Interchange respite programs in their communities is inspiring and admirable. I know it was a very difficult judging process. We offer congratulations to the winners of the 2013 Jean Simpson Award: David Dzar of Interchange Gippsland, and Meaghan Lewin of Upper Murray Family Care.



PRESIDENT'S MESSAGE

COMMUNICATION – A PRIORITY

Networking, sharing, support, advocacy and assistance with attracting volunteers are the clear benefits required by Interchange Victoria members. Interchange Victoria has been kept very busy during the past year, with the official launch of the 2013-2014 Interchange School's Activities program at Federation Square, acquittal of the initial Perpetual grant, a Recreational and Host forum, three Managers meetings in February, May and July, meetings at State Government levels, representing the work of Interchange at the national Navigating the Complexities of Consumer Directed Care Conference, keeping abreast with NDIS advancements and maintaining individual contact with Member agencies. Feedback from members on many of the recent initiatives has been positive and affirmed the direction being taken by Interchange Victoria.

COMPLIANCE

The Interchange Victoria Constitution has been amended in line with the modern *Associations Incorporation Reform Act 2012* and the *Associations Incorporation Reform Regulations 2012*.

THANK YOU

To Patron Simon McKeon we extend our appreciation, as we do to BluEarth Foundation for supporting the Interchange Schools Activities Program.

At the 2012 AGM the BOM accepted with much reluctance the resignation of Deb Knight and thanked Deb for her outstanding contribution. In December we were pleased to welcome Joolie Hughes from Interchange Loddon Mallee, in April Raelene McPherson and in June Andrew Holt. All have supported the BOM in a temporary capacity until our AGM today, when Andrew will officially nominate for a position on the Board.

I wish to thank all the Board members again this year for their extraordinary commitment of time and energy. Thank you also to our Members who have shown such support for decisions made by the Board, welcomed Kerry Uren so warmly and extended her much support as she accepted a huge job, and achieved some very promising results.

On behalf of the Board I wish all Interchange Victoria members the very best in the coming year. The Interchange Victoria Board of Management remains committed to doing whatever it takes to support the important and essential work of all our members.

Meryllyn Newnham
President



INTERCHANGE VICTORIA

Interchange Victoria

For over 30 years Interchange has had a long and rich history in its endeavors to provide dignified, community based respite and recreation services for children and young adults with a disability and their families.

Since its inception in 1981, Interchange has grown to include 14 programs which are based in 21 locations across metropolitan and rural Victoria, as well as interstate programs in South Australia, Tasmania and CentaCare in Townsville who launched their Volunteer Host Program during the year within their DiversAbilities Program.

As a membership organisation, Interchange Victoria is proud to be part of that history and of the support we provide to our member agencies, assisting with brand promotion, professional development, volunteer attraction, networking and partnering opportunities.

The outstanding reputation of the Interchange brand and the significant relationships that have developed along the way provide a solid base for sustainability and growth.

In recent years, the development of the National Disability Insurance Scheme has brought with it both opportunities and challenges for Interchange Programs.

At Interchange Victoria, we took time for review and discussion about our purpose and our future. As a result, the 2012-2013 year has been a time of significant change for Interchange Victoria, with lots of consolidation, planning and discussion about our future and value to our members.

The Board and team worked consistently through a period of instability and to their credit were able to achieve a number of initiatives.

We have commenced planning on our Strategic Direction and have proposed changes to the current Constitution that will allow us to strengthen our base and solidify our offer to ensure sustainability and growth.

Changes have occurred with respect to our employee profile as we seek to adopt a business model that is more effective and offers greater opportunity for development.

The current environment challenges us to think innovatively and develop resources, programs and initiatives that are beneficial in the face of industry reform, ongoing sector change and increased competitive pressures.

We are excited about the year ahead and look forward to the challenges and opportunities open to us.

Kerry Uren
Executive Officer



OUR ORGANISATION

Our Organisation

OUR VISION

To be part of a community that shares the responsibility for the well-being of all, celebrates and promotes difference and strives for inclusiveness.

We want a community where all are treated with dignity and respect and have the opportunity to access and participate in activities of their own choice.

OUR MISSION

Interchange supports and enhances all its members to deliver effective, high quality respite and related services to families of people with a disability



OUR PURPOSE

To assist members to maximise the potential of their programs through:

- The provision of information and resource material.
- Coordination of promotional/publicity material.
- The promotion of the core values and principles of Interchange and its reference to supporting families and persons with a disability.
- The provision and coordination of training and development opportunities.
- Facilitating the exchange of information between members.
- Undertaking fund-raising initiatives and activities.



OUR ORGANISATION

OUR VALUES

Integrity

We are open, honest and accountable in all our practices.

Social Justice

We contribute to and work with the broader community to bring about positive changes for individuals and society. We recognise that a fair community means that all people have the right to equal opportunities and justice and can participate fully within their communities.

Quality

We provide a supportive environment for the Board, staff, volunteers and partners to excel in the provision of services with standards and systems that support and build on the strengths of Interchange.

Positive Work Environment

We value and promote a positive and safe work environment that supports diversity and values individual abilities and contribution.

Sustainability

We will aim to maximize our enterprise opportunities and undertake responsible financial management.



OUR BOARD

Interchange Victoria is proudly governed by a volunteer Board of Management comprising:

Merilyn Newnham

Peter Marshall

Joolee Hughes

Sandra Martin

Christian Anderson

Geri Baker

Andrew Holt

Raelene McPherson

Ben Otter



ACHIEVEMENTS AND HIGHLIGHTS

Achievements and Highlights

MANAGERS CONFERENCE

A two-day conference was held for Managers and Board members of our member agencies to come together for discussion and the opportunity to hear from guest speakers regarding current and future impacts on the disability sector.

Of note was a presentation by Mrs Andrea Coote MLC, Parliamentary Secretary for Families and Community Services, responsible for the Disability Sector. Andrea was accompanied by Kathleen Forrester, Director, Client Outcomes, Strategy & Planning, Disability Services, Department of Human Services, who was able to respond to questions from managers on key departmental decisions and focus areas around the NDIS launch.



In addition to a professional development session on 'Marketing your Organisation' delivered by Stephen Greaves, Training & Development Manager at VHIA, we also heard an interesting overview of service and end user statistics collated by DHS from Justin McDermott, Manager HACC Data & Resource Allocation, Ageing & Aged Care Branch, Department of Health.

Member presentations were provided by Mary Elwin from Centacare Townsville, on the implementation of a new Interchange Program; Vicki Cameron from Gateway Support Services about their preparation



for the NDIS Barwon Launch, and Fred Brumhead from Interchange Outer East providing a thought provoking discussion around the future of the sector and change preparedness.

On top of our fabulous agenda were the networking opportunities which were fully utilised and enjoyed by everyone in attendance.



ACHIEVEMENTS AND HIGHLIGHTS

INTERCHANGE ACTIVITIES SCHOOL AWARENESS PROGRAM

The Interchange Activities program is an initiative by Interchange Victoria aimed at promoting disability awareness and volunteering in schools using an experiential learning approach.

Interchange Victoria was successful in obtaining a grant for \$45,000.00 to run the Interchange Activities Program. The grant was funded by the Winifred & John Webster Charitable Fund Trust and the Samuel Nissen Charitable Foundation, managed by Perpetual Philanthropic Services. The Interchange Activities 2013 campaign was officially launched in December 2012 in Federation square.



Elizabeth Gardiner joined our team on a Project Consultant basis and worked with Shini Kelly to oversee the commencement of the program. We also had two fabulous VUT students working on the project.

Overall we distributed almost 3,000 booklets to schools, primarily through the Disability Coordinators from the Department of Education and Early Childhood Development, the Catholic Education Office Melbourne, and the Independent Schools network. We partnered with BluEarth Foundation who delivered the program across their school network.

Since its inception the program has been delivered in over 160 schools. Pre and Post Evaluation screening of the students demonstrated increased confidence in communicating with and supporting people with a disability, and being more open to inclusion with regard to study, play and sporting activities.



With its conclusion in 2013 we are confident the Interchange Activities program has instilled greater awareness and acceptance in the next generation.



ACHIEVEMENTS AND HIGHLIGHTS

RECREATION FORUM

A Forum for Recreation staff was attended by 24 people from 11 agencies across Victoria. The agenda for the day included two sessions:

- **Annette Axen**, Director of Paradigm for Empowerment, facilitated a two hour workshop on Person Centred Thinking. Her interactive approach to delivery was both engagement and informative and promoted a significant amount of discussion and input by all in attendance.
- The afternoon session, facilitated by **Marcia Helmers** from Interchange Western, allowed participants to share case studies, ideas and learnings on Recruitment and retention of Volunteers, Marketing their Programs, New Policies, and New Camp sites and Ideas for school holidays.

The evaluation response was overwhelmingly positive, with ratings for each topic and presenter sitting between 4.5 and 4.75 out of a possible 5.

HOST FORUM

Our Host Forum was attended by 29 participants from 12 agencies across Victoria. An energetic day of learning and discussion was had by all with fabulous feedback once again about the benefits of professional development opportunities in a collegiate environment. The program included:

- **Louise McGuire**, Manager HACC Operations – providing an update and answering questions regarding delivery of the Host Program under HACC guidelines.
- **Tara Cantwell** – presenting on Recruitment and Retention in the Host Program.
- **Question Time** - an open discussion for everyone to share ideas, practices and experiences.

100% of participants at both Forums said they would like to attend more Forums run by Interchange Victoria as they highly valued the opportunity to learn and share information with their colleagues across the membership network.



JEAN SIMPSON AWARD 2013

Jean Simpson Award 2013

Recognising volunteers and staff who are strongly committed to Interchange and continually strive toward excellence

This Award has been established to celebrate the life and achievements of the late Jean Simpson (1950-2002). A long time campaigner for flexible respite for families who are caring for a child with a disability, Jean Simpson's influence and vision have left an on-going legacy at Interchange.

Jean was tireless in her efforts to best serve the needs of the children or young adults with a disability and the wellbeing of their families. The Award is in memory and acknowledgment of Jean Simpson's valuable contribution to Interchange programs and communities.

In 2013 we received nine nominations from five of our member agencies. All nominations were very impressive to say the least and a wonderful representation of the amazing people involved in the Interchange communities across the state.

EMPLOYEE OF THE YEAR 2013

Meaghan Lewin, Upper Murray Family Care

Meaghan has been involved with Interchange for the past seven years, commencing her involvement as a volunteer and then eventually progressing to a full time staff position. Meaghan works across the recreation and host programs, where her time is predominantly spent with the children requiring additional support.

Meaghan has been an inspirational leader in her commitment to seeking solutions for young persons whom others often find difficult and challenging to work with. She has undertaken a lead role in developing positive behaviour plans, and mentoring staff and volunteers to implement these plans. The selection panel was impressed by Meaghan's ongoing initiative and commitment to the development of new programs, the enhancement of strong links and partnerships within the community, and the engagement and support of co-workers, volunteers and families.



JEAN SIMPSON AWARD 2013

VOLUNTEER OF THE YEAR 2013

David Dzur, Interchange Central Gippsland

David and his family first started volunteering with Interchange Central Gippsland in 1996 as a host volunteer family. He joined the Board of Management the following year, where he has taken on the role of either President or Treasurer since that time. David has displayed a significant commitment to the core philosophy and worth of Interchange and has been instrumental in the continuation and growth of the program in Gippsland.

During his 17 years on the Board, David has been involved in all manner of activities, including meetings, training, budget planning, attending social events, strategic planning meetings and working bees. His participation in volunteering has also encouraged other younger members of his household into volunteering, with at least two of his children volunteering in the Roadies recreation program.

The selection panel were impressed by David's level of commitment, and active and ongoing engagement within the Interchange community in Gippsland.



Carolyn and David Dzur with their new host match Vanessa.

Congratulations to our 2013 award winners and a big thank you to all involved in supporting this initiative, those who took the time submit nominations, the judging panel, and importantly, our wonderful Interchange communities who all deserve to be recognised on a daily basis.



MARKETING AND COMMUNICATIONS

Marketing and communications

TV COMMERCIAL

Interchange Victoria developed a television campaign for 2013 to raise awareness of the Interchange brand and to call for Volunteers to join our teams across the state.

The wonderful staff, families and volunteers of Interchange Gippsland, Interchange Inner East and Moira Disability and Youth Service starred in the commercial and we were very proud to show off the members of our Interchange family.

The commercial, scheduled to run 72 times on WIN TV and 300 times on C31 between July and September 2013, is a fabulous demonstration of the amazing work and dedication of all those involved in Interchange programs.



MARKETING AND COMMUNICATIONS

WEBSITE

Traffic to the Interchange Victoria website has remained reasonably consistent over the year with a slight drop in page hits over the December and January period. Planned developments of our website and marketing initiatives will be undertaken with a view to attracting a higher rate of traffic to our site and unique visitors to our member agency site links.

Name	Page Hits												Total
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Merri Community Health	15	30	41	25	19	18	18	30	29	21	18	26	290
PINARC Support Services	17	14	16	19	11	6	10	13	14	16	15	22	173
Centacare QLD	24	15	10	14	10	5	5	10	6	9	9	11	128
Interchange Sth Australia	38	56	101	69	47	31	9	30	75	78	118	97	749
Interchange Northern	76	70	85	94	59	50	38	69	63	54	59	60	777
Moirra Disability & Youth	25	21	33	28	17	7	16	19	33	25	22	24	270
Interchange Inner East	50	62	40	51	32	27	41	48	40	36	56	45	528
OzChild Westernport	8	12	26	23	14	14	21	11	17	19	14	18	197
Interchange Western	36	56	65	79	54	58	51	54	82	88	123	78	824
Ozchild South West	31	25	14	15	8	9	16	14	15	18	16	22	203
Gateways Support Services	18	25	18	26	22	7	14	13	19	33	18	24	237
Interchange Loddon Mallee	23	24	17	23	17	11	15	34	21	20	22	24	251
Interchange Gippsland	30	28	38	27	19	13	18	24	37	29	36	36	335
Upper Murray Family Care	11	21	17	17	13	9	13	14	22	26	35	28	226
Wimmera Uniting Care	8	10	0	9	4	1	2	3	9	8	11	9	74
Interchange Outer East	58	72	70	55	44	36	42	49	46	37	55	61	625
Totals	468	541	591	574	390	302	329	435	528	517	627	585	5887

Enquiries received through our web site from potential volunteers and families are sent to both the member agency and Interchange Victoria. Our plan for the coming year is to further develop our connection with potential volunteers and families with a view to engaging them with our communities.

Volunteer and Family Enquiries												
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
22	40	28	36	22	16	27	28	32	19	35	35	340



TREASURER'S REPORT

Treasurer's Report

Interchange Victoria is financially sound in its current state. Going forward, with the recruiting of a new team, it is Interchange Victoria's intention from a financial perspective to grow its revenue stream, and manage costs more effectively.

REPORT 1: STATEMENT OF COMPREHENSIVE INCOME

Interchange Victoria reported a small loss of \$24,369.43.

Annual Budget was \$69,500 loss which is a surplus to budget of \$45,130.57.

Reduction of revenue this year compared to last year is the result of not receiving 'Grants Service Development' of \$134,545.45 from Department of Human Services this year.

Expenses (Wages & Salaries & Consulting Fees) increased following the departure of ex-CEO, the appointment of a caretaker CEO and recruiting the current CEO

For further information please refer to Report 1: Statement of Comprehensive Income

REPORT 2: STATEMENT OF FINANCIAL POSITION

Interchange Victoria with Assets of \$242,358.34 and Liabilities of \$67,397.37 is in a financially sound position in its current state.

Cash at Bank have increased \$18,667.99 from last year.

Liabilities have increased \$41,275.94 from last year. This is mainly due to 'Grants received in advance' of \$55,000 which will be reflected as income in the next financial year. Exclude 'Grants received in advance' of \$55,000 and you have a decrease in liabilities of \$13,724.06 compared to last year.

For further information please refer to Report 2: Statement of Financial Position.

Ben Otter
Treasurer



FINANCIAL STATEMENTS

Financial Statements

STATEMENT BY BOARD OF MANAGEMENT

Interchange Victoria Respite Care Association Incorporated ABN 31124 088 529

Statement by Board of Management for the year ended 30 June 2013

In the opinion of the Board of Interchange Victoria Respite Care Association Incorporated, (the Association):

1. The Association is not a reporting entity;
2. The financial statements and notes set out on pages 2 to 4 are drawn up in accordance with the basis of accounting described in Note 2, and other mandatory reporting requirements so as to present fairly the financial position of the Association as at 30 June 2013 and its performance, as represented by the results of its operations, for the financial year ended on that date; and
3. There are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Board of Management:



Marilyn Newnham

President

Board of Management

Dated at Melbourne this 17th October 2013



FINANCIAL STATEMENTS

5:43 PM
14/10/13
Cash Basis

Interchange Victoria Inc
Statement of Comprehensive Income-Previous Year Comparison
July 2012 through June 2013

	Jul '12 - Jun 13	Jul '11 - Jun 12
Income		
Int Vic Conference		
Dinner	118.18	0.00
Full Conference Registration	3,118.18	0.00
Total Int Vic Conference	3,236.36	0.00
4-1000 - Grants		
4-1040 - Grants (State) Operating - Recu	146,240.15	139,993.40
4-1050 - Grant Service Development	0.00	134,545.45
4-1060 - Grant Minor Capital	15,000.00	2,500.00
Total 4-1000 - Grants	161,240.15	277,038.85
4-2010 - Donations Received	5,000.00	5,700.00
4-3010 - Contributions (members)	4,500.00	4,259.04
4-3040 - Contributions Philanthropic	45,000.00	0.00
4-4010 - Sales of Goods	2,178.49	1,061.18
4-5020 - Interest	9,665.33	7,201.98
4-5035 - Recoupments	2,576.62	0.00
Total Income	233,396.95	295,261.05
Expense		
6-0020 - Advertising & Promotion	28,406.87	44,099.78
6-0050 - Audit Fees	1,931.82	3,618.18
6-0070 - Bank Charges	46.78	122.19
6-0220 - Computer Expenses	561.09	0.00
6-0221 - Office Expenses	3,377.24	0.00
6-0230 - Consultancy Fees	30,764.33	12,983.77
6-0240 - Merchant Fees	0.00	215.00
6-0270 - Depreciation-Plant&Equipment	1,761.48	4,578.56
6-0280 - Minor Asset Replacement	2,438.05	0.00
6-0320 - Equipment Hire/Lease	0.00	45.45
6-0330 - Fees & Permits	3,957.13	4,480.01
6-0400 - Insurance - General		
6-0411 - Insurance Workcover	1,202.05	-329.03
6-0430 - Insurance-Contents	354.55	354.55
Total 6-0400 - Insurance - General	1,556.60	25.52
6-0480 - Meeting Expenses	6,342.97	3,493.58
6-0510 - Postage & Courier Costs	869.54	924.44
6-0520 - Printing & Stationery	3,990.16	3,080.15
6-0570 - Rent, Rates & Light	14,331.23	3,668.18
6-0600 - Salaries		
6-0605 - Salary Sacrificed Salary	45,062.90	47,532.10
6-0611 - Salaries Taxable	101,568.45	93,603.55
Total 6-0600 - Salaries	146,631.35	141,135.65
6-0604 - S&W Recruitment Costs	577.28	0.00
6-0607 - S&W Superannuation	13,188.47	12,249.94
6-0615 - Staff Leave Provisions	-9,738.96	15,162.90
6-0670 - Sundry Expenses	-2.04	1,268.30
6-0680 - Telephone & Fax & Internet	3,606.12	2,034.87
6-0700 - Training & Development (Staff)	2,767.27	996.54
6-0710 - Travel & Accommodation	381.60	790.87
6560 - Payroll Expenses	0.00	0.00
Total Expense	257,766.38	254,973.88
Net Income	-24,369.43	40,287.17



FINANCIAL STATEMENTS

5:39 PM
14/10/13
Cash Basis

Interchange Victoria Inc
Statement of Financial Position
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Chequing/Savings	
1-1120 · Westpac Cheque Account	52,519.75
1-1121 · Westpac Credit Card	144.02
1-1122 · Business Cash Reserve	84,947.44
1-1124 · Term Deposit	<u>103,550.68</u>
Total Chequing/Savings	<u>241,161.89</u>
Total Current Assets	241,161.89
Fixed Assets	
1-7120 · Plant & Equipment	
1-7121 · Cost - Original	5,159.00
1-7130 · Less Accumulated Depreciation	<u>-3,962.55</u>
Total 1-7120 · Plant & Equipment	<u>1,196.45</u>
Total Fixed Assets	<u>1,196.45</u>
TOTAL ASSETS	<u>242,358.34</u>
LIABILITIES	
Current Liabilities	
Other Current Liabilities	
Grants received in advance	55,000.00
2-1150 · GST Payable	-702.41
2-1170 · Leave Provisions	8,438.35
2100 · PAYROLL LIABILITIES	
2-1180 · PAYG TAX	
2-1181 · PAYG Paid to ATO	-69,749.00
2-1182 · PAYG Tax Auto	<u>72,809.00</u>
Total 2-1180 · PAYG TAX	<u>3,060.00</u>
2-1190 · Superannuation Payable	1,601.43
Total 2100 · PAYROLL LIABILITIES	<u>4,661.43</u>
Total Other Current Liabilities	<u>67,397.37</u>
Total Current Liabilities	<u>67,397.37</u>
TOTAL LIABILITIES	<u>67,397.37</u>
NET ASSETS	<u>174,960.97</u>
EQUITY	
3900 · Retained Earnings	199,330.40
Net Income	<u>-24,369.43</u>
TOTAL EQUITY	<u>174,960.97</u>



NOTES TO FINANCIAL STATEMENTS

Notes to Financial Statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

Note

1. Accounting Policies

This financial report is a special purpose financial report prepared in order to provide financial statements which satisfy the requirements of the Associations Incorporation Reform Act 2012 (Vic).

2. Basis of Preparation

a. Statement of compliance

In the opinion of the Board the Association is not a reporting entity. The financial report of the Association has been drawn up as a special purpose financial report for distribution to the Board and for the purpose of fulfilling the requirements of the Associations Incorporation Reform Act 2012 (Vic).

The special purpose financial report has been prepared in accordance with the requirements of the Associations Incorporation Reform Act 2012 and the recognition, measurement and classification aspects of all applicable Australian Accounting Standards (AASBs) adopted by the Australian Accounting Standards Board.

The financial report does not include the disclosure requirements of all AASBs except for the following minimum requirements:

AASB 101 Presentation of Financial Statements

AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors

AASB 1031 Materiality

AASB 1048 Interpretation and Application of Standards

AASB 1054 Australian Additional Disclosures

The financial statements were approved by the Board on 17 October 2013.

b. Basis of Measurement

The financial statements have been prepared on the historical cost basis.

c. Functional and presentation currency

The financial statements are presented in Australian dollars, which is the Association's functional currency.



NOTES TO FINANCIAL STATEMENTS

d. Use of estimates and judgements

The preparation of a financial report in conformity with the AASBs require management to make judgements, estimates and assumptions that affect the application of accounting policies and reported amounts of assets and liabilities, income and expenses. Actual amounts may differ from these estimates.

The estimated and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

e. Change in accounting policies

There were no changes in accounting policies of the Association during the year.

3. Government Grants

Grants are recognised as revenue when Interchange Victoria gains control of the underlying assets in accordance with AASB 1004 *Contributions*. Where grants are reciprocal, revenue is recognised as performance occurs under the grant. Non-reciprocal grants are recognised as revenue when the grant is received or receivable. Conditional grants may be reciprocal or non-reciprocal depending on the terms of the grant.

4. Revenue Recognition

Revenue is recognised in accordance with AASB 118 *Revenue*. Income is recognised to the extent it is earned. Unearned income at reporting date is reported as income in advance. Amounts disclosed as revenue are, where applicable, net of returns, allowances, duties and taxes.

5. Donations and Other Bequests

Donations and bequests are recognised as revenue when received. If donations are for a special purpose, they may be appropriated to a reserve, such as specific restricted purpose reserve.

6. Interest Revenue

Interest Revenue is recognised on a time proportionate basis that takes into account the effective yield of the financial asset.

7. Services Supported by HACC Service Agreements

Activities classified as *Service supported by HACC Service Agreements* are substantially funded by the Department of Human Services.

8. Comparative Information

Where necessary the previous year's figures have been reclassified to facilitate comparisons.

9. Fixed Assets

Equipment and furniture are brought to account at cost less accumulated depreciation. Depreciation is calculated at the rates recommended by the Department of Human Services.

10. Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks and term deposits.



NOTES TO FINANCIAL STATEMENTS

11. Employee Entitlements

Provision is made for Interchange's liability for employee entitlements to 30 June 2013 arising from their period of employment with Interchange. Provision for annual and provision for personal care/sick leave which is expected to be used within 12 months are treated as current liabilities.

12. Goods & Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of any GST, except where the amount is not recoverable from, or payable to the Australian Taxation Office. Receivables and payables in the Statement of Financial Position are shown inclusive of any GST.

13. Income Tax

Interchange Victoria was granted exempt status and, accordingly, no income tax expense is charged in these financial statements.

14. Mortgages, Charges and Securities

There are no mortgages, charges and securities of any description affecting any of the property of the Association.

15. Trustee Activities

Interchange Victoria was not the trustee of any trust during the period.

16. Auditor's Remuneration

Audit Services - Auditor of Interchange Victoria - A.L Law \$2,200.00.

No other non-audit services have been provided by A.L.Law.



AUDITOR'S REPORT

Auditor's Report



Chartered Accountants

A. L. Law, FCA
10 Bennett Street, Balwyn, VIC 3103
Phone 9817 4472, Mobile 0417 013 395
ABN 45 614 724 892

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INTERCHANGE VICTORIA RESPITE CARE ASSOCIATION INC

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Interchange Victoria Respite Care Association Inc, (the association), which comprises the statement of financial position as at 30 June 2013, the statement of comprehensive income, for the year then ended, notes to the Financial Statements and the statement by the Board of Management (the Board).

Board's Responsibility to the Financial Report

The Board of Interchange Victoria Respite Care Association Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in the Notes are appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic) and the needs of the members. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control relevant to the association's preparation of the financial report that gives a true and fair view, 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. An audit also includes evaluating the appropriateness of accounting policies used and



AUDITOR'S REPORT

the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

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

Opinion

In our opinion, the financial report presents fairly, in all material respects the financial position of Interchange Victoria Respite Care Association Inc as at 30 June 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Notes to the financial statements, and the Associations Incorporation Reform Act 2012 (Vic).

Basis of Accounting, restriction on distribution and Emphasis of Matter

Without modifying our opinion, we draw attention to Note 2 to the financial report which describes the basis of accounting. The financial report has been prepared to assist Interchange Victoria Respite Care Association Inc to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic). As a result, the financial report may not be suitable for another purpose. The financial report for the previous year was audited by another Auditor.



Name: Anthony L. Law FCA, Registered Company Auditor

Address: 10 Bennett Street, Balwyn, Victoria, 3103

Dated this: 17th day of October 2013

Liability limited by a scheme approved under Professional Standards Legislation



FUNDERS AND SUPPORTERS

Funders and Supporters

INTERCHANGE VICTORIA GRATEFULLY ACKNOWLEDGES THE SUPPORT PROVIDED TO US BY:



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INTERCHANGE VICTORIA IS JOINTLY FUNDED BY THE COMMONWEALTH AND VICTORIAN GOVERNMENTS THROUGH THE HACC PROGRAM.



CONTACT INFORMATION

Contact Information

INTERCHANGE VICTORIA

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Melbourne VIC 3000

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Email: enquiries@interchange.org.au

Website: <http://interchange.org.au>



INTERCHANGE AGENCIES

Interchange Agencies

Interchange Inner East

Canterbury
03 9836 9811

Interchange Outer East

Ferntree Gully
03 9758 5522

Interchange Western

Braybrook
03 9396 1111

Interchange Northern

Reservoir
03 9462 1011

Merri Community Health Services North West

Pascoe Vale
03 8319 7435

Interchange Gippsland

Newborough/Leongatha
03 5127 7979
03 5662 0925

Interchange Loddon Mallee

Bendigo/Swan Hill
03 5441 1599
03 5033 1775

Moira Disability & Youth Service (Southern)

Hampton East
03 8552 2222

Gateways Support Services (Barwon)

Geelong West/Colac
03 5221 2984
03 5232 2001

PINARC Support Services

(Central Highlands)
Ballarat/ Ararat
03 5329 1363

Wimmera Uniting Care

Horsham
03 5382 6789

Upper Murray Family Care

Wangaratta/Wodonga
03 5723 4000
02 6022 8200

OzChild (Westernport)

Mornington
03 5975 7644

Oz Child (South West)

Warrnambool/Portland
1300 361 680
03 5521 0200

Interchange Licensees Interstate

Centacare QLD

Townsville
07 4772 9000

Interchange SA

Norwood
08 8132 5300

Tasmania

Langford
03 6228 9099

