Melbourne East Disability Advocacy Inc.

34th ANNUAL REPORT
2018-2019

Funded by the Australian Government Department of Social Services

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Vision

A society that values the rights of all people, building inclusive and compassionate communities.

Our History

Melbourne East Disability Advocacy is a community program that began in 1981 as Citizen Advocacy Inner East and is managed by a volunteer committee of management, independent of government and the human services sector. It is solely funded at a federal level by the Department of Social Services (DSS).

Melbourne East Disability Advocacy is a not-for-profit community program that provides advocacy support to people with an intellectual disability. Support is provided directly by our professional paid staff. It may also be provided by volunteer citizen advocates where a person with an intellectual disability who is at risk of social exclusion is matched to a dedicated volunteer, called a 'citizen advocate'.

There are similar programs throughout Australia including both Federal and State funded programs in Victoria covering both metropolitan and rural areas. Our organization provides services to the Boroondara, Monash, Manningham, Maroondah, and Whitehorse municipalities in accordance with federal and state disability standards.

Mission Statement

Melbourne East Disability Advocacy is dedicated to supporting, promoting and defending the rights of people who have an intellectual disability and to ensure that they are empowered to maximise their potential to participate in decisions affecting their lives.

Values

The Melbourne East Disability Advocacy Committee of Management, Staff and Volunteers uphold the following values:

Respect

We recognise each person's individuality, acknowledge diversity and promote self determination.

Compassion

We care about the needs of others and acknowledge, accept, understand and have empathy for their circumstances.

Inclusiveness

We strive to empower consumers to contribute and participate in every day decisions relating to their life.

Accountability

We respond to the needs and wishes of our consumer in an informed manner, without prejudice, uphold justice and accept responsibility.

Person Centred

Our relationships enable consumers to shape and lead their own lives and challenge the status quo.

COMMITTEE OF MANAGEMENT 2018-2019
OFFICE BEARERS

President	Mary Appleby
Vice President	Will Elder
Secretary	Vacant
Treasurer	Ainsley Corteling
Ordinary Members	Merrilyn Shepherd
	Eddie Clarke
	Kate Hollins
	Sohila Malakooti
	Amanda Loh (joined Feb 2019 resigned Aug 2019)

EMPLOYEES

Executive Officer	Jan Mattrow
Senior Disability Advocate	Honi Brasher
Business Support Officer	Libby Hetherington
Inclusion Support Worker	Garry Neeman

PUBLIC OFFICER Robyn Taft

MELBOURNE EAST DISABILITY ADVOCACY, INC.
Minutes of 33rd Annual General Meeting
held on Wednesday 17th October 2018
at Whitehorse Community Resource Centre, 79 Mahoney's Rd Forest Hill
Victoria, at 7.00pm

PRESENT:		
Catherine (Kate) Hollins (President) Ainsley Corteling (Treasurer) Robyn Taft (Public Officer)	Merrilyn Shepherd (Committee) Will Elder (Secretary) Mary Appleby (Vice President)	Eddie Clark (Committee) Jan Mattrow (Program Manager)
In Attendance:		
Sohila Malakooti Ella Keesing (Volunteer Citizen Advocate) Garry Neeman (Inclusion Support Worker)	Honi Brasher (Advocate) Libby Hetherington (Business Support Officer)	Pete Smith (Patron)

1. **Welcome**
Kate Hollins opened the meeting at 7.00pm and thanked everyone for attending this 33rd Annual General Meeting and introduced, Pete Smith (Patron), Eddie Clarke (Consumer member on COM) and Robyn Taft (Public Officer).

2. **Apologies** were received from: Chris Howell (Life member), Sylvia Victor-Quinn, Jane Sullivan (Volunteer Citizen Advocate) & Peter Appleby (member)

3. **Minutes of 32nd Annual General Meeting** held on 18th October 2017 were read. Minutes were accepted as a true record.
Moved: Merrilyn Shepherd
Seconded: Will Elder Carried.

REPORTS: (See printed Annual Report)

4. **President's Report** presented by Kate Hollins.
Kate provided summary of last year, acknowledged staff, Eddie Clarke joining Committee, Pete Smith, DSS, donors and Kate announced stepping down as President.
Moved: Ainsley Corteling
Seconded: Will Elder Carried.

5. **Program Manager's Report** presented by Jan Mattrow.
Advocacy stories shared, operational report presentation provided, acknowledged passing of Jimmy Pattison and Rita Lam retirement and welcomed Libby Hetherington and Garry Neeman as new staff.
Moved: Pete Smith
Seconded: Kate Hollins Carried.

7. Treasurer's Report presented by Ainsley Corteling.
Moved: Ainsley Corteling
Seconded: Will Elder Carried.

8. Appointment of Auditor.
Mr David Folley, Chartered Accountant was re-appointed as independent Auditor.
Recommended by: Ainsley Corteling
Moved: Kate Hollins
Seconded: Mary Appleby Carried.

9. Appointment of Public Officer
Robyn Taft has agreed to continue in her role of Public Officer. Thank you.
Recommended by: Kate Hollins
Moved: Mary Appleby
Seconded: Ainsley Corteling Carried.

10. Election of Committee of Management
All Committee positions were declared vacant. Self-nominations for Committee Members were received from:

Ainsley Corteling
Kate Hollins
Merrilyn Shepherd
Eddie Clark
Mary Appleby
Will Elder
Sohila Malakooti

President Nomination: Mary Appleby
Nominated by : Kate Hollins
Seconded by : Ainsley Corteling Carried.

Vice President Nomination: Will Elder
Nominated by : Kate Hollins
Seconded by : Mary Appleby Carried.

Secretary (minutes) : No nominations
Nominated:
Seconded:

Treasurer: Ainsley Corteling nominated
Nominated: Kate Hollins
Seconded: Will Elder Carried.

General Committee members were un-opposed and were automatically re-elected.
Merrilyn Shepherd, Eddie Clark, Kate Hollins and Sohila Malakooti
Nominated: Kate Hollins
Seconded: Mary Appleby Carried.

The Chair / President welcomed the new Committee.

Jan Mattrow again acknowledged Ella Keesing and her role as Jimmy Pattison's Volunteer Citizen Advocate and continued to welcome Ella into the MEDA family. Ella shared some stories of Jimmy Pattison.

Kate Hollins also acknowledged the work of Garry Neeman in supporting Eddie Clarke on MEDA's Committee.

Staff and Committee acknowledged Kate Hollins work, dedication and commitment as MEDA's President over the past 6 years.

The Meeting was declared closed at 7.56 pm
Signed as a true record.

Catherine (Kate) Hollins
President

President's Report 2018—2019

On behalf of the Committee of Management of Melbourne East Disability Advocacy (MEDA), I take great pleasure in presenting the Annual Report for 2018-2019. The Annual Report documents the work of the organisation throughout the year and it highlights the vital role that MEDA plays in advocating, protecting and promoting the rights and interests of our consumers in our 5 municipalities.

Our staff, Committee of Management and volunteers are to be commended on their continuing effort to improve our services and for their many individual successes. 2018-2019 presented a number of challenges as the National Disability Insurance Scheme (NDIS) was rolled out. NDIS access and planning continue to dominate the issues presented to MEDA which our consumers sought advice on, with 166 reported advocacy issues throughout the year.

2018-2019 saw us develop and implement a number of initiatives from our Strategic Planning Day in February. The Committee of Management (COM) met to review our Strategic Plan and focus on operationalising key objectives. Discussion and planning focussed on:

- MEDAs Strategic Plan 2018-2021
- Systemic Advocacy Program plan
- 2019 Marketing strategy
- Maximising fundraising efforts

We held two very successful fundraising events. The first was our annual Trivia Night held in October with Chris Howell as our quiz master. Thank you to everyone for supporting the night and to our donors and sponsors for silent auctions. Without these valuable contributions we would not be able to raise these additional funds to assist supporting our consumers. The second was a photoshoot in November where volunteer photographer Jenna Tang made everyone at ease and produced exceptional photographs as a LinkedIn photo fundraiser. We look to continuing these fundraising initiatives.

Our Committee of Management recruited Amanda Loh and Sohila Malakooti whose expertise has been invaluable to our team. Additionally, we welcomed Eddie Clark who brings lived experience and invaluable insight to the COM. I am immensely proud of the contribution of our new COM members and look forward to learning more from each of them.

Sadly, at our 2019 AGM we will bid farewell to Kate Hollins and Merrilyn Shepherd. Kate led MEDA as President from May 2013 – 2018 and ensured we have a robust quality management system and continuous improvement process. Kate, we thank you for your wonderful contribution to MEDA and wish you all the best in your retirement. Merrilyn joined the MEDA COM around 1996 and as a Citizen Advocate in 1999. Her dedication and commitment to MEDA has been incredible over the past 23 years. A true testament to her devotion to community service. Merrilyn has always brought the voice of the consumers and Citizen Advocates to our staff and COM and for that I am grateful.

President's Report continued:

Our consumer feedback indicates they are satisfied with the advocacy they receive and would be willing to recommend our services to others. The management and staff are to be applauded for their continuing efforts to improve our services, processes and promotion of MEDA. We have recently reviewed our workforce to align with new initiatives and retitled positons to align with industry. Staff continue to be the strength of MEDA and developments include:

Consumer Group meetings to provide advice to COM;
Systemic Advocacy Program implementation;
Partnership dinners and events for Consumers and Volunteers;
Successful implementation of our Short Term Volunteers Program;
Increased education and awareness of NDIS;
Innovations and improvements to ensure service excellence for Consumers.

In September this year MEDA was advised we would receive funding to provide Individual Advocacy support for Consumers to make submissions to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. This will be a significant piece of work for our staff in the coming year. "*The objective of the Royal Commission Individual Advocacy Support grant is to provide advocacy support for people affected by the Royal Commission. The expected outcomes of the grant is that timely and individualised advocacy support is provided to people affected by the Royal Commission in their National Disability Advocacy Program (NDAP) coverage area/s to ensure they engage with and understand the activities of the Royal Commission*." It provides our staff with a wonderful opportunity to professionally develop and advance their career development.

It has been an honour and privilege in my first year as President of MEDA and I am grateful to work alongside wonderful volunteers on the COM who provide invaluable expertise and dedicate their time selflessly to ensure we adapt and progress MEDA into future years. I would like to thank my fellow COM members for their substantial commitment and effort given throughout this year. We continue to have a fine range of interests and skills on our COM and we will look to broaden this in the new year. I would like to acknowledge our Patron Pete Smith, the Department of Social Services (DSS), and our supporters and donors for their generosity. I look forward to leading our COM and staff of MEDA in years to come.

Marry Appleby
President – Melbourne East Disability Advocacy

Program Manager's Report

Introduction

This report gives details of the activities of Melbourne East Disability Advocacy (MEDA) Inc. from 1 July 2018 until 30 June 2019 (the reporting period).

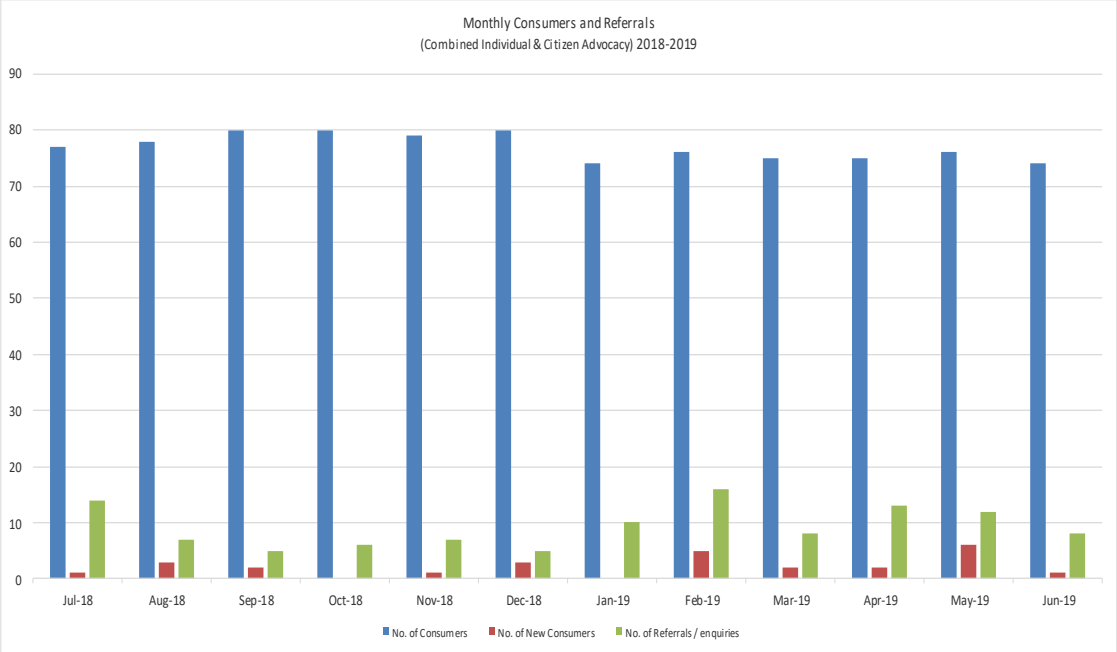
MEDA is funded by the Australian Government, Department of Social Services to deliver services under the National Disability Advocacy Program. We thank the Department for this funding, without which MEDA would not be able to provide much needed advocacy for individuals & systemic advocacy programs. In particular, thanks are due to our Funding Arrangements Manager Jason Zaikos & Susan Parsons.

Advocacy Profile

MEDA is funded to provide disability advocacy support in the form of Individual ,Citizen & Systemic Advocacy in the local government areas (LGA) of Boroondara, Manningham, Maroondah, Monash and Whitehorse.
During the reporting period, individual advocacy support was provided alongside 96 consumers, which exceeded our funding and service agreement target of 50 consumers.

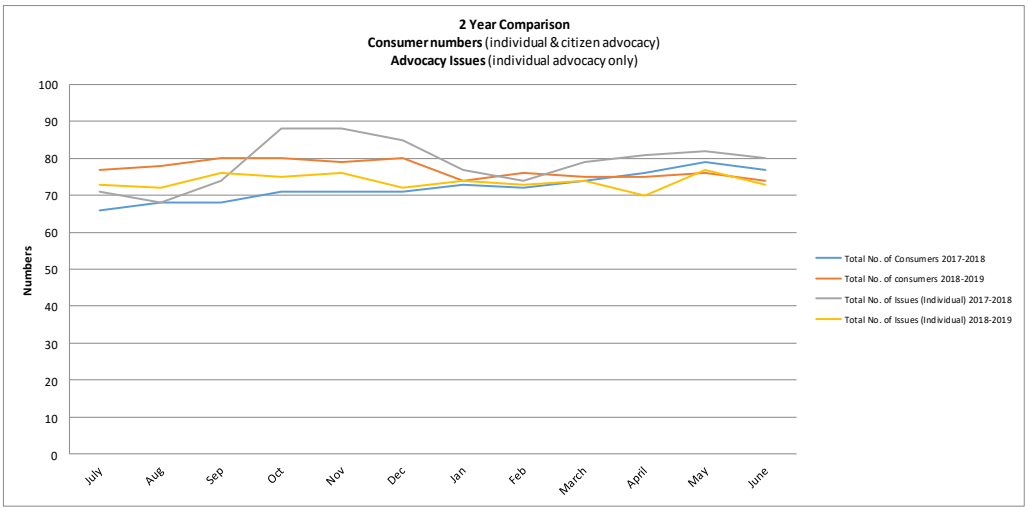
Graph 1:

Number of Consumers. Number of ongoing, New Consumers , Enquiries & Referrals July 2018– June 2019



During the 2018—2019 year MEDA has supported 96 individual and citizen advocacy program consumers and managed 134 individual advocacy issues. During the 2018-2019 year 71 advocacy issues were closed and 47 new issues opened in the year. MEDA has exceeded its consumer target of 50 consumers by an additional 46 consumers. In addition staff fielded another 114 calls from consumers or organizations who were then either referred on or the issue was resolved after some phone support.

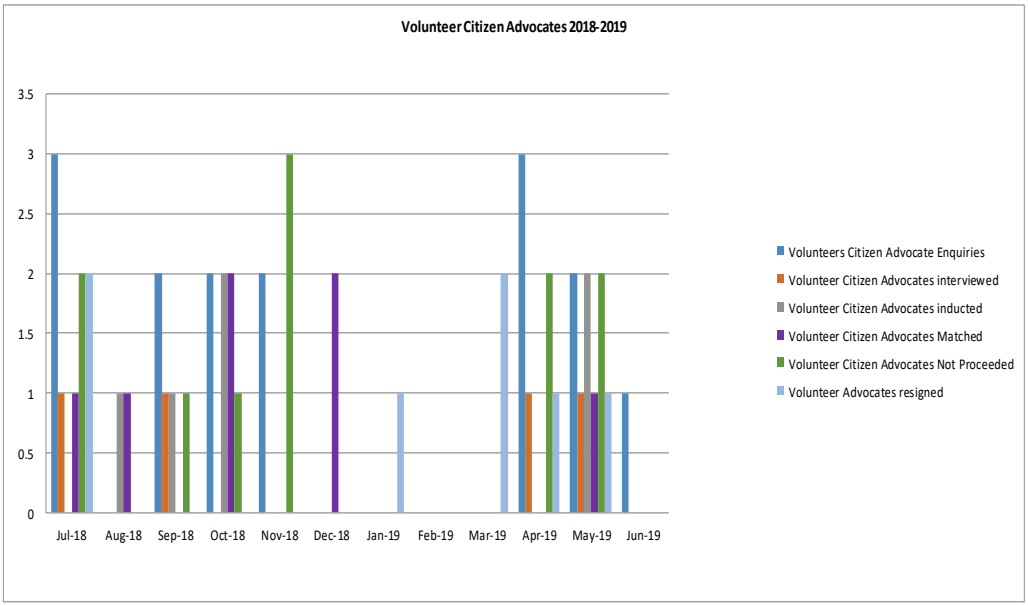
Total Number of Consumers and Issues over 2 year period



MEDA finished the 2018-2019 financial year having supported 96 advocacy consumers and managed 166 individual & citizen advocacy issues. In contrast to 2017-2018 year MEDA ended with a total of 95 consumers and 150 individual advocacy issues. Top 5 advocacy issues were: NDIS access, planning, review, abuse & neglect & finances

A busy year continuing to reflect increasing consumer demand and complexity.

Volunteer Citizen Advocacy Program July 2018– June 2019



Over the 2018-2019 funding period 14 enquiries were fielded from people interested in the Volunteer Citizen Advocates role.
During the financial year we have matched another 7 volunteer citizen advocates with participants, 4 long term and 3 short term. However we have also farewelled 7 Citizen Advocates along the way.
MEDA has re-negotiated the funding and service agreement target of Citizen Advocacy new matches to 6 / year. MEDA has exceeded this target by 1 new match

Schedule of Individual Advocacy Issues July 2018– June 2019

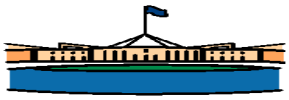
	No of Issues @ 1/7/18	New June 2019	Closed June 2019	YTD New Issues	YTD Closed Issues	YTD Issues @ 30/06/19
Access to non NDIS service				1	1	0
Abuse/ Neglect	4			6	5	5
Accommodation	6		1	2	6	2
Child protection						
Community inclusion / social / family						
Disability Services Complaints						
Discrimination / Rights	4		2		2	2
Education	1			1	1	1
Employment	0			3	1	2
Equipment	1				1	
Finances	5			4	5	4
Government payments				1		1
Health	6				2	4
Independent Living Support	13		2	2	11	4
Legal	2			1	1	2
NDIS	10		4	5	13	2
NDIS - access / planning	10	3	2	16	10	16
NDIS - support implementing plan / accessing services	6			3	6	3
NDIS - internal review						
Physical Access	0					
Recreation, Social, Family	1					1
Services	3				2	1
Transport	2				1	1
Vulnerable/ Isolated	7	1		2	3	6
Other	6					6
Total	**87**	**10**	**11**	**47**	**71**	**63**

National Standards for Disability Services

The six National Standards for Disability Services are made up of the following standards:
Standard 1. Rights
Standard 2. Participation and Inclusion
Standard 3. Individual Outcomes
Standard 4. Feedback and Complaints
Standard 5. Services Access
Standard 6. Service Management

MEDA continues to retain compliance to these standards as demonstrated through MEDA's suite of policies and documents and MEDA's person centered practice, organizational systems and new initiatives.

In May 2019 MEDA engaged in our 3 year accreditation assessment. With auditors reporting that "MEDA continues to maintain an effective quality management system and meets the requirements for the National Standards for Disability Services".



Government (DSS) Funding Update

MEDA's funding was extended for another 2 years 2018-2020.
However changes made to the National Disability Advocacy Program (NDAP) Funding arrangements have meant the organization has had to consider different models of advocacy.
From July 2018 the Department of Social Services (DSS) allocated 90% of funding received to advocacy for individuals (individual, citizen, family, self and legal advocacy) and 10% to systemic advocacy. MEDA has demonstrated a commitment to systemic advocacy and priorities invested in zero tolerance to abuse, advocacy capacity building & remaining proactive in responding to current & emerging issues that impact on people with intellectual disability.
MEDA continues to remain committed to utilizing the DSS Data Exchange (DEX) where our advocacy data is exported.

National Disability Insurance Scheme (NDIS)

As an advocacy organization we remain at the forefront of raising NDIS system issues that impact on our consumers including the vulnerability of people with complex disability & communication navigating the system.
NDIS access, planning and internal reviews are now are top advocacy issues.
Staying abreast of the information around NDIS has been challenging as we all navigate this system together to ensure people with disability have a voice and achieve their goals.

The Royal Commission into violence, abuse, neglect & exploitation of people with disability

The Royal Commission was established April 2019. The Commission's scope is to hold an inquiry covering all forms of abuse in all settings and context. People with disability will be supported to tell their stories. MEDA has recently received funding to provide advocacy support for people wanting to understand, access and engage with the Royal Commission.

Quality Assurance and Audit

As previously reported In May 2019 MEDA successfully completed and passed the 3 year audit.

MEDA remains proactive in building a continuous quality improvement culture and environment whilst engaging the views of consumers, staff, Committee and stakeholders.

Some quality initiatives:

Consumer Focused Feedback Questions

During the September to December consumer focussed feedback question period there were 49 responses to the question “Is your advocate willing to help you” Of the 49 responses n=48 said yes with n=1 saying no as he would prefer to have been matched with a female Citizen Advocate.
During the March to June 2019 consumer focussed feedback question period there were 41 responses to the question “Would you contact us if you had another problem?” Of the 41 responses 100%, n= 41 said yes and 1 said yes and unsure.
The comments reflect a continued positive response to the advocacy work undertaken by MEDA’s individual advocates.

Citizen Advocacy Program Annual Match Review

A more formal annual match review complements our bi-annual survey of our Citizen Advocate partnerships. The annual review captures successes, challenges and needs of the partnership.

Individual Advocacy plan Monitoring Tool

With the demand of advocacy ever increasing we developed a tool to ensure that we regularly monitor the 6 month review of all individual advocacy plans. This has ensured that we are always reviewing the advocacy outcomes and goals.

Consumer handbook Talking Mat cards

MEDA’s consumer handbook is available in easy English but to complement this we also have the handbook available in cards so we can discuss the handbook in a talking mat approach for people who find visual material the best form of communication.

Engagement of skilled volunteers (photographer)

We have been fortunate in having the ongoing engagement of photographer Jenna Tang who was involved in a fundraising project capturing images for individuals LinkedIn pages. A great initiative raising $400 for MEDA.

The 2018-2019 annual report year has also seen a number of key policies, forms and documents up for review enabling the organization’s governance group and consumer group members to critique and update organizational documents and systems.

Systemic Advocacy

MEDA has been committed to the introduction of 10% of advocacy resources dedicated to systemic advocacy. Over the past year the following activities have been undertaken supporting our key priorities

1. Zero tolerance to abuse priority: Development and utilization of a responding to abuse, advocacy flow chart & policy review with MEDA responding to allegations of abuse within 1 business day. Volunteer Citizen Advocates checklist includes questions around an individuals safety distributed to all Volunteer Citizen Advocates.

2. Responding to key discussion papers and identified priorities that strengthen the rights of people with intellectual disability and the advocacy sector: MEDA contributed to the following plans, discussion papers & consultations: Victorian Advocacy Futures Plan, Empowered lives; Securing change for Victorians with Disability discussion paper; National workplace harassment enquiry; Royal Commission into Victoria's Mental Health System; & consultation with Royal Commission into Violence, Abuse, neglect and exploitation of people with disability

MEDA's Consumer Advisory Group

MEDA continues to build and strengthen the role and engagement of the Consumer Advisory Group members whilst highlighting the value of people with lived experience. The Consumer Advisory Group members are supported with providing their thoughts and feedback on a number of items that enhance service provision. Including reviewing and testing of the Consumer focused feedback survey questions, reviewing the Consumer Handbook, discussing MEDA's approaches to engage more people with lived experience in the organisation, discussing MEDA's slogan, web site review, Advisory Groups Terms of Reference and contributing with feedback to the Royal Commission into the Mental Health system and always how MEDA's service can be improved. Thankyou Andrew, Jim, Kathleen, Eddie, Jodie & Nicole for your time and dedication to MEDA's Consumer Advisory Group.

Projects and New Initiatives

Reviewing MEDA's branding and logo

We were fortunate in engaging a skilled volunteer, graphic designer Vincent Chen who assisted MEDA in re-designing MEDA's logo, brochure and business cards.
We are incredibly grateful for Vincent's expertise and time.

Increasing engagement of people with lived experience in MEDA

At MEDA's planning day in February 2019 a commitment was made to an objective in the strategic plan to increase the number of people with lived experience engaged in all aspects of MEDA's governance and operations. MEDA continues to explore how people with disability can be engaged in all parts of the organisation ie. Governance, volunteer & paid workforce, members, friends and supporters.

Volunteer Citizen Advocate Checklist

The Volunteer Citizen Advocate checklist was developed in consultation with volunteers with the purpose of further engaging volunteer citizen advocates in their role and providing prompts and ideas of what to ask and observe when visiting their citizen advocate partner.

Citizen Advocacy Program Partnership Events, Training and Update

A range of Citizen Advocacy Partnership Events have been offered throughout the year including social evenings out to dinner and informal gatherings.
In addition Volunteer Citizen Advocates have had access to some valuable training including mental health, disability support pension, NDIS & advocacy forums.
MEDA acknowledged our Volunteer Citizen Advocates and other volunteers during National Volunteer Week. We commend our Volunteer Citizen Advocates' dedication and we value our Citizen Advocate partnerships.

Sadly this year we had two of our Volunteer Citizen Advocates retire after their Citizen Advocate partners passed away. Alf Di-Palma and Lizzie Miller were supported by Brian Leeming and Virginia Burns as their Citizen Advocates.

Alf & Brian

MEDA Staff Education/Training

MEDA staff pursued a range and variety of training options. We attended training/ professional development forums on: an introduction to autism spectrum disorder; consumer law & NDIS; influence, persuasion & negotiation skills for advocates; responding to sexual assault; disability support pension toolkit training and the Strengthening Disability Advocacy Conference with a focus on “advocacy under pressure”.

Networking

MEDA continues to be involved in a number of networks. These networks include those of disability agencies, advocacy agencies, local communities, volunteer agencies and specialist topic networks like the Eastern Region Housing Net- work.

Committee of Management.

The Committee of Management and their governance role continues to be integral to MEDA’s success and quality as an organization. This year MEDA’s Committee have focused on revising MEDA’s strategic plan and ensuring that the organisation meets all governance and funding requirements. Thankyou to our dedicated COM members: Kate Hollins, Mary Appleby Will Elder, Ainsley Corteling, Merrilyn Shepherd, Sohila Malakooti, Amanda Loh and Eddie Clark.

Staff at MEDA

The 2018-2019 year has seen staff stability with Honi remaining part time as our Disability Advocate, Libby part time as our Business Support Officer and Garry casual as a support worker for Committee member Eddie. Staff of MEDA alongside our volunteers have seen another dynamic, busy and fruitful year.

Thankyou to everyone for supporting MEDA to continue our important work.

Jan Mattrow
Executive Officer

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472

Financial Statements
For the Year Ended 30th June 2019

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Melbourne East Disability Advocacy Inc
ABN 84 708 313 472
Treasurer's Declaration for the Year Ended 30th June 2019

I hereby declare that the financial statements of the Melbourne East Disability Advocacy Inc. comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and Notes to the Financial Statements have been prepared in accordance with applicable Australian Accounting Standards, other mandatory financial reporting requirements in Australia, the provisions of the Associations Incorporations Reform Act 2012 and the association's constitution.

In my opinion the Financial Statements present fairly the financial transactions and result of the Melbourne East Disability Advocacy Inc. for the year ended 30th June 2019 and its financial position as at that date.

At the date of signing the financial statements I am not aware of any circumstances which would render any particulars included in the Statements to be misleading or inaccurate.

Ainsley Eric Corteling CPA
(Treasurer)
09/08/2019

Melbourne East Disability Advocacy Inc
ABN 84 708 313 472
Statement of Auditor for the Year Ended 30th June 2019

Organisation ID: 603

Purpose of Funding Advocacy for People with Intellectual Difficulties

I have conducted an independent audit of the Funding Income & Expenditure Statement and the Statement of Compliance by the Organisation for the year ending 30th June 2019 in order to express an opinion on the expenditure of funding received for the purpose of delivering the Disability and Carer Support Programme in accordance with the agreement.

In my opinion funding provided by the Australian Government - Department of Social Services has been expended in accordance with the purposes of the Agreement being the provision of Disability and Carer Support Programme.

In my opinion funding has not been used to purchase land and buildings or capital equipment for commercial purposes; purchase or establish enterprises, subsidise commercial business costs of the organization; make payments to the Organizations officers (including its directors or Boards of Committees of Management) other than the payment of salaries, wages, compensation for their reasonable expenses; or legal damages, compensation, costs or expenses as permitted under Clause 3 of the Agreement.

Dated 9 August 2019

David Folley
David Folley & Co
Chartered Accountant
Unit 2/15 Valley Road
Mt. Waverley 3149

Melbourne East Disability Advocacy Inc.
Independent Auditors Report
For the Year Ended 30th June 2019

Report on the Financial Report
I have audited the accompanying financial report being a general purpose financial report of Melbourne East Disability Advocacy Inc. (the association) which comprises the Statement of Financial Position as at the year ended 30th June 2019, the Statement of Financial Performance, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, Notes comprising a summary of significant accounting policies and other explanatory information and the Committee's Report.

Committee's Responsibility for the Financial Report
The Committee of the association is responsible for the preparation of the financial report and has determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012. The Committee's responsibility also includes such internal controls as the Committee's responsibilities also includes such internal control as the Committee 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
My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards. These standards require that I comply with 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 risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers 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 the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence
In conducting my audit I have complied with the independence requirements of the Australian professional ethical pronouncements.

Melbourne East Disability Advocacy Inc.
Independent Auditors Report
For the Year Ended 30th June 2019

Audit Opinion
In my opinion the financial report of the association has been prepared in accordance with the Association Incorporation Reform Act 2012 including

- Giving a true and fair view of the entity's financial position as at 30th June 2019 and of its performance for the year ended on that date; and
- Complying with Australian Accounting Standards as referred to in Note 1 to the financial statements.

Basis of Accounting and Restriction on Distribution
Without modifying my opinion I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Melbourne East Disability Advocacy Inc. to meet the requirements of the Associations Incorporation Reform Act 2012. As a result the report may not be suitable for another purpose.

David Folley
David Folley & Co
Chartered Accountant
Unit 2/15 Valley Road
Mt. Waverley 3149

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Statement of Financial Performance
For the Year Ending 30th June 2019
(The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached reports.)

	2019 $	2018 $
Income		
Dept of Social Services	185,367	182,267
Donations	475	1,099
Fundraising	3,019	5,017
Interest	1,281	1,023
Membership Fees	327	210
Total Income	190,469	189,616
Less Expenses		
Advocate/Volunteer Amenities	675	172
Annual Leave Accrual	(1,955)	3,673
Audit - Quality Assurance	3,433	3,754
Audit Fees	850	850
Bank Fees	205	162
Computer Expenses	1,350	
Consulting Fees		1,560
Depreciation	500	471
Education/Training	1,124	987
Equipment	315	
Events	508	545
Fundraising Expenses	182	
General	57	
Gifts	47	496
Insurance	3,931	3,699
Long Service Leave Provided	2,554	1,590
Photo Copy Hire & Charges	2,363	2,087
Police Checks	273	200
Postage & Delivery	995	659
Printing & Stationery	266	320
Recruitment Exps		120
Rent	1,607	1,607

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Statement of Financial Performance
For the Year Ending 30th June 2019
(The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached reports.)

	2019 $	2018 $
Salaries	148,530	136,952
Staff Amenities	516	382
Staff Travelling	4,600	4,993
Subscriptions	4,334	1,987
Sundries	299	87
Superannuation	14,246	12,920
Telephone	3,039	3,347
Workcover	448	
Total Expenses	195,292	183,620
Profit/(Loss) for the Year	(4,823)	5,996

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Statement of Financial Position
For the Year Ending 30th June 2019

	2019 $	2018 $
Current Assets		
Commonwealth Bank	5,597	9,971
Commonwealth Bank - Business Online Saver	2,000	2,000
Investment Acc - Uniting Church of Aust	50,075	45,193
Cash on Hand	5	425
Income Receivable	629	530
Prepayments	4,848	5,503
Whitehorse Community Tenancy Bond	402	402
GST Receivable		449
Total Current Assets	63,556	64,473
Non Current Assets		
Office Furniture & Equipment at Cost	30,554	30,554
Less Accumulated Depreciation	(29,386)	(28,886)
Total Non Current Assets	1,168	1,668
Total Assets	64,724	66,141
Current Liabilities		
Accrued Quality Assurance Audit Fee	3,433	
Employee Accruals		4,831
Provision for Annual Leave	10,653	12,608
Accrued Audit Fees	850	850
Accrual - Other	5,589	5,498
GST Payable	4,114	
Total Current Liabilities	24,639	23,787
Non Current Liabilities		
Provision for Long Service Leave	14,611	12,057
Total Non Current Liabilities	14,611	12,057
Total Liabilities	39,250	35,844
Net Assets	25,474	30,297
Equity		
Retained Profits - Prior Year	30,297	24,301
Profit/(Loss) for Year	(4,823)	5,996
	25,474	30,297

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Statement of Cash Flows
For the Year Ending 30 June 2019
(The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached reports.)

	2019 $	2018 $
Cash Flows from Operating Activities		
Dept of Social Services - Funding	185,268	182,452
Interest	1,281	1,023
Other Receipts	3,821	6,326
Payments to Suppliers & Employees	(190,282)	(177,506)
Net cash provided by operating activities	88	12,295
Cash Flows from Investing Activities		
Acquisition of Fittings & Equipment		(1,048)
		(1,048)
Net increase (decrease) in cash held	88	11,247
Cash at the beginning of the year	57,589	46,342
Cash at the end of the year	57,677	57,589

Reconciliation of cash

For the purpose of Statement of Cash Flows, cash includes cash on hand and in banks and+A48 investments in money market instruments net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the Statement of Financial Position as follows:

Commonwealth Bank		
Cash in Hand	5	425
Commonwealth Bank	5,597	9,971
Commonwealth Bank - Online Saver	2,000	2,000
Investment Acc - UCA	50,075	45,193
	57,677	57,589

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Statement of Cash Flows
For the Year Ending 30th June 2019
(The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached reports.)

	2019 $	2018 $
Reconciliation of Surplus (Deficient to Cash Flow from Operations .		
Surplus (Deficient) from Operations	(4,823)	5,996
Non Cash Movements		
Depreciation	500	471
Asset/liability Movements		
(Increase Decrease Receivables & Prepayments	556	(893)
Increase (Decrease) Creditors & Accruals	1,301	3,048
Increase (Decrease) in Provisions	2,554	3,673
	88	12,295

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Department of Social Services (DSS)
Statement of Income and Expenditure
For the Year ending 30th June 2019

	2019 $	2018 $
Income		
Dept of Social Services		
	185,367	182,267
Total Income	185,367	182,267
Less Expenses		
Advocate/Volunteer Amenities	675	172
Annual Leave Accrual	(1,955)	3,673
Audit Fees	850	850
Audit - Q & A Fees	3,433	3,754
Bank Fees	205	162
Computer Expenses	1,350	
Depreciation	500	471
Electricity/Gas		1,560
Equipment	315	
Insurance	3,931	3,699
Long Service Leave Accrual	2,554	1,590
Photocopy Hire & Charges	2,363	2,087
Police Checks	273	200
Postage & Delivery	995	659
Printing & Stationery	266	320
Rent	1,607	1,607
Salaries	141,530	136,964
Staff Amenities	516	382
Staff Travelling	4,600	4,993
Subscriptions	4,334	1,987
Sundries	356	207
Superannuation	14,246	12,921
Telephone	3,039	3,347
Training & Conferences	1,124	986
Workcover	448	(11)
Total Expenses	187,555	182,580
Profit/(Loss) for the Year	(2,188)	(313)

Melbourne East Disability Advocacy Inc.
ABN 84 708 313 472
Notes to and Forming Part of the Financial Statements
For the Year Ended 30th June 2019

Note 1: Statement of Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the requirements of the members and the Associations Incorporations Reform Act 2012 The Committee of Management has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and in accordance with applicable accounting standards issued by the Accounting Bodies and the requirements of the Associations Incorporation Reform Act 2012. The financial report has been prepared on the basis of historical costs and does not take into account changing money values or except where stated current valuations of non-current assets.
The following significant accounting policies which are consistent with the previous year have been adopted in the preparation of this financial report unless otherwise stated.

Revenue and Other Income
Revenue is measured at the value of the consideration received or receivable after taking into account any discounts and is disclosed net of the amount of goods and services tax (GST).

Goods and Services Tax (GST)
Revenue, expenses and assets are recognized net of the amount of GST except where the amount of GST is not recoverable from the Australian Taxation Office. In such circumstances the GST is recognized as part of the cost of acquisition of an asset or as part of an item of expenses. Receivables and payables disclosed in the Statement of Financial Position are shown net of GST.

Depreciation
Fixed assets are depreciated using the diminishing value basis of depreciation so as to write off the cost of the assets over their expected useful life.

Employee Benefits
Provision is made in respect of the association's liability for annual leave and long service leave as at the end of the financial year.
Contributions are made by the association in respect of employee's superannuation entitlements and are charged as an expense when incurred.

Income Tax
The association is exempt from income tax and fringe benefits tax.

Acknowledgments

MEDA wish to acknowledge our donors, sponsors, community partners, volunteers, consumers and friends of MEDA in appreciation of their support during the year.

Funding Bodies
Department of Social Services (DSS) with special thanks to Susan Parsons
Australian Government Volunteer Grant

Individual Donors:

Robyn Taft

Mary Appleby

Sohila Malakooti

Mr James Elder

Sponsorship / Partnerships:

Whitehorse City Council

Supporters

A special thankyou to volunteers Jenna Tang (volunteer photographer), Vincent Chen (Volunteer Graphic Designer) and our Volunteer Citizen Advocates

Consumers a special thankyou to

Consumer Group members—Andrew M, Jim V, Kathleen B , Jodie C, Nicole K & Eddie C

MEDA's Patron

Pete Smith OAM

MEDA's Public Officer

Robyn Taft

MEDA's Life Members
Merilyn Shepherd
Carolyn Thomas
Chris Howell
Marcia Harriman
Ella Keesing
Julie Davey
Rosemary Chivers
Jane Sullivan

Thank you to our supporters, donators and sponsors

Wildlife photographer
Nalini Scarfe

David Owen

Essendon FC

682 High Street
Kew East

Phillips & Wilkins Solicitors
Greenscapes Nursery - Bernie Lennox

Pete Smith
MEDA'S
Patron

Appleby Family
Elder Family
Hollins Family
Shepherd Family
Chris Howell