



Annual Report 2019 – 2020

Volunteering North Queensland Inc.

VISION: VNQ champions a NQ Community rich in volunteering

MISSION: We are the primary resource for volunteers and volunteer managers

Presidents' Report



*Margie Ryder
President*

It is with great pleasure and privilege that I once again present the President's report for Volunteering North Queensland (VNQ). To say this year has had some challenges would be an understatement. I never minced my words and this has been the toughest year I have experienced in a long time.

Our organisation was blessed to have the dedication of Shane Harris, our Manager, until May 2020. Shane was offered a great professional opportunity and we wish him all the best with his new job. We are grateful for his commitment to VNQ.

Like for many, COVID turned our world upside down. Again we were lucky to have Natalie Dukes as Acting Manager whilst searching for a permanent manager.

In July 2020, we secured the services of Marie-Claude Brown as our new manager. MC brings a new set of skills to our organisation, which we feel will guide us in a new direction in this new world. We look forward to working with MC into the future.

In August 2020, we reviewed and updated our strategic plan. The 2020-2023 Plan clearly articulates our direction and spells out our united vision for the future.

Reflecting on the goals and visions from our 2017-2020 Strategic Plan, I congratulate all staff, committee members and volunteers associated with VNQ in achieving and ticking off many of the goals original set. For example -

Goal 1: Succession Planning

The Executive finalised its succession planning just in time for the 2020 AGM. The succession of Executive positions, like that of the President, have been given a timeline and a transition process.

The Management Committee will continue to work on fundamental polices to take the organisation to the next level.

Goal 2: Profile of VNQ

National Volunteer Week and the NQ Volunteer Awards were delivered differently this year, with a virtual celebration delivered to a high standard. The digital events increased VNQ's profile throughout the region.

All aspects of the organisation maintained a high standard during the COVID isolation period and our increased profile is now being seen throughout the organisation.

Goal 3: Embracing Technology

VNQ continually updates its external and internal communications, with an improved presence on social media, and by embracing technology in all areas of the business.

Goal 4: Membership

Although new membership packages were completed this year, it has been identified that we need to better align the benefits and deliverables of membership with the needs and wants of our members. Membership is for ever changing and we need to continually reach out to new stakeholders to be part of our organisation.

Goal 5: Referrals and Training

While many aspects of our organisation continued as usual during COVID, the need for volunteers decreased during this time. There has also been a noticeable increase in online enquires rather than face to face meetings.

Goal 6: Target groups

Plans for the Better Together Breakfast, VM Café and monthly training are now in place with a vision of rolling them out from late 2020.

We intend for those events to reach all target groups, so we can help build a more cohesive community with healthy grass root organisations and groups.

Volunteer Conference

It was a sad day when we had to cancel our grassroots Volunteer Conference. While not alone in making similar decisions, now more than ever, we feel there is a need to **RESTORE, REFRESH, RE-EQUIP AND REVITALISE**.

Our vision is for a conference that will see participants walk away with a personalised action plan, resources and new supportive relationships to sustain revitalisation has not changed. Stay tuned for a 2021 date announcement.

Thank You

A big thank you to Management Committee members who will be stepping down at the 2020 AGM – Denise Lumdsen from Ronald MacDonald House; Liz Greenwood from Cootharinga; Ray Francis, Jaffa Distributors; and Cr Maurie Soars from Townsville City Council.

Welcome to three new Management Committee members to be voted in at the 2020 AGM – Michelle Sawtell, from Queensland Police Services; Zinnia Karl from Pristine Pools; and Trayeden Fulmer, a student.

To my fellow Management Committee members, our new manager Marie-Claude, and the VNQ volunteer team, I am so grateful for your support and commitment to VNQ and our city. I look forward to working with you all for the coming year.

Margie Ryder
President VNQ

Managers' Report

Volunteering North Queensland is undertaking a transformation. We have had several over our history, but never one quite like this one.

For one, we are clearer than ever on our purpose as the primary resource for volunteers and those who employ volunteers in NQ.

Our mission has not changed. We're still a matching service between those wanting to volunteer and those needing volunteers, just as we have for the past three decades.

What is different is the team behind that service. A brand new team with private enterprise and community sector background, knowledgeable in customer experience, membership engagement, communication, partnership and project delivery. Welcome aboard Jacqui and Cayley!

A team supported by a dynamic, focused Management Committee.

I also want to make special mentions of the volunteers that have been supporting VNQ during this transition – Carole, Jamie, Vicki, Maddie, Matthew. Thank you for your support.

We also remain committed to our function as an information hub. From the end of the year, the Better Together Breakfasts and the Volunteer Managers, or VM, Cafes will restart after a six-month hiatus.

We are currently working on an event calendar that will see us deliver workshops to help develop the capacity of our members, as we have done pre-COVID.

During our August Strategic Session, I was pleased to hear the commitment of the Management Committee toward grass root volunteering.

Community organisations rely heavily on volunteers to survive. They are at the core of what makes North Queensland what it is – not just the community spirit we see during disruptive events, but the spirit we encounter in our neighborhoods and in our daily lives. Yet most of those organisations have no local champion to help develop their capacity to operate or attract volunteers.

VNQ is making the commitment to be that champion and we are finalising a partnership that, over the next 12 months, will see us deliver free capacity building sessions available to grass root community organisations that rely on volunteers. The sessions will deliver building blocks of knowledge to improve viability, governance and communication.

This is a very exciting development, one I look forward in delivering. My time at VNQ has just begun. I relish the opportunity of being part of this new phase in our history and thank the management committee for their trust in my leadership.



Marie-Claude Brown
Manager

Marie-Claude Brown
Manager VNQ

Treasurers' Report

The 2019/20 financial year was exceptional for VNQ and not only because of the chaos created by COVID-19.

In my last report, I flagged that we would be holding a Volunteers conference in May and would need to employ additional staff to help organise it. At the time, we were looking for substantial grants and contributions to cover the costs, only to have the conference put on hold.



*Ernie Bunt
Treasurer*

The additional income and expenditure of the would-be conference has had a significant impact on our budget.

In reading our audited report, we appear to have made a substantial profit. However, some of the profit doesn't belong to the operations but to a future conference. Take this into consideration when reading the report.

For example, an \$18 000 conference donation from Rainbow Connections made during the 2019/2020 financial year was refunded during the current financial year. Also, \$10 000 showing as profit is held separate to our operations as a partnership contributions to a future conference.

After deleting the above and adding the Queensland Government Monsoon Trough Disaster Recovery Grant (\$10 000), our true profit of some \$3 000. This is positive.

We ended up with a much larger monetary report than normal, with the conference budget rolled into our 3-year operating budget.

The planned income of membership and partnerships did not produce the budgeted increase. We have now reorganised our staff structure and made the Business Development position redundant. We anticipate that with tight control on expenditures and other incomes aside from our guaranteed Department of Social Services (DSS) income, we will deliver a balanced budget in 2020/2021.

We anticipated an agreement to deliver training for volunteers over the next 12 months. This is a constrained grant, meaning we are unable to claim operating costs involved with the delivery. We have worked with this arrangement satisfactorily in the past and it allows us to expand our footprint in the volunteer environment.

It is essential to do this. By developing our training calendar as well as improving our referral service, we aim to maintain or grow our funding with DSS. To this end, we agreed to expand our paid staff team. While every effort will be made to recover the costs involved once established, it may put our 2020/2021 financials into the negative.

In conclusion, I would like to thank all of the people who have worked hard to expand our operation in what has been an exceptional year.

Ernie Bunt
Treasurer VNQ

Financial Statements

STATEMENT OF PROFIT OR LOSS FOR THE YEAR ENDED 30 JUNE 2020

<u>2019</u>		<u>2020</u>
\$		\$
	Income	
3420	Insurance Receipts	0
0	Cash Flow Boost	10000
0	Sponsorships	12273
0	Fundraising	18675
7647	Membership Fees	8762
2511	Interest Received	2302
145165	Grants	184895
1217	Other Income	3322
4523	Shared Office Space	783
7385	Training Income	3408
9795	Wages Subsidy	0
<u>181663</u>		<u>244420</u>
	Expenditure	
842	Accounting Fees	752
5778	Advertising	1018
2000	Audit Fees	2000
292	Bank Fees	294
1026	Catering	4116
3046	Computer Expenses	579
2459	Depreciation, Amortisation & Impairments	2393
2538	Events	2673
1938	Insurance	1857
0	Motor Vehicle Expenses	101
1127	Professional Services	2415
2114	Professional Development	6957
1069	Printing and Stationary	1667
3014	Provision for Annual Leave	0
36325	Rent Expenses	33972
1181	Repairs & Maintenance	223
81202	Salaries	125699
2583	Small Equipment	1415
935	Subscriptions & Software	2342
311	Sundry Expenses	4863
7450	Superannuation Contributions	10438
2984	Telephone & Internet	2885
13878	Training & Development Expenses	2100
1056	Volunteers Expenses	1173
294	Workers Compensation Insurance	850
<u>175442</u>		<u>212782</u>

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2020

<u>2019</u> \$		Note	<u>2020</u> \$
	Assets		
	Current Assets		
137461	Cash and Cash Equivalents	3	174303
<u>7415</u>	Trade and Other Receivables	4	<u>6781</u>
144876	Total Current Assets		181084
	Non-Current Assets		
<u>7978</u>	Plant and Equipment	5	<u>5585</u>
7978	Total Non-Current Assets		5585
152854	Total Assets		186669
	Liabilities		
	Current Assets		
11600	Trade and Other Payables	6	13777
<u>8111</u>	Employee Benefits	7	<u>8111</u>
19711	Total Current Liabilities		21888
19711	Total Liabilities		21888
133143	Net Assets		164781
	Members' Funds		
<u>133143</u>	Accumulated Surplus		<u>164781</u>
133143	Total Members' Equity		164781

VOLUNTEERING NORTH QUEENSLAND INC

ABN 89 493 383 445

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

1 Summary of Significant Accounting Policies

The principal accounting policies adopted in the preparation of the financial statement are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of Preparation

In the officer's opinion, the incorporated association is not a reporting entity because there are no users dependent on general financial statements.

These are special purpose financial statements that have been prepared for the purpose of complying with the *Associations Incorporation Act (Qld) 1981* and associated regulations. The officers have determined that the accounting policies adopted are appropriate to meet the needs of the members of Volunteering North Queensland Incorporated.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 1031 'Materiality' 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

Historical Cost Convention

The financial statements have been prepared under the historical cost convention.

Critical Accounting Estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The area involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in Note 2.

(a) Current and Non-Current Classification

Assets and Liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is current when: it is expected to be realised or intended to be sold or consumed in normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within twelve months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period. All other assets are classified as non-current.

A liability is current when: it is expected to be settled in normal operation cycle; it is held primarily for the purpose of trading; it is due to be settled within twelve months after the reporting period; or there is no unconditional right to differ the settlement of the liability for at least twelve months after the reporting period. All other liabilities are classified as non-currents.

(b) Trade and Other Receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

(c) Cash and Cash Equivalents

Cash and Cash Equivalents include Cash on Hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

(d) Property, Plant and Equipment

Property, Plant and Equipment is carried at cost less, where applicable, any accumulated depreciation.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Plant & Equipment	3-7 years
Office Equipment	3-5 years

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no further economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

(e) Employee Benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled within twelve months of the reporting date are recognised in current liabilities in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within twelve months of the reporting date are recognised in non-current liabilities, provided there is an unconditional right to defer settlement of the liability. The liability is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

(f) Trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

(g) Income Tax

At the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

(h) Revenue Recognition

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be measured. Revenue is measured at the fair value of the consideration received or receivable.

Grant Revenue

Grants are recognised at their fair value where there is a reasonable assurance that the grant will be received and all attached conditions will be complied with.

Interest Revenue

Interest Revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the related period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

2 Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believed to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgments, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Employee benefits provision

As discussed in Note 1, the liability for employee benefits expected to be settled more than twelve months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attribution rates and pay increases through promotion and inflation have been taken into account.

VOLUNTEERING NORTH QUEENSLAND INC
ABN 89 493 383 445
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

<u>2019</u>		<u>2020</u>
\$		\$
	3 Cash and Cash Equivalents	
137003	Cash at Bank	174303
<u>137003</u>	Total Cash and Cash Equivalents	<u>174303</u>
	4 Trade and Other Receivables	
	<i>Current</i>	
863	Trade Receivables	114
<u>6552</u>	Prepayments	<u>6667</u>
7415	Total Current Trade and Other Receivables	6781
	5 Property, Plant and Equipment	
	<i>Plant and Equipment</i>	
86819	At Cost	86819
<u>(78841)</u>	Accumulated Depreciation	<u>(81234)</u>
7978	Total Plant and Equipment	5585
	6 Trade and Other Payables	
	<i>Current</i>	
0	Superannuation Payable	1612
3730	PAYG Tax Payable	2486
2281	Trade Payables	696
3900	Trade Expenses	3900
<u>1689</u>	GST Tax Payable	<u>5083</u>
11600	Total Trade and Other Payables	13777
	7 Employee Benefits	
	<i>Current</i>	
<u>8111</u>	Annual Leave	<u>8111</u>
8111	Total Current Provision	8111
	8 Economic Dependence	

Volunteering North Queensland is dependent upon the adequacy and security of the continued funding provided by the Department of the Prime Minister and Cabinet. Funding is approved annually and based on the achievement of previously agreed outcomes and objectives. At the date of this report, funding from the Department of the Prime Minister and Cabinet had been approved until 2017/2018 financial year and there has been no evidence to suggest that further funding under this program will not continue into the future.

VOLUNTEERING NORTH QUEENSLAND INCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee have determined that the association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the committee the financial statements as set out on pages attached.

1. Present fairly the financial position of the Volunteering North Queensland Incorporated as at 30 June 2020 and the results of the association for the year ended at that date.
2. At the date of this statement, there are reasonable grounds to believe that the Volunteering North Queensland Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President



Treasurer



Dated this 15th day of SEPTEMBER 2020

2019-2020 Staff

Management Committee

President	Margie Ryder
Vice President	Emily Sehu
Secretary	Patricia Ross
Treasurer	Ernie Bunt
Council Representative	Cr Maurie Soars
Members	Liz Greenwood, Ray Francis, Denise Lumsden

Employees

Manager	Shane Harris / Marie-Claude Brown
Business Development Officer	Natalie Dukes
Events	Kim Borkowski, Brittany Butler
Bookkeeper	Helen Brown

Volunteers

Events & Data	Kelly Rintoul
IT Support	Christian Sperber
Communications	Carole Hourston, Barry Turnbull, Matthew Horsfall, Romina Tapia, Caroline Morgan
Reception & Admin	Courtney McNee, Vicki Darlington, Jamie Bodnar
Recruitment Officers	Geraldine Nivea, Lyn Alderson, Shaun Heirdsfield, Deliza Forrest, Jamie Bodnar, Maddie Dwyer



Open: Tues – Thurs, 9:30 am – 2:30 pm



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4725 5990



www.VNQ.org.au

www.facebook.com/volunteering.n.queensland



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the Australian Government
Department of Social Services.
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