

Child Abuse Prevention Service (Syd) Inc



**childabuse
preventionservice**

2008-2009 Annual Report

Child Abuse Prevention Service

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Members of the Board

Chair: Renee Carter, joined April 2009
Vice Chair: Dr Anne Adams, joined October 2006
Secretary: Robert Chiu, joined March 2009
Treasurer: Samantha Fawcett, joined July 2009
Board Member: Helen McPaul, joined November 2008
Board Member: Anna Brown, joined July 2009
Board Member: June Crowley, joined September 2009

Resigned Members for this financial year

Tony Lane previous Chairman - resigned March 2009
Karen Craigie previous Secretary - resigned March 2009
Julianne Qiu previous Treasurer - resigned June 2009

Chair's Report

To the Members, Volunteers, Staff and Supporters of Child Abuse Prevention Service (CAPS),

It is an honour to be writing to you as the Chair of CAPS, an organisation built on people willing to contribute their skills and energy to make a difference to the lives of children, through the prevention and alleviation of child abuse.

It is an exciting time for CAPS as we are poised to tackle challenges and build upon the strengths of the organisation. We continue to maintain our focus on providing a "fence of prevention", by offering support and working within the community.

The vital contribution of our Volunteers

Since its inception in 1973, CAPS has relied on the efforts of Volunteers. Some of our Volunteers have tirelessly given of their time and energy for over a decade, while others have joined our team as recently as September. All make a valuable contribution to CAPS and to the lives of those they are able to support through our services.

This year we are building our Volunteer team through the training of new Volunteers in Telephone Support. We have also benefited from professional Placements along with Volunteers assisting in administration.

It was with pleasure we held a Volunteer, Staff and Board Information evening in June this year. It was a well attended evening, and was an opportunity for new CAPS participants to meet with long-standing CAPS participants to discuss our shared vision and passion for the ongoing efforts in the prevention of child abuse. I look forward to the continued opportunities for all parts of the CAPS team to work together and harness our combined strengths.

Building our Staff Team

This year there have been some changes and positive developments within the CAPS Staff team.

Lesley Hamlyn was appointed to the role of Supervisor of Volunteers in April this year, to support, train and mentor our Volunteers. Brooke Macnee has recently been appointed as Clinical Case Worker, after years of involvement with CAPS. With Lesley and Brooke on staff, we look forward to strengthening our service offering, and our ability to attract, train and retain Volunteers.

Karen Craigie, previously a member on the CAPS Board, was appointed in April, to the role of Communications and Development Manager. Her role includes raising awareness of CAPS; fundraising; and providing information for schools, parents, carers and the community.

John Burnett, joined the Staff team in December, as our Book-keeper.

CAPS Staff liaise regularly with the Board, including attending monthly Board Meetings to report on developments and plans. With an able and skilled Staff, we look forward to building on, and raising awareness of, our service.

Strengthening the Board

There have been some changes to the Board this year. Some of our time has been spent recruiting additional Board Members, with a range of skills, to create a balanced and stable Board.

Chair's Report (cont)

Dr Anne Adams, Vice Chair, is our longest serving Board Member, who has participated on the Board since October 2006. She also filled the Acting Chair role when Tony Lane resigned as Chair. Helen McPaul, who has been involved with CAPS for a number of years, rejoined our Board in November 2008. Her knowledge of CAPS and her clinical expertise are invaluable assets to the Board. Helen is also Volunteer Board Liaison along with Mentor to the Supervisor of Volunteers. Rob Chiu joined the Board in March this year, and was appointed Board Secretary in June. I joined in April, and was appointed Chair in May.

While we farewelled Julianne Qiu as Treasurer in July this year, we welcomed in a new Treasurer, Samantha Fawcett, in the same month. It was a smooth transition and we are already benefiting from Samantha's dedication to her role on the Board. Anna Brown joined the Board in the same month, bringing with her experience in governance, allowing us to clarify our processes and procedures. Our most recent addition to the Board is June Crowley, who was selected to enhance the CAPS service through information management technology.

As a Board, we look forward to working alongside our Staff and Volunteers, to offer an invaluable, life-changing service to the community.

Maintaining Our Core Focus

Since its beginning, Child Abuse Prevention Service (CAPS) has been dedicated to initiatives for the prevention of child abuse and to support families. Continuing on with the vision of Dorothy Ginn, CAPS is dedicated to maintaining this core focus. Through working with Parents, Carers, Schools and the Community we hope to support and educate, and therefore provide a safer environment for children.

The Future of CAPS

In a changing environment, the welfare of our community's children remains a prime concern. CAPS has the potential to be a vital ingredient in helping to minimise the risk of abuse through supporting families.

The Board is currently in the process of finalising our 3 year Strategic Plan. We are looking to launch initiatives in our local area; to further collaborate with like-minded agencies in child protection; and to be equipped for the future.

In closing

I would like to thank our Supporters, Volunteers, Members, Staff and the Board, for their combined contributions of care and expertise, which keep CAPS running and providing a valuable service to the Community.

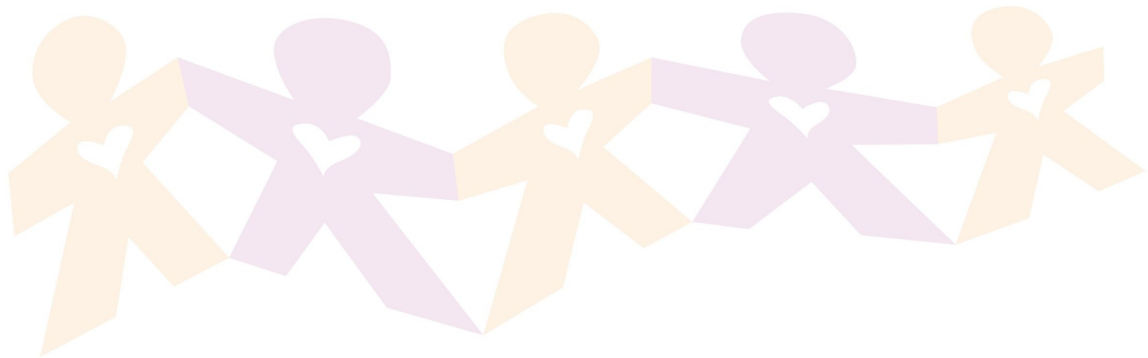
Renee Carter

Chair

Child Abuse Prevention Service (CAPS)

4 October 2009

The Child Abuse Prevention Service (CAPS) aims to alleviate child abuse in all its forms through family support and community education. CAPS assists parents, carers, children, families, child and family support professionals and other people who need us. We believe that prevention is better than a cure.



Child Abuse Prevention Service's Work

National Telephone Service

For 36 years CAPS has delivered valuable and immediate support, referral, crisis intervention and a wealth of information to those affected by child abuse, via its telephone support line. This national service annually reaches thousands of struggling parents and carers, families in crisis, victims of abuse, concerned members of the community and professionals working with children. It remains as one of the few free telephone help lines, and is still the only national telephone service in Australia that is wholly dedicated to child abuse prevention.

During the 2008-2009 financial year the CAPS telephone line received 5120 calls, incoming from every State and Territory in the country. More than 3900 clients received clinical support and referral to Government Departments and a wide range of community organizations. Where need was evident, callers also received intensive, ongoing clinical support ensuring the best outcomes for our clients and their families through the creation of structured family support networks, the provision of high-quality resources and information, connections to local helping agencies, and counseling by CAPS' clinical management staff.

Educational Outreach & Community Development

Over the past 12 months CAPS has delivered an extensive portfolio of educational outreach and community development initiatives. Twenty-two separate child protection and abuse prevention sessions have been presented to a wide variety of organizations and institutes, such as Australian Council for Children and Youth Organisations, Northern Beaches TAFE and the Arab Council of Australia). Additionally, CAPS has focused on substantially extending its communications reach and has distributed thousands of community brochures, cards, posters, content for community and school newsletters and other resources to community organizations, schools, and councils.

CAPS again participated in National Child Protection Week, hosting community stalls in key shopping centres. This represented a wonderful opportunity for us to network with local families, answer questions, distribute resources and promote CAPS' telephone line as a valuable, free source of support for families. CAPS completed dozens of interviews on community, metropolitan, regional, state-based and national radio programs, ensuring that our telephone number and website were strongly promoted, along with key messages of child protection and abuse prevention.

In the upcoming year we will focus on greatly improving our public profile through targeted and broad communications projects, allowing us to enhance our educational and community development delivery and extend our positive impact within the community.

Volunteer Involvement

Volunteer Support

Volunteers are the lifeblood of CAPS, generously offering their time, skills and expertise to contribute to the organisation and deliver a vital service to those in need. Volunteers contribute in many ways: manning the CAPS telephone service, recording pertinent client data, attending training and case management sessions, documenting statistical information, serving on the board, organizing and maintaining office resources, updating contact details and information in volunteer resource folders, delivering promotional activities within the community, attending events and ceremonies, assisting with administrative tasks and many other activities.

CAPS' continues to benefit from the involvement of a dedicated group of volunteers who have been with the organization for many years, supplemented by newer team members who have brought with them a wide variety of skills, much enthusiasm, and ongoing commitment to helping children and their families. This year our volunteer team has grown to include a number of recent arrivals, whom we warmly welcome. To all volunteers, Thank you! Your tireless dedication to the cause and to CAPS, your enthusiasm, your contribution and your place in the CAPS team are priceless.

Volunteer Training

CAPS' clinical team continues to offer high-level, competency-based training to new volunteer recruits, as an integral function of organizational service delivery. CAPS would like to acknowledge and thank the following organizations and people for their generous support in delivering components of the training;

Jim George presented on the topic of Grief and Loss.

David Chester presented on the topic of Family Law.

Vivien Facchin from Claffy House presented on the topic of Domestic Violence.

Detective Sergeant Chris Laird from Bankstown Joint Investigation and Response Team (JIRT), presented on the function and involvement of JIRT.

Robyn Collins from Croydon Mental Health Centre presented on the topic of Mental Health.

We hope to continue to develop these important partnerships into the future.

Auditor's Report

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Child Abuse Prevention Service (Sydney) Inc., which comprises the balance sheet as at 30 June 2009 and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by committee members.

Committee members' Responsibility for the Financial Report

The committee members of the association are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Association Incorporation Act (NSW) and are appropriate to meet the needs of the members. The committee members' responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing 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 judgement, 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 internal control relevant to the entity's preparation and fair presentation of the financial report 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 the reasonableness of accounting estimates made by the committee members, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee members' financial reporting under the Associations Incorporation Act (NSW). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

Auditor's Report (cont)

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Qualification


As is common for organisations of this type, it is not practicable to maintain an effective system of internal control over donations, bequests and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to donations, bequests and fund raising was limited to amounts recorded. We are therefore unable to express an opinion whether, donations, bequests and other fund raising activities are complete.

Qualified Audit Opinion

In our opinion, subject to the effects of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly in accordance with the basis of accounting, as detailed in Note 1, the financial position of Child Abuse Prevention Service (Sydney) Inc. for the year ended 30 June 2009 and its financial position as at that date.

Haywards

Chartered Accountants


.....
John G. Newton
Partner

Dated this 13 day of October 2009

Income Statement

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2009

	Note	2009 \$	2008 \$
Revenue	2	310,970	275,825
Employee benefit expense		(114,903)	(94,176)
Advertising and promotion		(9,911)	(19,559)
Depreciation and amortisation expenses		(2,644)	(2,985)
Rental expenses		(30,038)	(29,267)
Telephone and fax		(13,225)	(10,694)
Recruitment expenses		(15,910)	-
Miscellaneous expenses		(426)	(18,946)
Other expenses		(33,780)	(54,924)
		<hr/>	<hr/>
		90,133	45,274
Profit before income tax			
Income tax expense	3	-	-
		<hr/>	<hr/>
Profit from operations		90,133	45,274

The accompanying notes form part of these financial statements

Balance Sheet

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

BALANCE SHEET AS AT 30 JUNE 2009

	Notes	2009 \$	2008 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	277,964	180,999
Trade and other receivables	5	2,000	2,000
TOTAL CURRENT ASSETS		<u>279,964</u>	<u>182,999</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	10,848	11,941
TOTAL NON-CURRENT ASSETS		<u>10,848</u>	<u>11,941</u>
TOTAL ASSETS		<u>290,812</u>	<u>194,940</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	26,168	17,016
Employee entitlement	8	1,689	5,102
TOTAL CURRENT LIABILITIES		<u>27,857</u>	<u>22,118</u>
TOTAL LIABILITIES		<u>27,857</u>	<u>22,118</u>
NET ASSETS		<u>262,955</u>	<u>172,822</u>
EQUITY			
Retained profits		240,955	150,822
General reserves		22,000	22,000
TOTAL EQUITY		<u>262,955</u>	<u>172,822</u>

The accompanying notes form part of these financial statements.

Notes to the Financial Statements

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

Note 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW). The committee members have determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. **Income Tax**

The association is exempt from income tax.

b. **Property, Plant and Equipment (PPE)**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

c. **Impairment of Assets**

At each reporting date, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

d. **Employee Benefits**

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefit have been measured at the amounts expected to be paid when the liability is settled.

Notes to the Financial Statements (cont)

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

Note 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Provisions

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at reporting date.

f. Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

g. Revenue and Other Income

Grant and donation income is recognised when the entity obtains control over the funds which is generally at the time of receipt.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST).

h. Leases

Leases of property, plant and equipment, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

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 Tax 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 balance sheet are shown inclusive of GST.

Notes to the Financial Statements (cont)

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2009

	2009 \$	2008 \$
2. REVENUE		
DOCS Grant	167,780	161,122
Other Grants	81,172	21,903
Donations, bequests and fundraising	50,473	54,028
Other income	11,545	38,772
	<u>310,970</u>	<u>275,825</u>
3. INCOME TAX EXPENSE		
a. The components of tax expense comprise:		
- Current tax	-	-
	<u>-</u>	<u>-</u>
4. CASH AND CASH EQUIVALENTS		
Cash on hand	100	100
Cash at Bank	277,864	180,899
	<u>277,964</u>	<u>180,999</u>
5. TRADE AND OTHER RECEIVABLES		
Deposit	2,000	2,000
	<u>2,000</u>	<u>2,000</u>
6. PLANT AND EQUIPMENT		
Office equipment at cost	54,766	53,215
Less: accumulated depreciation	(43,918)	(41,274)
	<u>10,848</u>	<u>11,941</u>
7. TRADE AND OTHER PAYABLES		
Trade payables	3,830	3,983
Accrued expenses	4,195	-
Income in advance	15,312	7,490
GST payable	747	1,803
Other payables	2,084	3,740
	<u>26,168</u>	<u>17,016</u>
8. PROVISIONS		
Short-term employee entitlement	1,689	4,089
Long-term employee entitlement	-	1,013
	<u>1,689</u>	<u>5,102</u>

Notes to the Financial Statements (cont)

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2009

	2009	2008
	\$	\$
9. LEASING COMMITMENTS		
a. Operating Lease Commitments		
Being for rent of office		
Payable – minimum lease payments:		
- not later than 12 months	28,200	5,640
- between 12 months and five years	22,560	-
	50,760	5,640

The property lease is a non-cancellable lease with a two year term, with rent payable monthly in advance. An option exists to renew the lease at the end of the two year term for an additional term of two years.

10. GOING CONCERN

The accounts have been prepared on a going concern basis. This is on the assumption that sufficient government grants and donations will be received in subsequent periods to cover expenses.

Notes to the Financial Statements (cont)

CHILD ABUSE PREVENTION SERVICE (SYDNEY) INC.

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CAPS' Sponsors and Supporters

Major Sponsors

NSW Department of Community Services

The Cornucopia Committee

United Way

Blacktown Workers Club

Donations received by

Margaret Cantor Rotary Club of East Gosford Evelyn Rast Jennifer Trowse

Planet Ark Environmental Foundation Lorraine Levy S.M Johnstone S.L Thomas

NN Associates Pty Ltd Kelly Logan MECU Intelligent Banking Shirley Hall

Supporters

Alan Cocks Julie Nicholls Justine Flynn Planet Press

Thank you for your kind donations and support throughout the year