

COMMUNITY TRANSPORT

PORT STEPHENS Ltd. 1300 881852

**2014
2015**

ANNUAL REPORT



Community Transport Port Stephens Ltd
1/124 George Road Salamander Bay NSW 2317
1300881852 info@ctps.org.au www.ctps.org.au

ABN 78 567 597 842

ACN 146 432 402

PRESIDENTS REPORT – 2014 - 15

Our year started with the happy occasion of celebrating our 30th Birthday at the Shoal Bay Resort. Minister for Transport Gladys Berejiklian attended and addressed the hundred or so who attended. Whilst complimentary she was nevertheless guarded in her comments regarding future funding.

Following on from the previous one, the year continued to be one of jumping through hoops, completing a myriad of documents and reports in order to ensure that we would be granted Third Party Verification. This was finally received in March.

We are indeed fortunate to have such professional and dedicated staff to guide us through such matters and it was fitting that in April Elizabeth Page was recognised by the Rotary Clubs of Nelson Bay and Salamander Bay with a “Pride in Workmanship” award.

In April we welcomed Brian Weatherly to the Board.

In early June we received confirmation that our contracts with Transport for NSW would be renewed to 30th June 2017 (2 X 1 year contracts) and although this gives us breathing space the Governments agenda remains the same – to reduce the number of providers.

In July we resigned from the Advanced Community Solutions as it was felt that the organisation was not in our best interests. Following this Ian Nowacki, Annette Messenger and myself met with South West, Clarence, Macleay and Coast and Country (Shoalhaven) Groups to discuss the formation of a “cooperative”.

Following in-principal agreement a further meeting is planned with a solicitor David Roe to discuss the viability and nuts and bolts issues.

In August we were invited to tender for the Dubbo, Narrabri and Tenterfield/Glen Innes Contracts (one or all).

These organisations obviously were not offered continuation of their contracts as we were in June.

To that end we entered into a Memorandum of Understanding with the Hastings/Macleay and Clarence groups and a joint tender was submitted in late September.

Our Company continues to offer excellence in the service of our community.

Modern, well maintained vehicles, well trained, dedicated staff and a committed Board bodes well for the future.
Even so there is still no room for complacency.

I would like to thank Ian, Liz and Dan for their continued efforts in making sure the organisation runs as smoothly as it does and Board members for their continued support.

I will not be standing for President this year but I am sure that with the assistance of all those I have just mentioned that the organisation will continue to flourish.

Phillip Smith
President
3/10/2015

REPORT - CEO - 2015

CEO Report is submitted for the Annual Report.

The 2014-5 year has again been very confronting with advice that our contract would be extended to 2018 dependent on performance. We were successful and awarded a further 2 years. Some Community Transport Groups were not re issued with a contract and tenders were issued. This organisation formed a consortium with 2 other CT's and lodged a tender for these areas.

With this news a replacement Ford Transit for BTX57B has been purchased and fitted out plus a vehicle changeover for Commodore CT 133. It is also planned to replace our Mitsubishi Rosa or Higer with a similar vehicle in the 2015-6 year. This still left the company with approx. \$170,000 in the vehicle replacement account.

New Board Member Brian Weatherly was elected in April 2015 and he brings extended experience with him especially with the aboriginal and younger community. Welcome Brian.

One of the biggest tasks was securing Third Party Verification to meet with the Disability Standards. This task took in excess of 9 months to compile and implement with a final outcome being endorsed in April 2015. Special thanks to employee Liz Page for her dedication in coordinating and submitting this project. This is a requirement by Government to receive and undertake transport for the younger disabled.

Welcome to new staff member Aviva Willan. Aviva commenced in September 2014 and as her position is customer relations she has been out and about promoting the product. The increase in outings and other activities since her appointment are a positive indication of her valuable contribution to the Company.

As we move forward onto the 2015-6 year there will still be a concentrated requirement to seriously look at merging with other community transport providers to ensure a reliable, efficient and safe community transport system in the future. I will require a commitment by Board members to ensure we make the right decision on this matter to make sure our current staff and resources are managed correctly.

In conclusion I would like to extend my thanks to all board members, staff and volunteers for their commitment and support over the past 12 months.



Ian Nowacki

CEO

8th October 2015



STATEMENT BY AUDITOR

We have examined the attached Financial Statements, being the Balance Sheet and Statement of Income and Expenditure of: Community Transport Port Stephens Limited Health for the Year Ended: 30th June 2015.

Our audit was conducted in accordance with Australian Auditing Standards and, accordingly, included such tests of the accounting records and such other audit procedures as we considered necessary in the circumstances.

In our opinion the accompanying Financial statements are properly drawn up so as to give a true and fair view of the affairs of: Community Transport Port Stephens Limited. Health as at 30th June 2015.
and of the results of the activities for the period then ended.

Charitable Fundraising Act Section 24 (2)

1. In our opinion the Financial statements show a true and fair view of the financial results of fundraising appeals for which they relate.
2. The records have been properly kept in accordance with the legislation and have been properly accounted for.
3. At the date of this statement, there are no reasonable grounds to believe that Community Transport group of Port Stephens In will be unable to pay its debts as and when they fall due.

Date 13/07/2015

Signature of Auditor

Name of Auditor: Stephen Tolhurst

Qualifications of Auditor: C.A.



Liability limited by
a scheme approved
under Professional
Standards Legislation

**THE COMMUNITY TRANSPORT
PORT STEPHENS LTD
AUDITED STATEMENT
FOR THE YEAR ENDED
30TH JUNE 2015**

FUNDED ORGANISATION

NAME: THE COMMUNITY TRANSPORT PORT STEPHENS LTD

ADDRESS: PO BOX 152, NELSON BAY 2315

PHONE: 02 49847999 FAX: 02 49847911

EMAIL: ctgps@nelsonbay.com

NAME OF SERVICE: COMMUNITY TRANSPORT PORT STEPHENS LTD.....

INCOME AND EXPENDITURE STATEMENT

for the Year ended 30 June 2015

LAST YEAR	ITEM	THIS YEAR	BUDGET
	1 INCOME		
	1.1 Grant - Recurrent Funding:		
526844.35	1.1.1 HACC (excluding SACS ERO supplementation)	564270.37	
	1.1.2 HACC SACS ERO supplementation only		
105683.51	1.1.3 CTP (excluding SACS ERO supplementation)	106468.93	
	1.1.4 CTP SACS ERO supplementation only		
	1.2 Grant - Non Recurrent Funding:		
16359.85	1.2.1 HACC	25805.84	
9476.48	1.2.2 CTP	12485.13	
40000.00	1.2.3 HACC Transition Funding		
192982.11	1.4 Income from Passengers and Groups	179524.33	
5876.41	1.5 Interest from Money on Deposit	6769.22	
	1.6 Membership Subscriptions		
3171.50	1.7 Profit on Sale of Assets		
	1.8 Insurance Recovery		
	1.9 Other (Itemise)		
23500.00	1.9.1 Health	24300.00	
1940.00	1.9.2 Diesel Fuel Rebates	1405.00	
251.00	1.9.3 Donations		
	1.9.4 Fundraising		
	1.9.5 Council Grant		
574.15	Incidentals	1.00	
22058.40	Disability	46394.11	
<u>948717.76</u>	1.10 TOTAL INCOME	<u>967423.93</u>	<u>0</u>
	2 EXPENDITURE		
	2.1 Direct Services Related Costs		
569840.82	2.1.1 Employee expenses (including oncosts)	623218.99	
	2.1.2 Brokerage		
	2.1.2.1 Brokerage: Bus Hiring Expenses		
4828.44	2.1.2.2 Brokerage: Taxi Hiring Expenses	6244.86	
	2.1.2.3 Brokerage: Other		
2929.75	2.1.3 Travel		
	2.1.4 Carer resources		
2673.58	2.1.5 Volunteer reimbursement (excluding vehicle use)	2049.00	
	2.1.6 Motor Vehicle Running costs (excluding depreciation)		
51216.05	2.1.6.1 Fuel	44290.38	
33607.35	2.1.6.2 Service/Maintenance	38808.78	
18529.52	2.1.6.3 Insurance/Registration	18012.11	
	2.1.6.4 Reimbursements for vehicle use		

	2.1.6.5 Other	3961.38	
	2.1.7 Other Direct Services Related Costs (please specify)		
2928.39	Equipment	10850.18	
2415.00	Donations		
842.92	Group Bus Trips	209.09	
1430.36	30th Birthday Celebrations	4659.82	
		
	2.2 Support and Administration Costs		
25187.14	2.2.1 Employee expenses (including oncosts)	21897.49	
2935.00	2.2.2 Training Costs	3013.10	
18460.01	2.2.3 Premises and Accommodation (including cleaning)	22752.34	
104381.70	2.2.4 Depreciation of Assets	91359.38	
1639.14	2.2.5 Promotion and Advertising costs	4379.32	
	2.2.6 Loss on Sale of Assets		
	2.2.7 Management Fees		
4338.25	2.2.7.1 Non-Vehicle Insurance	4745.17	
	2.2.7.2 Other (please specify)		
252.80	Waste Management	340.30	
		
	2.2.8 Other Support and Administration Costs		
1972.68	2.2.8.1 Audit	2020.45	
1972.68	2.2.8.2 Accounting Fees	2020.46	
5108.79	2.2.8.3 Non-Vehicle Maintenance	10010.20	
3100.00	2.2.8.4 Lodgement/Legal Fees	626.55	
7876.50	2.2.8.5 Printing/Postage/Stationery	10705.29	
16279.59	2.2.8.6 Communication Services	13609.61	
6119.42	2.2.8.7 Utilities	5587.15	
4745.33	2.2.8.8 Conferences/Forums	10901.93	
753.03	2.2.8.9 Consultancies	2731.82	
	2.2.8.10 Other (please specify)		
512.04	Bank Charges & Interest	509.70	
15509.03	IT Costs	11107.07	
5876.29	Subscriptions	-2930.00	
5341.44	Bookkeeper	4456.67	
831.59	Uniforms	974.30	
<u>924434.63</u>	2.3 TOTAL EXPENDITURE	<u>973122.89</u>	<u>0</u>
<u>24283.13</u>	3 SURPLUS (DEFICIT) BEFORE APPROPRIATION	<u>-5698.96</u>	<u>0</u>
	less Transfers to Asset Replacement Reserve		
	* Motor Vehicles		
	* Other Approved Reserves		
		
		
	plus Transfers from Asset Replacement Reserve		
<u>24283.13</u>	4 RETAINED EARNINGS - ADDITION (REDUCTION) TO ACCUMULATED FUNDS	<u>-5698.96</u>	<u>0</u>

ADEQUACY OF CASH RESERVES CHECK

\$185,572	Cash Assets	\$285,165
	Less Reserves Required for:	
\$88,974	Employee Entitlements (from Balance Sheet)	\$91,127
\$95,700	Vehicle Replacement (from Budget Vehicle Replacement Provision Planner)	\$95,700
	Other (Itemise)	
	
	
<u>\$898</u>	UNCOMMITTED CASH (1)	<u>\$98,338</u>

Note: (1) If this figure is negative then the total cash reserves being held are not adequate and strategies will be required to be developed and implemented to redress the situation. If it is significantly larger than \$0 then an explanation will be required as to why grant income is not being fully committed to service delivery.

COMMUNITY TRANSPORT PORT STEPHENS LIMITED

BALANCE SHEET

as at 30 June 2015

LAST YEAR	ITEM	THIS YEAR
	CURRENT ASSETS	
	Cash on Hand	
	Cash at Bank and Other Financial Institutions	
	Bank / Institution Account Type	
10311.37 ANZ	Operating	13136.33
1358.64 ANZ	Operating	1636.58
75125.57 ANZ	Replacement	169104.25
46994.78 N'cle Perm	Investment	48653.99
51102.93 Term Deposits		52634.26
679.2 Petty Cash Float		224.5
	Prepayments (Itemise)	
	
	
18439.2 Debtors (Accounts Receivable)		1090
9958.66 GST Receivable		7191.8
10002 Advance Community Solutions		21502
	
	
<u>223972.35</u>	TOTAL CURRENT ASSETS	<u>315173.71</u>
	NON-CURRENT ASSETS	
641578.27 Property, Plant and Equipment at Cost less		642301.58
-237505 Accumulated Depreciation		-329587.69
	Other (Itemise)	
	
	
<u>404073.27</u>	TOTAL NON-CURRENT ASSETS	<u>312713.89</u>

628045.62

TOTAL ASSETS

627887.6

THIS YEAR

ITEM

THIS YEAR

CURRENT LIABILITIES

9655.22 Creditors (Accounts Payable) 12027.84
Grants in Advance
Accrued Liabilities
18862.75 GST 19429.25
5548.55 Payee Tax 5997.55
Other (Itemise)

34066.52

TOTAL CURRENT LIABILITIES

37454.64

NON-CURRENT LIABILITIES

88974.39 Provision for Employee Entitlements 91127.21
Other (Itemise)

88974.39

TOTAL NON-CURRENT LIABILITIES

91127.21

123040.91

TOTAL LIABILITIES

128581.85

505004.71

NET ASSETS

499305.75

EQUITY

480721.58 Members' Funds 505004.71
Balance of Accumulated Funds from Last Year
24283.13 Retained Earnings from Income and Expenditure Statement -5698.96
Asset Replacement Reserve

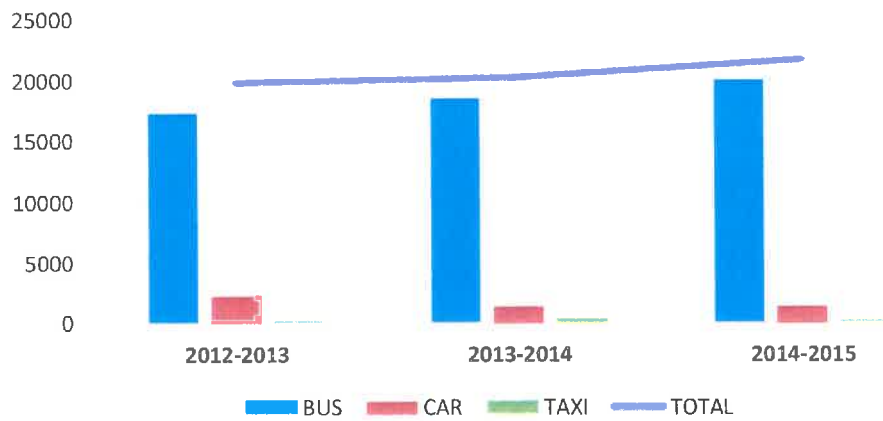
505004.71

NEW BALANCE OF ACCUMULATED FUNDS

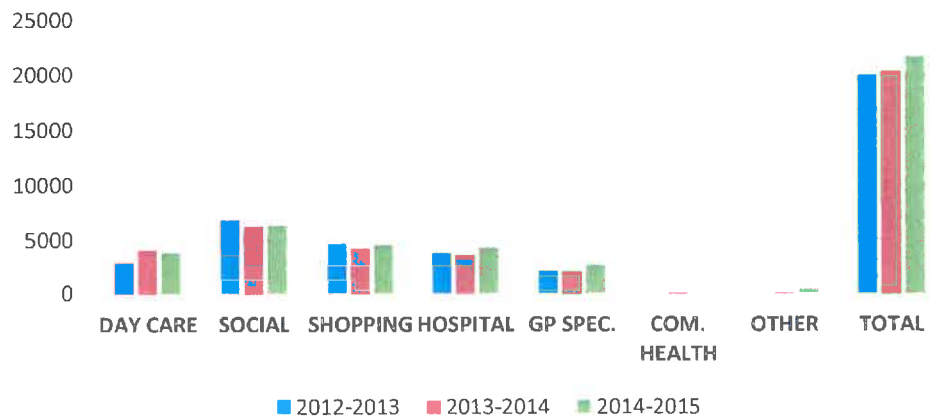
499305.75

COMMUNITY TRANSPORT PORT STEPHENS LTD

TOTAL TRIPS BY MODE JULY - JUNE



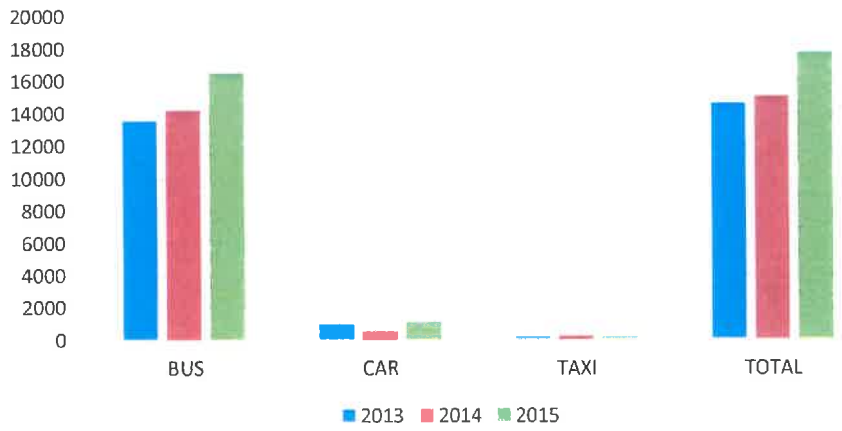
TOTAL TRIPS BY TYPE JULY - JUNE



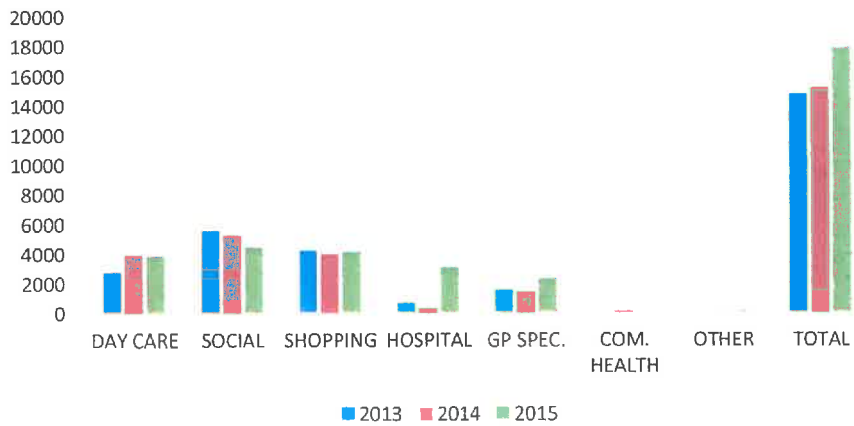
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HOME AND COMMUNITY CARE FUNDING

TRIPS BY MODE - HACC JULY-JUNE



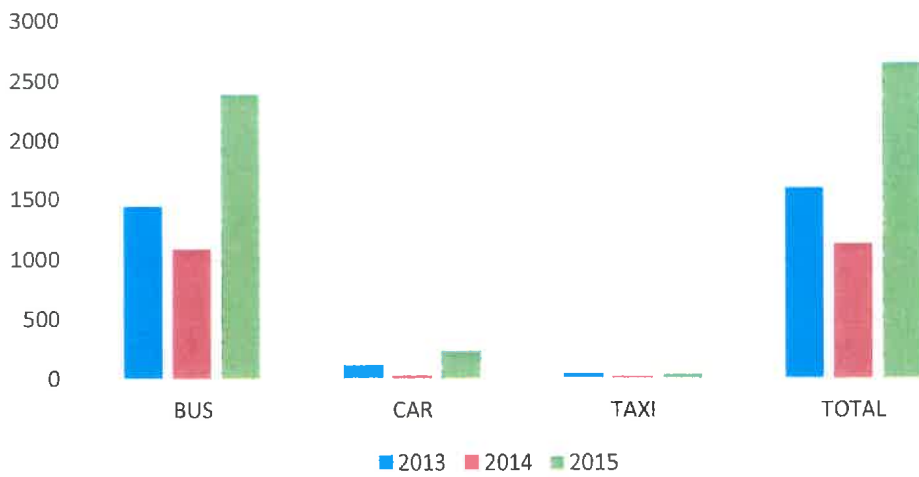
TRIPS BY MODE HACC JULY-JUNE



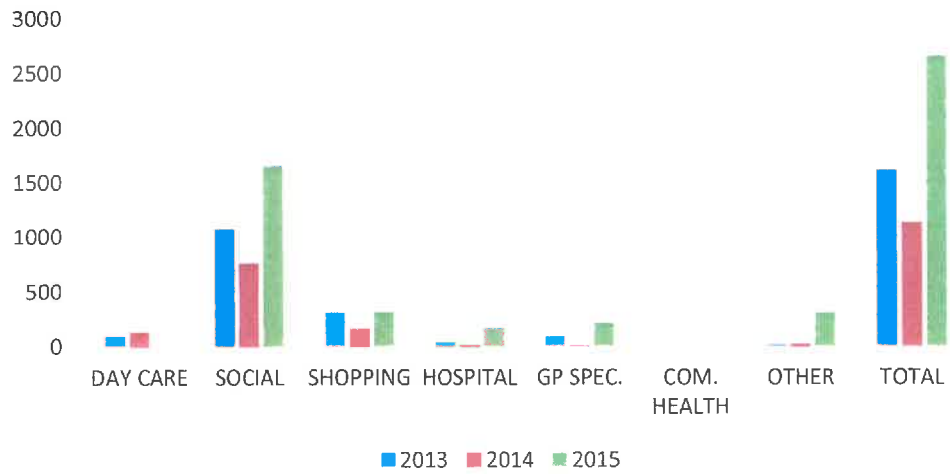
COMMUNITY TRANSPORT PORT STEPHENS LTD

COMMUNITY TRANSPORT PROGRAM FUNDING

TRIPS BY MODE - CTP JULY- JUNE



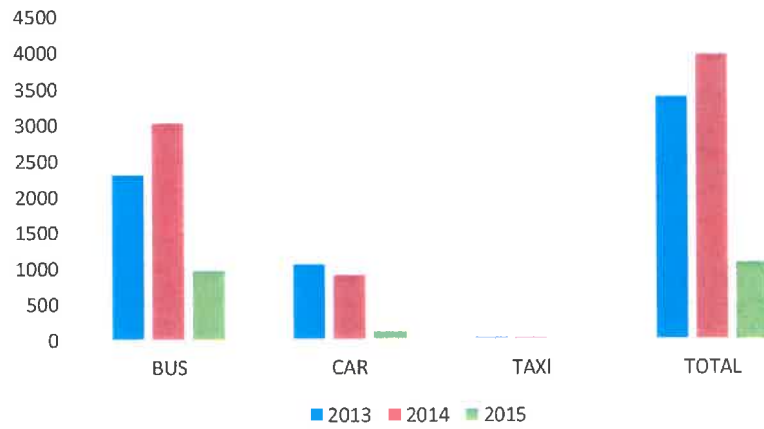
TRIPS BY TYPE - CTP JULY - JUNE



COMMUNITY TRANSPORT PORT STEPHENS LTD

HUNTER AREA HEALTH FUNDING

TRIPS BY MODE - HAH JULY - JUNE



TRIPS BY TYPE - HAH JULY - JUNE

