

PRESIDENTS REPORT – 2015 - 16

This last year has been a continuance of previous years with the focus on future survival. Financially we are fortunate to continue to operate efficiently with funds available to meet all of the day to day expenses as well as providing for future vehicle replacement as required.

We continue to be fortunate to have such professional and dedicated staff and volunteers and it was pleasing to once again see one of our staff -volunteer Paul Bennett recognised by the Rotary Clubs of and Salamander Bay with a “Pride in Workmanship” award.

Having cut ties with Advance Community Solutions, it was recognised that amalgamation was still the best way to ensure survival.

To that end discussions were held with Port Macquarie and Clarence Transport Groups with meetings held in March and May.

A decision to merge the three groups (in principle) was made at the May meeting - subject to satisfactory Financial and Legal Audits. It was hoped that these would be completed prior to December 31 and a professional be employed to write a business plan for the new Group.

A further meeting has been suggested for late October – Probably 29th at which appointment of a Business Planner will be discussed.

Our contracts with Transport for NSW have been renewed to 30th June 2018 and there it is likely that they will probably be extended to 2019 giving us a little more breathing space.

We continue to offer excellence in the service of our community. Our fleet continues to be modern and well maintained our staff dedicated and committed.

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.

Phillip Smith
President
14/10/2016

With the completion of the 2015- 6 the entire organisation has been challenged with many onerous tasks to complete.

Our main current challenge is to drive the proposed merger with Hastings Macleay and Clarence CT's with a target date of July 2017.

As our contract is extended to 2018 and even possibly longer we must now continue to move forward in terms of planning and resource management to ensure community support and satisfaction.

With the revised contracts for 2016 – 8 we are also subject to much more scrutiny and accountability and it is therefore very important that our vehicles, equipment and staff training are at a very high level. It is anticipated that one 20 seat bus will be replace and one 12 seater in the next 12 months.

Thanks to the Board for their positive and active input into the merger project. The next 12 months will have even more momentum.

Finally the organisation ended this financial year in a very sound state which has enable us to move forward.

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



Ian Nowacki
CEO

20th October 2016

COMMUNITY TRANSPORT PORT STEPHENS LIMITED
A.B.N. 78 567 597 842

INDEPENDENT AUDITOR'S REPORT

Report on the financial report

We have audited the accompanying financial report of Community Transport Port Stephens Limited which comprises the statement of financial position as at 30th June 2016, and the statement of profit or loss and other comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the directors declaration.

Directors Responsibility for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Corporations Act 2001 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditors Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 auditors judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the company's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the independence requirements of the Corporations Act 2001. We confirm that the independence declaration required by the Corporations Act 2001, provided to the directors of Community Transport Port Stephens Limited on 15th September 2016 would be in the same terms if provided to the directors as at the date of this auditors report.

Opinion

In our opinion the financial report of Community Transport Port Stephens Limited is in accordance with the Corporations Act 2001 including:

- i.) giving a true and fair view of the company's financial position as at 30 June 2016 and of its performance for the year ended on that date; and
- ii.) complying with Australian Accounting Standards and the Corporations Regulations 2001.

MORLEY & COMPANY



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S.B. TOLHURST

Nelson Bay
15th September 2016

Balance Sheet

As of June 2016

ABN: 78 567 597 842
Email: info@ctps.org.au

Assets		
MAIN ACCOUNT 6914		\$10,538
ANZ VISA DEBIT		\$2,000
VEHICLE/INVEST ACCOUNT		\$174,378
Undeposited funds		\$500
TERM DEP. STAFF ENTITLEMENTS		\$50,074
Term Deposit - Redundancy		\$53,999
Petty Cash Nelson Bay		\$176
Withholding Credits		
Trade Debtors	\$18,077	
Total Withholding Credits		\$18,077
Deposits/Bonds to suppliers		\$500
Vehicles		
Veh & Equip.	\$700,080	
Accum Depreciation	-\$356,739	
Furniture & Equip.		
Plant & EquipProject HACC/CTP	\$20,423	
Plant & Equip Acc Dep	-\$14,507	
Total Furniture & Equip.		\$5,917
Total Vehicles		\$349,258
Total Assets		\$659,500
Liabilities		
Trade Creditors		\$10,622
Prov For Staff Entitle CTP Ac		\$12,215
Prov. for Staff Ent. HACC		\$88,827
GST Liabilities		
GST Collected	\$22,234	
GST Paid	-\$10,584	
Total GST Liabilities		\$11,650
Superannuation Liabilities		\$4,704
Super Payable (Additional)		\$1,350
Payroll Liabilities		\$7,222
SAL Pak Nowacki		\$275
SAL PAK Hudson		\$300
Sal Pak - Pacey		\$300
Sal Pak - Page		\$200
Sal Pak- Willan		\$300
Total Liabilities		\$137,964
Net Assets		\$521,536
Equity		
Accumulated Funds		\$499,223
Current Earnings		\$22,313
Total Equity		\$521,536

This report includes Year-End Adjustments.

Profit & Loss Statement

July 2015 To June 2016

ABN: 78 567 597 842
Email: info@ctps.org.au

Income		
Grant Recurrent Funding		
CHSP - Recurrent		\$533,355
CTP-Recurrent		\$111,072
CCSP - Recurrent		\$45,436
Health Recurrent		\$25,100
Grant Adjustments		
Grant Adjustments-CHSP	\$59,827	
Grant Adjustment-CTP	\$20,027	
Grant Adjustment - CCSP	\$1,412	
Total Grant Adjustments		\$81,266
Total Grant Recurrent Funding		\$796,229
Income from Passengers		
Fares		\$29,933
Group Booking NoGST		\$10,670
Group Booking GST		\$8,914
Marlin Day Care		\$37,624
Health Related Transport		\$116,796
Contracts Other		\$96
Away Trips		\$4,462
Total Income from Passengers		\$208,496
Interest		
Interest all deposits		\$5,058
Total Interest		\$5,058
Donations		
All Donations		\$5,160
Total Donations		\$5,160
Other Income		
Diesel Rebate		\$1,814
Total Other Income		\$1,814
Total Income		\$1,016,757
Total Cost Of Sales		\$0
Gross Profit		\$1,016,757
Expenses		
DIRECT COSTS		
Wages & Salaries		
Wages & Salaries	\$576,780	
Staff Expenses	\$1,713	
Training/Seminars/Travel	\$18,995	
Uniforms	\$515	
Total Wages & Salaries		\$598,003
Payment Assoc Persons		
Service Subsidy-Vol Xpenses	\$3,085	
Total Payment Assoc Persons		\$3,085
Workers Compensation Insurance		
Total Workers Compensation	\$10,227	
Workers Comp Staff Medical	\$120	
Total Workers Compensation Insurance		\$10,347
Superannuation		

This report includes Year-End Adjustments.

Profit & Loss Statement

July 2015 To June 2016

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ANZ Life	\$8,969	
TWU	\$6,305	
HESTA	\$9,740	
Nationwide Superannuation Fund	\$6,438	
IAG & NRMA SUPER SCHEME	\$377	
Hostplus	\$4,557	
Australian Super	\$13,648	
SGC Superannuation	\$1,005	
Total Superannuation		\$51,038
Holden Commodore CT133		
Rego & Ins - CT133	\$2,540	
Fuel - CT133	\$5,608	
Maint & Repairs - CT133	\$971	
Total Holden Commodore CT133		\$9,119
Rosa CT155		
Rego & Ins - CT155	\$2,358	
Fuel - CT155	\$5,622	
Maint & Repairs - CT155	\$4,334	
Total Rosa CT155		\$12,315
Mitsu Rosa CT166		
Rego & Ins - CT166	\$2,340	
Fuel - CT166	\$4,037	
Maint & Repairs - CT166	\$7,793	
Total Mitsu Rosa CT166		\$14,169
Commodore CT144		
Rego & Ins - CT144	\$2,263	
Fuel - CT144	\$3,423	
Maint & Repairs - CT144	\$461	
Total Commodore CT144		\$6,147
CT188		
Fuel - CT188	\$4,610	
Rego & Ins - CT188	\$2,834	
Maint. & Repairs - CT188	\$12,290	
Total CT188		\$19,734
Ford Transit BTX57B		
Fuel - BTX 57B	\$5,230	
Rego & Ins - BTX57B	\$3,339	
Maint. Repairs - BTX57B	\$4,752	
Total Ford Transit BTX57B		\$13,321
Holden Cruz - DBC16Y - COA12L		
Fuel - DBC16Y	\$1,276	
Rego and CTP - DBC16Y	\$1,232	
Maint and repairs - DBC16Y	\$226	
Total Holden Cruz - DBC16Y - COA12L		\$2,734
Ford Transit CJW33H		
Fuel - CJW33H	\$6,471	
Rego & Ins CJW33H	\$2,195	
Maint & Repairs - CJW33H	\$3,287	
Total Ford Transit CJW33H		\$11,953
Ford transit CT 178		

This report includes Year-End Adjustments.

Profit & Loss Statement

July 2015 To June 2016

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Fuel - CT178	\$3,015	
Rego & Ins CT-178	\$2,423	
Maint & Repair CT 178	\$988	
Total Ford transit CT 178		\$6,427
Other		
Motor Vehicle/Equip. Ex.	\$3,550	
Taxi/Vehicle Hire	\$10,425	
Total Other		\$13,975
Total DIRECT COSTS		\$772,366
INDIRECT COSTS		
Premises		
Rent on Premises	\$24,405	
Insurance - Premises/D&R/Liab	\$8,510	
Elect/Gas/Water/Rates	\$5,687	
EquipMaint/Maint Premises	\$3,737	
Total Premises		\$42,339
Administration		
Advertising & Promotion	\$959	
Audit/ Accounting	\$4,232	
Bank Charges	\$448	
Bookkeeping & Admin	\$7,604	
Cleaning	\$1,329	
Equipment Under \$20000	\$3,629	
Interest	\$1	
IT Costs	\$18,973	
Legal/ Lodgement fees	\$4,105	
Printing/Postage/Stationery	\$5,518	
Stationery	\$1,362	
Telephone & Internet	\$13,261	
Mystery/Away trips expences	\$1,320	
Subs/Fees	\$1,159	
Office Supplies	\$406	
Waste Disposal	\$406	
Total Administration		\$64,713
Other Costs		
Miscellaneous	\$13	
Management Committee	\$2,889	
Total Other Costs		\$2,902
Total INDIRECT COSTS		\$109,954
Total Expenses		\$882,321
Operating Profit		\$134,436
Other Income		
Miscellaneous Income		\$808
Profit On Sale Of Assets		\$5,983
Total Other Income		\$6,790
Other Expenses		
Bad Debts		\$273
Depm non current assets		\$88,842
Provision Employee Entitlement		\$9,915

This report includes Year-End Adjustments.

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COMMUNITY TRANSPORT PORT STEPHENS LTD

P.O. Box 152
Nelson Bay 2315
NSW

Profit & Loss Statement

July 2015 To June 2016

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Tender Funds Prior yrs w/off	\$18,002
Fringe Benefits tax	\$1,882
Total Other Expenses	\$118,914
Net Profit/(Loss)	\$22,313

This report includes Year-End Adjustments.

Name of Service Provider						
Name of Funded Service		CONSOLIDATED (as at 30 June 2016)				
Explanatory Notes Ref.	Income	CHSP	CCSP	CTP	Non-TfNSW	Total
1.1	Recurrent Funding (excluding SACS ERO supplementation)	533,355	45,436	111,072	0	689,863
	SACS ERO supplementation only	0	0	0	0	0
	Total Recurrent	533,355	45,436	111,072	0	689,863
1.2	Grant – Non Recurrent Funding	59,827	1,412	20,027	0	81,266
1.2	Grant – Regional Transport Coordinator Funding	0	0	0	0	0
1.4	Income from Passengers and Groups split by funding source	146,852	12,510	33,359	13,775	206,496
1.5	Interest from money on Deposit Split by funding source	5,058	0	0	0	5,058
1.6	Membership Subscriptions	0	0	0	0	0
1.7	Profit on Sale of Assets	4,488	359	967	179	5,983
1.8	Insurance Recovery	0	0	0	0	0
1.9	Health	0	0	0	25,100	25,100
1.9	Vehicle Hire (Brokerage)	0	0	0	0	0
1.9	DVA	0	0	0	0	0
1.9	Fuel Rebates	1,361	109	290	54	1,814
1.9	SSTS	0	0	0	0	0
1.9	Donations	3,871	307	827	155	5,160
1.9	Fundraising	806	46	126	24	807
1.9	Council Grant	0	0	0	0	0
1.9	Department of Education	0	0	0	0	0
1.9	Please type in revenue categories not covered above	0	0	0	0	0
1.9	Please type in revenue categories not covered above	0	0	0	0	0
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1.9	Please type in revenue categories not covered above	0	0	0	0	0
1.9	Please type in revenue categories not covered above	0	0	0	0	0
	Total Recurrent - Non Recurrent	224,063	14,745	55,589	39,287	333,684
	Total Income	757,418	60,181	166,661	39,287	1,023,547

Expenditure

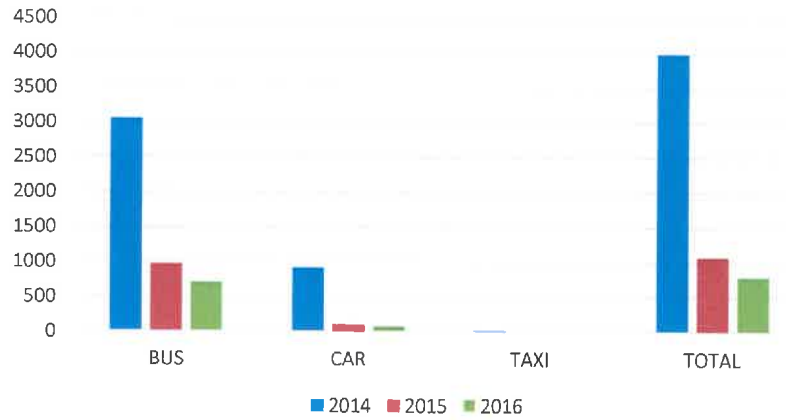
	CHSP	CCSP	CTP	Other	Total
2.1 Expenses - Direct Services Related Costs					
2.1.1 Employee expenses (including oncosts)	304,610	29,598	76,719	24,220	435,137
2.1.2 Brokerage: Bus Hiring Expenses	0	0	4,510	0	4,510
2.1.2 Brokerage: Taxi Hiring Expenses	7,819	625	1,868	313	10,425
2.1.2 Brokerage: Other	0	0	0	0	0
2.1.3 Travel	4,580	0	0	0	4,580
2.1.4 Carer resources	0	0	0	0	0
2.1.5 Volunteer - Costs (excluding vehicle use)	2,313	185	493	93	3,084
2.1.5 Volunteer - costs for vehicle use	0	0	0	0	0
2.1.6 Depreciation of vehicles used for direct service delivery only	63,851	5,099	13,598	2,550	84,898
2.1.6 Repair/Maintenance	10,829	2,278	4,525	455	27,187
2.1.6 Registration	7,133	571	1,522	285	9,511
2.1.6 Insurance	10,120	610	2,159	405	13,494
2.1.6 Roadside	1,835	0	0	0	1,835
2.1.6 Tyres	8,510	0	1,535	0	10,045
2.1.6 Fuel	30,793	2,357	13,285	1,179	47,614
2.1.6 Other Direct Services Related Costs	58,599	0	0	0	58,599
2.1.6 Lease costs of vehicles used for direct service delivery only	0	0	0	0	0
2.1.7 Please type in expenses categories not covered above	0	0	0	0	0
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Total Direct Costs	519,992	41,513	120,014	29,500	710,919
Direct Costs %	69%	69%	72%	75%	69%

Item	Expenses - Indirect Services Related Costs	CHSP	CCSP	CTP	Other	Total
2.2.1	Employee expenses (including oncost)	129,001	10,848	25,493	8,789	155,484
2.2.2	Training Costs	1,920	154	408	78	2,329
2.2.3	Premises and Accommodation (including cleaning)	19,301	1,464	4,237	732	23,538
2.2.4	Depreciation - other	2,957	237	631	118	3,588
2.2.5	Promotion and Advertising costs	719	0	210	0	929
2.2.6	Loss on Sale of Assets	0	0	0	0	0
2.2.7	Management Fees	2,156	173	462	87	2,628
2.2.8	Other Support and Administration Costs	1,548	124	330	62	1,878
2.2.8	Non-Vehicle Maintenance	2,803	224	598	112	3,401
2.2.8	Legal Fees	0	0	0	0	0
2.2.8	Lodgement/Legal Fees	3,079	246	657	123	3,736
2.2.8	Accounting Fees	7,327	586	1,563	293	8,890
2.2.8	Audit	1,587	127	338	63	1,925
2.2.8	Communication Services	5,436	796	2,122	398	7,558
2.2.8	Conferences/Forums	7,640	978	1,550	489	9,208
2.2.8	Consultancies	0	0	0	0	0
2.2.8	Printing/Postage/Stationery	5,404	331	1,325	186	6,789
2.2.8	Professional Fees	0	0	0	0	0
2.2.8	Rent/Car Parking/Car Parking Levy	0	0	0	0	0
2.2.8	Utilities	4,265	341	910	171	5,175
2.2.8	Volunteer - Costs	0	0	0	0	0
2.2.8	Bank Fees	449	0	0	0	449
2.2.8	computer expenses	8,830	1,118	3,036	569	11,866
2.2.8	Uniforms	386	31	82	16	468
2.2.8	General Insurance	6,382	511	1,362	255	7,744
2.2.8	subscriptions	629	79	211	40	1,040
2.2.8	Replacement Equipment	2,721	218	580	109	3,301
2.2.8	Waste Disposal	406	0	0	0	406
2.2.8	Bad Debt	273	0	0	0	273
2.2.8	Tender Funds Written Off	18,002	0	0	0	18,002
2.2.8	Fringe Benefit Tax	1,882	0	0	0	1,882
2.2.8	Please type in expenses categories not covered above	0	0	0	0	0
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2.2.8	Please type in expenses categories not covered above	0	0	0	0	0
	Total Support and Administration Costs	236,371	18,586	46,116	12,679	282,487
	Support and Administration Costs %	31%	31%	28%	32%	28%
2.3	Total Expenses	756,263	60,099	186,130	42,179	993,406
	Total Expenses %	100%	100%	100%	107%	97%
	Surplus/(Deficit)	1,155	95,782	531		125,841
	Surplus?(Deficit) %	0%	159%	0%		0%
4	Cash Surplus/(Deficit) - Please refer to Schedule - VRF - column O	0	95,700	0		95,700
		0				

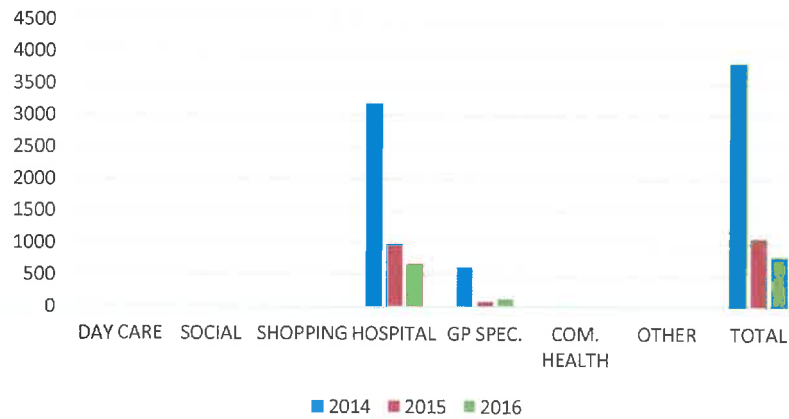
COMMUNITY TRANSPORT PORT STEPHENS LTD

HUNTER AREA HEALTH FUNDING

TRIPS BY MODE - HAH JULY - JUNE



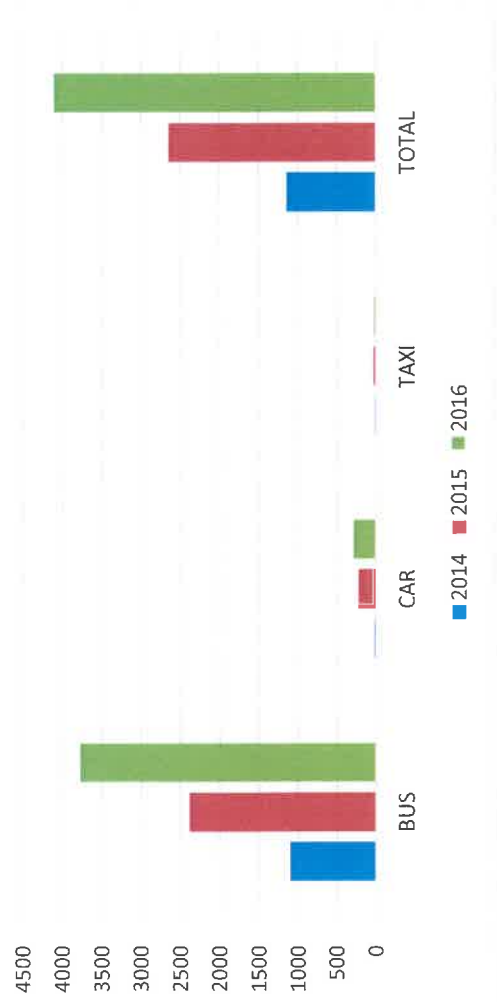
TRIPS BY TYPE - HAH JULY - JUNE



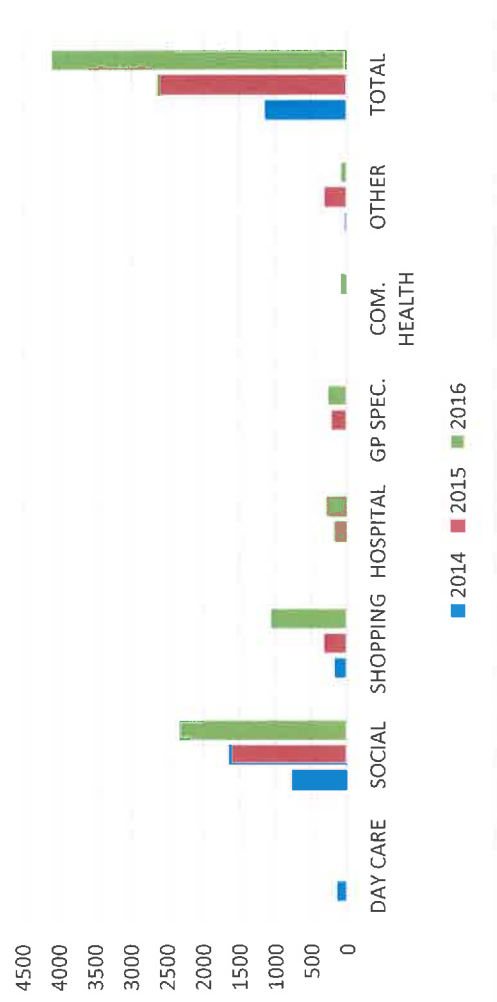
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COMMUNITY TRANSPORT PROGRAM FUNDING

TRIPS BY MODE - CTP JULY - JUNE



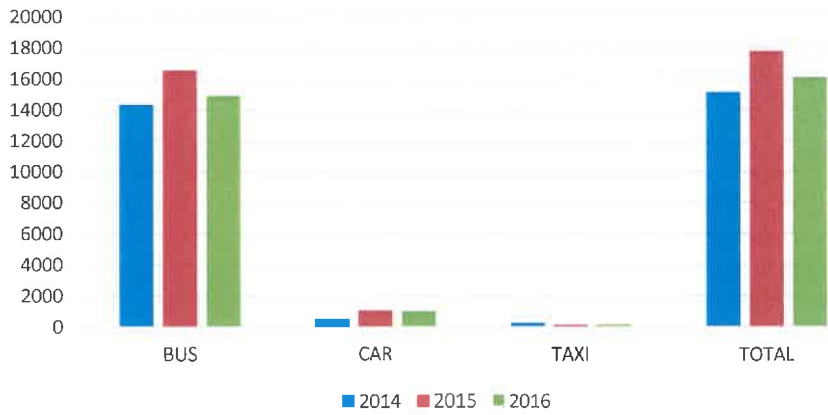
TRIPS BY TYPE - CTP JULY - JUNE



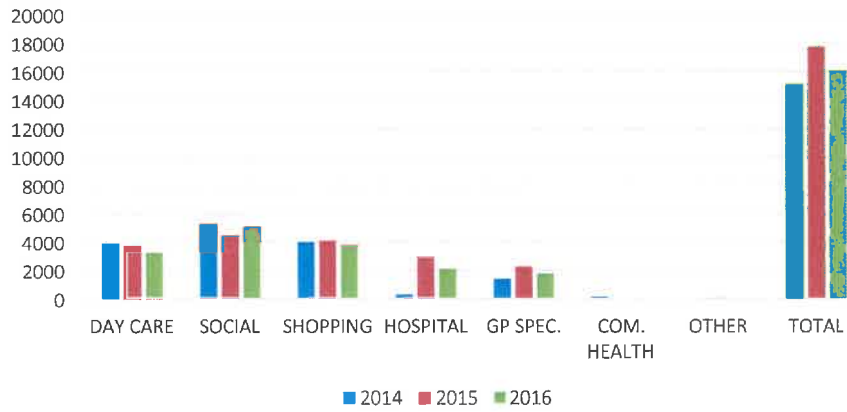
COMMUNITY TRANSPORT PORT STEPHENS LTD

HOME AND COMMUNITY CARE FUNDING

TRIPS BY MODE - HACC JULY-JUNE



TRIPS BY MODE HACC JULY-JUNE



TOTAL TRIPS BY MODE JULY - JUNE

