

# Annual Report 2010/2011



**BHA**  
BUNBURY HOUSING ASSOCIATION

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## Mission

*"To be a stable and significant provider of good quality, affordable and accessible housing in the Bunbury Busselton and South West region to people seeking an alternative to mainstream housing. Bunbury Housing Associating (Inc.) is committed to the provision of good service and best outcomes for its tenants. Tenants and prospective tenants will have easy access to BHA staff, and will be treated with courtesy and respect, and can access grievance procedure if problems arise"*

## Vision

- relieve housing related poverty
- provide and manage quality secure affordable housing for people on low to moderate incomes
- encourage tenant participation in the development, design and management of the accommodation provided by the association
- develop and promote awareness of housing issues and in particular Community Housing
- do all such lawful things as necessary, incidental or conducive to the fulfilment of the above objectives
- act as a non-profit benevolent society.

## Staff

Mike Bateman	Executive Housing Officer
Renate Dehaan	Projects Manager
Paul Connell	Projects Officer
Kay Shaw	Administration Manager
Regan Caruana	Property Manager
Narelle James	Administration Officer

## Committee

Kevin Townroe	Chair Person
Sam McNeilly	Vice Chair Person
Christine Gibson	Treasurer
Swie Lan Wiggins	Member
Keryn Curtis	Member
Geoff Bosustow	Member
Tania Jackson	Member

## BHA Chairperson Report 2010 - 2011

This past year Bunbury Housing Association (BHA) has undergone significant change only made possible by the hard work and dedication of both staff and the management committee. BHA is now in a stronger market position to expand its role as a major affordable social housing provider.

This next year looks set to become an exciting and eventful year for BHA as does the foreseeable years to come as Bunbury Housing Association strives to expand its core service activities within the community and explores new horizons, opportunities and welcomes new partnerships.

A review of the association's policies and documentation has been undertaken this year which has brought about the introduction of some new procedures enabling BHA to continue the outstanding record that has been established since its inception.

Paul Connell and Narelle James have been with Bunbury Housing Association for some time now and provide outstanding service and expertise to others. Mike Bateman, Kay Shaw and Regan Caruana are the latest staff additions bringing an array of knowledge and experience having already displayed an enormous amount of enthusiasm and skill in their roles within the association. The team will hold Bunbury Housing in good stead progressing into the future and, together with a supportive management committee, BHA will make a positive difference to the lives of many.

Yours faithfully

Kevin Townroe  
Chairperson - BHA

## Executive Housing Officer Report

From sources both internal and external to Bunbury Housing Association the 2010/2011 financial year has had some frustrating and in some cases difficult times.

As I signed my contract as the Executive Officer on June 24th 2011 the past year is something I have not been part of, however it is plain to see that the commitment from Renate Dehaan and the staff has seen Bunbury Housing Association continue to meet the objectives of the organisation and make a significant difference to people who need our assistance in securing affordable housing. Renate is off on a well deserved break at present and hopefully enjoying it to the full, it is much deserved.

Although my time in the Executive Officer position has been limited at this stage it is obvious that Bunbury Housing needs to grow as quickly as possible. The waiting list of applicants needing housing continues to grow as our stock numbers remain static. Numerous reports from agencies such as Shelter clearly demonstrate the number of people either homeless or sleeping rough is growing. The waiting list for the Department of Housing is also increasing as they struggle to assist people in need.

Although it is early days I am confident Bunbury Housing Association has the ability to make a difference. Preliminary discussions I have held with a number of agencies and individuals has given me reason to believe that over time we will be a major contributor in assisting to reduce homelessness in the south west. It will take a lot of hard work, perseverance, negotiation and at times "nerves of steel but change never eventuates without effort.



*Property Manager Regan visiting BHA residents living in shared accommodation.*

## Executive Housing Officer Report

The financial reports as attached demonstrate that the Bunbury Housing Association is managing the operations of the organisation in a manner that allows us to plan for further growth in stock numbers. We need to grow the business as quickly as possible to be able to engage with the state government and place ourselves in a position of strength in future dealings. Narelle James and Kay Shaw have done a marvellous job in managing the finances of BHA through their diligence and regard for accuracy in reporting. I would also thank Des Duplex the BHA auditor for his attention to detail and the counsel he offered in explaining his findings.

The condition of housing has been maintained at an acceptable standard and in many cases improved due to targeted expenditure to raise the condition or amenity level as we continue to improve the BHA housing stock. Regan Caruana has developed an excellent rapport with many of the tenants and her friendly manner ensures a strong working relationship. BHA will be developing an Asset Management plan in the near future to provide direction and cost effective planning when maintaining our housing.



Finally there are two people that need to be recognised for their outstanding efforts for the Bunbury Housing Association, namely Renate Dehaan and Paul Connell. Renate has been with BHA since inception and the results achieved have been outstanding. BHA acknowledges Renate's efforts and thanks her sincerely for the achievements of the past.

Paul Connell has been with BHA for a considerable time and has overseen the improvements in technology, mentored new employees, developed policies when required, provided advice and most importantly demonstrated the enthusiasm and loyalty that has been an enormous benefit to BHA. BHA thanks Paul for his contribution.

The Board of Management with Kevin Townroe at the "helm" continues to support the efforts of staff and promote BHA to the wider community. This in essence is the way BHA in the future will become a highly regarded provider of housing to those most in need. I thank the Board for their support.

Thank you  
Mike Bateman  
Executive Officer

## Auditors Report

### To the Members

I have examined the books of account and records of the BUNBURY HOUSING ASSOCIATION INC. for the period ended 30 June 2011 in accordance with Australian Auditing Standards.

The Committee is responsible for the preparation of the financial report and the information contained therein, and have determined that the accounting policies used are consistent with the financial reporting requirements of the entity's constitution and are appropriate to the needs of the members.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 and other professional reporting requirements so as to present a view which is consistent with our understanding of the financial position of the association and the results of its operations.

The financial report has been prepared for distribution to the members for the purpose of fulfilling the Committee's reporting requirements. We disclaim any assumption of responsibility for any reliance of this report or the financial report to which it relates to any person other than the members or for any other purpose than for which it was prepared.

The audit opinion expressed in this report has been formed on the above basis.

### QUALIFIED AUDIT OPINION

The Association in common with many organisations of a similar size does not operate a comprehensive system of internal control and the effectiveness of the audit is limited by this factor.

Subject to this, in my opinion the accompanying Statements of Financial Performance present fairly the results of the activities of the Bunbury Housing Association Inc. for the year ended and the accompanying Statement of Financial Position presents fairly the financial position of the Association at the 30 June 2011 according to the best of my information and explanations received and as shown by the books of the Bunbury Housing Association Inc..

D.S.DUPLEX  
CERTIFIED PRACTISING ACCOUNTANT  
12 September 2011 Bunbury, Western Australia

## Auditors Report

### BUNBURY HOUSING ASSOCIATION INC. STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2011

2010	ACCUMULATED FUNDS	2011
519,052	Accumulated Funds at start of year	584,735
65,683	Surplus for the period	62,823
<b>584,735</b>	Accumulated Funds at year end	<b>647,558</b>
<b>This was represented by:-</b>		
<b>CURRENT ASSETS</b>		
82,566	Cash at Bank – Working Account	59,033
39,881	Cash at Bank – REST Working Account	4,395
741,464	Cash at Bank – Investment Accounts	853,228
16,629	Debtors	1,782
300	Petty Cash	300
<b>880,840</b>		<b>918,738</b>
<b>Less CURRENT LIABILITIES</b>		
556	Bonds & Other funds held in REST	4,395
-549	GST & Payroll Liabilities	2,047
9,051	Creditors	9,373
<b>9,058</b>		<b>15,815</b>
<b>871,782</b>	<b>NET CURRENT ASSETS</b>	<b>902,923</b>
<b>Add NON-CURRENT ASSETS</b>		
37,698	Office Equipment	70,363
-33,597	Less Accumulated Depreciation	-39,872
<b>4,101</b>		<b>30,491</b>
<b>Less NON-CURRENT LIABILITIES</b>		
7,222	Unused Annual Leave Provision	4,761
17,469	Unused Long Service Leave Provision	14,351
81,243	Provision for Day to Day Maintenance	91,170
185,214	Provision for Long Term Maintenance	175,575
<b>291,148</b>		<b>285,856</b>
<b>584,735</b>	<b>NET ASSETS</b>	<b>647,558</b>

## Auditors Report

**BUNBURY HOUSING ASSOCIATION INC.  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2011**

2010	INCOME		2011
44,672	Property Income – Yanget	-	
409,280	Property Income – Other Properties	379,176	
17,803	Property Income – Miscellaneous	8,530	
7,393	Property Income – Tenant Liability	19,469	
32,865	Interest	51,468	
512,013			458,643
	<b>EXPENDITURE</b>		
	<b>Property Management</b>		
4,257	Bad Debts Written Off	-	
9,455	Insurance	10,458	
53,210	Property Maintenance – General	37,293	
55,888	Rates, Service Charges & Levies	57,347	
9,597	Yanget Expenses	-	
86,250	Long Term Maintenance	86,550	191,648
218,657			
	<b>Administrative Expenses</b>		
0	Advertising	1,956	
3,068	Accounting & Audit	3,100	
1,778	Bank Charges	1,589	
740	Consultants & Legal	10,382	
-	Consultants & IT Expenses	6,842	
2,751	Depreciation – Office Equipment	6,275	
5,920	Depreciation – Yanget Furniture & Equipment	-	
1,744	Office Expenses	3,196	
486	Postage	993	
2,914	Printing, Fax, Stationery and Photocopying	4,031	
5,124	Professional Indemnity & General Insurance	5,385	
5,926	Rent	6,654	
2,974	Repairs, Maintenance & Sundries	946	
1,088	Security	457	
2,725	Subscriptions, Licenses & Govt. Charges	1,778	
14,311	Superannuation	13,551	
5,579	Telephone	5,671	
3,686	Training & Other Staff Expenses	5,780	
4,271	Travel, Accommodation & Meals	4,956	
167,012	Wages & Salaries	146,871	
1,113	Workers Compensation Insurance	1,264	231,677
451,867	<b>Total Expenditure</b>		<b>423,325</b>
<b>60,146</b>	<b>Net surplus from service activities</b>		<b>35,318</b>

## Auditor's Report

**BUNBURY HOUSING ASSOCIATION INC.  
STATEMENT OF FINANCIAL PERFORMANCE (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2011**

2010		2011
60,146	<b>Net surplus from service activities carried forward</b>	35,318
	<b>Add NON SERVICE INCOME</b>	
0	Lotterywest Grant for Office Upgrade	24,141
25,909	Cleaning & Management Fees	6,952
	<b>Less NON SERVICE EXPENSES</b>	
0	*Non Capital Office Upgrade Costs	3,242
20,372	Cleaning & Management Costs	346
<b>5,537</b>		<b>3,588</b>
<b>65,683</b>	<b>Total surplus for the year</b>	<b>62,823</b>

**\*Note:** The balance of the Lotterywest grant was expended on capital items included in the total for Office Equipment in the Statement of Financial Position.

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE PERIOD ENDED 30 JUNE 2011**

### NOTE 1 STATEMENT OF ACCOUNTING POLICIES

#### BASIS OF ACCOUNTING

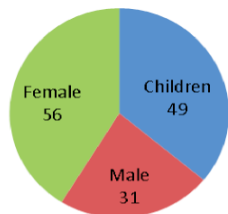
This special purpose financial report has been prepared for distribution to the members to satisfy the committee's reporting requirements under the constitution. The accounting policies used in the preparation of this report are consistent with previous years and are described below:

- (a) **ACCOUNTING PRINCIPLES**  
The accounts have been prepared primarily on the basis of historical cost and do not take into account changing money values.
- (b) **DEPRECIATION**  
Depreciation is charged on all assets based upon the estimated useful economic life of the asset.
- (c) **FIXED ASSETS**  
Fixed assets that have a cost of \$1,000 or less are treated as an expense of the current year and are shown as Minor Equipment Purchases in the Statement of Financial Performance.
- (d) **ACCRUED RENT**  
The balance of rent received in advance and rent in arrears have not been separately reported but are reflected in the net property income for the year.

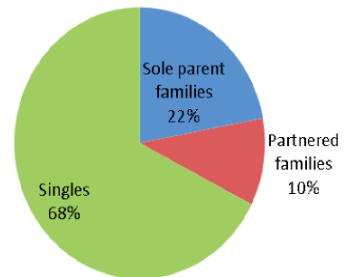
## Accommodation Statistics

**People accommodated (136)**

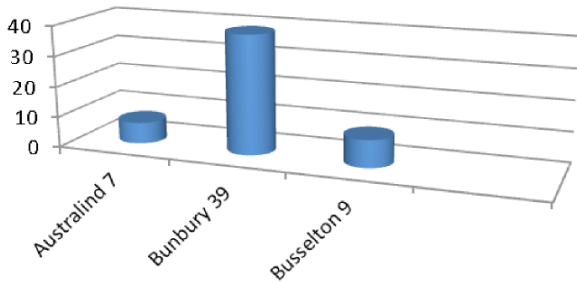
■ Children ■ Male ■ Female ■



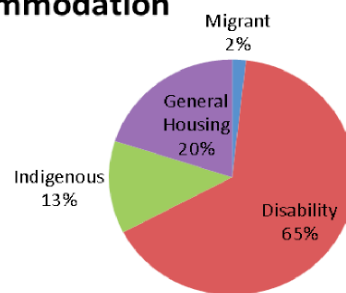
**Family Types**



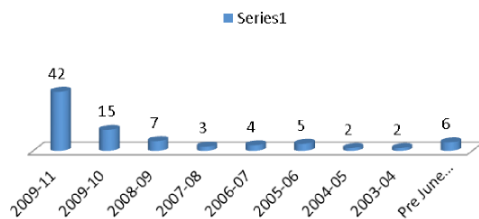
**Properties Locations**



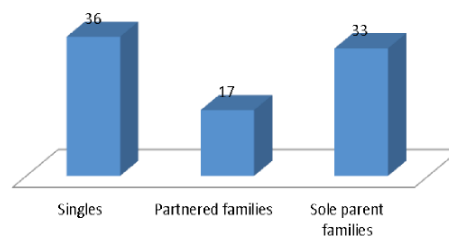
**Special needs accommodation**



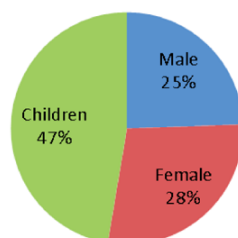
**Current outstanding waiting list applications - 30 June 2011 (86 applications)**



**Waiting List - Demand 30 June 2011 (86 applications)**



**People awaiting accommodation 30 June 2011 (188)**



## New Admin Officer Profile

I am fortunate to have joined the BHA team at a very exciting and significant time, and although I have only been a member of staff for a short period of time, my work colleagues have made a great effort to settle me into my role and offer good guidance.

The past few months have been a huge learning curve for me but to assist with this I have been fortunate enough to have been sent on some very informative training courses to learn the REST software we use on a daily basis, GST and salary packaging courses. This training has enabled me to gain a greater understanding of my role and of the services offered by BHA.

Being part of the BHA team at a time where significant changes are taking place has given me the opportunity to be involved with this process and I have had the chance to participate and contribute in the policies and procedures being put into place to safeguard the smooth running of business and I hope that my 21 years experience in finance in the UK allows me to offer a new and fresh input into the procedures.

Kay Shaw  
Administrative Officer

## Budget 2012

During the year 2010 to 2011 Bunbury Housing Associations financial statements have continued to remain in a healthy state, and we are continuing to plan for our long term growth and future. Our audit was completed without any problems or discrepancies.

The board members for Bunbury Housing Association need to appoint an auditor for the coming year.

### INCOME

Property Income – Other Properties	457,332	
Property Income – Miscellaneous	8,837	
Property Income – Tenant Liability	20,000	
Interest	30,000	
		<b>516,169</b>

### EXPENDITURE

#### Property Management

Bad Debts Written Off	5,000	
Insurance	10,981	
Property Maintenance – General Excess to provision	37,478	
Property Furnishings - Kurrajong	5,000	
Rates, Service Charges & Levies	59,411	
Long Term Maintenance Provision (1.5% x \$6,035,000)	90,525	208,395

#### Administrative Expenses

Advertising	1,000	
Accounting & Audit	3,475	
Bank Charges	1,500	
Consultants & Legal	5,000	
Consultants & IT Expenses	7,088	
Depreciation – Office Equipment	6,500	
Office Expenses	3,311	
Postage	1,206	
Printing, Fax, Stationery and Photocopying	5,500	
Professional Indemnity & General Insurance	5,654	
Rent	8,060	
Repairs, Maintenance & Sundries	1,526	
Security	466	
Subscriptions, Licenses & Govt. Charges	1,842	
Superannuation	17,009	
Telephone	6,438	
Training & Other Staff Expenses	5,988	
Travel, Accommodation & Meals	11,295	
Wages & Salaries	188,992	
Workers Compensation Insurance	1,327	283,179

**Total Expenditure** **491,574**

**Net surplus from service activities** **24,595**