



2020 - 2021
**ANNUAL
 REPORT**

SelfHelp
 Workplace

Values

We are a values based organisation guided by these core principles:

- Respect and inclusive – we recognise people as individuals and welcome their differences
- Achievement – we celebrate individual and collective success
- Sustainable growth - we provide opportunities to learn and grow
- Innovative and customer focussed – we are adaptive and are flexible to customer needs
- Generous - We are friendly and welcoming
- Authentic and accountable – we act with integrity: we do what we say



Behaviours

We will commit to these behaviours because they reflect Self Help Workplace's values:

Kindness

At Self Help Workplace
We welcome everyone
We are leaders
And we celebrate our achievements

Respect Everyone

We do not swear or tease anyone
We are aware and kind to everyone
We are polite

Be Heard

We speak up when we have ideas or issues
We do not interrupt others
We listen to what people have to say

One Team

We work as a team
We work safely
We are keen to learn and try new things

Quality Work

We help each other
We give our customers great service
We always do our best



plenty
CATERING
& HIRE



merit
COMMERCIAL
SOLUTIONS



prime
TIMBER
PRODUCTION



spruce
GROUNDS
MAINTENANCE



encore
CLOTHING





SelfHelp Workplace

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Benefactors morning tea and 40 years of service

Board of Directors



Nathan Calman (Chairperson)

Nathan Calman is the Brewery Manager at J. Boag and Son Brewing in Launceston. Prior to this he worked in a number of roles within the broader Lion business in NSW and TAS over the past 13 years. Nathan brings experience in the fields of Food Science, Lean Manufacturing, Governance and Strategy. He holds a Bachelors Degree in Food Science and Technology from the University of Adelaide, the Master Brewer Qualification from the Institute of Brewing and Distilling in the UK, a Master of Business Administration from UniSA and has graduated from the Australian Institute of Company Directors Course.



Karen Robinson (Deputy Chairperson)

Karen's current role is the CEO of Rural Youth which is responsible for Tasmania's premier rural event – Agfest. Agfest attracts over 60,000 visitors during the three days to visit the sites of over 700 exhibitors. Before joining Rural Youth five years ago, Karen worked in the not for profit sector in a training and business development role for TL3. This followed an extensive career in banking and managing a range of commercial enterprises in Launceston. Karen will bring her skills in critical thinking and strategic planning to the work of the Board. Karen holds a Master Brewer Qualification from the Institute of Brewing and Distilling in the UK, a Master of Business Administration from UniSA and has graduated from the Australian Institute of Company Directors Course.



Honni Pitt (Treasurer)

Honni joined the Board in November 2018 and immediately stepped into the role of Treasurer. Honni brings 20 years of experience in the finance sector, including roles as an auditor, corporate financial accountant and financial controller. Honni joined St Giles as its Chief Financial Officer in October 2020. Honni is a passionate motoring enthusiast and has served on Boards such as the Launceston Chamber of Commerce and National Automobile Museum of Tasmania.



Genevieve Cother

Genevieve Cother is Business Development Manager for The Action Learning Institute, an Ed-tech Startup and registered training organisation. Her areas of interest include sustainability, design and workplace learning. Genevieve holds an undergraduate degree in Industrial Design, a Masters of Sustainable Design and has worked in a variety of manufacturing settings, designing consumer products and business management systems prior to going into business.



Kim Millar

Kim is the weekday news anchor for 7 News Tasmania and also a communications specialist running Kim Millar Communication. She brings her extensive experience as a media, marketing, public relations and corporate affairs professional with 25+ years as a journalist/ presenter/ producer to her role on the Board. She is also a yoga teacher, mother of two and passionate about creating a more inclusive community. She holds a BA in Journalism/Political Science and was raised in Deloraine, northern Tasmania.



Lynne Harwood

Lynne joins the board of Self Help Workplace with over 18 years of experience as a CEO in the community and disability sectors working with a range of organisations in Tasmania, NSW and the ACT. Lynne holds qualifications in commerce and accountancy. Lynne has served on many committees and boards over the years and currently applies her strategic leadership, business acumen and management skills as a consultant and board member.



Simone James

Simone is a qualified architect with extensive private and public experience. As a Capital Project Manager with the Tasmanian Department of Education Simone is responsible for providing authoritative advice, project planning and delivery for major capital works throughout the state. Simone has undergraduate qualifications in Environmental Design and Architecture and is currently undertaking a Master of Public Policy and Management. Simone is an active member of Tasmania's equestrian community and has served on numerous committees and boards including the State Dressage Authority, as a Councillor on the RAA Tasmanian Chapter Council and is a member of the Tasmanian Board of Architects.

Chairperson's and General Manager's Report

Self Help Workplace is all about its people.

We are not the only organization to think this or to commit to providing a workplace that encourages and supports people to be their best.

But we can say with pride and thanks, that the team at Self Help Workplace is amazing and we are very proud and grateful for all the big and small acts that make Self Help Workplace an extra-ordinary place to work.

Is it the smiles that greet each other and visitors? Is it the enthusiasm and hard work to get the job done? Is it learning new skills? Is it lending a helping hand or a comforting shoulder when times are tough? It has been all of these things and more this year.

During 2020/2021 the Board spent significant time reviewing the enterprise and planning for the future. This has included reviewing our strategic risks, developing future strategic plan, understanding future capital expenditure and refining our vision, mission and values.

Through this work with the Board, the staff and employees, we have renewed our commitment to Self Help Workplace's defining purpose - the reason the enterprise exists. We are proud to share our renewed mission, vision and values with you.

Mission (What we do/who we are)

A supportive and inclusive social enterprise for people with disability in Tasmania which provides skills development, value for customers and friendship.

Vision (why)

To sustain and grow our business so people with disability in Tasmania have equal access to work and training.

We have also agreed to support these goals with shared values and behaviours. These are described elsewhere in the annual report.

The last twelve months have presented many challenges to the enterprise. Our priority was to keep everybody safe and well. We are pleased that we have been able to do this with the help of our families, carers, customers, supporters and suppliers. Importantly, we were able to keep the doors open and keep the business running. Many people have told us how important this was. Coming to work, connecting with colleagues, keeping to a routine helped everybody deal a little better with the uncertainty created by the COVID pandemic. Despite the many interruptions and changes in the way we do business, the team at Self Help Workplace had one of its busiest years on record. We made more pallets, garden stakes and boxes than ever before. We assembled more products and sent more mailouts than previous years. We sold more second hand clothing and cooked more corporate catering. We mowed more lawns and weeded more gardens than the last 12 months.

We were also able to make a number of enhancements to operations and the site due to generous funding from some key benefactors, particularly, the Commonwealth Government, the Bruce Wall Foundation, TasCoss and the Tasmanian Government. Renovations were made to the yard and flooring, new furniture, equipment and delivery vehicle were purchased and we were able to redesign of the web site and street sign and install new client management software.

The team at Self Help Workplace can be very proud of everything that has been achieved in the last year.

We have welcomed new people to the Self Help Workplace team who are all making a terrific contribution – Peter, Daniel, Alina and Julia who joined the staff, our new volunteers – May and Thelma, our new Directors, Simone and Lynne and most importantly our new or returning employees, Alex, Andrew, and Gary.

Our thanks to the Board, staff, employees, carers, other disability service providers, customers, suppliers and benefactors for your continued support of Self Help Workplace.

We are very confident that our re-invigorated focus on our mission, our constant pursuit of new business ideas or better ways to do what we already do and our awesome team, that 2021-2022 and the years beyond will be great ones for Self Help Workplace. We look forward to working with you to make that happen.

Nathan Calman
Chairperson

Donna Bain
General Manager



spruce
GROUNDS
MAINTENANCE



plenty
CATERING
& HIRE



merit
COMMERCIAL
SOLUTIONS



prime
TIMBER
PRODUCTION



encore
CLOTHING



merit
COMMERCIAL
SOLUTIONS

Merit has settled into the routine of social distancing, personal hygiene practices and maintaining a clean workplace.

We welcomed some upgrades in our department. This included new chairs and lighting in the work area and resurfacing the loading bay area. While the works caused some disruption, we all still worked as team and continued to produce quality work and meet customer deadlines.

This year saw the employees processing mailouts for our loyal customers Launceston Film Society, Tasmanian Fishing & Boating News, Foot & Playsted, Flying Colours, Royal Flying doctors, Key2 Property and Health Care Insurance.

And, with online shopping on the increase, they processed 85,000 postal tags for another long term customer, Australia Post.

The amazing Merit team also:

- Applied 48,000 magnets to the back of calendars.
- Assembled 38,000 insulin charts for the Department of Health.
- Processed and strung 52,000 barricade and isolation tags.
- Applied 34,000 stickers to seed bags for Seedhouse Tasmania.
- Adhered 77,000 stickers to Natures Best pellet bags.

An unusual customer request also involved two Merit employees assembling 3 scarecrows for the Franklin House garden. They were very proud of the outcome and the customer was delighted with the results.

With the increase of our security shredding service, we purchased a VW caddy van to assist with the collection of the security bins. The van now allows us to transport four bins at a time. We also purchased a lifting trolley for easy loading and unloading of the bins from the vehicle. The purchase of the van was made possible by the very generous donation from the Bruce Wall Trust.

Due to the nature of our work the employees sit for long periods so, to help keep our employees fit and happy, we incorporated some new stretches and positive affirmations to our midday exercise routine. The new additions have received positive feedback from employees. Merit would like to thank everyone that has supported us throughout this year, and we are excited to continue to provide a service to you in the future.

Kim Nielsen Mitchell
Senior Supervisor



spruce
GROUNDS
MAINTENANCE

Spruce Grounds Maintenance continued to sustain a successful but small operation during this year. Growth in this part of the business is possible, but additional employees and equipment will be necessary to allow this to happen. The Spruce team completed all work without incident or complaint thanks to their professionalism and quality and our internal policies & procedures.

Our small group of employees who participate in this section of the business have once again shown great skill and work ethic to complete the work required. Wayne Booth led his team with enormous empathy and understanding whilst maintaining high quality workmanship. Unfortunately, in March Wayne left our business to pursue another role within the disability sector and we welcomed his replacement Peter Marshall to the team.

Spruce continues to provide quality grounds maintenance services to our valued commercial, domestic and NDIS customers. This, in turn, provides our employees the opportunity to participate in a working environment within the broader community.

Phil Moir
Production & Sales Manager





encore
CLOTHING

Whilst we are still living in a COVID-19 world, our Encore customers have been very accepting of following all the rules that are still in place for social distancing, checking in and maximum customer numbers. It has become the new normal for entry into our store. Our reduced trading hours during COVID-19 have not affected our daily sales budgets and we have now made these trading hours permanent.

We purchased 2 new clothing bins with smaller openings this year which are working well to combat the recurring theft problem we were having from people climbing inside the bins to steal our donations. During April we had new carpet tiles laid on the floor in Encore. We also installed new shelving and racks that were kindly donated by our volunteer Linden and her husband Terry. We also did a full lighting upgrade in June with a generous grant from Tasmanian Parliament so the store now looks fresh and vibrant, and the customers are loving the new look.

Linden, our long serving volunteer has been joined by two new volunteers this year. I would like to welcome Thelma and May to the Self Help Workplace volunteer team. We greatly appreciate all the hard work that our volunteers have given us this year, to help Encore achieve budget during the trying COVID-19 times.

I'd also like to thank our very loyal customers for their ongoing support during the past twelve months and look forward to serving them in the future.

Selena Hext
Supervisor



plenty
CATERING
& HIRE

2021 has been a busy year for Plenty Catering & Hire after the COVID-19 shutdown in 2020. Catering has picked up with the return of our regular clients and addition of some new ones. This means we have exceeded our budget target for sales. We have prepared some very large orders that was challenging. However, with staff and employees from other areas rallying to help, we have been able to meet our client's needs.

Employees continue to be rostered on to work in the canteen for one day each week for three months. At the beginning of the roster, we meet to discuss their goals and the food they might like to cook. Their goals may include learning more skills, for example, using a knife to chop vegetables, cooking a hot pot or operating the dishwasher. Each week the employees plan the menu for the next week and choose a meal they would like to prepare on

their rostered day. Ultimately, the goal of this process is that employees will learn to cook for themselves at home such as one employee, Adrian, who proudly announced that he prepared himself a tasty pasta bake and some sticky glazed drumsticks for dinner recently.

Part of our life skills program includes our kitchen garden. So far this year, we have replanted our potatoes, broad beans, parsley and broccoli. Coming into spring, we will plant more vegetables such as tomatoes, lettuce and cucumber for use in our catering sandwiches and wraps. By involving our employees in the kitchen garden, they learn all aspects of working in the kitchen; planting, caring and harvesting vegetables, picking recipes that use those ingredients and then preparing the meals.

I would also like to take this opportunity to thank our casual kitchen staff member, Tania Murfet for keeping the kitchen running in my absence, and our volunteer Ron Thomas for his help with the garden and completion of maintenance jobs in and around the kitchen and canteen area.

Dianne Haworth
Life Skills Coordinator





Prime Timber has had an extremely busy year with amazing support from our customers and suppliers. This has enabled us to produce results far exceeding our expectations. Our employees continue to work with a high level of safety and productivity whilst producing quality products for the commercial marketplace.

Increases in orders for garden stakes and survey pegs have kept us all on our toes to meet customer demand. We continue to look for opportunities with existing and new customers that allows our employees to develop their skills where required. Some products completed this year such as pine and hardwood pallets, garden stakes, survey pegs/stakes, wooden berry tables, bee boxes and raspberry cane bins have been supplied to a diverse group of industries.

On a daily basis, many of our employees are completing a range of tasks that have added a broader skillset to the group. Employee training will remain a focus going forward and, with the help of our new Employment Champion, Daniel Hawes, we expect a continued sense of job satisfaction and camaraderie from the team.

Once again our volunteer, Rodney Smith, has been an important asset to the team performance during the year. We certainly appreciate the tireless work he continues to provide to Self Help Workplace.

I would also like to acknowledge our loyal customers who have allowed us to continue to offer opportunities for safe, meaningful and productive employment for people with disability. This, in turn, allows our employees to enjoy an independent and fulfilling lifestyle by making a choice to attend work on a daily basis.

We look forward to welcoming new employees to the team and the exciting year ahead.

Craig Fox
Prime Area Coordinator



Workers Forum Report

The new Workers Forum format has continued to be successful this year, offering all employees the opportunity to take part and have a voice.

The 2020-2021 groups have had a strong focus on safety with the following suggestions being just a sample of things they have addressed:

- Working with forklifts safely
- Staying within marked areas
- Keeping work areas clear

The second forum group was instrumental in getting our Family & Friends lunch back on the calendar with our first one for the year being held with great success in June.

Discussion with forum members has also been a valuable way to gather feedback from employees on work procedures and practices. Recently we held discussion regarding the graphic format for Easy Read documentation we often use when sharing information with employees. This conversation has triggered a change to real-life photographs of Self Help Employees being used in these documents where possible, instead of clipart.

Participation in the forum is voluntary and, while we encourage everyone to be included, this year we have seen a few employees opt out of the program due to anxiety, discomfort or disinterest. The fact that these individuals were confident enough to let us know their choice speaks volumes and it also ensures that those who remain in the group are fully engaged. Employees can also raise any issues or ideas directly with their supervisors or any staff or put a suggestion in the suggestion box which is rotated between the work areas.

Daniel Hawes

Employment Champion



Stephen Forrester Award 2020 Katie Van Barneveld

Katie started work at Self Help Workplace in February 2019. Starting a new job and meeting new people can be very overwhelming but Katie stuck with it and her confidence has grown.

Her gentle nature and amazing smile have helped Katie make a lot of new friends and her willingness to learn has seen her master many jobs, making her a very valuable member of the Merit Commercial Solutions team.

Katie's favourite jobs are working in the laundry and putting stickers on keyrings but she never says no to any task put in front of her and is always willing to help however she can. Everything Katie has achieved over the past 2 years makes her a very well deserved recipient of the Stephen Forrester Employee of the Year award and we look forward to seeing Katie grow even more over the coming years.



The Team



Adrian



Ailsa



Alex



Andrew



Andrew



Andrew



Anita



Courtney



Craig



Craig



Dale



Daniel



Daniel



Darren



Eliza



Ernie



Garry



Gerard



Hamish



Hannah



Harley



Helen



Holly



Jacquie



James



Jodie



Julieanne



Karen



Karen



Karmen



Katie



Katie



Kelly



Lel



Lyn



Marcus



Mason



Michael



Monica



Nancy



Nicole



Norma



Richard



Ricky



Robert



Robert



Roger



Sarah



Sarah



Sean



The Staff



Alina



Craig



Daniel



Dianne



Donna



Julia



Kim



Peter



Phil



Selena



Tracey

The Volunteers & Casuals



Linden



May



Rodney



Ron



Tania



Thelma

Life Members

Mrs P Barton
 Mrs M Barrett
 Mr K Bassett
 Ms L Bever
 Ms A Boland
 Mr P Bushby
 Miss K Chick
 Mr G Crawford
 Mrs J Crawford
 Mr R Crawford
 Mr A Dingemans
 Mrs L Farrington
 Mr D Kean
 Mrs F Layton

Mr G Little
 Mrs M Ridgers
 Mrs D Rosier
 Mr M Rosier
 Mr C Smith
 Mr D Smith
 Mr S Stoward
 Mr R Thomas
 Mr R Tonerud
 Mrs M Walker
 Mr R Walker
 Mr H Williams
 Mr A Wilson
 RSID

Audited Financial Report Income Statement

For The Year Ended 30 June 2021

	Note	2021	2020
Trading Account			
Sales income		1,094,539	1,115,709
Cost of sales		(372,276)	(365,440)
Gross profit		722,263	750,269
Revenue			
Government funding		123,493	38,517
NDIS supports		601,473	547,589
Donations and bequests		108,980	169,720
Other income		37,628	36,239
Interest received		7,483	6,807
		879,057	798,872
Expenditure			
Employee benefits expense		(980,263)	(992,340)
Depreciation expense		(29,276)	(44,726)
Administration		(245,916)	(198,715)
Property		(67,957)	(101,751)
Grant-funded expenses		(40,651)	(37,937)
		(1,364,063)	(1,375,469)
Operating surplus/(deficit)		237,257	173,672
Non-Operating Items			
Government subsidies - COVID-19		176,240	134,830
Net surplus/(deficit)		413,497	308,502

Balance Sheet

As At 30 June 2021

	Note	2021	2020
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	1,122,105	853,803
Trade and other receivables	4	127,648	275,128
Inventories	5	63,817	42,300
Prepayments		39,149	32,620
TOTAL CURRENT ASSETS		1,352,719	1,203,851
NON-CURRENT ASSETS			
Shares in unlisted company		65,000	65,000
Property, plant and equipment	6	2,158,021	2,049,300
TOTAL NON-CURRENT ASSETS		2,223,021	2,114,300
TOTAL ASSETS		3,575,740	3,318,151
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	133,232	211,015
Provisions	9	151,966	111,219
Other liabilities	8	62,308	176,421
TOTAL CURRENT LIABILITIES		347,506	498,655
NON-CURRENT LIABILITIES			
Provisions	9	11,681	16,440
TOTAL NON-CURRENT LIABILITIES		11,681	16,440
TOTAL LIABILITIES		359,187	515,095
NET ASSETS		3,216,553	2,803,056
MEMBERS' FUNDS			
Reserves		505,000	505,000
Retained profits		2,711,553	2,298,056
TOTAL MEMBERS' EQUITY		3,216,553	2,803,056

Statement of Changes in Equity

For The Year Ended 30 June 2021

	Retained Earnings	Capital Profits Reserve	Asset Revaluation Surplus	Total
	\$	\$	\$	\$
Balance at 1 July 2020	2,298,056	35,000	470,000	2,803,056
Net surplus/(deficit) for the year	413,497	-	-	413,497
Balance at 30 June 2021	2,711,553	35,000	470,000	3,216,553

2020

	Retained Earnings	Capital Profits Reserve	Asset Revaluation Surplus	Total
	\$	\$	\$	\$
Balance at 1 July 2019	1,989,554	35,000	470,000	2,494,554
Net surplus/(deficit) for the year	308,502	-	-	308,502
Balance at 30 June 2020	2,298,056	35,000	470,000	2,803,056

Statement of Cash Flows

For The Year Ended 30 June 2021

	Note	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		1,346,915	1,102,437
Payments to suppliers		(825,694)	(789,773)
Donations received		108,980	169,720
Interest received		7,483	6,807
Payments to employees		(1,021,967)	(918,955)
Receipts from government		610,853	705,267
Other receipts		37,628	36,239
GST recovered/paid		(34,140)	(38,034)
Net cash provided by/(used in) operating activities	10	230,058	273,708
CASH FLOWS FROM INVESTING ACTIVITIES:			
Proceeds from sale of plant and equipment		500	-
Payments for purchase of property, plant and equipment		(138,496)	(65,246)
Net cash used by investing activities		(137,996)	(65,246)
CASH FLOWS FROM FINANCING ACTIVITIES:			
Government subsidies - COVID-19		176,240	134,830
Net cash used by financing activities		176,240	134,830
Net increase/(decrease) in cash and cash equivalents held		268,302	343,292
Cash and cash equivalents at beginning of year		853,803	510,511
Cash and cash equivalents at end of financial year	3	1,122,105	853,803

Notes to the Financial Statements

For The Year Ended 30 June 2021

I Summary of Significant Accounting Policies

(a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-for-Profits Commission Act 2012. The board has determined that the not-for-profit Association is not a reporting entity.

The financial statements have been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

The following specific accounting policies, which are consistent with previous periods unless otherwise stated, have been adopted in the preparation of these financial statements. Where items have been reallocated between line items in the financial statements, comparative figures have been reallocated accordingly to ensure comparability is maintained.

(b) Revenue and other income

Government funding and other grant revenue is recognised in the period in which the services funded by the grant are to be provided by the association. Where grants are received that relate to future periods, that portion of the grant is recognised as a liability on the balance sheet called grants in advance.

Sales revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

Donations and bequests are recognised as revenue when received. Interest is recognised when received. All revenue is stated net of the amount of goods and services tax (GST).

(c) Taxation Status

Self Help Workshop Inc. (ABN 46 307 410 837) trading as Self Help Workplace and Encore Clothing is a Public Benevolent Institution (PBI) with Deductible Gift Recipient Status (DGR) and is endorsed to access the following taxation concessions:

- GST Concessions
- Fringe Benefits Tax Exemption
- Income Tax Exemption

Donations to Self Help Workshop Inc. over \$2.00 are tax deductible.

(d) Cash and cash equivalents

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

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(e) Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(f) Accounts Receivables

Trade receivables and other receivables are recorded at amounts due less any allowance for doubtful debts. Bad debts are written off during the period in which it becomes apparent that the amounts will not be recoverable.

(g) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses. Buildings are not depreciated.

(h) 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 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.

(i) Provisions

Provisions are recognised when the Association 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.

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the amount unpaid at the reporting date at current payrates plus related on-costs, in respect of the employee's service up to that date, for all employees with in excess of 5 years service.

Notes to the Financial Statements

For The Year Ended 30 June 2021

2 COVID-19

The global COVID-19 pandemic has had a significant impact on the organisation from an operational perspective, including some changes to work practices and adherence to hygiene and social distancing rules. Notwithstanding these effects, the organisation has to date been able to minimise the financial impacts through closely monitoring cash flows, seeking government and other financial support available, and continued communication with customers to enable continuity of work orders and secure collection of outstanding debtors.

There remains some uncertainty regarding future economic conditions and the potential impacts on the organisation's customers and supporters. The board has taken a conservative approach in framing the subsequent year's budget which indicate that the organisation remains in a solid financial position and remains financially viable into the foreseeable future.

Notes to the Financial Statements

For The Year Ended 30 June 2021

	2021	2020
3 Cash and cash equivalents		
Cash on hand	1,814	2,072
Cash at bank	1,120,291	851,731
	<u>1,122,105</u>	<u>853,803</u>
4 Trade and other receivables		
Trade debtors	126,534	135,179
Refundable imputation credits	1,114	1,449
COVID-19 supports receivable	-	138,500
	<u>127,648</u>	<u>275,128</u>
5 Inventories		
Stock on hand at cost:		
- Production	51,100	36,378
- Services	242	242
- Encore	1,988	1,794
- Canteen	617	514
	<u>53,947</u>	<u>38,928</u>
Work in Progress at cost:		
- Services	9,870	3,372
	<u>9,870</u>	<u>3,372</u>
	<u>63,817</u>	<u>42,300</u>
6 Property, plant and equipment		
LAND AND BUILDINGS		
At valuation and cost	1,836,000	1,020,440
PLANT AND EQUIPMENT		
Work in progress at cost	20,380	3,489
Plant and Equipment at cost	620,468	523,127
Less: accumulated depreciation	(349,147)	(321,939)
	<u>271,321</u>	<u>201,188</u>
MOTOR VEHICLES		
Motor vehicles at cost	211,237	209,640
Less: accumulated depreciation	(181,002)	(190,465)
	<u>30,235</u>	<u>19,175</u>
	<u>321,936</u>	<u>223,852</u>
Total property, plant and equipment	<u>2,158,021</u>	<u>2,049,300</u>

Notes to the Financial Statements cont.

For The Year Ended 30 June 2021

7 Trade and other payables	2021	2020
Trade creditors	80,929	64,950
GST payable	10,633	23,154
Accrued expenses	30,513	108,206
Other payables	11,157	14,705
	<u>133,232</u>	<u>211,015</u>
8 Other liabilities		
Funding received in advance	62,308	176,421
	<u>62,308</u>	<u>176,421</u>
9 Provisions		
CURRENT		
Provision for annual leave	104,774	80,522
Provision for time in lieu	6,433	7,147
Provision for long service leave	40,759	23,550
	<u>151,966</u>	<u>111,219</u>
NON-CURRENT		
Provision for long service leave	11,681	16,440
	<u>11,681</u>	<u>16,440</u>

10 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities


Reconciliation of net income to net cash provided by operating activities:		
Profit for the year	413,497	308,502
Cash flows excluded from profit attributable to operating activities	-	-
Government subsidies - COVID-19	(176,240)	(134,830)
Non-cash flows in profit:		
Depreciation expense	29,276	44,726
Changes in operating assets and liabilities		
Trade and other receivables	147,479	(132,177)
Inventories	(21,517)	(8,779)
Prepayments	(6,529)	(2,238)
Trade and other payables	(77,784)	79,187
Provisions	35,989	156
Other liabilities	(114,113)	119,161
Cashflow from operations	<u>230,058</u>	<u>273,708</u>

Directors' Declaration

For The Year Ended 30 June 2021

In the opinion of the Treasurer, the financial report as set out on pages 10 -14

- (a) presents fairly the financial position of Self Help Workshop Inc as at 30 June 2021 and its performance for the year ended on that date in accordance with the accounting policies outlined in Note 1 to the financial statements;
- (b) satisfy the requirements of the Australian Charities and Not-for-Profits Commission Act 2012 to prepare accounts; and
- (c) at the date of this statement, there are reasonable grounds to believe that Self Help Workshop Inc will be able to pay its debts as and when they fall due.

Treasurer 

Dated 03/09/2021


Auditor's Independence Declaration

To the Board of Self Help Workshop Inc.

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as auditor of Self Help Workshop Inc for the year ended 30 June 2021, I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit.


Synectic Audit & Assurance Pty Ltd


Benjamin Coull
Director



Date: 03/09/2021

Report on the Audit of the Financial Report

We have audited the financial report, being a special purpose financial report of Self Help Workshop Inc (the Association), which comprises the balance sheet as at 30 June 2021, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Board declaration.

Opinion

In our opinion the accompanying financial report of Self Help Workshop Inc has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012 ('the Act'), including:

(a) giving a true and fair view of the entity's financial position as at 30 June 2021 and of its financial performance and cash flows for the year ended on that date; and

(b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Board financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the auditor independence requirements of the ACNC Act and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Responsibilities of the Board for the Financial Report

The Board of the Association are responsible for the preparation of the financial report that gives a true and fair view in accordance with the accounting policies described in Note 1 and the ACNC Act and for such internal control as the Board 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.

In preparing the financial report, the Board are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

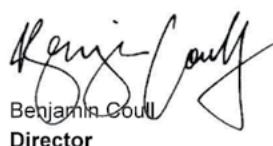
As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Board with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.


Synectic Audit & Assurance Pty Ltd


Benjamin Coull
Director

Date: 03/09/2021

Donations, Bequests, Grants & Funding

Thank you to the following organisations, businesses and funds for providing financial or in kind support and goods for various projects and upgrades.

Cloth face masks	Community Care Tasmania
Office Chairs	145 Financial
Waste Concession	City of Launceston
Lighting upgrades	Tasmanian Government
Employee Intranet	TasCoss
Internet Services	Tasmanet
Life Skills Program & VW Caddy	Bruce Wall Foundation

We would also like to acknowledge the support received through the Department of Social Services - Temporary Viability Support Grant that helped us to purchase or undertake the following:

- Road Sign redesign and installation
- Website redesign and upgrade
- Subscription to a Customer Relationship Management system
- Rear yard improvements
- Installation of new carpet in Encore Clothing and administration
- Manufacture of redesigned donation bins for Encore Clothing
- Purchase of weed spraying unit for Spruce Grounds Maintenance
- New ergonomic employee work chairs for Merit Commercial Solutions
- Staff training
- Dust extraction bin upgrade
- Driveway improvements for vehicle and pedestrian safety
- Resurfacing of loading bay area in Merit Commercial Solutions
- Minor Administration/Operations renovations



Corporate Members

We would like to thank our 2020-2021 Corporate Members for their support and ongoing commitment to Self Help Workplace.

Launceston Chamber of Commerce
Sim Crawcour
Eaglecrest Technologies





SelfHelp Workplace

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