



 **SelfHelp**
Workplace



**ANNUAL
REPORT**
2021-2022



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

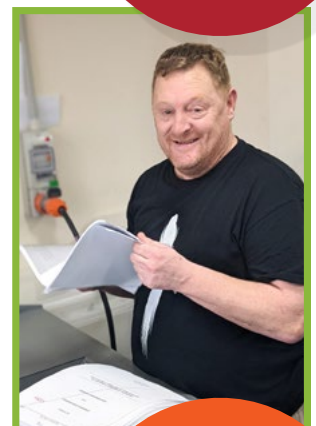
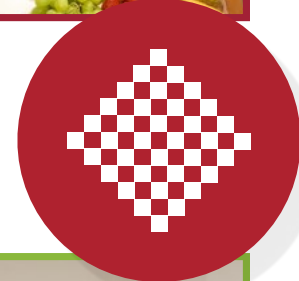
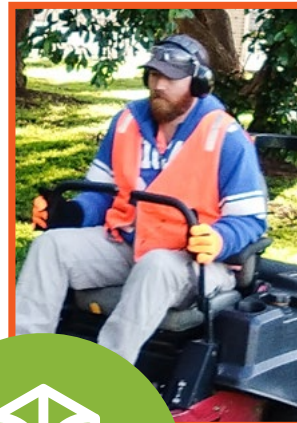
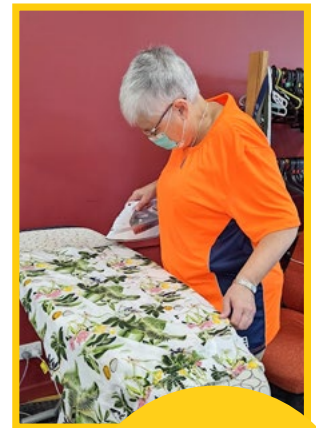
We speak up when we have ideas or issues
We do not interrupt others
We listen to what people have to say

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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Board of Directors



Nathan Calman (Chairperson)

Nathan Calman is the Brewery Director 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 15 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.



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 Tasmania. She holds a BA in Journalism/Political Science and was raised in Deloraine, northern Tasmania.



Dani Streets

Dani is the Community Manager at The Van Diemen Project, supporting Tasmanians in the pursuit of self-employment, entrepreneurship, and social enterprise. Prior to this Dani worked in the Disability sector as a Support Coordinator. In her spare time Dani volunteers as a senior leader within Toastmasters, supporting members across three Australian States to improve their personal communication and leadership skills through this experiential education program. With a lived experience of disability, Dani is passionate about building a society with a culture of genuine inclusivity.



Lauren Cannell

Lauren joined the Board in May 2022. Lauren is employed as the Diversity and Inclusion Coordinator with the Department of Police, Fire and Emergency Management where she has worked for over 24 years. Lauren brings Emergency Management and specifically 24 years as a police officer and police Supervisor, strategic management and engagement within the State Service generally, including within structures governing disability, such as Premier's Disability advisory Council and working with vulnerable communities. Lauren also has lived experience of physical disability and advocacy for colleagues with disability.



Joey Crawford

Dr Joey Crawford is an Academic at the University of Tasmania by day, and a serial entrepreneur by night. He is currently Managing Director of carbon negative gin distillery, Negat-ve Distillery, and has been recognised locally, nationally, and internationally for his innovative research and development. He holds a PhD, Bachelor of Business (First Class Honours), and Bachelor of Education (Professional Honours) from the University of Tasmania. Through managerial roles and employment within the private education industry, Joey developed a well-grounded understanding of strategic challenges in management and leadership that has led to ground-breaking educational and leadership development research being implemented locally and across the globe.

Chairperson's and General Manager's Report

It is normal in annual reports to celebrate the new, the unusual or something extra-ordinary that happened in the 365 days since the last annual report.

This year, we are celebrating the "ordinary". Not because we, at Self Help aren't amazing. But because in these very strange times, being ordinary and getting on with the business of the day is quite an achievement.

In the ordinary course of an ordinary year, the team at Self Help Workplace would:

- Support employees to achieve their work and personal goals
- Recognise individual and team effort and achievement
- Learn and teach new skills
- Welcome new customers and suppliers
- Improve and maintain our site and equipment
- Develop new areas of work

Self Help Workplace did all of these things this year while the COVID-19 emergency continued to swirl around us. We were able to keep everybody safe and connected and the enterprise stayed open. This is a remarkable feat given the challenges that COVID-19 created and continues to create for our social enterprise in its 59th year.

It has been 833 days (from March 2020 to June 2022), since COVID-19 arrived in Tasmania. It is difficult to remember life before COVID-19. Before face masks and hand sanitizer. Before the term "social distancing" became part of our everyday language. Time has behaved strangely during COVID-19. It is hard to remember if events happened last week or last year.

At Self Help Workplace, the team have worked hard to create a safe haven. A place where everybody on the team felt safe and connected. A place where, despite the ongoing uncertainty, life at Self Help Workplace was ordinary, by which we mean, predictable, pleasantly familiar.

We are very proud of the 'ordinary' things that happened at Self Help Workplace this. We applaud and thank:

- Our supported employees who enthusiastically participated in training opportunities including: literacy and numeracy; manual handling, retail, how to use a fire extinguisher and food preparation.
- Our teams who worked hard to get work out the door to our valuable customers. We didn't miss a deadline. Not once.
- Our award recipients – Employee of the year, safe workers, personal best award recipients
- Our families and carers whose care and commitment makes them part of our team
- Our donors and benefactors particularly the Commonwealth Government and Bruce Wall Trust
- Our team who worked on new areas of work and supporting new customers
- Our colleagues in the disability sector for their support and collegiality
- Our team who made the site safer, more productive and made the organization an even more comfortable place to work
- Our partners in training – particularly Work and Training and St Michaels
- Our staff who rolled up their sleeves and worked wherever they were needed
- Our volunteers who graciously helped out in Timber, Encore and Merit
- Our Board who used their skills and leadership to further our mission; and
- Our loyal customers and suppliers who continued to do business with us.

We also acknowledge and thank two directors who stepped down during the year - Lynne Harwood and Simone James, for their enthusiasm and hard work.

As this report goes to print, Self Help Workplace is planning a party for our 60th birthday. We look forward to joining with our many friends and supporters to celebrate this remarkable achievement. We are all looking forward to continuing to build a future for Self Help Workplace that will be of our design and making.

Nathan Calman
Chairperson

Donna Bain
General Manager



spruce
GROUNDS
MAINTENANCE



plenty
CATERING
& HIRE



merit
COMMERCIAL
SOLUTIONS



prime
TIMBER
PRODUCTION



encore
CLOTHING



merit COMMERCIAL SOLUTIONS

The Merit team has welcomed some easing of COVID-19 restrictions this year but are still practicing social distancing, daily cleaning and sanitising routines as well as wearing masks. Throughout the pandemic, the Merit department has been lucky enough to make budget for the year, this is due to the dedication and hard work of the team.

Security shredding continues to provide steady work for all employees through delivering and collecting shredding bins, preparing documents for destruction, (folder and clip removal, etc.), operation of the industrial shredder and baler and despatch of the shredded bales for recycling. Merit employees take great pride in the fact that they can recycle and save product from going into land fill that, this year, totalled 18 tonnes of diverted waste.

Our team has been working on a couple of new tasks this year including assembly of biosecurity packs for the Department of Natural Resources and Environment Tasmania, making up Flexi-gauge boxes for ACL and attaching road safety stickers to wheelie bins for the City of Launceston. We've also had had a steady stream of work from our loyal customers: Flying Colours, Foot & Playsted, Royal Flying doctors, Seedhouse, Sim Crawcour, Australia Post and Key 2 Property.



The employees in Merit have a daily roster of work and life skills, such as cleaning, washing, ironing, cooking and retail. This roster is changed every 3 months and was implemented to accommodate everyone's desire to learn new, independent living skills or to refresh some old ones. Some of the employees have also undergone formal training this year in retail, manual handling, food preparation and food safety that has greatly increased their self-esteem and confidence.

In March two new employees started in Merit, Melody Watkins, and Peta Horton. Peta has returned to work after a break, having previously been employed from 2004- 2012. The Merit team is excited to work alongside them both and provide the support they may require. This year, we have welcomed students again from Newstead college and Launceston Christian school through their work placement program. They have been a pleasure to host and may, one day, become employees.

We would like to thank you all for your ongoing support and are only too happy to continue providing you with quality work.

Kim Nielsen Mitchell
Senior Supervisor



spruce GROUNDS MAINTENANCE

Spruce Grounds Maintenance Team has again managed to marginally increase sales from previous years. The Spruce Team remains committed to providing quality services to all our customers - old and new.

Our small but enthusiastic team have once again enjoyed their time off site during the year completing the grounds maintenance work. Daily tasks have included weeding residential gardens, brush cutting large overgrown areas and mowing substantial grassed areas with our Toro Zero Turn mower. Daniel Smith has also been part of the team this year which has added variety to his long employment with Self Help Workplace. Supervisor Peter Marshall who

has led the team over the past 12 months has recently moved on to other employment and has been replaced by Mark Nason who joined us in May.

Mark has fitted in extremely well and has already developed a team approach to all tasks he has undertaken. This will benefit Self Help Workplace and his team of employees greatly moving forward.

We thank our valued commercial, domestic and NDIS customers for their loyalty and support over the year. We look forward to continuing to supply these services and give our employees the opportunity of participation and the interaction they have with members of the wider community.

Phil Moir
Production & Sales Manager





encore CLOTHING

It has been a very disjointed year in Encore this financial year. The re-opening of the store after the Christmas break was delayed until 1st February due to the omicron strain of COVID-19 hitting our shores. When the store did re-open (with reduced hours), there were new conditions of entry that consisted of mandatory mask wearing, check in, and proof of vaccination. Our staff and loyal, hard-working volunteers were happy to manage the shop under these, sometimes contentious, conditions. With most of our customers expressing their understanding to the new conditions, they were excited to be back, and had missed us greatly.

Despite the challenges posed by the new strain of COVID-19 and the store being closed for 6 weeks, we still managed to make budget which is a glowing endorsement of the huge effort put in by everyone.

A highlight this year came from hosting a Loyalty member evening where we engaged 4 of our employees to perform a fashion parade for our loyal customers. Robert, Jodie, Karen, and Hamish looked fabulous and excelled in their modelling techniques showcasing Encore's latest fashions. Our budding models loved the experience, and the parade was very well received by our customers, with lots of positive feedback.

I would like to say a heartfelt thankyou to our volunteers Linden, May and Sri who excelled in their dedication to keep Encore operational during a challenging year.

I'd also like to thank our very loyal customers for their ongoing support during the past 12 months and we look forward to seeing you all again soon.



Selena Hext
Supervisor



plenty CATERING & HIRE

Plenty Catering and Hire is a busy unit that includes the life skills program, catering and room and bus hire.

The life skills program is at the heart of Plenty's work. As part of the program, our rostering system has seen the return of some familiar employee faces in the kitchen and the introduction of some excited new ones. Not only do employees learn how to cook easy meals but, due to the large volume of catering orders this year, they have had more opportunity to learn how to cook cakes, slices and savouries as well as preparing a variety of sandwich fillings. I am happy to report all employees have done extremely well and have learned many new skills, and gained confidence in their cooking.

Another part of our life skills program is maintenance of our kitchen garden. Weather conditions this year yielded a bumper crop of tomatoes and fresh herbs that were used in our kitchen.



This year, catering has never been busier, often with multiple orders on the same day. This has required skilful time management by everyone involved. Due to the soaring cost of living, we have made a necessary increase to our catering prices for the first time in years. Our in-house canteen prices have remained the same however, so our employees have access to affordable, healthy and nutritious meals every day.

Bus hire this year has still been subject to a COVID-19 deep clean charge that dissuaded potential hirers but, as the bus is also used to transport our employees, we remained firm on this to ensure their safety.

Introduction of strict COVID-19 rules for our training room saw a decline in hire early in 2022 but had a resurgence in the later part of the year with the room being booked out regularly.

I am personally excited to continuing the life skills program to help improve the confidence and independent living skills of our amazing employees and we look forward to providing catering and hire services to our loyal customers in the coming year.

Dianne Haworth
Life Skills Coordinator



Prime Timber Production has had another outstanding year of manufacturing products for a large range of customers who have loyally supported our enterprise throughout the year. Due to our remarkable employees, great customers and steady supply of raw materials, income has surpassed previous years efforts.

Our team of employees banded together to meet customer deadlines whilst keeping one and other safe and by being respectful of their workmates' capabilities. The Prime Timber Production team, led by its senior employees, has once again produced high levels of productivity and safety whilst maintaining the required quality.

During the year, many of our employees have successfully completed training in manual handling, literacy and numeracy and cooking, to improve their work skills and also gain valuable life skills. Administration capacity was increased by training and supporting James Krushka, one of the team to broaden his skillset. James' knowledge and confidence have grown in his new role.

Our volunteer, Rodney Smith, has again done a wide variety of tasks including painting new walkways and touching up safety bollards throughout the site and he undertakes other site maintenance as required, to ensure we continue to maintain a high safety standard. Rodney has also been weighing and bagging kindling for sale from waste timber offcuts that has proven a popular product over the Winter months. We are extremely grateful to Rodney for his terrific work, that is always completed without fuss.

We would also like to thank our customers for their ongoing support and look forward to being able to continue to provide them with quality products.

A final thanks goes out to our visitors and truck pick-up and delivery drivers who have accepted our COVID rules to enable us to keep our employees as safe as possible.

Craig Fox
Prime Area Coordinator



Employment Champion Report

It is an incredible feeling to increase your ability or develop a new skill and, over this past year, there has been no shortage of opportunities for our employees to do just that. Whether it has been learning how to complete a workplace task or life-skill we have seen many employees reach their employment and personal goals this year. For example, Robert, who works in Prime Timber Production, wanted to learn how to cook. We were able to provide Robert with the opportunity to work in Plenty Catering & Hire over a three month period to help prepare food for both the canteen and our corporate catering services. These are skills Robert has been able to take home and apply, stating in his recent Individual Employment planning meeting that “next time I’m on the roster I’d like to learn to cook and prepare a roast pork in the oven”.

It has been a busy year for upskilling, with many employees undertaking and completing formal training. This year, in collaboration with St Michaels Training, 21 of our employees completed accredited courses covering skill sets in retail, cooking and manual handling. We were also able to provide a literacy and numeracy program to a number of our employees with the support of 26Ten and Work & Training.

Our monthly Workers Forum meetings continued to give our employees a voice that help shape our amazing workplace. Our 2021-2022 forum groups provided important feedback on site and procedural improvements and even helped plan our 2022 Employee Survey. We continue to encourage everyone to take part in the forum and use the group meeting to raise issues and make suggestions.

This year also saw changes to how NDIS employment supports are funded and reported, that meant a lot of background work was required to align service bookings, patterns of support and service agreements for all of our employees to continue to be supported at Self Help Workplace.

It is the collective drive and hard work of our employees, staff and support networks that have supported us to achieve such a great outcomes in training and upskilling our workforce and for that I am very grateful and excited to see what next year brings.

Daniel Hawes
Employment Champion



Stephen Forrester Award 2021 Roger Walker

It has been quite a year for Roger. He received recognition for 40 years of Service and is now our Employee of the Year.

Roger's hard work has seen him receive many monthly awards over the years, but this is the first, and very well deserved, time he has received this honour.

Staff know that Roger is reliable and will produce consistent quantities of quality work. He comes in with the same attitude every day and that is to 'get the job done'. And, get it done he does!

But, this award is not just about how much work an employee does. It is also about how they help us continue to be an amazing workplace. Roger does that by being helpful, kind, respectful and being aware of the rules of the workplace.

Thank you and congratulations Roger Walker.

The Team



Adrian



Ailsa



Alex



Andrew



Andrew



Anita



Courtney



Craig



Craig



Dale



Daniel



Daniel



Darren



Eliza



Ernie



Garry



Gerard



Hamish



Hannah



Harley



Helen



Holly



Jacquie



James



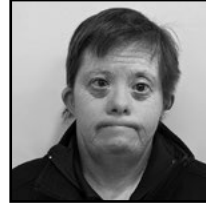
Jodie



Julieanne



Karen



Karen



Karmen



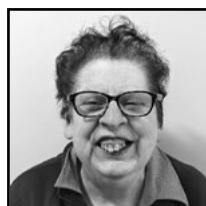
Katie



Katie



Kelly



Lel



Lyn



Maddie



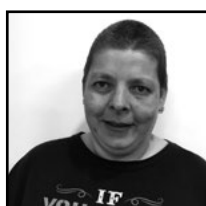
Marcus



Melody



Monica



Nancy



Nicole



Norma



Peta



Richard



Richard



Robert



Robert



Roger



Sarah



Sarah



Sean



The Staff



Craig



Daniel



Dianne



Donna



Jess



Julie



Kim



Mark



Phil



Selena



Tracey

The Volunteers & Casuals



Linden



May



Rodney



Sri

Life Members

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
 Mrs J Stoward
 Mr S Stoward
 Mr R Thomas
 Mr R Tonerud
 Mrs M Walker
 Mr R Walker
 Mr A Wilson
 RSID

Audited Financial Report Income Statement

For The Year Ended 30 June 2022

	Note	2022	2021
Trading Account			
Sales income		1,325,612	1,094,539
Cost of sales		(508,784)	(372,276)
Gross profit		816,828	722,263
Revenue			
Government funding		65,187	123,493
NDIS supports		558,387	601,473
Donations and bequests		115,791	108,980
Other income		39,064	37,628
Interest received		7,999	7,483
		786,428	879,057
Expenditure			
Employee benefits expense		(1,128,430)	(980,263)
Depreciation expense		(43,836)	(29,276)
Administration		(187,286)	(245,916)
Property		(85,244)	(67,957)
Grant-funded expenses		(7,262)	(40,651)
		(1,452,058)	(1,364,063)
Operating surplus/(deficit)		151,198	237,257
Non-Operating Items			
Government subsidies - COVID-19		-	176,240
Net surplus/(deficit)		151,198	413,497

Balance Sheet

As At 30 June 2022

	Note	2022	2021
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	1,162,690	1,122,105
Trade and other receivables	4	218,615	127,648
Inventories	5	52,039	63,817
Prepayments		45,977	39,149
TOTAL CURRENT ASSETS		1,479,321	1,352,719
NON-CURRENT ASSETS			
Shares in unlisted company		65,000	65,000
Property, plant and equipment	6	2,176,827	2,158,021
TOTAL NON-CURRENT ASSETS		2,241,827	2,223,021
TOTAL ASSETS		3,721,148	3,575,740
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	130,281	133,232
Provisions	9	147,771	151,966
Other liabilities	8	44,446	62,308
TOTAL CURRENT LIABILITIES		322,498	347,506
NON-CURRENT LIABILITIES			
Provisions	9	30,898	11,681
TOTAL NON-CURRENT LIABILITIES		30,898	11,681
TOTAL LIABILITIES		353,396	359,187
NET ASSETS		3,367,752	3,216,553
MEMBERS' FUNDS			
Reserves		505,000	505,000
Retained profits		2,862,752	2,711,553
TOTAL MEMBERS' EQUITY		3,367,752	3,216,553

Statement of Changes in Equity

For The Year Ended 30 June 2022

	Retained Earnings	Capital Profits Reserve	Asset Revaluation Surplus	Total
	\$	\$	\$	\$
Balance at 1 July 2021	2,711,553	35,000	470,000	3,216,553
Net surplus/(deficit) for the year	151,199	-	-	151,199
Balance at 30 June 2022	2,862,752	35,000	470,000	3,367,752

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

Statement of Cash Flows

For The Year Ended 30 June 2021

	Note	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		1,357,971	1,346,915
Payments to suppliers		(887,599)	(825,694)
Donations received		115,791	108,980
Interest received		7,999	7,483
Payments to employees		(1,106,897)	(1,021,967)
Receipts from government		605,712	610,853
Other receipts		39,479	38,184
GST recovered/paid		(28,814)	(34,140)
Net cash provided by/(used in) operating activities	10	103,642	230,614
CASH FLOWS FROM INVESTING ACTIVITIES:			
Proceeds from sale of plant and equipment		300	500
Payments for purchase of property, plant and equipment		(63,357)	(139,052)
Net cash used by investing activities		(63,057)	(138,552)
CASH FLOWS FROM FINANCING ACTIVITIES:			
Government subsidies - COVID-19		-	176,240
Net cash used by financing activities		-	176,240
Net increase/(decrease) in cash and cash equivalents held		40,585	268,302
Cash and cash equivalents at beginning of year		1,122,105	853,803
Cash and cash equivalents at end of financial year	3	1,162,690	1,122,105

Notes to the Financial Statements

For The Year Ended 30 June 2022

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

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.

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 cont.

For The Year Ended 30 June 2022

3 Cash and cash equivalents	2022	2021
	\$	\$
Cash on hand	3,308	1,814
Cash at bank	1,159,382	1,120,291
	<u>1,162,690</u>	<u>1,122,105</u>
4 Trade and other receivables		
Trade debtors	217,362	126,534
Refundable imputation credits	1,253	1,114
	<u>218,615</u>	<u>127,648</u>
5 Inventories		
Stock on hand at cost:		
- Production	47,754	51,100
- Services	242	242
- Encore	1,548	1,988
- Canteen	464	617
	<u>50,008</u>	<u>53,947</u>
Work in Progress at cost:		
- Services	2,031	9,870
	<u>52,039</u>	<u>63,817</u>
6 Property, plant and equipment	2022	2021
	\$	\$
LAND AND BUILDINGS		
At valuation and cost	1,836,085	1,836,085
PLANT AND EQUIPMENT		
Work in progress at cost	-	20,380
Plant and Equipment at cost	578,695	620,468
Less: accumulated depreciation	(263,405)	(349,147)
	<u>315,290</u>	<u>271,321</u>
MOTOR VEHICLES		
Motor vehicles at cost	211,237	211,237
Less: accumulated depreciation	(185,785)	(181,002)
	<u>25,452</u>	<u>30,235</u>
	<u>340,742</u>	<u>321,936</u>
Total property, plant and equipment	<u>2,176,827</u>	<u>2,158,021</u>
7 Trade and other payables		
Trade creditors	66,963	80,929
GST payable	21,528	10,633
Accrued expenses	37,025	30,513
Other payables	4,765	11,157
	<u>130,281</u>	<u>133,232</u>
8 Other liabilities		
Funding received in advance	44,446	62,308
	<u>44,446</u>	<u>62,308</u>

Notes to the Financial Statements cont.

For The Year Ended 30 June 2022

9 Provisions

	2022	2021
	\$	\$
CURRENT		
Provision for annual leave	125,993	104,774
Provision for time in lieu	6,365	6,433
Provision for long service leave	15,413	40,759
	<u>147,771</u>	<u>151,966</u>
NON-CURRENT		
Provision for long service leave	30,898	11,681
	<u>30,898</u>	<u>11,681</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	151,198	413,497
Cash flows excluded from profit attributable to operating activities	-	-
Government subsidies - COVID-19	-	(176,240)
Non-cash flows in profit:		
Depreciation expense	43,836	29,276
Loss on disposal	415	556
Changes in operating assets and liabilities		
Trade and other receivables	(90,966)	147,479
Inventories	11,778	(21,517)
Prepayments	(6,828)	(6,529)
Trade and other payables	(2,951)	(77,784)
Provisions	15,022	35,989
Other liabilities	(17,862)	(114,113)
Cashflow from operations	<u>103,642</u>	<u>230,614</u>

Self Help Workshop Inc

Trading as Self Help Workplace

ABN: 46 307 410 837

Address: 414 Hobart Road, YOUNGTOWN TAS 7249

Phone: (03) 6344 7133

Website: www.selfhelp.com.au

Directors' Declaration

For The Year Ended 30 June 2022

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 2022 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 01/09/2022


Auditor's Independence Declaration

To the Directors 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 2022, 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: 01/09/2022

Independent Auditor's Report

To the members of Self Help Workshop Inc.



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 Company), which comprises the statement of financial position as at 30 June 2022, the balance sheet, 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 directors' 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 2022 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 directors' 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 Company 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 directors of the Company 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 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.

In preparing the financial report, the directors are responsible for assessing the Company'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 directors either intend to liquidate the Company 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.

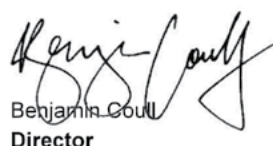
As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- 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 company'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 directors 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 directors 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 03/09/2022

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.

Solar Panels

Commonwealth Government

Mealworm project

St Giles Innovator Hub

Men's suits

Regal Dry Cleaners

Life Skills Program

Bruce Wall Foundation

Internet Services

Tasmanet



Australian Government



**Tasmanian Disability
Innovator Hub**

Corporate Members

We would like to thank our 2021-2022 Corporate Members for their support and ongoing commitment to Self Help Workplace.

Launceston Chamber of Commerce

Sim Crawcour

EL Conveyancing

Negat-ve Distillery

Cybernated



**LAUNCESTON
CHAMBER of COMMERCE**
The Voice of Business



**NEGA
T-VE**

SIMCRAWCOUR PTY LTD



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MAINTENANCE



merit
COMMERCIAL
SOLUTIONS



encore
CLOTHING



plenty
CATERING
& HIRE



prime
TIMBER
PRODUCTION



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