

Guthrie House Annual Report 2014



Guthrie House is located on the traditional land of the Cadigal and Wangal People of the Eora Nation.

We would like to acknowledge the elders, past and present, and extend that respect to all Aboriginal and Torres Strait Islander people.

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Statistical Review

Number of clients and children who entered Guthrie House

51 women were admitted to the residential program with 20 women active on the aftercare program.

Four individual children accompanied their individual mother and resided at Guthrie House longer than the stipulated three months component of residency.

On some 30 occasions children stayed overnight with their mother.

Contact was supervised when required by FACS and comprehensive reports provided for the Children's Court.

Diversity of client groups

18 women identified as Aboriginal, three women were pregnant, four women had accompanying children and six women identified as CALD.

Client case work services

35 service episodes were provided to each individual client during their three months residential case planning. These episodes incorporated Case Management, Mental Health Assessments and Reviews, Psychological Counselling, Methadone Reviews, Physical Health Assessments, Urinalysis and Breath Analysis, Sexual Assault Counselling and Domestic Violence Counselling, Financial Counselling, Housing and FACS Assessments and State Debt Recovery Applications.

17 service episodes were provided to each client on the After Care program.

Residential program completion rates

84% = 43 women completed the residential component of the program.

16% = eight women did not complete the residential program. Six women were discharged due to continued illicit substance use and two women departed the program after failing to attend court and warrants issued for their arrest.

11% (six) were discharged from the residential program.

Outreach program completion rates

11 new women moved from the residential program to the Outreach (aftercare) program; however 20 women were active on the program during the 2013/2014 financial year. Four women on the aftercare program had an infant child in their care.

100% of clients receive referrals/advice to a lesser or greater extent upon discharge. The referral advice includes transfer of methadone maintenance, medical practitioner for their medications, rent and bond referrals and referrals for material aid (such as furniture/clothing/food), SMART community groups, RPA drug and counselling service. Not all clients who complete the program remain in the area for continuation of their support services.

Alcohol and other drug intervention strategies

Guthrie House has a sound partnership with the Jarrah House detox unit. When women lapse into drug use, in Guthrie House's residential program, they are referred to Jarrah House. After completing their seven days detox program the residents resume their residency in the Guthrie House program.

Three women completed detox and resumed the program.

20 women attended individual alcohol and other drug counselling.

Psychological counselling

51 women attended for individual psychological counselling. All women are referred to Guthrie House's psychologists upon entry into the program.

Mental health nurse assessments

100% = 51 women attended their individual mental health assessment within two weeks of admission. The mental health nurse meets the resident in the first week of admission and deals with the psychological impact of imprisonment in concert with any other presenting mental health issues.

100% of the 43 women who completed the program were satisfied with their mental health counselling service.

Programs facilitated at Guthrie House

All intervention programs facilitated at Guthrie House are mandatory for all residents. 51 residents commenced all programs with a completion rate of 43 women. Those programs include:

- Mothering at a Distance
- 1-2-3 Magic & Emotion Coaching Parenting Program
- Tuning in to Kids Parenting Program
- Relaxation/Self Care
- Communication Skills
- Infant Massage
- Legal Workshops
- Financial Management
- UNSW School of Psychology Emotional Management Group
- SMART Recovery
- Art Therapy
- Elise Women's Refuge Domestic Violence Program
- Hepatitis Australia – Live Well Program
- Wesley Missions Financial Literacy Program

Staff training

All case workers at Guthrie House, inclusive of the Outreach Worker, Family Worker and Health Worker completed training and were deemed competent in the following courses:

- Certificate IV in Community Service Work Group Work Facilitation
- Certificate III in Correct Practice Apply First Aid
- SMART Recovery Facilitator Training
- 1-2-3 Magic & Emotion Coaching Parenting Program Training (Family Worker Only)
- Tuning in to Kids Training (Family Worker Only)
- Good Grief Companion Training for Growth Adult Program (Family Worker Only)
- Fire Training and Portable Fire Extinguisher Training

2014 IN NUMBERS

84%

Completion rate for residential program

15

The number of programs facilitated at Guthrie House

100%

Attendance rate for mental health assessments

Message from the Director



The past 12 months have been challenging for Guthrie House. First and foremost, the funding environment has been characterised by an unprecedented level of uncertainty. Guthrie House has faced the prospect of funding cuts, changed funding requirements and last minute decision making on the part of funding bodies. In this context, the main priority has been to secure as much of our existing funding as possible and to explore other potential funding sources. For the time being, Guthrie House's continued existence is secure but the medium to long term remains uncertain.

We reluctantly farewelled Renata Blanch as Manager in January who, having capably steered Guthrie House through a major human resources restructure, was unable to stay to enjoy the results of her hard work due to family commitments. Renata has generously continued to give her time to Guthrie House voluntarily, first to hand over to her replacement as Manager and then in attending Board meetings at the Board's invitation. Renata's generosity has ensured continuity in an otherwise difficult period. The Board thanks Renata for her work as Manager and for her ongoing contribution at Board level. We also reluctantly farewelled Lucie Marley, our finance and administration officer, who had provided several years of highly committed service to Guthrie House. The Board thanks Lucie for her service and for often going above and beyond the requirements of her role.

After farewelling Renata, we welcomed Glenda Milne, initially as temporary Manager for three months while we undertook a competitive recruitment process. Happily, Glenda was the standout candidate for the permanent role and we were therefore able to achieve some stability through this period of change and uncertainty. Glenda's background is in corrections and she brings to the role many years of experience in management roles in community corrections. Since her appointment, Glenda has worked tirelessly to maintain a stable service for residents and staff and to secure Guthrie House's funding.

We have also seen some changes at Board level. Shortly after the last AGM we appointed Eleni North to the Board and to the role of secretary. Eleni has had a wealth of experience as a company secretary and general counsel of several large organisations, most recently the NRL. We identified a further gap in our Board capability in relation to accounting skills and financial monitoring and set out to find a suitably qualified candidate who also had a commitment to social justice. We were pleased to appoint Margaret Carey to the Board and to the role of treasurer. Margaret brings accounting qualifications, experience in providing accounting software consulting to small businesses and as a voluntary treasurer, most recently to the NSW Greens. Margaret's appointment to the Board was timely as we had just commenced to outsource our accounting



OPPOSITE:
Board members from left to right, Dianna Keogh, Renata Blanch, Rebecca Gilsonan, Julian Schimmel, Eleni North, Margaret Carey (absent: Branda Bartlett)
LEFT: Childrens' outdoor play equipment

function to Matrix on Board. The decision to outsource the accounting function has proven to be a good one and the Board is confident in the financial management and accountability of the organisation. Finally, Julian Schimmel resigned from the Board in July 2014 due to work commitments. The Board was very pleased to appoint Guthrie House's former Manager, Lesley-Anne Davies, to fill the casual vacancy created by Julian's resignation. I would like to take this opportunity to thank each of the Board members who have generously given their time and knowledge to the governance of Guthrie House in the past year.

I would like to thank Renata, Glenda and the rest of the staff of Guthrie House for providing an environment in which 43 (84% of) women who participated in the residential program in the 2013/2014 financial year were successful in completing the program. We sincerely hope that those women's success at Guthrie House has given them the skills and confidence to allow them to continue to choose a healthier, non-offending lifestyle,

than that which brought them to Guthrie House. Of course, Guthrie House has continued to work with a number of those women through its outreach program, to support them in consolidating their success outside of the residential environment. Congratulations to those 43 women who made the most of the opportunity that Guthrie House provided to them. It takes a great deal of strength and commitment to start to turn around a life of offending and drug and alcohol use.

Finally, I would like to acknowledge the unique and important service that Guthrie House provides and to thank Guthrie House's funders for making it possible.

Rebecca Gilsonan
Director

Message from the Manager



Following recruitment for the vacant position of Manager at Guthrie House, I was substantively appointed to the position in March 2014. My role since then has been to capitalise on the framework deployed by Guthrie House late last year, resource staff and grasp funding opportunities.

The former Manager, Renata Blanch, had solidified policy, procedures and operational 'Best Practice' through a restructuring of positions, roles and responsibilities of all staff and intervention programs and case work initiatives for residents. The Guthrie House restructure was implemented in September 2013 after rigorous consultation with industry leaders such as Herbert Smith Freehills, Perform HR, David Shortland Consultancy and Quality Innovation Performance (QIP) Consultancy. Ms Blanch had tailored the service provision of Guthrie House to meet fiscal and key performance measures expected by our funding agencies.

Ms Blanch departed Guthrie House to take a management position with a Government agency that was located closer to her family. However, her expertise was retained by the Board of Management as she was invited by the Board to attend their meetings as a guest.

Guthrie House, this past financial year, had a rise in admissions. This challenge was met by devising shared accommodation, which at varying times over the past year had two women sharing the largest of residential rooms without incident.

All staff at Guthrie House are of a superior professional quality and it is their integrity, drive, enthusiasm, vision, compassion and commitment to the philosophy of the program and the rehabilitative needs of the women residents, and care of their children, that ensures Guthrie House's success. I thank my staff for their tireless efforts and esprit de corps.



OPPOSITE: Glenda Milne
LEFT: Welcoming a new resident

The support of our funding bodies Corrective Services NSW, Family and Community Services, Sydney Local Health District and Department of Health (Commonwealth) underpins our ability to provide health care, alcohol and other drugs services, psychological assessments, domestic violence counselling, Aboriginal services, child care programs, educational and cognitive skills programs, urinalysis and breath analysis, staff training and 24 hours of supervision of residents. This vital funding equips Guthrie House to be a unique force and specialist service for women entangled in the criminal justice system by supporting them towards law abiding lifestyles and independent sustained housing.

I thank the Board of Management for their corporate governance and particularly for the support and guidance they have provided me as Manager. Their financial and management expertise ensures Guthrie House is a reputable and dominant organisation within the women's services non-government sector.

Glenda Milne
Manager

About Guthrie House



Guthrie House Co-operative Ltd is a not-for-profit transitional service accommodation for women leaving prison, including women who are pregnant or have pre-school aged children in their full-time care after release. It is one of the few services that accept women who are participating in pharmacotherapy treatment, including methadone or buprenorphine.

Guthrie House was founded in 1979 by Sandra Willson (1939-1999). Ms Willson was found not guilty of the murder of a Sydney taxi driver in 1959 on the grounds of insanity and was sentenced to an indeterminate period of imprisonment at the Governor's Pleasure. After 11 years in prisons and psychiatric hospitals, authorities declared Ms Willson sane; but it took a further seven years for her to be released from prison following a rigorous campaign by Bessie Guthrie and the activist group Women Behind Bars. She was released in 1977.

Following her release from prison Ms Willson took up the cause of women's prison reform and Guthrie House became the first halfway house for women released from prison. Guthrie House is named after Bessie Guthrie (1905-1977) who, among her countless victories for women's rights, established Elsie Women's Refuge Night Shelter in Glebe – the first refuge in Australia for women and children escaping domestic violence.

Guthrie House is the only service of its kind that exclusively supports women who have a history of alcohol and other drug abuse and current involvement in the criminal justice system. This can include release from a correctional centre on bail and/or community-based sentence such as a Parole Order, Probation Order and Drug Court Order.

“I’ve been waiting for you women to get here all my life.”

– Bessie Guthrie



OPPOSITE: Beautiful
Newington Manor
ABOVE: Kitchen area
RIGHT: Accommodation
facilities



To be eligible for admission to the Program women must have attained the age of 18 years and have current involvement in the criminal justice system with a Level of Service of Inventory – Revised (LSI-R) rating of medium to high risk, and be homeless or at risk of homelessness.

The Guthrie House Program is comprised of a residential component of three months and an after-care component of up to 12 months. The Program provides women with safe and secure medium-term transitional accommodation and the wrap-around supports needed to address their offending behaviour, prevent and reduce re-offending, and successfully transition to sustainable long-term housing.

The Guthrie House Program is delivered pursuant to a case management framework that is client centred and promotes the principles of Throughcare. Specifically, clients are case managed to address their assessed needs, in particular those predicative of re-offending and homelessness.

Clients have access to a full range of support services to address their needs, including accommodation, 24 hour support and supervision; programs focused on relapse prevention, life skills and healthy living; specialist ‘in house’ support services including a Family Worker, Health Worker, Mental Health Clinician and Psychologist; and established partnerships that facilitate access to both specialist and mainstream support services.

It is noted that Guthrie House is committed to quality management and continuous service improvement to ensure best practice principles for reducing re-offending underpin a client centred service delivery approach; and retains the values imbedded by Sandra Willson and Bessie Guthrie as a safe place for women and children.

Guthrie House Staff Profile



Renata Blanch, Manager (March 2013 to January 2014)

Ms Blanch commenced at Guthrie House in March 2013 after approximately 12 years with Corrective Services NSW. Working for Corrective Services NSW, she gained extensive experience in supervising clients involved in the criminal justice system, both at an operational and management level. She provided strong leadership and robust human resource and strategic direction throughout her time as manager at Guthrie House.

Ms Blanch holds a Bachelor of Laws, Bachelor of Arts (Psychology and Sociology), Graduate Diploma in Legal Practice, and Certificate IV in Correctional Practice.

Ms Blanch departed Guthrie House in January 2014 to take up a senior position with a government agency.

Glenda Milne, Manager (from January 2014)

Ms Milne commenced at Guthrie House in January 2014 and prior to that worked for the Probation and Parole Service, Corrective Services NSW for 22 years, attaining the position of Director, Community Offender Services. In that role Ms Milne had the strategic and financial responsibility of a cluster of District Offices in meeting Key Performance Indicators and organisational imperatives.

Ms Milne brings to Guthrie House a depth and wealth of experience in working with the contemporary issues in case management as they relate to women exiting prison with multiple and complex needs.

Ms Milne's educational qualifications include a Master of Criminology and a Graduate Diploma in Public Administration.

Caroline Moss, Case Manager

Ms Moss is a Case Manager at Guthrie House. The role of a case manager involves many different aspects – including developing case plans and exit plans with clients as they work through the Guthrie House Program. Ms Moss also facilitated group programs, conducted assessments of potential clients and visited correctional centres in the Throughcare of inmates leaving custody and entering Guthrie House.

Ms Moss holds a BA (Psychology) from Macquarie University and a B. Social work (Hons) from Sydney University.

Ms Moss has accepted a position as a Community Corrections Officer with Community Corrections, Corrective Services NSW and leaves Guthrie House with a solid reputation for hard work.



MAIN: The team at Guthrie House
 FAR LEFT: Program preparation
 LEFT: Conducting the 1-2-3 Magic & Emotion Coaching Parenting Program

Melody Keane, Case Manager

Ms Keane commenced as a case manager at Guthrie House in December 2013. She brings to her role at Guthrie House extensive knowledge and experience in the case management of female offenders and their integration from custody into the community.

Ms Keane had worked for over eight years as Probation and Parole Officer in England before commencing at Guthrie House.

Philippa Boss, Health Worker

Ms Boss is currently completing a higher research degree at the University of Sydney. Ms Boss' research interests are in psychotic disorders and cardio-metabolic health complications. Her background is in health education and health promotion. Ms Boss holds a Bachelor of Arts in Human Movement Studies and has a Graduate Diploma in Education specialising in Personal Development, Health and Physical Education (PDHPE).

Ms Boss is the Health Worker at Guthrie House. Her role involves assisting clients with their health outcomes and she achieves this through one on one consultation with the clients and facilitates group education sessions on a variety of health, physical activity and nutrition topics.

Veronica Musambsi, Mental Health Nurse

Born in Zimbabwe, Ms Musambsi moved to England in 2005 to complete her tertiary education. She holds a BSc (Hon) Nursing Studies and Dip HE Nursing (mental health specialty) from the University of Luton and Buckinghamshire Chilterns University College.

Ms Musambsi has worked as a psychiatric nurse, healthcare assistant, mental health advocate for the women's forensic mental health service in Oxford and deputy to the manager of the acute admission and assessment unit in Aylesbury. She brings enthusiasm and passion to her role as the Guthrie House Mental Health Nurse.

Debra Anthonisz, Outreach Worker

Ms Anthonisz holds a Diploma in Community Service and Welfare. Ms Anthonisz brings significant experience to the role of Outreach Worker having worked as a Health Education Officer and Administrator at the Resource and Education Program for Injecting Drug Users (REPIDU) at Redfern. Ms Anthonisz plays a key role at Guthrie House through delivering the SMART Recovery Group to clients participating in both the residential and outreach components of the Program.

Tiana Thomson, Family Worker

Ms Thomson commenced at Guthrie House in March 2013. She provides both individual counselling sessions and group programs for residents and former residents who have children under the age of 18 years old. Ms Thomson's group sessions address a range of areas including parenting programs such as 1-2-3 Magic & Emotion Coaching Parenting Program, Circle of Security and Tuning in to Kids. Ms Thomson's expertise provides women with supervision, guidance and therapeutic intervention inclusive of Children's Court and Family Court processes and Orders; children/family relationships and interactions; managing emotions; counselling; self-care; relaxation; infant massage; keeping children safe; child protection; contact sessions with children in care; parenting and childcare. Ms Thomson's case work also provides referrals to and liaison with relevant community professionals for individual women and their children/family. Ms Thomson also provides an enormous amount of support and advocacy for Guthrie House women with the statutory child protection services.

Ms Thomson holds an Executive Master of Business Administration, a Bachelor of Social Sciences and has specialised in child protection as a Social Worker in the United Kingdom and in Australia with over 30 years' experience working with families in difficulties.

Wanda Kozinski, Residential Support Worker

Ms Kozinski is the longest serving staff member at Guthrie House, which reflects her passion and commitment in relation to working with the client group. Ms Kozinski holds a number of tertiary qualifications including an Associate Diploma in Social Science and Advanced Certificate in Community Welfare. Ms Kozinski brings to her role extensive experience in the non-government sector, in particular community-based agencies, and her knowledge, skills and experience are an asset to the team.

Michelle Saxvik, Residential Support Worker

Ms Saxvik has been employed at Guthrie House for almost five years. Her professionalism and commitment to Guthrie House ensures each resident is receiving individualised attention and respect. Ms Saxvik is currently studying Social Work and directing her studies towards working with women involved in the criminal justice system.

Wendy Burns, Residential Support Worker

Ms Burns has been employed at Guthrie House for almost two years in the role of Residential Support Worker (RSW) having worked as a casual at Guthrie House for three years prior to her appointment as an RSW. Ms Burns holds a Bachelor of Social Science and Diploma of Drug and Alcohol. Ms Burns brings extensive experience to Guthrie House through having worked at Juvenile Justice NSW.

Lucie Marley, Finance Manager (July 2013 to December 2013)

Ms Marley started her career as a Chartered Accountant and made the switch to become a Community Development Worker in 2003 at the same time as completing an Advanced Diploma in Community Development. She had been involved in the community sector since 2001. After relocating from England to Australia in 2008, Ms Marley was employed at Menai Community Centre as a Community Development Worker and obtained Certificate IV in Bookkeeping at TAFE. Ms Marley was employed at Guthrie House from 2012 until December 2013 when she and her family resumed residence in England.

Laurell Magnusson, Administration Officer

Ms Magnusson recently joined the Guthrie House team and has extensive and diverse experience in accountancy, administration and human resources. In a short period of time she has streamlined Guthrie House's staff resources and financial systems, and developed our customer service policy.

Ms Magnusson's many educational qualifications include a Certificate IV in Community Services and in Human Resources. She is presently undertaking studies in a Bachelor of Social Work at the University of Western Sydney.

Guthrie House also acknowledges Katrina Mitchell, Jeanne Van Huyssteen, Jennifer Priest, Renata Field, Paula Maiorano, Giselle Tran, Tessa Castor and Claire Grundy who worked for Guthrie House during this financial year and the volunteers and students who have added to the Guthrie House Program throughout this time.

Partnerships and networks

At an operational level, Guthrie House has continued to enjoy both formal and informal partnerships with a range of providers who ensure our clients receive high quality services whilst participating in the Guthrie House Program. Of particular note are:

- Women's Housing Company through which Guthrie House had the nomination rights to three transitional properties in the Marrickville area;
- Julie Corkin from the Tresillian Family Care Centre who has provided direct services to our clients, including co-facilitating the Mothering at a Distance Program with Tiana Thomson;
- Kat Armstrong and her team from the Women in Prison's Advocacy Network who provide a mentoring and advocacy service for our clients;
- Chris Blatch and Alison Cullen who provide onsite forensic psychology services to our clients;
- Roberta Mears and Lucy Arnott who facilitate onsite Art Therapy for our clients;
- Roxanne McMurray, Manager and Carmen Vicos from Leichhardt Women's Community Health Centre who have facilitated numerous programs at Guthrie House, including Manage Your Moods;
- Fungisai Jaboon and JD from Hepatitis NSW who have facilitated the Live Well Program at Guthrie House;
- Maisie Warburton and her team from the Wesley Mission who have facilitated the Financial Literacy Education Program at Guthrie House;
- Dr Divina Hiley, Enmore Medical Practice and Dr Lucy Ballin who provide medical services to our clients;
- Staff at Enmore 7 Day Pharmacy who deliver all the medication prescribed for our clients;
- Judge Dive and Sue Jeffries from the Drug Court of NSW who continue to support Guthrie House through the referral and co-case management of clients;
- Lynette Marie, Manager, Rainbow Lodge and Jonathon Martin, Manager, Glebe House;
- Kevin O'Sullivan, Clinical Associate, UNSW School of Psychology;
- Susan Elvery, Relationship Education and Family Safety Programs Co-ordinator, Relationships Australia;
- Ciara Donaghy and Heidi Becker from the Network of Alcohol and other Drugs Agencies (NADA);
- Latha Nithyanandam, General Manager, Kathleen York House; and
- Sandy Kervin, General Manager and Alice Hanna, Clinical Manager at Jarrah House.

Guthrie House would like to thank its funding bodies for their continued support, in particular Chrissy Wagemans, Susan Wojciechowski and Nicci Wilson from Corrective Services NSW; Tracy Morgan from Family and Community Services; Lyn Bearlin from the Sydney Local Health District; and Kristi Hawkins from Department of Health (Commonwealth).

Message from the Treasurer

Guthrie House continued to be in a strong financial position during 2014. Expenditure very closely mirrored income with a small net loss due to some accruals being taken up at year end. Income increased by close to \$90,000 with an increase in grants received by over \$100,000 which is unlikely to continue into this financial year.

The Balance Sheet shows that Guthrie House is in a solid position to cover any unforeseen changes in funding arrangements. Cash at bank has increased by some \$50,000 with a large portion of that in interest bearing accounts that provide interest income but still ensure accessibility of funds to meet operational requirements.

Margaret Carey

Treasurer

Board Attendance

Board of Directors 2013-2014

Director	Rebecca Gilsenan
Treasurer	Julian Schimmel (July 2013 to April 2014) Margaret Carey (from May 2014)
Secretary	Carmen Goldstein (July 2013 to October 2013) Eleni North (from November 2013)
Board Member	Diana Keogh
Board Member	Brenda Bartlett
Board Member	Renata Blanch (July 2013 to January 2014)
Board Member	Glenda Milne (from January 2014)

Board Meeting Attendances 2013-2014

Board Member	Jul	Aug	Sep	Oct	AGM	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Rebecca Gilsenan	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓	✓
Julian Schimmel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓
Margaret Carey	X	X	X	X	X	X	X	X	X	X	X	✓	✓
Diana Keogh	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Brenda Bartlett	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Carmen Goldstein	✓	✓	✓	✓	✓	X	X	X	X	X	X	X	X
Eleni North	X	X	X	X	X	✓	✓	✓	✓	✓	✓	✓	✓
Renata Blanch	✓	✓	✓	✓	✓	✓	✓	X	X	X	X	X	X
Glenda Milne	X	X	X	X	X	X	X	✓	✓	✓	✓	✓	✓

NA – did not attend

X – not active on the Board of Directors

Matrix on Board – Financial Management

In March 2014 Guthrie House welcomed the financial management services delivered by Matrix on Board.

Matrix on Board is committed to supporting Guthrie House to produce quality financial management systems, information and practices. Matrix supports the Board of Management and Manager of Guthrie House to be confident in understanding its financial position – past, present and future. Matrix provides the right financial management expertise in order that the Board of Management and Manager of Guthrie House can focus on delivering Guthrie House’s organisational core business and mission.

Matrix on Board ensures Guthrie House meets its statutory obligations imposed by the Australian Taxation Office, Australian Charities and Not-For-Profits Commission, Australian Securities and Investments Commission, State and Territory regulators and charities legislation. Matrix’s qualified staff and best practice procedures ensure compliance with funding agreements and acquittals are delivered on time.

Guthrie House looks forward to the continuance of Matrix’s financial guidance in supporting its future goals, plans and funding requirements.

American Express annual volunteer program

Guthrie House is very grateful to the staff at American Express, Sydney Corporate Office, for their annual voluntary ‘spring clean’ day at Guthrie House every year. The American Express staff are generous with their time and hard work to keep Guthrie House looking a home of timeless elegance.

Financial Report for the period ended 30 June 2014

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Directors' Report

Your Directors present this report to members of the Guthrie House Co-operative Limited for the financial year ended 30 June 2014.

Directors

The names of each person who has been a Director during the year and to the date of this report are:

R Gilsenan (Chair), B Bartlet, R Blanch, M Carey, C Goldstein (resigned October 2013), D Keogh, E North and J Schimmel.

Principal Activities

The principal activities of the Co-operative during the financial year were to provide an inner city transitional supported accommodation service for women who have been affected by the criminal justice system.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The loss of the Co-operative from ordinary activities for the financial year amounted to \$10,068 (2013: \$1,052 surplus).

Review of Operations

In the opinion of the Directors the Co-operative's operations during the year performed as expected.

Dividends

In accordance with the Co-operative's rules, no dividends, distributions or rebates may be paid to the members of the Co-operative.

Future Developments

The Co-operative expects to maintain the present level of operations and hence there are no likely developments in future financial years.

Environmental Issues

The Co-operative's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

After Balance Date Events

No known matters or circumstances have arisen since the end of the financial year which significantly affected or may affect the Co-operative's operations, the results of those operations or the state of affairs of the Co-operative in future years.

Signed for and on behalf of the Board of Directors and in accordance with a resolution in respect thereof.

D Keogh

Director

R Gilsenan

Director

Sydney 9 September 2014

Statement of comprehensive income

FOR THE YEAR ENDED 30 JUNE 2014

	Note	2014 \$	2013 \$
Classification of Expenses by Nature			
Grants Received		998,022	891,857
Interest and Dividend income		11,246	17,334
Rental income		50,154	67,882
Other		7,363	333
Total Revenue		1,066,785	977,406
Expenses from Ordinary Activities			
Employee expenses		726,874	783,039
Depreciation		27,787	21,949
Resident expenses		95,416	40,629
Property expenses		49,060	51,164
Loss on Disposal of Property, Plant and Equipment		2,465	4,027
Administration and other expenses		175,251	75,546
Total Expenses		1,076,853	976,354
Net Surplus/(Deficit) for the year		(10,068)	1,052

The accompanying notes form part of this financial report.

Statement of financial position

AS AT 30 JUNE 2014

	Note	2014 \$	2013 \$
Current Assets			
Cash and cash equivalents	12	450,859	395,861
Trade and other receivables		–	14,211
Total Current Assets		450,859	410,072
Non-Current Assets			
Financial Assets		4,987	–
Property, Plant and Equipment	4	361,688	371,162
Total Non-Current Assets		366,675	371,162
Total Assets		817,534	781,234
Current Liabilities			
Trade and other payables	5	170,872	92,728
Employee Entitlements	6	40,000	44,468
Total Current Liabilities		210,872	137,196
Non-Current Liabilities			
Employee Entitlements	6	19,400	46,708
Total Non-Current Liabilities		19,400	46,708
Total Liabilities		230,272	183,904
Net Assets		587,262	597,330
Equity			
General Reserve		129	129
Accumulated Surplus		587,133	597,201
Total Equity		587,262	597,330

The accompanying notes form part of this financial report.

Statement of changes in equity

FOR THE YEAR ENDED 30 JUNE 2014

	Note	2014 \$	2013 \$
General Reserve			
Balance at 1 July 2013		129	129
Movement in the year		-	-
Balance at 30 June 2014		129	129
Accumulated Surplus			
Balance at July 2013		597,201	596,149
Total comprehensive income		(10,068)	1,052
Balance at June 2014		587,133	597,201

Statement of cash flows

FOR THE YEAR ENDED 30 JUNE 2014

	Note	2014 \$	2013 \$
Cash flows from Operating Activities			
Grants received		1,011,504	892,882
Interest and dividends received		11,246	16,034
Rental income received		50,154	67,882
Other income received		7,363	333
Payments to suppliers and employees		(1,003,964)	(878,009)
Net cash inflow/(outflow) from operating activities	13	76,303	99,122
Cash flows from Investment Activities			
Payments for Property, Plant and Equipment		(21,305)	(7,583)
Proceeds from sale of assets		-	-
Net cash inflow/(outflow) from investment activities		(21,305)	(7,583)
Net (decrease)/increase in cash held		54,998	91,539
Cash at the beginning of the financial year		395,861	304,322
Cash at the end of the financial year	12	450,859	395,861

The accompanying notes form part of this financial report.

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2014

1. Summary of Significant Accounting Policies

Basis of Accounting

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Co-operatives Incorporation Act 1984 (NSW).

The financial report covers Guthrie House Co-operative Limited as an individual entity. Guthrie House Co-operative Limited is a co-operative governed by the Co-operatives Act 1992 (NSW).

The financial report of Guthrie House Co-operative Limited as an individual entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

The following is a summary of the material accounting policies adopted by the Co-operative in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of Preparation

The financial report has 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.

Income Tax

No provision is made for income tax as the Co-operative is exempt from income tax.

Property, Plant and Equipment

Depreciation has been charged on fixed assets at rates assessed to match the cost of each of the assets over their economic life and the rates range from 2.5% to 33.3%. Any funded asset or assets considered to have an economic life less than three years are wholly written off in the year of purchase.

Impairment

At each reporting date, the Co-operative assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the income statement.

Employee Benefits

Provision is made for the Co-operatives' liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Revenue

Government and other grants are recognised when the Co-operative obtains control or the right to receive the grant, it is probable that the economic benefits will flow to the entity, and the amount of the grant can be measured reliably. The Co-operative does not obtain control of a grant until it has provided the services and met the conditions that make it eligible to control it. Grants received in advance are deferred as a liability and not recognised until the Co-operative has provided the services and met the conditions.

Donations are recognised and brought to account on a cash basis when received.

Revenue from the rendering of a service is recognised upon the delivery of the service to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

All revenue is stated net of the amount of goods and services tax (GST).

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 Taxation 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 as inclusive of GST. Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Comparative Figures

When required by accounting standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Critical Accounting Estimates and Judgements

The Directors evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Co-operative.

Key Estimates – Impairment

The Co-operative assesses impairment at each reporting date by evaluating conditions specific to the Co-operative that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

	2014	2013
	\$	\$
2. Revenue		
Recurrent project grant income:		
Department of Corrective Services	349,474	345,930
NSW Health Department	227,300	219,600
NSW Health Department – Drug Court	28,737	42,575
Department of Community Services	186,299	103,523
Department of Health and Ageing	181,512	180,229
NADA	24,700	–
	998,022	891,857
Interest and dividend income	11,246	17,334
Rental income	50,154	67,882
Other	7,363	333
	1,066,785	977,406
Expenses		
Employee Expenses		
Wages and salaries	653,767	648,961
Workers compensation costs	24,933	24,416
Superannuation costs	58,744	57,937
Other	(10,570)	51,995
	726,874	783,309

	2014	2013
	\$	\$
3. Auditors' Remuneration		
<i>Amounts received or due and receivable by the auditors for:</i>		
Auditing the Co-operative's accounts	5,000	5,000
Other	-	-
	5,000	5,000
4. Property, Plant and Equipment		
Building Improvements	401,172	401,172
Less: Accumulated depreciation	(83,932)	(72,546)
	31,724	328,626
Plant and Equipment	33,325	24,644
Less: Accumulated depreciation	(11,676)	(3,970)
	21,649	20,674
Motor Vehicles	62,034	62,034
Less: Accumulated depreciation	(59,114)	(54,003)
	2,920	8,031
Furniture and Fixtures	56,475	47,656
Less: Accumulated depreciation	(36,597)	(33,825)
	19,878	13,831
Total	361,688	371,162

The Co-operative has title to the land on which the building improvements have been erected, as tenants in common with the New South Wales Land and Housing Corporation. The Co-operative's interest in this land is 51%. In addition the Co-operative has entered into a lease with the New South Wales Land and Housing Corporation in respect to the latter's 49% interest in this property as tenants in common. Currently this lease is operating on a month to month arrangement with an annual lease cost of \$1. The use of this property is limited to the objects of the Co-operative with a process of approval being in place for alternative use and/or disposal.

At the date of this report, the market value of the Co-operative's 51% share exceeds the cost of the building improvements booked.

5. Trade and Other Payables	2014	2013
	\$	\$
Unearned income	500	1,025
Sundry creditors	154,716	71,703
Provision for structural maintenance	15,656	20,000
	170,872	92,728

6. Employee Entitlements		
Current		
Annual Leave	40,000	44,468
Non-Current		
Long Service Leave	19,400	46,708

7. Related Party Transactions

There were no related party transactions in the year.

8. Subsequent Events

There were no material events between the year end and the date of this report.

9. Contingent Liabilities

There are no contingent liabilities to be disclosed in this financial report.

10. Economic Dependency

The Co-operative depends on grant funding from the NSW Government to fund its operations. Of total revenue, 91% (2013: 91%) is derived from Government funding.

11. Financial Instruments

(a) Financial risk management – objectives and policies

The Co-operative's financial instruments comprise cash and cash equivalents. In addition the Co-operative has various financial assets and liabilities including amounts receivable and amounts payable to trade and other creditors.

The main risks arising from the Co-operative's financial instruments are interest rate risk, liquidity risk and credit risk. The Co-operative does not hold financial instruments denominated in foreign currencies and does not use derivative instruments to manage risks associated with its financial instruments.

The Co-operative's policies for managing each of these risks are summarised below. The policies are subject to approval by the Management Committee and are reviewed regularly.

Interest Rate Risk. The Co-operative is exposed to interest rate fluctuations on its cash at bank and cash on deposit investments. The Co-operative actively monitors interest rates for cash at bank and on deposit to maximise interest income. The Co-operative accepts the risk in relation to fixed interest securities as they are held to generate income on surplus funds.

Liquidity Risk. The Co-operative manages liquidity risk by monitoring forecast cash flows and ensuring that adequate liquid funds are maintained.

Credit Risk. The Co-operative is exposed to credit risk in respect of amounts receivable and in respect of funds deposited with banks and other financial institutions. The maximum exposure to credit risk as at 30 June 2014 is the carrying amounts of financial assets recognised in the balance sheet. The Co-operative holds no collateral as security and the credit quality of all financial assets that are neither past due nor impaired is consistently monitored in order to identify any potential adverse changes in the credit quality.

The amounts receivable outstanding beyond the relevant terms are followed up continually.

Funds deposited with banks and other financial institutions are approved by the Management Committee.

At the reporting date the Co-operative does not have any material credit risk exposures to any single receivable or any bank or financial institution.

(b) Fair values

Carrying amounts of financial assets and liabilities recorded in the financial statements represent their net fair values, as determined in accordance with the accounting policies disclosed in Note 1.

(c) Interest rate risk

The Co-operative's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

Cash at bank	0.20%
Cash on deposit – fixed	3.30%
Cash on deposit – at call	2.40%

12. Reconciliation of Cash

For the purposes of the statement of cash flows, cash included cash on hand and in banks and investments in money market instruments. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	2014	2013
	\$	\$
Cash at bank and on hand	21,280	55,628
Cash on deposit	429,579	340,233
	450,859	395,861

13. Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus/(Loss)

Operating surplus/(loss)	(10,068)	1,052
Changes in operating assets and liabilities		
Depreciation expense	27,787	21,949
Loss on sale of property, plant and equipment	2,465	4,027
Allocation of shares in public company	(4,987)	-
(Increase)/decrease in trade debtors	14,211	(2,350)
Increase/(decrease) in creditors and accruals	78,671	27,771
Increase/(decrease) in employee entitlements	(31,776)	46,673
Net cash inflow/(outflow) from operating activities	76,303	99,122

Directors' Statement

In the opinion of the Board the financial report as set out on pages 17 to 27:

1. Presents a true and fair view of the financial position of Guthrie House Co-operative Limited as at 30 June 2014 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.

2. At the date of this statement, there are reasonable grounds to believe that Guthrie House Co-operative Limited will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

D Keogh

Director

Sydney 9 September 2014

R Gilsenan

Director

Independent Audit Report

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Guthrie House Co-operative Limited which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income for the year ended, the statement of changes in equity, statement of cash flows, notes comprising a summary of significant accounting policies and other explanatory information, and the Directors' statement.

The Directors of Guthrie House Co-operative Limited are responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation, described in Note 1, is appropriate to meet the requirements of the Australian Accounting Standards and the Co-operatives Act 1992 (NSW) and is appropriate to meet the needs of members. The Directors' responsibility also includes such internal control as the Directors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Co-operative's preparation and fair representation of the financial report, 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 Co-operative's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Directors, as well as evaluating the overall presentation of the financial report.

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

Audit Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Guthrie House Co-operative Limited as at 30 June 2014 and of its financial performance for the year then ended and is in accordance with the Co-operatives Act 1992 (NSW).

Benbow & Pike

Chartered Accountants
Suite 401, 54 Miller Street
North Sydney NSW 2060

9 September 2014

G J Abrams

Partner

Income and expenditure statement

FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
	\$	\$
Income		
Department of Corrective Services	349,474	345,930
NSW Health Department	227,300	219,600
Department of Community Services	186,299	103,523
NSW Health Department Drug Court	28,737	42,575
Department of Health and Ageing	181,512	180,229
Network of Alcohol and other Drugs Agencies	24,700	–
Interest and dividend income	11,246	17,334
Rental income	50,154	67,882
Miscellaneous	7,363	333
	1,066,785	977,406
Less Expenses		
Accounting and agency fees	34,629	–
Administration costs	3,460	1,527
Audit fees	5,000	5,000
Bank fees	1,230	589
Board expenses	1,330	875
Consultancy fees	91,431	14,606
Depreciation	27,787	21,949
Employee leave entitlements	(15,575)	35,728
Equipment hire	4,827	3,483
Food	17,947	18,836
Gas	1,163	1,192
Insurance	34,751	26,871

	2014	2013
	\$	\$
Less Expenses (continued)		
Light and power	11,493	12,091
Loss on sale of fixed assets	2,465	4,027
Materials and stores	8,987	6,117
Motor vehicle expenses	9,745	9,991
Printing, postage and stationery	3,997	3,148
Provision for structural maintenance	–	20,000
Program expenses	61,912	7,517
Rates	4,702	4,885
Repairs and maintenance	24,715	28,512
Salaries	653,767	648,961
Salaries on-costs	3,032	3,494
Staff training and welfare	6,484	10,685
Staff recruitment	1,973	2,362
Staff restructure	–	11,569
Subscriptions	1,539	2,510
Sundry expenses	3,962	1,988
Superannuation contributions	58,744	57,937
Telephone	9,187	7,565
Travel expenses	2,169	2,339
	1,076,853	976,354
Surplus/(Loss) for the year	(10,068)	1,052

Co-operative Information

Directors

Rebecca Gilsenan (Chair)
Julian Schimmel
Dianne Keogh
Brenda Bartlet
Renata Blanch
Eleni North
Margaret Carey

Registered office and principal place of business

Guthrie House
10-14 Sebastopol Street
Enmore NSW 2042

Bankers

Commonwealth Bank
164 Enmore Road
Enmore NSW 2042

Auditors

Benbow & Pike
Chartered Accountants
Suite 401
54 Miller Street
North Sydney NSW 2060

Acknowledgements

Guthrie House is funded by Corrective Services NSW, Family and Community Services, Health NSW – Sydney Local Health District, and Department of Health (Commonwealth).

Thank you for your continuing support of Guthrie House.

Guthrie House Co-operative Incorporated
10-14 Sebastopol Street
Enmore NSW 2042

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W: www.guthriehouse.com
ABN: 27 276 087 361

All donations to Guthrie House are tax deductible and will be used to further our work with women involved in the criminal justice system and their children.

Photography by Taliya Tuiono Photography

Design by Higgeldy Piggeldy

