



GIRL GUIDES
AUSTRALIA
VICTORIA

ANNUAL REPORT 2016

Fun, Friends & Adventure

www.guidesvic.org.au



ASIA PACIFIC REGION WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS

With ten million Girl Guides and Girl Scouts from 146 countries across the world, the World Association of Girl Guides and Girl Scouts (WAGGGS) is the largest voluntary movement dedicated to girls and young women in the world.

ASIA PACIFIC REGION

Australia · Bangladesh · Brunei Darussalam · Cambodia · Cook Islands · Fiji · Hong Kong · India · Japan · Kiribati · Korea · Malaysia · Maldives · Mongolia · Myanmar · Nepal · New Zealand · Pakistan · Papua New Guinea · Philippines · Singapore · Solomon Islands · Sri Lanka · Taiwan · Thailand · Tonga

ARAB REGION

Bahrain · Egypt · Jordan · Kuwait · Lebanon · Libya · Mauritania · Oman · Qatar · Sudan · Syria · Tunisia · United Arab Emirates · Yemen

AFRICA REGION

Benin · Botswana · Burkina Faso · Burundi · Cameroon · Central Africa Republic · Chad · Congo · Congo, The Democratic Republic · Gambia · Ghana · Guinea · Ivory Coast · Kenya · Lesotho · Liberia · Madagascar · Malawi · Mauritius · Namibia · Nigeria · Rwanda · Senegal · Sierra Leone · South Africa · South Sudan · Swaziland · Tanzania · Togo · Uganda · Zambia · Zimbabwe

WESTERN HEMISPHERE REGION

Antigua and Barbuda · Argentina · Aruba · Bahamas · Barbados · Belize · Bolivia · Brazil · Canada · Chile · Colombia · Costa Rica · Curaçao · Dominica · Dominican Republic · Ecuador · El Salvador · Grenada · Guatemala · Guyana · Haiti · Honduras · Jamaica · Mexico · Nicaragua · Panama, Republic of · Paraguay · Peru · Saint Kitts and Nevis · Saint Lucia · Saint Vincent and The Grenadines · Surinam · Trinidad and Tobago · United States of America · Venezuela

EUROPE REGION

Armenia · Austria · Belarus · Belgium · Cyprus · Czech Republic · Denmark · Estonia · Finland · France · Georgia · Germany · Greece · Hungary · Iceland · Ireland · Israel · Italy · Latvia · Liechtenstein · Lithuania · Luxembourg · Malta · Monaco · Netherlands · Norway · Poland · Portugal · Romania · Russian Federation · San Marino · Slovak Republic · Slovenia · Spain · Sweden · Switzerland · Turkey · Ukraine · United Kingdom

CONTENTS

Governance Chair's Report	4–5
2016 Executive Committee	6–7
State Commissioner's Report	8–9
Chief Executive Officer's Report	10–11
Treasurer's Report	12–13
2016 Highlights	14
01. Community	16–17
02. Girls	18–19
03. People	20
04. Financial Sustainability	21
05. Evolving Organisation	22–23
2016 State Personnel	24
2016 Awards	25–27
2016 Financial Accounts	28–56

GOVERNANCE CHAIR'S REPORT

“Our Vision for 2020 is to be Australia’s leading organisation for girls and young women in leadership and personal development, with a Mission to empower girls and young women to grow into confident, self-respecting, responsible community members. ”

Our Vision for 2020 is to be Australia's *leading organisation for girls and young women in leadership and personal development*, with a Mission to *empower girls and young women to grow into confident, self-respecting, responsible community members*. Much of our work this year has focused on exploring new and innovative ways of delivering Guiding in ways that suit the needs of today's girls and the capabilities of our volunteers.

In March we held a fantastic all-day workshop with The Difference, a team of professional consultants with world-class skills in creative problem solving. Working with a group of leaders who represented different aspects of Guiding (including city and rural leaders, new and more experienced leaders, younger and older leaders, older youth, and parents) we were able to use the group's diversity to brainstorm a wide variety of ideas, acknowledge roadblocks, find key themes among the identified opportunities, and start to put in place plans to make it happen. Like so many Guide events, it was a success on the day because of the many hours of planning and preparation work that dedicated people put in before the participants arrived; thank you to our CEO, Jennifer, her amazing team, and the staff at The Difference who donated their time to help us.

Out of the day have come a range of ideas and initiatives to help us achieve our Mission, which we are continuing to explore. What are today's volunteers looking to get out of their experience with Guiding, instead of offering their time to a different youth organisation or other worthy cause? What skills and capacity do they have, and how do we leverage that in ways that help advance Guiding in the right directions, while providing a high-quality volunteering experience? How do we make it easier to do things right while doing the right things?

We are also continuing to explore different formats of Guiding that allow as many girls as possible to grow into those confident, self-respecting, responsible community members. What do today's girls need from Guiding to achieve that, and how can we deliver it in ways that suit their modern, technology-embedded lives? Options we are investigating and trialling include running Guides after school, during lunchtime, on weekends, and other innovative ways of providing non-formal learning through fun, relevant and high-quality programs.

To achieve these goals, we need to be an efficient, effective and productive organisation. This means ensuring that every dollar of membership and other funding we receive

is spent on products and services that help us achieve our Vision and Mission. Over the last year, Jennifer and our COO Amanda Kelly have lead a considerable effort in reducing our operating expenses wherever possible. This has included relinquishing or selling properties such as halls that are no longer being used for Guiding, and reducing the associated maintenance, insurance and utility costs that we incur without any direct benefit to girls and volunteers for that expense. The reverse side of that coin was the decision to purchase our new office at the Docklands and give up our leased premises in South Melbourne. This fabulous space has been fitted out in a way that is flexible, pragmatic, and scaled to our current and future needs in an asset that we expect to appreciate in value over time.

Girl Guides has always prided itself on providing a safe environment for our youth members, and in recent years this has been a topic with increasing social relevance. Starting in 2017, we need to be able to demonstrate that we are complying with a range of new regulatory obligations on all youth organisations, aimed at keeping children safe. As a result, this year saw a significant amount of work around reviewing our policies and practices with the help of expert third parties, and commencing specific new

volunteer training, to ensure we are ready for this new compliance framework.

Finally, consistent with this theme of change, 2016 has been the final year of my term as Governance Chair of Girl Guides Victoria. Margaret Hansford now takes up the role, and brings to it a wealth of strategic and governance experience that will benefit us all in the future. It has been my great pleasure to serve you in this role, and I want to thank everyone for their support during my nearly ten years on the Executive Committee and the last three years in particular, and wish Margaret the very best as she leads us forward.

Yours in Guiding,

Tess Davies

**Governance Chair
Girl Guides Victoria**



2016 EXECUTIVE COMMITTEE

The members of the Executive Committee of Girl Guides Victoria work tirelessly to provide good governance for Guiding in Victoria.

Note: the Constitution of Girl Guides Victoria limits the continuous length of service of a member to 9 years.

DR BELINDA ABBOTT

Occupation: University lecturer and researcher in Medicinal Chemistry

Executive Member since: 26 May 2007, term completed June 2016

Experience: Tertiary education, broad experience of Guiding



MS BROWNWYN COLE

Occupation: Child Life Therapist

Executive Member since: 30 May 2015, resigned June 2016

Experience: Current leader and manager, outdoor and international experience



MS TESS DAVIES

Occupation: Technology Commercial Manager

Executive Member since: 27 May 2007

Experience: Negotiation, management of commercial contracts and business agreements, marketing and communications and governance



MS MARGARET HANSFORD

Occupation: Management Consultant

Executive Member since: 30 May 2015

Experience: Service provision, policy, Strategic planning



MS HOLLY BRACKEN

Occupation: Secondary School Teacher

Executive Member since: 28 May 2011

Experience: Education, administration, leadership experience and strong Guiding experience



MRS ANN COOK

Occupation: Retired manager

Executive Member since: 30 May 2015

Experience: Current manager, past leader and trainer, management and training experience



MRS LYNNE EMBLIN

Occupation: Physiotherapist

Executive Member since: 01 January 2014 (State Commissioner - interim)

Experience: Experience as a Unit Leaders and working at State Level within Guiding. Qualified Massage Therapist and Sports Trainer



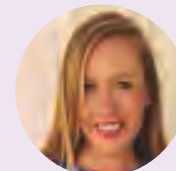
MS JANELLE HOWELL

Occupation: Risk professional

Executive Member since: 30 May 2015

Experience: Service provision, policy, Strategic planning



MS NATALIE JAMES**Occupation:** Accountant**Executive Member since:** 1 July 2012**Experience :** Finance, management, strategic planning**MRS PAM WOODHAMS****Occupation:** School Administration**Executive Member since:** 1 March 2011**Experience :** Finance and management experience**MS RENA PADMAN****Occupation:** Solicitor**Executive Member since:** 1 July 2016**Experience :** Risk, compliance, governance, commercial contracting & negotiation, dispute resolution, investigation and Advocacy**MS ELISE MELICAN****Occupation:** Paralegal**Executive Member since:** 28 May 2011**Experience :** Governance, legislative compliance and policy making**MS TESS BIRCH****Occupation:** Law student, paralegal**Executive Member since:** 6 June 2016**Experience :** Legal experience, governance, corporate fund raising, guiding experience

EXECUTIVE COMMITTEE ATTENDANCE IN 2016

MEMBER	TOTAL ELIGIBLE MEETINGS	APPROVED LEAVE OF ABSENCE	NUMBER ATTENDED
Ann Cook	8		8
Belinda Abbott	4		3
Bronwyn Cole	4		4
Elise Melican	8		7
Holly Bracken	8		7
Janelle Howell	8	2	5
Lynne Emblin	8		7
Margaret Hansford	8		8
Natalie James	8		6
Pam Woodhams	8		6
Rena Padman	4		3
Tess Birch	4		4
Tess Davies	8		8

STATE COMMISSIONER'S REPORT



The State Team enjoyed an extremely busy and exciting year as Sam, Mandy, Star and I travelled extensively around the State to visit Units, attend presentations and meet members.

Visits to Units are always the highlight of our year as this is when we meet with the girls and leaders. These visits may be during a meeting time, when the girls are participating in their weekly routine of badge work and patrol activities, and other times they are in beautiful park surrounds as part of a special day event or celebration. These visits also gave us the opportunity to play the State Team game with members throughout Victoria. Many members have collected at least three of the special State Team badges and are aiming for the fourth badge in 2017.

The GGV Facebook group is another way that we are all able to keep up with what is happening around the State. It is here we often see the local stories of success in Units, the participation within communities, the long service awards and the retirements. We thank Emily and Narelle for their many hours spent as administrators for this group.

The highlight for many girls during any Guiding year is often a camp and we greatly appreciate leaders giving up their valuable time to take girls away camping. Third term holidays saw Jamboree our state outdoor camp, and Jamborella our indoor state camp held at Britannia Park. The theme of Jamboree and

Jamborella was Africa with exciting activities ranging from African drumming and dancing to elephants, tigers and lions hiding in the shrubbery at the Park. For some of the girls at Jamborella it was their first camp and for others their first time away from home. "Jambo on the Move" saw the 14+ girls travelling from place to place on public transport and setting up camp in a different place each night. Being able to follow the events of Jambo on social media made us all feel like we were there sharing the excitement with the girls.

Two amazing venues were found for Snoozefest, which was held at the Werribee Zoo and Snoozarella, which was held at the Melbourne Zoo. At both sites the girls were able to spend the night and wake up to the sounds of the animals!! The activities at both events entertained the girls and I am sure there were some very tired girls (and leaders) when the events drew to a close.

Our community involvement continued and two events demonstrated this to the wider community. Members carried the Consular Flags at the Melbourne Australia Day Parade and at the MCG for Multicultural round of the AFL. It is a privilege to work with the Victorian Consulate Office and proudly carry their flags on

"I would like to thank everyone who has given their time and expertise to serve on our Executive Committee, our sub committees, Management Team and to the staff at Guide Centre for the continued support you give our membership."

these two special days. Our participation in the Melbourne ANZAC Day Parade is also a privilege with the girls carrying banners and having the pleasure to mix with our veterans for the day.

We had many of our members both youth and adult travel to international events and this is one of the most incredible opportunities in Guiding. The experience of these events creates life long memories and friends and can be life changing, especially for our youth members.

2016 saw the introduction of a new range of biscuits, baked by Modern Baking Company. We are so pleased that they are baked right here in Victoria. The feedback on the biscuits was good and I would encourage all Units to order and sell the biscuits as a fundraiser and they also provide a wonderful PR opportunity.

State Team launched the Sunflower Membership Challenge and invited all Units to register; the challenge was for each Unit to increase their numbers by three during the year. Many Units participated in this and it is continuing in 2017.

I would like to thank everyone who has given their time and expertise to serve on our Executive Committee, our sub committees,

Management Team and to the staff at Guide Centre for the continued support you give our membership.

Thank you to all our volunteers, without you there would not be Guiding for our girls. Thank you for your passion, dedication and commitment on a weekly basis - your input is valued and appreciated.

I thank Mandy, Star and Sam for your continued support and the time you give to be part of this Team.

Lynne Emblin

**State Commissioner
Girl Guides Victoria**

CHIEF EXECUTIVE OFFICER'S REPORT

As you look through the 2016 Annual Report from an operational perspective, it is my hope that you will be pleased to see that the business side of Guiding has been stable after a very challenging year in 2015.

From an Association perspective, both youth and adult membership numbers ended the year at almost exactly the same level as we started. We changed our membership processes to allow Guides to join on a term-basis in 2015, and consequently our membership numbers fluctuated quite dramatically some terms. Feedback from parents was positive, because the change allowed girls to come back into Guiding after heavy school terms, dance recitals or netball finals, rather than dropping Guiding entirely when things became too busy. Feedback from volunteers has also been supportive; changing the invoicing process from monthly to quarterly reduced the frequency with which leaders needed to 'check their lists' and encouraged families to renew memberships, and increased the time available to focus on the program side of Guiding.

Whilst the customer service staff and volunteer management teams worked through the changes in membership, the rest of the staff at the Joyce Price Centre concentrated on ensuring every dollar of membership fees was spent efficiently and effectively. Major projects completed this year included:

- The upgrade of our Customer Database, allowed for a more responsive web presence for Guides and their families, and better reporting options for our volunteer leaders. This upgrade also saw us move our data storage offsite, creating a cleaner and more secure environment for our digital records, and an upgrade to a VoIP phone system, made it less expensive.

- An archive review project, led by Jane Pennington, built on previous archival work. Thousands of key documents were digitised to ensure their preservation, and will now be available for members to search. Multiple copies of many treasured books, magazines, badges and Guide memorabilia were identified, allowing us to retain a set in Girl Guides Victoria, whilst offering the duplicates for sale at our Annual General Meetings and at Girls Rock. Funds from these sales were used to top up our scholarship fund, the Blackburn Bursary. Many items that had been stored in the archives in boxes or under wraps were transferred back to local halls and put back on display, creating a 'virtual archive' of items that members can look at more easily. Several items of historical interest are now being considered for an exhibit with Museum Victoria. All this work allowed us to move out of the expensive third-party storage.

- A property strategy project, which culminated in the Executive decision to sell our hall in Sandringham, which had not been used for Guiding in over 15 years; GGV then reinvested the full proceeds to purchase and fit out new office space for Girl Guides Victoria in Docklands. Members are welcome to visit the new office and shop. These changes will play a significant role in reducing our operating expenditure whilst preserving property values on our Balance Sheet.

- The property strategy also included the decision to re-invest in Britannia Park, using some of our Britannia Park reserve funds

"One thing that will not change is the volunteer management and staff focus on using every Guide's membership dollar efficiently, and supporting every girl's experience in Guiding through building capacity in our leaders and systems."

to meet a matching grant from the Federal Government's Stronger Communities Program to repair the Platforms, Cubby Houses, Challenge Valley and Low Ropes course, a project overseen by Cat Anderson, our Outdoor and Adventure Activity Officer.

As CEO, my responsibilities include not only managing the business of Guiding and office staff, but also the volunteer "Department Heads", covering Program, Learning and Development, Olave, International, Risk and Outdoors.

We began this year looking at ways to make the volunteer experience easier and more rewarding. We also need to maintain what many Guide leaders tell me has long been a mutually transformational experience but is getting harder and harder. Out of these conversations, which started at a conference facilitated pro-bono by PWC's "The Difference" team, we have initiated a number of pilot capability development projects for volunteers, including:

- Engaging Gowrie Victoria, a leading Registered Training Organisation working with early childhood and primary school teachers and educators, to develop and pilot a training to improve our leaders' capacity to program in a "Girl-Led" way.
- Working with Child Wise to develop policies and training to ensure that all girls attending Guiding are physically and emotionally safe, and feel that way.

- Partnering with Beyond Blue and Mental Health First Aid Australia to design a training approach to support leaders with the increasing complexity of being a Guide leader. This training will be rolled out during 2016-2017.

- Developing a series of training opportunities for volunteers to obtain or refresh key qualifications for outdoor experiences in Guiding, including canoe leader training, use of the Possum Flyer and crate stacking at Britannia Park, expedition training and training in setting up the low ropes.

- Looking at key management roles to see how to simplify or job-share them. A number of pilots are underway across the State testing new ways of working for Region, District and Unit leadership teams.

- Looking at key processes, such as the Risk Management process, to streamline the paperwork. Stay tuned in 2017 for improvements as we look to better use our IT environment and make camping and adventure approvals simpler.

- Formalising the insights from our Guides in Schools Program and Afghan Guiding Program into broader tools and resources for use throughout Guiding, and using these programs to make our Learning and Development approach more relevant to today's volunteer.

In 2017, we will continue to build on these efforts. One thing that will not change is the volunteer management and staff focus on using every Guide's membership dollar efficiently, and supporting every girl's experience in Guiding through building capacity in our leaders and systems.

Jennifer Fleming

**Chief Executive Officer
Girl Guides Victoria**



TREASURER'S REPORT

During 2016 the organisation has made significant inroads into reducing operational costs. The Finance Committee has continued to look at how we can improve our financial position on an ongoing basis. The management of our investments is a key focus of the Finance Committee.



Continuing the work commenced in 2015, the Finance Committee took the management of our investment portfolio out to tender. The tender process invited interest from several investment management organisations. The tender from JB Were and Co was accepted based on their understanding of both Girl Guides Victoria and the financial issues that face a non-profit organisation such as ourselves. The move to JB Were will take place over the 2017 year.

The Financial Statements for the year ended 31 December 2016 show a total comprehensive profit of \$771,043. This includes net profit from non-operating activities of \$785,578 which relate to our investment portfolio: \$176,001 and a net profit on our property portfolio: \$609,577. Our operating loss from ordinary activities is therefore \$(14,535).

Total revenue from ordinary activities was \$2,195,640 (adjusted for the profit on sale of property which is not an 'ordinary' activity) compared with \$1,763,340 for the previous year. This represents an increase in total revenue mainly due to an increase in donations and grants. The main contributors to total revenue includes membership subscriptions of \$942,746 representing 43% of total revenue. Membership subscriptions have increased in 2016 compared with 2015 due to a change in the method of

collecting subscriptions. This increase is due to timing and will correct itself in 2017. Dividends and Interest of \$341,095 representing 15% of total revenue compared with 13% of total revenue last year (2015: \$227,010). Donations and grants of \$377,064 represent 17% of total revenue compared with 8% of total revenue last year (2015: \$136,803).

Total expenses, excluding non-operating activities (\$21,637) and unrealised gain on the investment portfolio of \$176,001 are \$2,210,175 compared with \$2,282,853 for the previous year. This represents decrease of 13%. Administration expenses represent 42% of total expenses, down slightly from last year by 3%. Property expenses of \$417,876 represent 19% of total expenditure (2015: \$346,804) and have increased compared with last year.

Total current assets are \$7,410,829 up by a small percentage from last year (2015: \$7,356,606). An amount of \$5,871,264 (2015: \$5,512,942) or 79% represents Financial assets. Total non-current assets are \$9,996,456 up by 8% from last year (2015: \$9,244,622). Property, plant and equipment represent 99% of the non-current asset balance.

There is \$334,291 of total liabilities which is similar to last year (2015: \$332,270).

An amount of \$50,689 (2015: \$62,345) represents provisions for employee leave balances and an amount of \$133,919 (2015: \$136,916) represents trade creditors. Overall the net asset position of \$17,072,994 remains strong and is an improvement on the position at 2015 of \$16,268,958.

It has been a year of review and consolidation. The focus has been on consolidating our property portfolio and ensuring the ongoing management of our investment portfolio. I would like to thank the members of the Finance Committee for their continued commitment and support during the year. We will be continuing to review and implement the decisions necessary to keep Girl Guides Victoria in a strong financial position.

Natalie James

**Honorary Treasurer
Girl Guides Victoria**



2016 HIGHLIGHTS

The Girl Guides Victoria Strategic Plan covers the period 2011–2021.

The Strategic Plan sets our direction and consists of five priorities which focus us on how we will achieve the goals we have identified.

Our five priority areas are:

- 01. Community
- 02. Girls
- 03. People
- 04. Financial Sustainability
- 05. Evolving Organisation

STRATEGIC PLAN 2011–2021

Our mission is to enable girls and young women to grow into confident, self respecting, responsible community members.

To be the leading community organisation for girls and young women in Victoria

Vision

To provide leadership and personal development through our focus on adventure, community service, international affiliations and conservation of the environment

Goals

Girls and young women learning by doing through engaging, practical, fun activities: Values-based Leadership & Advocacy, Life Skills, Confidence and Self-Esteem

Benefits

Community, Girls, People, Financial Sustainability & Evolving Organisation

Priorities

Detailed over page

Actions



01. COMMUNITY

We will strengthen the community focus of Girl Guides Victoria to ensure the delivery of tangible community outcomes.

Every program, project and operation of Girl Every program, project and operation of Girl Guides Victoria will be aligned to the delivery of community based outcomes.

Through Girl Guides Australia we take the core of the World Association of Girl Guides and Girl Scouts philosophy and make it visible through the development of girls and young women within their local communities and as part of the global community.

Community will be at the heart of everything we do.

HIGHLIGHTS FOR 2016

In late 2015 we commenced the new Community Development Initiative supported by the Victorian Government. 2016 saw the program take off with the focus on increasing the participation of girls in Guiding activities by opening up more Units in areas where girls are socially/economically disadvantaged, as well as piloting new ways to get more girls outdoors. In addition to this, the project is also aimed at improving our policies and procedures to support vulnerable young people, in line with recent changes to legislative requirements.

STATE GOVERNMENT FUNDING INFRASTRUCTURE



The State Government funding for the Community Development Initiative spans two years from November 2015 through to November 2017. Girl Guides Victoria acknowledges the support of the Victorian Government in this important development in our program.

COMMUNITY DEVELOPMENT INITIATIVE

Increasing the participation of girls in Guiding activities:

In June 2015 a Guides in School lunchtime program was piloted at Dandenong West Primary School as part of a previous State Government Grant and from this two new program sites were chosen. In February 2016 a new school Guiding Unit began at Yarraman Oaks Primary School in Noble Park with 12 girls, followed by a second new site in April at Broadmeadows Valley Primary School with 12 girls. The participants were chosen by the schools' teachers to include girls who had been identified in their community as being vulnerable or at risk. The Dandenong West Program continued throughout 2016. In September a new after school Unit began in Carlton, on the site of the Carlton Housing Estate. To date this program had seen 20 girls participate and a core group of 12 have attended regularly.

A new curriculum was developed to focus the initial learning of the Units on identity, belonging and the community. This encouraged the Unit and its members to explore ideas around personal and group values, inclusion, resilience and their value as an active member of the community. Incorporated in this learning was developing an understanding of Girl Guides as a global organisation that connects girls and women around the world with a shared identity and set of values and ideals. This enabled the girls to gain a deeper knowledge of the Girl Guide Promise and Law as a personal commitment to develop to their best ability as an engaged citizen of the world.

Throughout the year the girls have participated in a range of learning and activities including: leadership, outdoor skills (compass, knotting and communication), community service as projects (raising funds for charity) and as participants (Anzac Day and Remembrance Day), the Sustainable Development Goals, nature, teamwork, cooking, exploring identity (culturally and individually) and attending camp.

Throughout the year over 70 girls participated in programs across the four sites with more than 22 different cultural backgrounds being represented.

All school programs and the afterschool programs at Noble Park and Carlton will continue in 2017.

Getting more girls outdoors:

In order to get more girls outdoors, this program works on training new leaders, developing new activities and creating new ways for girls to access them. New members have joined the training department in the outdoors area to help implement new and exciting programs and trainings for our members.

During the year a volunteer received hiking expedition training and a national hiking resource booklet became available to volunteers. Two volunteers completed their canoe training and 318 youth participants canoed in the second half of the year. 11 volunteers attended camp training in first semester with eight leaders gaining their Outdoor Camp qualifications. Another two leaders have been trained in Low Ropes with 93 youth participating in this activity.

The Orienteering Course at Britannia Park campsite was updated and 112 campers used the course in the second half of the year. In addition to this, two State orienteering day events were held in Narre Warren and Keilor with 65 youth members attending.

Six volunteers who completed the Possum Flyer high rope swing activity training have run multiple activity days with 125 youth members having experienced the Possum Flyer for the first time this year.

A camp was held for the Guides who attend three of the Guides in Schools programs. The program included orienteering, low ropes course, cooking on open fires, a campfire sing-a-long, nature walks and Guiding History.

Two night navigation reflector courses have been set up at two Guide campsites in Victoria.

This activity has enabled Guiding to offer a new and challenging activity for our youth members.

An earth keepers camp was run in term 3 and attended by 20 youth members. Leaders who completed the Earth Education in Term One 2016 assisted in delivering the program.

Policies and procedures to support vulnerable young people:

The draft of the new child protection policy, and procedures for reference checks and performance management approach has been completed. This draft will go to the Executive for endorsement in the new year.

Child safe standards training has been completed and a curriculum developed with a target date to roll out train the trainer training in 2017.

GUIDE YOUR MONEY FOR OLAVES

The Guide Your Money Independence program was developed for Olaves with the aim of building financial literacy and wellbeing. The program uses a proven learning approach and includes links to reliable resources and information. A broader program for girls within the youth Guiding program will be launched in 2017.

WAGGGS VOICES AGAINST VIOLENCE CURRICULUM

Training the trainers for the WAGGGS Voices Against Violence curriculum commenced in November with Victoria as the pilot site. The training is being coordinated by GGA and will roll out in 2017.

02. GIRLS

We will establish Girl Guides Victoria as the leading organisation for the development of girls by ensuring that the programs we offer remain relevant and worthwhile.

We will continue to involve girls in the development of the program to ensure that it focuses on the needs of the girls – with a focus on exploring their interests, developing their potential and serving their local community.

In addition, we will engage community experts to assist and support us in the development of these programs and this will allow us to remain relevant in this area. How communities relate to the world and the responsibility for being a good global citizen will also be an important part of the learning.

HIGHLIGHTS FOR 2016

EVENTS

Girl Guides Victoria, as a local, community-based organisation, provides opportunities for girls to engage with other girls on a weekly basis during school terms, and almost every weekend of the year through events and adventurous activities such as archery, abseiling and canoeing.

In 2016, approximately 75% of youth members attended a camp designed and delivered by Guiding volunteers at the local, district and region level. Additionally 45% of Guides participated in an adventurous activity.

These events and activities provided opportunities for girls to make new friends across the State and challenge their personal limits.

At the State level, Guiding volunteers designed and delivered 14 major events, which included our Jambo, Jamboree and Jamborella State Camps in three age groups, the giant Snoozefest and Snoozerella “sleepovers” for older and younger girls, several Statewide Orienteering Days, our “Lights, Camera, Action” camp and our Fun Leadership for Youth camps.



AWARDS

A significant part of the Guiding experience is each Guide's self development, which is recognised through the Awards and Recognition System, known by the badges girls achieve, and particularly the "Peak Achievement" Awards. In 2016, we were thrilled that many of Guides completed Peak Achievement Awards, including:

- Junior Baden-Powell Awards (117)
- Baden-Powell Awards (46)
- Queen's Guide Awards (9)
- Olave Baden-Powell Awards (2)

GUIDES IN THE COMMUNITY

Part of the Girl Guide Promise is to "Do my best to serve my community and Australia" – and this intent is lived out by Guides at a local Unit level and a State level. Locally, girls participated in determining which causes were of interest to them, and designing fundraisers and awareness campaigns for these causes, ranging from working with the RSPCA on Animal Welfare to fundraising for Plan International's "Because I am a Girl" campaign. At a State Level, Guides participated in the "Clutter Buster" campaign, partnering with the Red Cross to collect local items and deliver them to Red Cross Opportunity Shops for resale.

AUGUST ACTION

August Action is the Girl Guides Victoria annual fundraiser for which a local and Statewide cause is selected. Guide Units determine locally how to fundraise. This year, the portion of proceeds from the fundraiser donated to GGV were donated to Blackburn Bursary. This is a scholarship fund supporting girls and families in challenging economic circumstances who want to join Guiding but may not have the means.

03. PEOPLE

We will support our people at all times to provide an experience that is a valuable opportunity for girls, is personally rewarding and is community focused.

GGV is incredibly fortunate to have dedicated, loyal and supportive volunteers without whom we could not operate. These volunteers join the staff, supporters and friends to provide a positive experience for girls and make our organisation great.

Our strong foundations are ideal to create an inclusive and supportive organisation which nurtures people and enables them to develop into strong leaders.

2016 WAS A YEAR OF CHANGE FOR OUR LEADERS, VOLUNTEERS AND STAFF.

LEADERS & VOLUNTEERS

Executive: After 9 years of service on our Executive we said goodbye to Belinda Abbott. We farewelled Bronwyn Cole and gave her our best wishes as she resigned to take up the position of Australian International Commissioner. We welcomed Tess Birch and Rena Padman.

Department Heads: Barbara Grove changed roles and we thanked her for all she had done in the Risk Management and Outdoor areas. Renee Jackson took on Risk Management while Nellie Bennett took on Outdoor Activities. This left Barb free to take on the stewardship of Britannia Park as Sharleen Spooner had completed her time as warden there.

Region Managers: Five of our Region Managers completed their terms at the end of 2016. GGV sincerely thanked Claire Bickell, Erica Ferguson, Rawin Jamieson, Jill Livingston and Jan Vonarx for the outstanding jobs they did as the inaugural Region Managers when our new structure was implemented.

Archivist: Jenny Mills completed her term as Archivist, during which she was ably assisted by Lillian Beard. GGV is very grateful to both Jenny and Lillian who put so much time and effort into the Archives. Due to their efforts the history of GGV is well documented and an ongoing project will ensure that this valuable information is accessible to everyone.

PRESIDENT

The Honourable Linda Dessau AM, Governor of Victoria welcomed members of GGV to Government House for the annual Award presentation ceremony in September. This ceremony had an additional element as some adult awards were also presented.

STAFF

We farewelled Denise Lipiarski who left after 11 years of outstanding service as the Finance Officer.

The Guide Shop experienced some staff changes with Clare McDade and Aoife Murphy settling into their roles. Katie Possingham worked in an administrative role and also assisted in the Shop. Kate Halstead coordinated events throughout the year and departed in December. Jodie White spent some months working on the GGV child protection policy and procedures.

04. FINANCIAL SUSTAINABILITY

We will ensure the long-term financial sustainability of all of our operations to be able to maintain and improve the value of our assets and make meaningful and measureable investment in girls and young women.

It is crucial that Girl Guides Victoria improves its present financial position.

Financial sustainability provides security and the ability to continue to provide quality programs and opportunities for girls and young women within their communities throughout Victoria.

We will achieve financial sustainability through developing new initiatives to utilise our facilities.

We will also keep an open mind to the expansion of what we can provide to support girls and young women regardless of whether they are members of Girl Guides Victoria.

HIGHLIGHTS FOR 2016

2016 marks the third year of the five-year financial plan previously endorsed by the Executive. Aimed at strengthening the operations of Girl Guides Victoria, the plan incorporates a review of costs, the push to automate and streamline operations using technology, a need to review the asset holdings of GGV and it supports the development of new opportunities to deliver Guiding and generate new revenue streams.

BLACKBURN BURSARY

The Blackburn Bursary was established for the benefit of girls across Victoria, after the sale of the Blackburn Hall. The Bursary gives girls a chance to become members, who would not otherwise be able to participate in Guiding. The Bursary has been accessed by over 3000 girls in its life and by 2016 was seriously depleted. A significant fundraising campaign was undertaken and the fund was replenished, and is now able to support another 1000 girls.

The purchase of the Docklands property was funded by the sale of properties in 2016 that are no longer used by Guiding.

The Docklands property was purchased as a shell and will be fitted out in early 2017. It is 200 square metres in size and accommodates the 12 full and part-time staff, a showroom for the Guide Shop, a large workroom to accommodate our growing online Guide Shop sales, a meeting room that accommodates 18 people and a kitchen.

In addition to moving the JPC, 200 square metres of archival storage was also reviewed. A strategy was developed to both decrease the cost of storage and to ensure that our historical information is accessible to more people. The archives have been managed for many years by the dedicated Miss Jenny Mills, ably assisted by Ms Lillian Beard. The project undertaken in 2016 has reduced our ongoing cost base considerably and built on the immense amount of work that our retired archivists have undertaken to ensure that our history is being preserved.

Thanks to a generous donation from Ms Helen Reid, we were able to review the items collected and create an online archive (www.guidingstories.org.au). This archive is live and will be expanded in 2017. In addition to this, the new JPC will include a library of rare books on display as well as displays of historical photos. Honour boards and other memorabilia have been distributed to halls for the enjoyment of members.

The move of the JPC and the decentralisation of the archives has resulted in a significant reduction in annual operating expenses of over \$180,000 per annum.

BRITANNIA PARK

With the success of two grant submissions, significant upgrades to the platforms, Challenge Valley and the Possum Flyer were undertaken. In late 2016 Barb Grove was appointed volunteer Steward for the property and has recruited a team to work on a 5-year plan for maintaining the property. Storms in October 2016 led to some significant damage to both buildings and trees, which has led to both financial and resource strains on the ability to maintain the property. In 2017 we will be launching a financial appeal for donations to continue to maintain this much-loved property.

REVIEW OF COSTS - MOVING FROM SOUTH MELBOURNE TO DOCKLANDS

The Joyce Price Centre (JPC) has been located in leased premises in York Street, South Melbourne for ten years. The lease will expire in March 2017 and upon review of the use of the premises, it was determined that 400 square metres of space was surplus to needs. In November 2016 we purchased new premises at Docklands Drive, Docklands.



05. EVOLVING ORGANISATION

We will create a dynamic and flexible organisation to provide girls and volunteers with the highest level of service, and create an organisation with a community focus and a global outlook.

In order to remain relevant, we must continue to evolve as an organisation. Girl Guides Victoria will regularly review and evaluate what it does and implement changes where necessary to maintain its prominence within the community.

The approach will reflect our ability to adapt and support girls in their communities as they strive to meet the challenges of an ever changing world.

HIGHLIGHTS FOR 2016

FLEXIBILITY

For Girls:

In 2016, as a result of the Australian Guide Program review, the Management Team began to explore a number of different formats for Guiding to understand what types of formats best suited girls and parents in today's context.

Many of these formats have been used in the past while some are new. These include:

- New programs to deliver a weekly Guide experience during school hours in partnership with the State Government and school leadership
- New and expanding programs to deliver a weekly Guide experience on the school grounds directly after school
- New programs to deliver school holiday Guide experiences, at schools, in Guide Halls, and at Community Housing Estates and Community Centres
- New programs to deliver a weekly Guiding experience to specific communities, such as new migrant communities, in partnership with other community service providers.

These programs have been delivered with a combination of paid staff establishing relationships with school and community groups, and volunteers delivering weekly programs and one-off Guide experiences such as outdoor skills days and overnight camps. The requirements to work to different community expectations (for example,

with translators and interpreters), with different length programs (for example, school lunchtime), and different educational backgrounds (for example, training people for whom English is a second language) has given us the opportunity to review our programs and training from the outside in.

CAPACITY BUILDING

For Volunteers:

Early in 2016, the Management Team agreed that its focus for the year would be on building capacity in volunteers. The first step towards this goal was shifting the format of Girls Rock, our annual leaders conference, to a workshop style focusing on areas of volunteer-nominated interest.

We were fortunate to have Rosie Batty, of the Luke Batty Foundation, as our main speaker. Rosie spoke about "Finding Your Leadership Voice" and her experiences going from local mum to nationally known speaker on Domestic Violence.

The focus on building capacity in volunteers reflects the more complex needs of today's girls and families, and the more stringent requirements for complying with legislation across a broad set of topics from property management to child protection. Experienced Guide leaders and staff took on a series of workshops exploring basic skills, and soliciting ideas for more in-depth training as noted in the CEO report.

Workshops included skills for leaders of adults:

- Grant writing for local government
- Having difficult conversations with parents

- Strategies to raise the profile of Guiding at a local level

Workshops included skills for leaders of youth:

- WAGGGS 21st Century skills for girls
- Finding your "Why" again as a leader
- Flexible program options

And finally, it was at Girls Rock that the first consultation with members was held to determine the future of the Girl Guides Victoria archives.

PROCESS IMPROVEMENT

At Head Office

The staff at head office began 2016 with a focus on improving key processes used by volunteers, to identify areas for improvement. This resulted in some changes to roles, new staff, and improved reporting and application processes. Specifically:

- The paperwork to support risk management assessments for camping and adventurous activities was shortened dramatically, and allocated to Cat Anderson, who has taken on a new role as our Camping and Adventure Officer.
- The processes for booking Britannia Park were redesigned and reallocated to our new Property Officer, Rosemary Mason.

STATE PERSONNEL FOR 2016

DEPARTMENT MANAGERS

International

Sylvia Tyers

Learning & Development

Louisa Watts

Olave

Claire Moore

Outdoors

Barb Grove (retired)

Nellie Bennett

Program

Maureen Reitze

Risk Management

Barb Grove

Renee Jackson

REGION MANAGERS

Barwon South Western

Lorraine Otway

Eastern

Jill Livingston

Gippsland

Sue Viney

Grampians

Erica Ferguson

Hume

Jan Vonarx

Loddon-Mallee

Raywin Jamieson

North-West

Claire Bickell

Southern

Jayne Ward

STAFF

Chief Executive Officer

Jennifer Fleming

Chief Operating Officer

Amanda Kelly

Property Officer

Rosemary Mason

Business Support Officers

Jennifer Hatt

Jenny Childs

Clare McDade

Aoife Murphy

Administrative Support Officer

Katie Possingham

Senior Finance Officer

Denise Lipiarski

Camping and Adventure Officer

Catherine Anderson

Event Coordinator

Kate Halstead

Database Officer

Kerrie Morton

Management Services Officer

Jane Pennington

Community Development Officer

Melissa Reoch

Britannia Park Steward

Barb Grove (from November)

AWARDS

2016 GOOD SERVICE AWARDS



ASIA PACIFIC AWARD

To recognize achievement of leaders in the Member Organizations of the Asia Pacific Region.

Jane Pennington, Central Group

Jill Livingston, Eastern Region

Merilyn Cunningham, Eastern Region



BANKSIA AWARD

For Good service to Guiding for more than is usually expected for the qualification or appointment held.

Kim Coleman, Gippsland Region



BORONIA AWARD

For good service to Guiding in a local area.

Louise Marshall, Eastern Region

Veronica Tute, Eastern Region

Mrs. Margaret Board,
Barwon South Western Region

Fay Costin, Barwon South Western Region

Lisa Dall, Eastern Region

Jennifer Tulau, Gippsland Region



WATTLE AWARD

For unusually good service to Guiding for more than is usually expected for the qualification or appointment held.

Janice Dawson, Eastern Region

Coralie White, Eastern Region



EMU AWARD

For excellent service to Guiding in various appointments or areas at State or national level.

Susan Viney, Gippsland Region

Janet McMenamin, Eastern Region

QUEENS GUIDE AWARDS



2016 QUEENS GUIDE AWARDS

Ashleigh Birch, Kanyaka Yakkana Guides

Toni Capo, Southern Region Adventure Guides

Kristen Chapman, Wangaratta 'Monak' Guides

Makealah Currie, Ballarat Choc Chicks
Ranger Guides

Emma Darlison, Ferntree Gully Froggeys Guides

Mandhree Ekanayake, 3rd Shepparton Guides

Natalia Gavranic, Chiltern Guide Unit

Grace Kelly, Brighton Ranger Guides

Meg Wilson, South Shepparton Senior Guides

Lily Wood, 1st Deer Park Guides

Lydia Young, Ballarat Choc Chicks
Ranger Guides

2016 OLAVE BADEN- POWELL AWARDS

Petina Blackwell, Greater Bendigo District

Sami Ferris, Usawa Olave Unit



FINANCIAL STATEMENTS





HLB Mann Judd

Accountants | Business and Financial Advisers

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE EXECUTIVE COMMITTEE MEMBERS OF GIRL GUIDES VICTORIA**

I declare that to the best of my knowledge and belief, during the year ended 31 December 2016, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

HLB Mann Judd

HLB Mann Judd
Chartered Accountants

Tim Fairclough
Tim Fairclough
Partner

Melbourne
23 March 2017

ABN: 59 533 729 847

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 31 December 2016

	Note	2016 \$	2015 \$
Revenue from ordinary activities			
Sales revenue			
Shop sales		228,744	253,218
Biscuit sales		162,568	88,589
		<u>391,312</u>	<u>341,807</u>
Cost of sales		(279,158)	(213,859)
Gross profit		<u>112,154</u>	<u>127,948</u>
Other operating revenue			
Membership subscriptions		942,746	748,688
Property income		71,803	143,812
Program, event, activity and training fees		236,000	260,733
Dividends and interest		341,095	227,010
Donations and grants		377,064	136,803
Profit on sale of property		631,214	-
Other		114,778	118,346
Total other operating revenue		<u>2,714,700</u>	<u>1,635,392</u>
Total revenue from ordinary activities		<u>2,826,854</u>	<u>1,763,340</u>
Expenses from ordinary activities			
Administration expenses		(935,566)	(1,073,044)
Property expenses		(417,876)	(346,804)
Employment expenses		(766,027)	(729,400)
Depreciation and amortisation	4	(90,706)	(133,605)
Unrealised gain/(loss) on investment portfolio		176,001	(120,567)
Loss on sale of asset		(21,637)	(163,200)
Impairment on Guide property		-	(130,000)
Total expenses from ordinary activities		<u>(2,055,811)</u>	<u>(2,696,620)</u>
Net surplus/(deficit) for the year		<u>771,043</u>	<u>(933,280)</u>
Other comprehensive income			
Items that will not be reclassified subsequently to profit or loss		-	-
Items that will be reclassified to profit or loss when specific conditions are met		-	-
Total comprehensive income/(loss) for the year		<u>771,043</u>	<u>(933,280)</u>

The accompanying notes form part of these financial statements.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Statement of Financial Position

As At 31 December 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	1,132,794	475,667
Trade and other receivables	6	124,761	50,254
Inventories	7	173,550	198,062
Other financial assets	9	5,871,264	5,512,942
Assets held for sale	8	-	1,020,000
Other assets	10	108,460	99,681
TOTAL CURRENT ASSETS		7,410,829	7,356,606
NON-CURRENT ASSETS			
Property, plant and equipment	11	9,989,850	9,212,374
Intangible assets	12	6,606	32,248
TOTAL NON-CURRENT ASSETS		9,996,456	9,244,622
TOTAL ASSETS		17,407,285	16,601,228
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	13	133,919	136,916
Borrowings	14	-	3,760
Employee benefits	15	50,669	62,345
Other liabilities	16	149,703	129,249
TOTAL CURRENT LIABILITIES		334,291	332,270
TOTAL LIABILITIES		334,291	332,270
NET ASSETS		17,072,994	16,268,958
ACCUMULATED FUNDS			
Reserves	17	4,836,155	5,621,965
Retained profits	18	12,236,839	10,646,993
TOTAL ACCUMULATED FUNDS		17,072,994	16,268,958

Girl Guides Association of Victoria

ABN: 59 533 729 847

Statement of Changes in Equity For the Year Ended 31 December 2016

2016

	Note	Retained Earnings \$	Asset Revaluation Surplus \$	Restricted Funds \$	Total \$
Balance at 1 January 2016	17, 18	10,646,993	2,401,201	3,220,764	16,268,958
Net surplus/(deficit) for the year	18	771,043	-	-	771,043
Movements to/(from) equity:					
Utilisation of funds for donations/disbursements	17	-	-	(20,927)	(20,927)
Net transfers (to)/from retained earnings	17, 18	818,803	(825,213)	6,410	-
Funds to restricted reserves	17	-	-	53,920	53,920
Balance at 31 December 2016		12,236,839	1,575,988	3,260,167	17,072,994

2015

	Note	Retained Earnings \$	Asset Revaluation Surplus \$	Restricted Funds \$	Total \$
Balance at 1 January 2015	17, 18	11,580,273	2,401,201	3,259,013	17,240,487
Net surplus/(deficit) for the year	18	(933,280)	-	-	(933,280)
Movements to/(from) equity:					
Transfers out of restricted funds	17	-	-	(38,249)	(38,249)
Balance at 31 December 2015		10,646,993	2,401,201	3,220,764	16,268,958

Statement of Cash Flows

For the Year Ended 31 December 2016

	2016	2015
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from members and fundraising activities	2,053,341	1,980,646
Payments to suppliers, employees and fund raising activities	(2,376,795)	(2,314,738)
Dividends and interest received	158,775	227,010
Net cash provided by/(used in) operating activities	19 (164,679)	(107,082)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Proceeds from sale of property held for sale	1,676,353	2,016,788
Net proceeds/(payments) from investment portfolio	-	(1,454,556)
Purchase of property, plant and equipment	(887,540)	(11,690)
Net proceeds into reserves - donations and disbursements	32,993	(38,248)
Net cash from/(used in) investing activities	821,806	512,294
Net increase/(decrease) in cash and cash equivalents held	657,127	405,212
Cash and cash equivalents at beginning of year	475,667	70,455
Cash and cash equivalents at end of financial year	5(a) 1,132,794	475,667

The accompanying notes form part of these financial statements.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

The financial statements cover Girl Guides Association of Victoria as an individual entity. Girl Guides Association of Victoria is a not-for-profit Association incorporated in Victoria under the *Girl Guides Association Act, 1952* and the *Australian Charities and Not-for-profits Commission Act 2012* ("ACNC Act").

The functional and presentation currency of Girl Guides Association of Victoria is Australian dollars.

The financial report was authorised for issue by the Executive Committee on 23 March 2017.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of the Executive Committee, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. This special purpose financial report has been prepared to meet the reporting requirements of the *Girl Guides Association Act, 1952* and the ACNC Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

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

Sale of goods

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.

Girl Guides Association of Victoria

ABN: 59 533 729 847

**Notes to the Financial Statements
For the Year Ended 31 December 2016****2 Summary of Significant Accounting Policies (continued)****(a) Revenue and other income (continued)****Membership subscriptions**

Income is recognised upon receipt of funds from members.

Programs, events, activity and training fees

Revenue is recognised upon commencement of the program.

Donations and bequests

Donations and bequests are recognised as revenue when received.

Grant revenue

Grant revenue is recognised in the statement of profit or loss and other comprehensive income when the Association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the Association and the amount of the grant can be measured reliably.

When grant revenue is received whereby the Association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Interest revenue

Interest is recognised using the effective interest method.

Dividend revenue

Dividends are recognised when the Association's right to receive payment is established.

Gain on disposal of non-current assets

When a non-current asset is disposed, the gain or loss is calculated by comparing proceeds received with its carrying amount and is taken to profit or loss.

(b) Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

(c) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the Association are classified as finance leases.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(c) Leases (continued)

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

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.

(d) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(e) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(f) Cash and cash equivalents

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.

Bank overdrafts also form part of cash equivalents for the purpose of the statement of cash flows and are presented within current liabilities on the statement of financial position.

(g) Trade and other receivables

Trade receivables which generally have 30-60 day terms, are recognised and carried at original income amount less an allowance for any uncollectible amounts. Collectibility of trade debtors is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that the Association will not be able to collect the debt.

(h) Inventories

Inventories are measured at the lower of cost and net realisable value. Cost of inventory is determined using the weighted average costs basis and is net of any rebates and discounts received.

Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and the costs necessary to make the sale. Net realisable value is estimated using the most reliable evidence available at the reporting date and inventory is written down through an obsolescence provision if necessary.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(i) Financial assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through the statement of profit or loss and other comprehensive income.

(j) Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use and a sale is considered highly probable. They are measured at the lower of their carrying amount and fair value less costs to sell.

Assets classified as held for sale are not amortised or depreciated.

Non-current assets classified as held for sale and any associated liabilities are presented separately in the statement of financial position.

(k) 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.

Where the cost model is used, the asset is carried at its cost less any accumulated depreciation and any impairment losses. Costs include purchase price, other directly attributable costs and the initial estimate of the costs of dismantling and restoring the asset, where applicable.

Assets measured using the revaluation model are carried at fair value at the revaluation date less any subsequent accumulated depreciation and impairment losses. Revaluations are performed whenever there is a material movement in the value of an asset under the revaluation model.

Land and buildings

Land and buildings are measured using the revaluation model.

Property, plant and equipment does not include halls and properties held jointly by Guides and Scouts.

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

Leased assets and leasehold improvements are amortised over the shorter of either the unexpired period of the lease or their estimated useful life.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(k) Property, plant and equipment (continued)

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Freehold buildings and improvements	2.5%
Guide-Scout Sailing Centre	2.5%
Campsite, buildings and improvements	2.5% - 10%
Plant, motor vehicles, furniture and equipment	10% - 50%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(l) Intangibles

Amortisation

Amortisation is recognised in profit or loss on a straight-line basis over the estimated useful lives of intangible assets, from the date that they are available for use.

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Software

Software has a finite life and is carried at cost less any accumulated amortisation and impairment losses. It has an estimated useful life of between one and three years.

(m) Impairment of non-financial assets

At the end of each reporting period the Association determines whether there is any evidence of impairment for its non-financial assets.

Where this indicator exists and regardless for indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(n) Trade and other payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid and arise when the Association becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

(p) Restricted bequest reserves

Restricted bequests comprise an accumulation of specific donations received over a period of time. They are recognised as revenue initially with a subsequent transfer to reserves. These funds are invested on behalf of the Association in short term deposits, at call accounts or ordinary shares and the returns generated are available for use in specified operations.

In 2016 the treatment of donations toward the Blackburn Bursary Fund was revised. Donations to the Fund were not recognised as revenue at the time of receipt. All donations were immediately transferred to the Blackburn Bursary Fund reserve account and will be recognised as income as and when bursaries are granted.

(q) Adoption of new and revised accounting standards

The Association has adopted all standards which became effective for the first time at 31 December 2016, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Association.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(r) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Association has decided not to early adopt these Standards. The following table summarises those future requirements, and their impact on the Association where the standard is relevant:

Standard Name	Effective date for entity	Requirements	Impact
AASB 15 Revenue from contracts with customers	Annual reporting periods beginning on or after 1 January 2019	<p>AASB 15 introduces a five step process for revenue recognition with the core principle of the new Standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.</p> <p>Accounting policy changes will arise in timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element.</p> <p>AASB 15 will also result in enhanced disclosures about revenue, provide guidance for transactions that were not previously addressed comprehensively (for example, service revenue and contract modifications) and improve guidance for multiple-element arrangements.</p>	<p>The changes in revenue recognition requirements in AASB 15 is likely to cause changes to the timing and amount of revenue recorded in the financial statements.</p>

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(r) New Accounting Standards and Interpretations (continued)

Standard Name	Effective date for entity	Requirements	Impact
AASB 1058 Income of NFP Entities	Annual reporting periods beginning on or after 1 January 2019	<p>AASB 1058 supersedes all the income recognition requirements relating to private sector NFP entities, and the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 Contribution. The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.</p> <p>AASB 1058 applies when a NFP entity receives volunteer services or enters into other transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. In the latter case, the entity recognises and measures the asset at fair value in accordance with the applicable Australian Accounting Standard (eg AASB 116 Property, Plant and Equipment).</p> <p>Upon initial recognition of the asset, this Standard requires the entity to consider whether any other financial statement elements (called 'related amounts') should be recognised in accordance with the applicable Accounting Standard.</p> <p>If the transaction is a transfer of a financial asset to enable an entity to acquire or construct a recognisable non-financial asset to be controlled by the entity (ie an in-substance acquisition of a non-financial asset), the entity recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. The entity recognises income as it satisfies its obligations under the transfer similarly to income recognition in relation to performance obligations under AASB 15.</p>	<p>Each revenue stream, including grant agreements are currently being reviewed to determine the impact of AASB 1058.</p> <p>We anticipate that some grant agreements which were previously recognised immediately on receipt may be able to be deferred as the performance obligation is satisfied.</p>

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

2 Summary of Significant Accounting Policies (continued)

(r) New Accounting Standards and Interpretations (continued)

Standard Name	Effective date for entity	Requirements	Impact
		If the transaction does not enable an entity to acquire or construct a recognisable non-financial asset to be controlled by the entity, then any excess of the initial carrying amount of the recognised asset over the related amounts is recognised as income.	
AASB 9 Financial Instruments	Annual reporting periods beginning on or after 1 January 2018	The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier, as opposed to the current approach that recognises impairment only when incurred.	No impact on reported financial performance or position is expected.
AASB 16 Leases	Annual reporting period beginning on or after 1 January 2019	<p>AASB 16 will cause the majority of leases of an entity to be brought onto the statement of financial position. There are limited exceptions relating to short-term leases and low value assets which may remain off-balance sheet.</p> <p>The calculation of the lease liability will take into account appropriate discount rates, assumptions about lease term and increases in lease payments.</p> <p>A corresponding right to use asset will be recognised which will be amortised over the term of the lease.</p> <p>Rent expense will no longer be shown, the profit and loss impact of the leases will be through amortisation and interest charges.</p>	<p>Whilst the impact of AASB 16 has not yet been quantified, the entity currently has operating leases which we anticipate will be brought onto the statement of financial position.</p> <p>Interest and amortisation expense will increase and rental expense will decrease.</p>

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

3 Critical Accounting Estimates and Judgements

The Executive Committee make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

Key estimates - impairment of property, plant and equipment

The Association assesses impairment at the end of each reporting period by evaluating conditions specific to the Association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using council valuations.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

4 Expenses

The result for the year includes the following specific expenses:

	2016 \$	2015 \$
Depreciation and amortisation expenses:		
- Guide Centre Building Improvements	7,142	7,142
- Plant, Furniture & Equipment	21,338	25,218
- Motor Vehicles	3,476	3,476
- Campsites, Buildings & Improvements	31,488	43,655
- Guide Scout Sailing Centre	1,620	1,620
- Computer software	25,642	52,494
Total depreciation and amortisation expenses	90,706	133,605

5 Cash and Cash Equivalents

	2016 \$	2015 \$
Cash on hand	1,000	1,000
Cash at bank	1,130,802	474,667
Other cash and cash equivalents	992	-
Total cash and cash equivalents	1,132,794	475,667

(a) Reconciliation of cash

Cash and cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows:

Cash and cash equivalents	5	1,132,794	475,667
Balance as per statement of cash flows		1,132,794	475,667

6 Trade and Other Receivables

	2016 \$	2015 \$
CURRENT		
Trade receivables	3,900	1,998
GST receivable	99,731	4,309
Other receivables	21,130	43,947
Total current trade and other receivables	124,761	50,254

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

7 Inventories

	2016	2015
	\$	\$
CURRENT		
At cost:		
Finished goods	173,550	198,062
Total current inventories	173,550	198,062

8 Assets held for sale

	2016	2015
	\$	\$
CURRENT		
Guide properties held for sale	-	1,020,000
Total assets held for sale	-	1,020,000

(a) Assets held for sale

The Guide property at Sandringham, Ballan and Waaia held for sale at the end of FY 2015 at a value of \$650,000, \$340,000 and \$30,000 respectively, are sold during FY 2016.

9 Financial assets

	2016	2015
	\$	\$
CURRENT		
Financial assets at fair value through profit or loss:		
- Listed shares at fair value	5,810,764	5,452,442
- Bonds	60,500	60,500
Total current financial assets	5,871,264	5,512,942

10 Other Assets

	2016	2015
	\$	\$
CURRENT		
Prepayments	108,460	99,681
Total current other assets	108,460	99,681

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

11 Property, plant and equipment

	2016 \$	2015 \$
Land		
At valuation	8,247,932	8,292,932
Total land	8,247,932	8,292,932
Guide Centre Building Improvements		
At cost	159,572	159,572
Accumulated depreciation	(48,582)	(41,440)
Total guide centre building improvements	110,990	118,132
Plant, Furniture & Equipment		
At cost	806,747	799,207
Accumulated depreciation	(766,478)	(745,140)
Total plant, furniture & equipment	40,269	54,067
Motor vehicles		
At cost	23,173	104,513
Accumulated depreciation	(15,642)	(93,506)
Total motor vehicles	7,531	11,007
Campsites, Buildings & Improvements		
At cost	1,753,901	873,901
Accumulated depreciation	(175,634)	(144,146)
Total campsites, buildings & improvements	1,578,267	729,755
Guide Scout Sailing Centre		
At cost	64,812	64,812
Accumulated depreciation	(59,951)	(58,331)
Total guide scout sailing centre	4,861	6,481
Total property, plant and equipment	9,989,850	9,212,374

(a) Valuation of Land and Campsite Buildings

Land for Halls owned jointly by Guides and Scouts has not been recorded in the financial statements as the fair value of the Association's share cannot be measured reliably.

The Association owns a number of buildings where land is owned by a Council or other Government Authority. The value of these buildings is not recorded in the financial statements because it is deemed that the buildings have no commercial saleable value.

In 2016, the Association has acquired a new property at Dockland Drive, Dockland to be used as the head office of the Association from early 2017.

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

11 Property, plant and equipment (continued)

(b) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current and previous financial years:

	Land	Guide Centre Building Improvements	Plant, Furniture & Equipment	Motor Vehicles	Campsites, Buildings & Improvements	Guide Scout Sailing Centre	Total
	\$	\$	\$	\$	\$	\$	\$
Year ended 31 December 2016							
Balance at the beginning of year	8,292,932	118,132	54,067	11,007	729,755	6,481	9,212,374
Additions	-	-	7,540	-	880,000	-	887,540
Disposals - written down value	(45,000)	-	-	-	-	-	(45,000)
Depreciation expense	-	(7,142)	(21,338)	(3,476)	(31,488)	(1,620)	(65,064)
Balance at the end of the year	8,247,932	110,990	40,269	7,531	1,578,267	4,861	9,989,850
Year ended 31 December 2015							
Balance at the beginning of year	9,492,932	125,274	85,218	14,483	1,514,406	8,101	11,240,414
Disposals - written down value	(50,000)	-	(5,933)	-	(740,996)	-	(796,929)
Transfers to held for sale	(1,020,000)	-	-	-	-	-	(1,020,000)
Depreciation expense	-	(7,142)	(25,218)	(3,476)	(43,655)	(1,620)	(81,111)
Revaluation decrease recognised in income	(130,000)	-	-	-	-	-	(130,000)
Balance at the end of the year	8,292,932	118,132	54,067	11,007	729,755	6,481	9,212,374

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

12 Intangible Assets

	2016 \$	2015 \$
Computer Software		
Cost	416,169	416,169
Accumulated amortisation and impairment	(409,563)	(383,921)
Total intangibles	6,606	32,248

(a) Movements in carrying amounts of intangible assets

	Computer Software \$	Total \$
Year ended 31 December 2016		
Balance at the beginning of the year	32,248	32,248
Amortisation	(25,642)	(25,642)
Closing value at 31 December 2016	6,606	6,606
Year ended 31 December 2015		
Balance at the beginning of the year	73,052	73,052
Additions	11,690	11,690
Amortisation	(52,494)	(52,494)
Closing value at 31 December 2015	32,248	32,248

13 Trade and Other Payables

	2016 \$	2015 \$
CURRENT		
Unsecured liabilities		
Trade payables	59,027	97,531
Restricted grants, donations and revenue received in advance	10,291	11,540
Employee benefits	21,778	27,845
Sundry payables and accrued expenses	42,823	-
Total current trade and other payables	133,919	136,916

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

14 Borrowings

	2016	2015
	\$	\$
CURRENT		
Secured liabilities:		
Lease liability	-	3,760
Total current borrowings	-	3,760

15 Employee Benefits

	2016	2015
	\$	\$
CURRENT		
Long service leave	22,813	27,461
Annual leave	27,856	34,884
Total current employee benefits	50,669	62,345

16 Other Liabilities

	2016	2015
	\$	\$
CURRENT		
Unearned income	149,703	129,249
Total current other liabilities	149,703	129,249

17 Reserves

	2016	2015
Note	\$	\$
Asset revaluation reserve		
Opening balance	2,401,201	2,401,201
Less: Net transfers to retained earnings	(825,213)	-
Closing balance	1,575,988	2,401,201
Restricted funds		
Opening balance	3,220,764	3,259,013
Add: Net transfers from retained earnings	6,410	-
Less: Transfers out	-	(38,249)
Funds to restricted reserves	53,920	-
Utilisation of funds for donations/disbursements	(20,927)	-
Closing balance	3,260,167	3,220,764
Total reserves	4,836,155	5,621,965

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements For the Year Ended 31 December 2016

17 Reserves (continued)

(a) Asset revaluation reserve

The asset revaluation reserve records fair value movements on property, plant and equipment held under the revaluation model.

(b) Description of funds

Blackburn Fund	Funds to assist girls to pay membership subscriptions
Britannia Park Campsite	Funds to assist in the upkeep of the Britannia Park site
Denise Hargreaves	Funds to assist Guides in the 14+ age group
Disaster Fund	Funds to support members affected by natural disasters
Future Fund	Funds to develop Guiding in Victoria
Gwen Mann Bequest	Funds to support Guiding in general
Guiding Light Fund	Funds to support girls to make a difference in their communities
Iluka Campsite	Funds to assist in the upkeep of the Iluka Campsite
Laura Gregory Fund	Funds to support Guiding in general
Margaret Shaw Fund	Funds to assist members travelling interstate/overseas
Otway Region Camping Fund	Funds to assist the girls in the Otway Region
Archives	Funds to assist Archives (restricted grant)
TC Lothian Fund	Funds to assist in national and international travel
Training Fund	Funds to assist in the training of Leaders

(c) Restricted funds

	2016 \$	2015 \$
Closing balance comprise:		
Blackburn Fund	91,039	51,392
Britannia Park Campsite	37,557	37,257
Denise Hargreaves	193,354	193,354
Disaster Fund	55,939	56,887
Future Fund	495,261	495,761
Gwen Mann Bequest	2,873	2,873
Guiding Light Fund	8,320	7,630
Iluka Campsite	709	-
Laura Gregory Fund	2,022,076	2,022,076
Margaret Shaw Fund	160,187	161,051
Otway Region Camping Fund	34,715	34,715
Archives	1,314	1,314
TC Lothian Fund	89,201	88,611
Training Fund	67,622	67,847
Total reserve funds	3,260,167	3,220,768

Girl Guides Association of Victoria

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

18 Retained Earnings

	2016	2015
	\$	\$
Retained earnings at the beginning of the financial year	10,646,993	11,580,273
Net surplus/(deficit) for the year	771,043	(933,280)
Aggregate of amounts transferred to reserve funds	818,803	-
Retained earnings at end of the financial year	12,236,839	10,646,993

19 Cash Flow Information

Reconciliation of result for the year to cashflows from operating activities

	2016	2015
	\$	\$
Net surplus/(deficit) for the year	771,043	(933,280)
Non-cash flows in profit:		
- depreciation and amortisation	90,706	133,605
- unrealised (gains)/losses on investment portfolio	(176,001)	120,567
- (profit)/loss on sale of asset	21,637	163,200
- impairment on land and buildings	-	130,000
- (profit)/loss on sale of assets held for sale	-	159,832
- (profit)/loss on sale of property	(631,214)	-
- unrealised interest income	(184,097)	-
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(74,507)	129,115
- (increase)/decrease in inventories	24,512	(3,236)
- (increase)/decrease in other assets	(8,779)	(51,544)
- increase/(decrease) in trade and other payables	(2,997)	(59,158)
- increase/(decrease) in other liabilities	20,454	129,249
- increase/(decrease) in borrowings	(3,760)	3,760
- increase/(decrease) in employee benefits	(11,676)	(29,192)
Cashflow from/(used in) operations	(164,679)	(107,082)

ABN: 59 533 729 847

Notes to the Financial Statements

For the Year Ended 31 December 2016

20 Capital and Leasing Commitments

(a) Lease rentals of halls

There are approximately 200 units with lease rentals of halls averaging \$150 pa with local community and government bodies with rental commitments for a period of up to 10 years.

(b) Operating leases

	2016 \$	2015 \$
Minimum lease payments under non-cancellable operating leases:		
- not later than one year	92,616	245,466
- between one year and five years	123,648	256,675
Total operating lease commitments	216,264	502,141

The property lease commitments are non-cancellable operating leases contracted for but not capitalised in the financial statements with a five-year term. No capital commitments exist in regards to the operating lease commitments at year end. Increase in lease commitments may occur in line with CPI.

21 Auditor's Remuneration

	2016 \$	2015 \$
Remuneration of the auditor of the Association, HLB Mann Judd, for:		
- auditing or reviewing the financial statements	21,750	21,300
Total auditor's remuneration	21,750	21,300

22 Contingencies

In the opinion of the Executive Committee, the Association did not have any contingencies at 31 December 2016 (31 December 2015: None).

23 Events after the end of the Reporting Period

The financial report was authorised for issue on 23 March 2017 by the Executive Committee.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

24 Association Details

The registered office of the Association is:
 Girl Guides Association of Victoria
 129 York Street
 South Melbourne Victoria 3205

Girl Guides Association of Victoria

ABN: 59 533 729 847

Executive Committee's Declaration

The Executive Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the Executive Committee, the financial report as set out on pages 2 to 23, is in accordance with the *Girl Guides Association Act, 1952* and the *Australian Charities and Not-for-profits Commission Act 2012*:

1. Shows a true and fair view of the financial position of Girl Guides Association of Victoria as at 31 December 2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Girl Guides Association of Victoria will be able to pay its debts as and when they fall due.

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

Governance Chair


Margaret Hansford

Honorary Treasurer


Natalie James

Dated this 23rd day of March 2017



Accountants | Business and Financial Advisers

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GIRL GUIDES ASSOCIATION OF VICTORIA

Opinion

We have audited the financial report of Girl Guides Association of Victoria ("the Association") which comprises the statement of financial position as at 31 December 2016, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Executive Committee's declaration.

In our opinion, the accompanying financial report of Girl Guides Association of Victoria is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- a) giving a true and fair view of the Association's financial position as at 31 December 2016 and of its financial performance and cash flows for the year then ended; 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 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 Entity in accordance with the auditor independence 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.

Emphasis of Matter – Basis of Accounting

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 financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Information Other than the Financial Report and Auditor's Report Thereon

The Executive Committee is responsible for the other information. The other information comprises the information included in the annual report for the year ended 31 December 2016, but does not include the financial report and our auditor's report thereon.


Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

HLB Mann Judd (VIC Partnership)

Level 9, 575 Bourke Street, Melbourne VIC 3000 | GPO Box 2850, Melbourne VIC 3001 | Tel: +61 (0)3 9606 3888 | Fax: +61 (0)3 9606 3800

Email: mailbox@hlbvic.com.au | Website: www.hlbvic.com.au

Liability limited by a scheme approved under Professional Standards Legislation

HLB Mann Judd (VIC Partnership) is a member of  HLB International. A world-wide network of independent accounting firms and business advisers.



Accountants | Business and Financial Advisers

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Executive Committee for the Financial Report

Management is responsible for the preparation of the special purpose financial report that gives a true and fair view in accordance with the relevant Australian Accounting Standards in accordance with the *Australian Charities and Not-for Profits Commission Regulations 2013* and the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

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

The Executive Committee is responsible for overseeing the Association's financial reporting process.

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 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 the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

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



Accountants | Business and Financial Advisers

draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease 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 Executive Committee 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 Executive Committee 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

HLB Mann Judd

HLB Mann Judd
Chartered Accountants

Melbourne
23 March 2017

Tim Fairclough
Tim Fairclough
Partner





GIRL GUIDES AUSTRALIA NATIONAL OFFICE

Suite 103, Level 1, 100 William Street,
Woolloomooloo NSW 2011
T: (02) 9311 8000
E: guides@girlguides.org.au
www.girlguides.org.au

GIRL GUIDES NSW & ACT

Level 2, 55 Holt Street, Surry Hills NSW 2010
T: (02) 8396 5200
E: guides@girlguides-nswact.org.au
www.girlguides-nswact.org.au

GIRL GUIDES NORTHERN TERRITORY

55 Ross Smith Avenue, Parap NT 0820
T: (08) 8981 3628
E: girlguidesnt@iinet.net.au
www.girlguidesnt.com

GIRL GUIDES QUEENSLAND

Unit 1, 132 Lutwyche Road, Windsor 4030
Postal address: PO Box 739,
Fortitude Valley QLD 4006
T: (07) 3357 1266
E: reception@guidesqld.org
www.guidesqld.org

GIRL GUIDES SOUTH AUSTRALIA

63 Beulah Road, Norwood SA 5067
T: (08) 8418 0900
E: guides@girlguidessa.org.au
www.girlguidessa.org.au

GIRL GUIDES TASMANIA

17 Clarence Street, Bellerive TAS 7018
T: (03) 6244 4408
E: office@guidestas.org.au
www.guidestas.org.au

GIRL GUIDES VICTORIA

Suite 812, 401 Docklands Drive, Docklands 3008
T: (03) 8606 3500
E: guides@guidesvic.org.au
www.guidesvic.org.au

GIRL GUIDES WESTERN AUSTRALIA

265 Great Eastern Highway Belmont WA 6104
Postal address: PO Box 780, Victoria Park WA 6979
T: (08) 9479 9800
E: info@girlguideswa.org.au
www.girlguideswa.org.au



GIRL GUIDES
A U S T R A L I A

Our mission is to empower girls
and young women to grow
into confident, self-respecting,
responsible community members.

www.girlguides.org.au

