

**INSTITUTE OF PUBLIC  
ADMINISTRATION AUSTRALIA  
(VICTORIAN DIVISION) INC**

INSTITUTE OF  
PUBLIC ADMINISTRATION  
AUSTRALIA

**IPAA**  
VICTORIA

**Financial Statements**

For the year ended 30 June 2020

2019

2020

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## Statement of profit or loss and other comprehensive income For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Revenue	2	4,273,175	4,417,044
<b>Expenditure</b>			
Employee benefits		(1,641,750)	(1,638,214)
Seminars, workshops and events		(1,538,052)	(1,463,713)
Contract staff		(251,830)	(239,572)
Program development		(189,928)	(225,237)
Depreciation		(109,332)	(21,485)
Fringe benefits tax		(101,629)	(82,371)
Consultants and professional fees		(89,230)	(111,845)
IT and communications		(74,004)	(66,328)
Advertising and marketing		(62,326)	(90,218)
Rent and occupancy		(57,009)	(139,967)
Payroll tax		(2,252)	(38,154)
Doubtful debts (expense) / recovery		2,619	5,000
Other expenses		(176,585)	(195,615)
<b>Total expenditure</b>		<b>(4,291,308)</b>	<b>(4,307,719)</b>
<b>Surplus / (deficit) for the year</b>		<b>(18,133)</b>	<b>109,325</b>
<b>Total comprehensive income for the year</b>		<b>(18,133)</b>	<b>109,325</b>

The accompanying notes form part of these financial statements.

## Statement of financial position As at 30 June 2020

	Note	2020 \$	2019 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	3	1,470,560	1,615,136
Trade and other receivables	4	892,607	2,268,563
Financial assets	5	-	150,000
Other assets	6	59,617	42,013
<b>Total current assets</b>		<b>2,422,784</b>	<b>4,075,712</b>
<b>Non current assets</b>			
Financial assets	5	1,745,346	533,453
Property, plant and equipment	7	39,523	45,280
Right of use assets	8	228,504	-
Intangible assets	9	52,400	-
<b>Total non current assets</b>		<b>2,065,773</b>	<b>578,733</b>
<b>Total assets</b>		<b>4,488,557</b>	<b>4,654,445</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	10	660,721	885,553
Lease liabilities		82,151	-
Provisions	11	113,738	58,950
Other liabilities	12	1,979,960	2,209,048
<b>Total current liabilities</b>		<b>2,836,570</b>	<b>3,153,551</b>
<b>Non current liabilities</b>			
Lease liabilities		157,609	-
Provisions	11	38,737	27,120
<b>Total non current liabilities</b>		<b>196,346</b>	<b>27,120</b>
<b>Total liabilities</b>		<b>3,032,916</b>	<b>3,180,671</b>
<b>Net assets</b>		<b>1,455,641</b>	<b>1,473,774</b>
<b>Equity</b>			
Retained earnings		1,455,641	1,473,774
<b>Total equity</b>		<b>1,455,641</b>	<b>1,473,774</b>

The accompanying notes form part of these financial statements.

## Statement of changes in equity For the year ended 30 June 2020

2020	Retained earnings \$	Total \$
Balance at 1 July 2019	1,473,774	1,473,774
Surplus / (deficit) for the year	(18,133)	(18,133)
Balance at 30 June 2020	1,455,641	1,455,641

2019	Retained earnings \$	Total \$
Balance at 1 July 2018	1,364,449	1,364,449
Surplus / (deficit) for the year	109,325	109,325
Balance at 30 June 2019	1,473,774	1,473,774

## Statement of cash flows For the year ended 30 June 2020

	Note	2020 \$	2019 \$
<b>Cash flows from operating activities:</b>			
Receipts from customers		5,813,120	4,686,850
Payments to suppliers and employees		(4,710,737)	(4,799,607)
Dividends, trust distributions and franking credits received		66,721	13,235
Interest received		6,475	24,223
Net cash provided by / (used in) operating activities	19	1,175,579	(75,299)
<b>Cash flows from investing activities:</b>			
Proceeds from sale of investments		61,958	-
Redemption / (placement) of term deposits		150,000	300,000
Purchase of investments		(1,387,394)	(147,175)
Purchase of property, plant and equipment		(67,522)	(39,905)
Net cash provided by / (used in) investing activities		(1,242,958)	112,920
<b>Cash flow from financing activities:</b>			
Payment of lease liabilities		(77,197)	-
Net cash provided by/(used in) financing activities		(77,197)	-
Net increase / (decrease) in cash and cash equivalents held		(144,576)	37,621
Cash and cash equivalents at beginning of year		1,615,136	1,577,515
Cash and cash equivalents at end of financial year	3	1,470,560	1,615,136

The accompanying notes form part of these financial statements.

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# Notes to the financial statements

## 1 Summary of significant accounting policies

### a. Basis of preparation

The financial report covers the Institute of Public Administration Australia (Victorian Division) Inc "IPAA Victoria" as an individual entity. IPAA Victoria is a not for profit association, incorporated in Victoria under the Associations Incorporation Reform Act 2012 (Vic) and domiciled in Australia.

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Australian Charities and Not for profits Commission Act 2012.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

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.

### b. Income tax

IPAA Victoria is a charity registered with the Australian Charities and Not for profits Commission, and is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

### c. Revenue

#### Revenue from contracts with customers

Membership subscriptions are recognised as revenue on a straight line basis over the period of membership, as this is reflective of the satisfaction of performance obligations contained in the contract with each member.

Revenue from training program activities (seminars, workshops and events) is recognised at a point in time or over time, based on the performance obligations contained in the contract with the customer. This generally corresponds to the timing of the delivery of these activities.

Contract assets and liabilities

Consideration paid by the customer in advance of the satisfaction of performance obligations is recognised as a contract liability.

Costs incurred in fulfilling a contract in progress (where performance obligations are not yet satisfied) are recognised as a contract cost asset where the costs relate directly to the satisfaction of contract performance obligations and are expected to be recovered.

#### Grant and donations

When IPAA Victoria receives grants and donations, it assesses whether a contract exists and whether that contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When these conditions are satisfied, IPAA Victoria:

- identifies each performance obligation relating to the grant or donation;

- recognises a contract liability for its obligations under the contract; and
- recognises revenue as it satisfied its performance obligations.

When the contract is not enforceable or does not have sufficiently specific performance obligations, the grant or donation is recognised immediately in profit or loss.

Government grants under the Australian Government JobKeeper wage subsidy program have been recognised as revenue when IPAA Victoria became entitled to receive the grants, which was assessed to be the time at which the salary and wages payments for the eligible JobKeeper fortnight were made to eligible employees.

Government grants under the Australian Government cash flow boost initiative have been recognised as revenue IPAA Victoria became entitled to receive the grants, which was assessed to be the time at which the applicable Activity Statements were lodged with the Australian Taxation Office.

### d. 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.

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.

### e. Property, plant and equipment

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

#### Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight line basis over the assets' useful life to IPAA Victoria, 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.

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

Fixed asset class	Depreciation rate
Office equipment	20%
Computer equipment	33%
Leasehold improvements	10%

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.

### f. (f) Intangible assets

#### Computer software

Computer 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 three and five years.

## Amortisation

Amortisation is recognised in profit or loss on a straight line basis over the estimated useful life 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.

### g. Leases

In the comparative year, lease payments for operating leases, where substantially all of the risks and benefits remained with the lessor, were charged as expenses on a straight line basis over the life of the lease term.

In the current year, the following accounting policies were adopted in accordance with the requirements of AASB 16.

#### Right of use asset

At the lease commencement, IPAA Victoria recognises a right of use asset and associated lease liability for the lease term. The lease term includes extension periods where IPAA Victoria believes it is reasonably certain that the option will be exercised.

The right of use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments and estimated cost of removal and restoration, less any lease incentives received.

The right of use asset is depreciated over the lease term on a straight line basis and assessed for impairment in accordance with the impairment of non financial assets accounting policy.

#### Lease liability

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined, IPAA Victoria's incremental borrowing rate is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured whether there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI), or a change in IPAA Victoria's assessment of lease term.

Where the lease liability is remeasured, the right of use asset is adjusted to reflect the remeasurement or is recorded in profit or loss if the carrying amount of the right of use asset has been reduced to zero.

#### Exceptions to lease accounting

IPAA Victoria has elected to apply the exceptions to lease accounting for both short term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low value assets. IPAA Victoria recognises the payments associated with these leases as an expense on a straight line basis over the lease term.

### h. Impairment of non financial assets

At the end of each reporting period IPAA Victoria determines whether there is an evidence of an impairment indicator for non financial assets. Where an 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.

### i. Financial instruments

Financial instruments are recognised initially on the date that IPAA Victoria becomes party to the contractual provisions of the instrument. On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

#### Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

#### Classification

On initial recognition, IPAA Victoria classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss - FVTPL

Financial assets are not reclassified subsequent to their initial recognition unless IPAA Victoria changes its business model for managing financial assets.

#### Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows; and
- the contractual terms give rise on specified dates to cash flows are solely payments of principal and interest on the principal amount outstanding.

IPAA Victoria's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of financial position. Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, foreign exchange gains or losses and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

#### Financial assets through profit or loss

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at FVTPL. Net gains or losses, including any interest or dividend income are recognised in profit or loss.

#### Impairment of financial assets

Impairment of financial assets is recognised on an expected credit loss (ECL) basis for the following assets:

- financial assets measured at amortised cost
- debt investments measured at FVOCI

When determining whether the credit risk of a financial assets has increased significant since initial recognition and when estimating ECL, IPAA Victoria considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on IPAA Victoria's historical experience and informed credit assessment and including forward looking information.

IPAA Victoria uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

IPAA Victoria uses the presumption that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to IPAA Victoria in full, without recourse to IPAA Victoria to actions such as realising security (if any is held); or
- the financial assets are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to IPAA Victoria in accordance with the contract and the cash flows expected to be received. This is applied using a probability weighted approach.

### Trade receivables

Impairment of trade receivables have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses. IPAA Victoria has determined the probability of non payment of the receivable and multiplied this by the amount of the expected loss arising from default.

The amount of the impairment is recorded in a separate allowance account with the loss being recognised in finance expense. Once the receivable is determined to be uncollectable then the gross carrying amount is written off against the associated allowance.

Where IPAA Victoria renegotiates the terms of trade receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

### Other financial assets measured at amortised cost

Impairment of other financial assets measured at amortised cost are determined using the expected credit loss model in AASB 9. On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced a significant increase in credit risk, the lifetime losses are estimated and recognised.

### Financial liabilities

IPAA Victoria measures all financial liabilities initially at fair value less transaction costs. Subsequently, financial liabilities are measured at amortised cost using the effective interest rate method. The financial liabilities of IPAA Victoria comprise trade and other payables.

## j. 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.

## k. Employee benefits

Provision is made for IPAA Victoria'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.

## l. Adoption of new and revised accounting standards

IPAA Victoria has adopted all standards which became effective for the first time during the year ended 30 June 2020. The following significant new accounting standards have been adopted:

### AASB 16

IPAA Victoria has applied AASB 16 Leases retrospectively with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In accordance with AASB 16, the comparatives for the 2019 reporting period have not been restated.

The right of use assets for the building lease were measured and recognised in the statement of financial position at 1 July 2019 at an amount equal to the lease liability, adjusted by the amount of any prepaid and accrued lease payments previously recognised at 1 July 2019.

IPAA Victoria's weighted average incremental borrowing rate on 1 July 2019 applied to the lease liabilities was 3.00%. The difference between the undiscounted amount of operating lease commitments at 30 June 2019 of \$310,876 and the discounted operating lease commitments as at 1 July 2019 of \$316,957 was \$6,081, which is due to discounting the operating lease commitments at IPAA Victoria's incremental borrowing rate, and the estimated variable rental increases factored into the calculation for operating lease commitments.

### AASB 15 and AASB 1058

IPAA Victoria has applied AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not for Profit Entities retrospectively in accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates, and Errors. There was no impact on the comparatives for the 2019 reporting period.

## 2 Revenue

	2020 \$	2019 \$
<b>Revenue from contracts with customers:</b>		
Membership subscriptions	1,922,973	1,822,365
Seminars, workshops and events	2,224,619	2,508,383
	4,147,592	4,330,748
<b>Revenue from other sources:</b>		
Government grants (JobKeeper)	117,000	-
Government grants (cash flow boost)	62,500	-
Investment revenue	53,024	27,594
Interest revenue	6,475	24,223
Capital gain/(loss) on financial assets at FVTPL	(113,543)	34,479
Other revenue	127	-
	125,583	86,296
<b>Total Revenue</b>	<b>4,273,175</b>	<b>4,417,044</b>

## 3 Cash and cash equivalents

Cash at bank	1,470,560	1,615,136
	1,470,560	1,615,136

## 4 Trade and other receivables

Current		
Trade receivables	904,988	2,283,563
Provision for impairment	(12,381)	(15,000)
	892,607	2,268,563

## 5 Financial assets

<b>Financial assets at amortised cost</b>		
Current	-	-
Term deposits	-	150,000
	-	150,000
<b>Financial assets at fair value through profit or loss</b>		
Non current		
Investments in listed securities and managed funds	1,745,346	533,453
	1,745,346	533,453

## 6 Other assets

	2020 \$	2019 \$
Currents		
Prepayments	59,617	42,013
	59,617	42,013

## 7 Property, plant and equipment

Property, plant and equipment		
<b>Office equipment</b>		
At cost	30,018	16,475
Accumulated depreciation	(16,677)	(13,055)
<b>Total office equipment</b>	<b>13,341</b>	<b>3,420</b>
<b>Computer equipment</b>		
At cost	29,554	27,976
Accumulated depreciation	(20,915)	(12,419)
<b>Total computer equipment</b>	<b>8,639</b>	<b>15,557</b>
<b>Leasehold improvements</b>		
At cost	65,366	65,366
Accumulated amortisation	(47,823)	(39,063)
<b>Total leasehold improvements</b>	<b>17,543</b>	<b>26,303</b>
<b>Total property, plant and equipment</b>	<b>39,523</b>	<b>45,280</b>

## Movements in carrying amounts

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

	Office Equipment \$	Computer Equipment \$	Leasehold Improvements \$	Total \$
Balance at the beginning of year	3,420	15,557	26,303	45,280
Additions	13,544	1,578	-	15,122
Depreciation expense	(3,623)	(8,496)	(8,760)	(20,879)
Balance at the end of the year	13,341	8,639	17,543	39,523



## 8 Leases

IPAA Victoria has applied AASB 16 using the modified retrospective (cumulative catch up) method and therefore the comparative information has not been restated and continues to be reported under AASB 117 and related Interpretations.

### Right of use assets

	Buildings \$	Total \$
Balance at the beginning of the year	-	-
Recognised on initial application of AASB 16 on 1 July 2019	316,957	316,957
Depreciation expense	(88,453)	(88,453)
<b>Balance at the end of the year</b>	<b>228,504</b>	<b>228,504</b>

## 9 Intangible Assets

	2020 \$	2019 \$
Computer software		
At cost	52,400	-
Accumulated amortisation and impairment	-	-
Total computer software	52,400	-
<b>Total intangible assets</b>	<b>52,400</b>	<b>-</b>

### Movements in carrying amounts

	Computer software \$	Total \$
Balance at the beginning of the year	-	-
Additions	52,400	52,400
<b>Balance at the end of the year</b>	<b>52,400</b>	<b>52,400</b>

## 10 Trade and other payables

	2020 \$	2019 \$
Current		
Trade payables	374,638	800,768
Sundry payables and accrued expenses	286,083	84,785
	<b>660,721</b>	<b>885,553</b>

## 11 Provisions

	2020 \$	2019 \$
Current		
Provision for employee benefits	113,738	58,950
	<b>113,738</b>	<b>58,950</b>
Non current		
Provision for employee benefits	38,737	27,120
	<b>38,737</b>	<b>27,120</b>

## 12 Other liabilities

	2020 \$	2019 \$
Current		
Contract liabilities (unearned revenue)	1,979,960	2,209,048
	<b>1,979,960</b>	<b>2,209,048</b>

## 13 Leasing commitments

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

### Operating Leases

Minimum lease payments under non cancellable operating leases:	2020 \$	2019 \$
Not later than one year	-	85,660
Between one year and five years	-	225,216
	<b>-</b>	<b>310,876</b>

## 14 Contingencies

### Contingent liabilities

IPAA Victoria had contingent liabilities at the end of the reporting period for bank guarantees of \$13,750 (2019: \$13,750) provided in respect of property lease rentals.

## 15 Financial risk management

IPAA Victoria's financial instruments consist mainly of deposits with banks, investments in managed funds, and accounts receivable and payable. The carrying amounts for each category of financial instruments, measured in accordance with AASB 9 as detailed in the accounting policies to these financial statements, are as follows:

### Financial assets

	2020 \$	2019 \$
Financial assets at amortised cost:		
Cash and cash equivalents	1,470,560	1,615,136
Trade and other receivables	892,607	2,268,563
Term deposits	-	150,000
<b>Total financial assets</b>	<b>4,108,513</b>	<b>4,567,152</b>
<b>Financial liabilities</b>		
Financial liabilities at amortised cost	660,721	885,553
<b>Total financial liabilities</b>	<b>660,721</b>	<b>885,553</b>

## 16 Fair value measurement

IPAA Victoria measures the following assets and liabilities at fair value on a recurring basis after initial recognition:

- Financial assets at fair value through profit or loss refer to Note 5. Fair values have been determined based on closing quoted unit prices at the end of the reporting period.

The entity does not subsequently measure any liabilities at fair value on a recurring basis, or any assets and liabilities at fair value on a non recurring basis.

## 17 Key management personnel remuneration

The total remuneration paid to key management personnel of IPAA Victoria was \$ 236,635 (2019: \$ 230,950).

## 18 Related parties

### Transactions with related parties

The following transactions occurred with related parties:

Ernst & Young (EY) is a board member related party. During the year ended 30 June 2020 IPAA Victoria incurred expenses with EY of \$264,133 excluding GST (2019: \$211,253) in relation to development of professional education programs. As at 30 June 2020, the amount payable to EY was nil, inclusive of GST (2019: \$173,463).

## 19 Cash flow information

### Reconciliation of result for the year to cashflows from operating activities

	2020 \$	2019 \$
Surplus / (deficit) for the year	(18,133)	109,325
<b>Non cash flows in profit:</b>		
Depreciation	109,332	21,485
Impairment of receivables	(2,619)	(5,000)
(gain) / loss on disposal of property, plant and equipment	-	23,606
(gain) / loss on financial assets at FVTPL	113,543	(34,479)
<b>Changes in assets and liabilities:</b>	<b>885,553</b>	
(increase) / decrease in trade and other receivables	1,378,575	(1,392,518)
(increase) / decrease in other assets	(17,604)	(8,391)
Increase / (decrease) in contract liabilities	(229,088)	1,180,191
Increase / (decrease) in trade and other payables	(224,832)	11,006
Increase / (decrease) in provisions	66,405	19,476
<b>Cashflows from operations</b>	<b>1,175,579</b>	<b>(75,299)</b>

## 20 Events after the end of the reporting period

Since March 2020, the Australian economy has been significantly impacted by the disruption caused by the COVID 19 pandemic. IPAA Victoria's operations have continued to the extent possible, with staff working from home as required. Training and events have either been converted into an online delivery model, or postponed until a later time.

In July and August 2020, the Victorian Government imposed further movement restrictions and shut downs of businesses in Victoria to suppress recent virus outbreaks. However, these restrictions did not have any additional significant impact on IPAA Victoria.

The board members have taken steps from the start of the pandemic to refine IPAA Victoria's operations to ensure it remains financially sustainable. The effective implementation of these steps, combined with the current net asset position, has led the board members to believe that IPAA Victoria continues to be able to operate as a going concern.

Except for the above, no other matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operations of the IPAA Victoria, the results of those operations or the state of affairs of the IPAA Victoria in future financial years.

## 21 Statutory information

The registered office and principal place of business of IPAA Victoria is:

IPAA Victoria  
Level 3, 37 Little Bourke Street  
Melbourne VIC 3000

## Board members' declaration

The board members declare that in the board members' opinion the financial report of IPAA Victoria has been prepared in accordance with Division 60 of the Australian Charities and Not for profits Commission Act 2012, including:

- (i) giving a true and fair view of IPAA Victoria's financial position as at 30 June 2020 and of its financial performance for the year ended;
- (ii) complying with Australian Accounting Standards Reduced Disclosure Requirements and Division 60 of the Australian Charities and Not for profits Commission Regulation 2013; and
- (iii) there are reasonable grounds to believe that IPAA Victoria is able to pay all of its debts, as and when they become due and payable; and

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not for profit Commission Regulation 2013.

Board member.....  ..... Board member.....  .....  
Date: 28 October 2020

## Institute of Public Administration Australia (Victorian Division) Inc



ABN: 49 012 662 861

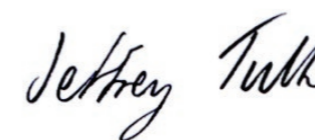
## Auditor's Independence declaration to the board members of Institute of Public Administration Australia (Victorian Division) Inc

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2020, there have been:

- (i) no contraventions of the auditor independence requirements as set out in section 60 40 of the Australian Charities and Not for profits Commission Act 2012 in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.



Saward Dawson



Jeffrey Tulk  
Partner

Blackburn

Date: 28 October 2020

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## **Independent audit report to the members of Institute of Public Administration Australia (Victorian Division) Inc**

### **Opinion**

We have audited the financial report of Institute of Public Administration Australia (Victorian Division) Inc (IPAA Victoria), which comprises the statement of financial position as at 30 June 2020, 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 board members' declaration.

In our opinion the financial report of IPAA Victoria has been prepared in accordance with Division 60 of the Australian Charities and Not for profits Commission Act 2012, including:

- (i) giving a true and fair view of IPAA Victoria's financial position as at 30 June 2020 and of its financial performance for the year ended; and
- (ii) complying with Australian Accounting Standards Reduced Disclosure Requirements 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 IPAA Victoria in accordance with the auditor independence requirements of the Australian Charities and Not for profits Commission Act 2012 (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### **Responsibilities of board members for the financial report**

The board members of IPAA Victoria are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards Reduced Disclosure Requirements and the ACNC Act, and for such internal control as the board members determine 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 financial report, the board members are responsible for assessing IPAA Victoria's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board members either intend to liquidate IPAA Victoria or to cease operations, or have no realistic alternative.

## **Independent audit report to the members of Institute of Public Administration Australia (Victorian Division) Inc**

### **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 the 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.

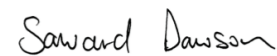
We also:

- 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 IPAA Victoria's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the board members.
- Conclude on the appropriateness of the board members' 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 IPAA Victoria's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to 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 IPAA Victoria to cease to continue as a going concern.

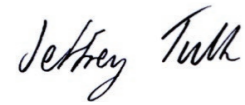
**Independent audit report to the members of Institute of  
Public Administration Australia (Victorian Division) Inc**

- 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 those charged with governance 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.



Saward Dawson



Jeffrey Tulk  
Partner  
Blackburn

Date: 28 October 2020

**INSITUTE OF PUBLIC ADMINISTRATION  
AUSTRALIA (VICTORIAN DIVISION) INC**

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