



Bayside Community Legal Service

Annual Report
2020-2021



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Contact Us

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Instagram: <https://www.instagram.com/baysidecommunitylegalservice/>



Bayside Community Legal Service acknowledges the Quandamooka Peoples who are the Traditional Owners of the land on which we work. Bayside Community Legal Service strives to achieve justice and inclusion for First Nations Peoples.





ABOUT US

Our Vision

Our vision is to help build a culturally safe, just, and inclusive society that values difference and diversity. We do this by providing free legal assistance and education to people in the Bayside community and surrounding area, who are disadvantaged or otherwise vulnerable.

We Are

We are an incorporated community organisation founded in 1992. We are a nationally accredited not-for-profit legal centre. Our core activities are the provision of legal advice, information and referrals. We also have a free mediation and forms assistance service. We are passionate about providing legal education to the community. We are heavily reliant on our 85+ volunteers made up of students, solicitors and mediators. Bayside Community Legal Service could not provide legal assistance to the Bayside community without their hard work and dedication.

Our Purpose

Our purpose is to maximise access to professional legal advice and assistance for people who would otherwise be unable to access.

PRESIDENT'S REPORT

BCLS remains the premium generalist community legal service provider in the Bayside region. After having successfully reshaped the service and expanded its reach within the community during 2020, we have approached this past year with a renewed confidence in our ability to meet community need and pivot our services with increased effectiveness and efficiency. This has been achieved in some challenging circumstances, including funding uncertainty and shortfalls and the ongoing impact of COVID. From a practical perspective, much of this year has been settling in to our new operational and governing models and refining those systems.

Our biggest threat this past year was the uncertainty we faced with respect to ongoing State and Commonwealth funding. Without additional funding, BCLS was facing the hard decision of closing its doors in July 2021. We were successful in obtaining a further four years of limited funding and have been able to remain operational. We are very grateful that we remain open for business. I would like to thank The Honourable Joan Pease MP, Member of Lytton for her unrelenting help with BCLS, and also The Honourable Don Brown MP, Member for Capalaba and Councillor Peter Cummings. The challenge for BCLS moving forward though is sourcing additional and sufficient funding so that we can maintain existing staff levels and service delivery.

BCLS has continued to respond to the impact of COVID with no interruption of service delivery. Further, additional services and areas of legal need were identified, and resources and services are now offered to meet this new community needs, including Mediation referrals from our local Magistrate Courts. BCLS remains a highly flexible and adaptable legal service, offering legal assistance in many types of legal problems.

Integral to our successes this past year is our Principal Solicitor, Laney McQueen. Her energy, passion and innovation has led BCLS on a strong journey of continual improvement. There are no words sufficient to express the gratitude myself and the whole of our committee have for her hard work and dedication.

I would like also to thank our Management Committee, who give their time and skills voluntarily. Your skills, experience and support for our Service know no bounds. Finally, our large volunteer cohort are the backbone of our service and without their tireless and selfless support, we would not be able to deliver the breadth and quality of legal services that we do. Thankyou!



Leeha James

President, BCLS Management Committee



PRINCIPAL SOLICITOR'S REPORT

The past year has been one of significant development and operational change. When I came on board in June 2020, I had a clear vision of what BCLS's next 12 months looked like. I am so fortunate that this vision was shared by Leeha James and the Management Committee. Things haven't all gone to plan, but I can say I am honestly so proud of what BCLS has achieved in the last 12 months.

Some of the ways in which we have improved our service this year have included:

- Drafting and implementing new policies, procedures, and systems to ensure the centre consistently provided a high level and streamlined service to clients from start (intake) to completion of service;
- Drafting and implementing new file management procedures which saw the centre go paperless, the adoption of new naming conventions and the utilisation of new templates and precedents;
- Developing and implementing a structured intake process; and
- Restructuring of the volunteer program, which included the development of an online application form, an induction process, improved training, a volunteer handbook and an online rostering system.

Delivering High Quality Legal Services

Whilst BCLS prepared and implemented operational change, we remained focused on providing a professional, holistic and client focused service to the Bayside community and surrounding areas. BCLS has provided essential legal assistance to clients across a broad spectrum of legal issues and problems, in the areas of civil, criminal, and family law. We may have less funding than other community legal centres, but we still make a difference to people's lives on a daily basis.

BCLS undertook a client survey pursuant to the requirements of the National Partnership Agreement on Legal Assistance Services. An analysis of this result indicated a very high satisfaction for all clients surveyed, generally in line or slightly greater than the average across all Queensland community legal services. Across all clients and questions BCLS average satisfaction score was 3.50 compared to the state average of 3.44. The high client satisfaction result recorded reflects BCLS's strong commitment to providing a superior service to clients.

In 2020-21, clients continued to face stressors relating to the COVID-19 pandemic. At BCLS, clients would often present with multi-facet issues involving legal and non-legal issues. BCLS has built a robust referral list of local legal and non-legal support organisations and readily provides support and referrals to ensure people get the assistance they need.

I am proud to say that there has been no disruption to our service resulting from the COVID-19 pandemic. We have continued to provide essential services to our clients despite this.

Delivering High Quality Mediation Services

New processes and procedures were implemented in relation to the mediation service to ensure the program continued to provide a high quality service in a streamline manner.

Due to COVID-19, BCLS saw an increased number of clients seeking assistance about neighbourhood dispute matters. This trend was also noted in the local courts. BCLS developed a referral pathway with the Magistrates Courts at Cleveland and Wynnum whereby all peace and good behaviour matters were referred to our mediation service before matters were listed for hearing.

This pathway has proven to be very successful and I look forward to seeing the results over the next 12 months.

Enhancing Relationships with the Community and Stakeholders

This year, a strong focus has been placed on enhancing relationships with the community and key stakeholders. We regularly participate in community meetings and events, and I feel so fortunate to be involved in the Bayside community who value our service and understand the importance of building relationships.

We conducted a number of outreach clinics in conjunction with other community organisations including Wynnum Community Place, Redland Community Centre and Probation and Parole. This allowed service delivery of legal services in convenient locations, expanding access for some of our most vulnerable clients facing issues.

A big thank you to The Honourable Joan Pease MP, Member for Lytton and Councillor Peter Cummings for your continual support of our service.

Identifying & Addressing the Needs of Vulnerable Clients in the Community & Breaking any Barriers to Allow Access to Services.

I continue to monitor and evaluate the centre's demand to ensure we meet the community's needs. BCLS received a large number of enquiries from clients about assisting with completing forms.

As there is no similar service offered in Bayside area, we commenced the Forms Assistance Clinic run by our student volunteers. Already, BCLS has received very positive feedback from clients who have used this service.

This year a lot of time and energy was spent in increasing BCLS's presence in the community particularly on our social media platforms. We also launched a new website aimed at improving access to justice.

BCLS is passionate about providing community legal education and activities. All resources and activities were very well received and BCLS intends to provide more in the coming year.

BCLS had arranged to attend Stradbroke Island but unfortunately due to COVID-19, this could not go ahead. We look forward to attending the islands in the coming year.

Our Team

I would like to thank Caitlin Downs, Rebekah Parikh, Emma Hambleton and Rebecca Smith for all your enthusiasm, hard work and passion. You make my job easier by turning up each day with a smile on your face and a shared commitment to helping others.

BCLS is a small centre and it is vital that we continually have the support of volunteers.

I would like to thank all of you for your time and expertise. I enjoy working with you all and admire your dedication to make a difference to the lives of members in our community.

I would like to thank Leeha James and the Management Committee for their continued support and guidance. I feel so fortunate to work with a group of highly intelligent and well-respected people who share the same commitment to social justice.

Looking ahead

Looking ahead, my key objectives are to:

- Obtain further government funding so that we can meet the demand on our service;
- Explore other avenues to reduce our reliance on government funding;
- Continue to focus on innovation and collaborative practices to improve access to justice in the community; and
- Continue to build strong partnerships with community and key stakeholders.

I look forward to working alongside our dedicated team in the coming year!



Laney McQueen
Principal Solicitor, BCLS



ABOUT OUR SERVICES



Bayside Community Legal Service (BCLS) was formed in 1992 and is a generalist legal practice that provides free frontline legal assistance to the Bayside community.

BCLS's core activities are to provide legal services to socio-economically disadvantaged and vulnerable residents of the Bayside community and surrounding areas. BCLS does this through the provision of legal advice, referrals and information, community legal education resources and activities, and casework and legal tasks (capacity permitting).

BCLS's legal services are applied across a broad spectrum of legal issues and problems, under the banners of civil, criminal and family law.

Our legal services are provided during the day and during our Monday Night Clinic.

BCLS also runs a free mediation service independent from its legal service. The most common issues dealt by our service are property settlement, parenting plans, debt issues and neighborhood disputes.

BCLS also provides a free form-filling assistance service. We can assist any client with a range of forms including Centrelink, Right to Information, Yellow and Blue Card applications, and more.

Whilst delivering generalist community legal advice and help, our team is passionate about providing legal education activities and resources to the community.

BCLS has a permanent office located in the Wynnum Community Centre and is open 4 days per week (Monday to Thursday).

In addition to the Wynnum Community Centre, BCLS also provides assistance via our outreach services throughout the Bayside Community, working in collaboration with our many community and Government service partners.

We are heavily reliant on our 85+ volunteers made up of students, solicitors and mediators. Bayside Community Legal Service could not provide legal assistance to the Bayside Community without the hard work and dedication.

OUR PROGRAMS

Duty Lawyer

BCLS provides free advice and representation in domestic violence matters once a month at the Magistrates Court at Cleveland.

Domestic Violence Hotline

BCLS provides free telephone advice in relation to domestic violence matters every Monday from 9am to 1pm. No appointments are required.

Community Outreach Clinics

BCLS provided legal service via outreach clinics on a regular basis in collaboration with Changing Lanes organised by the Wynnum Community Centre, Redland Community Centre at Cleveland and Probation and Parole at Wynnum.

These services were temporarily suspended following the introduction of COVID-19 restrictions and remain suspended presently due to lack of funding and resources.



COMMUNITY LEGAL EDUCATION

BCLS is committed to providing community legal resources and arranging events for professionals, students and the wider community. This year BCLS provided the following community legal education activities.

Community Education Activities

Webinar

On 22 September 2020, BCLS presented a webinar with Kate Fuller (Vice-President of BCLS) and two of Queensland's esteemed barristers, Michael Byrne QC and Chris Minnery. The webinar explored the facets of preparing, presenting, and winning a criminal trial and explained why you are doomed if you do not have a case theory. Furthermore, it addressed how to develop a case theory, including the purpose of evidence in chief and cross examination, opening and closing arguments, and trial preparation. This webinar was highly sought after and was so popular it is now available as a Queensland Law Society resource.



Mooting Competition

On 7 November 2020, BCLS arranged a mooting competition at the Magistrates Court at Wynnum. Teams were formed compiling of team members of BCLS and fellow community legal centre, YFS.

It was presided over by His Honour Zac Sarra of Wynnum and Her Honour Deb Vasta.

There were a couple of special guests including His Honour Judge Sal Vasta of the Federal Circuit Court of Australia as well as volunteer witnesses from Queensland Police Prosecutions and Queensland Bar Association which made for fantastic entertainment.

This was a very successful event and a great opportunity for students to learn, network and practise advocacy in a court in front of our local judiciary.

We are grateful particularly to Magistrate Sarra and Magistrate Vasta who both played a big role in helping to arrange the event and support our student volunteers to develop their legal skills.

Online Training

On 28 January 2021, online training sessions were conducted for students, solicitors and mediators. The purpose of this training was to refresh all volunteers about BCLS's policies and procedures.

Legal Education Resources

This year, BCLS released and updated a number of legal education resources including:

- DIY Self Help Legal Kit - Fencing
- Obtaining a QP9 in Criminal matters;
- Information for Respondents in Domestic Violence matter;
- Property Division after Separation;
- Applying for a Work Licences; and
- Complaints about Police and Public Officials.

BCLS also released a Community Referral Guide listing local non-legal organisations.

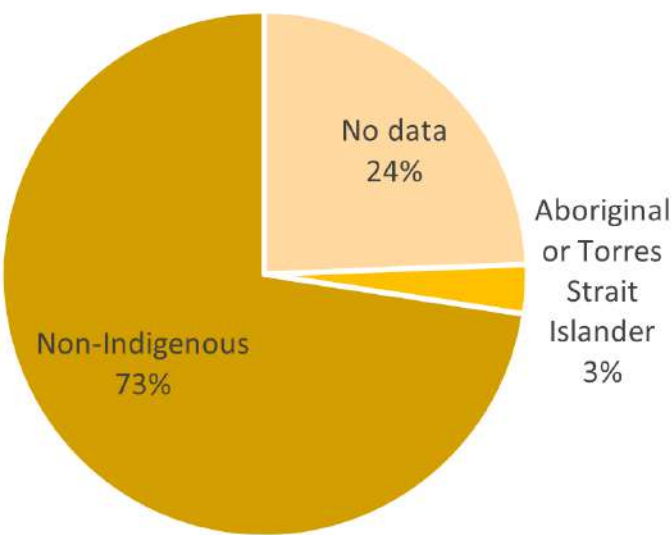
This referral list is utilised by solicitors therefore providing a holistic service to clients.



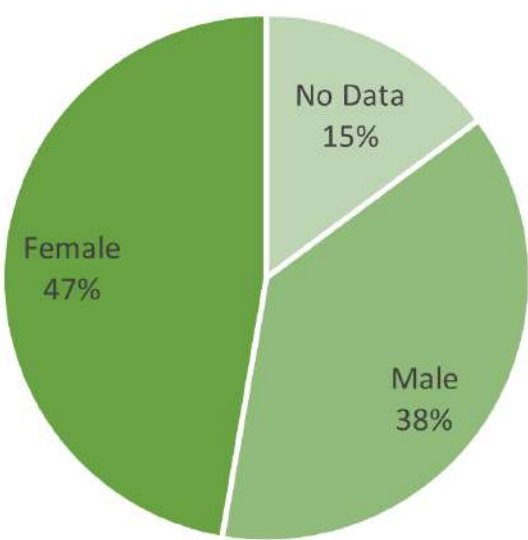
DELIVERABLES

Who did we help in 2020/2021?

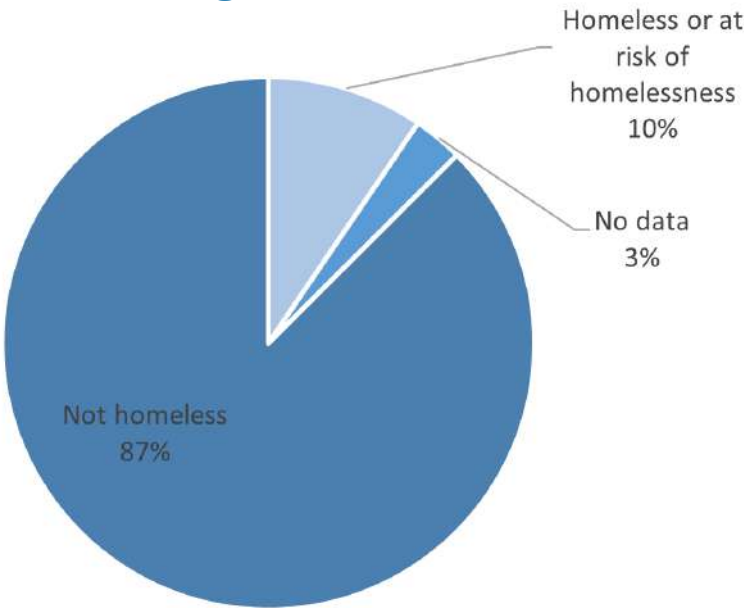
First Nations Peoples



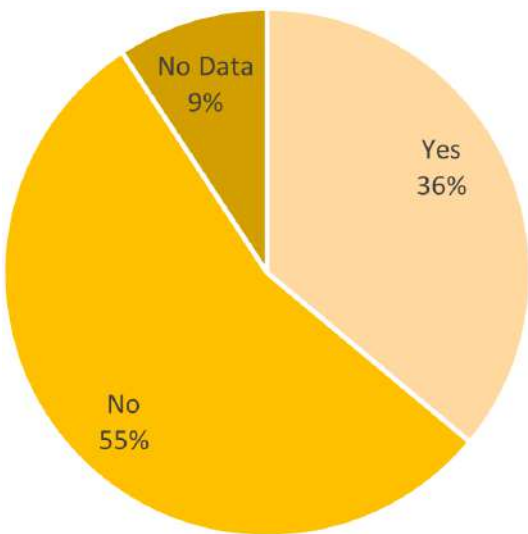
Gender



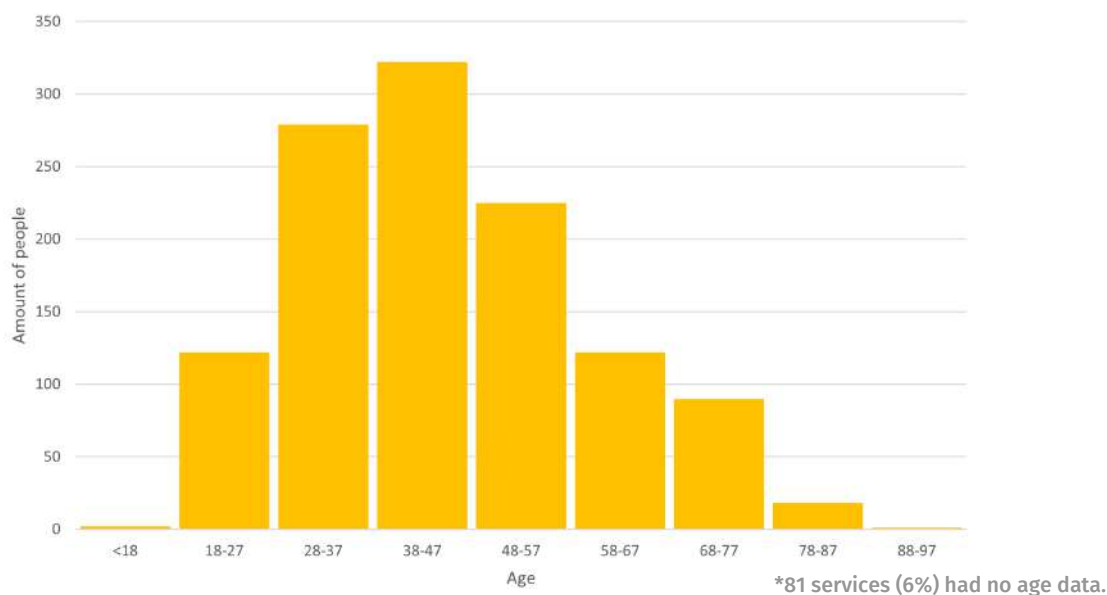
Living Situation



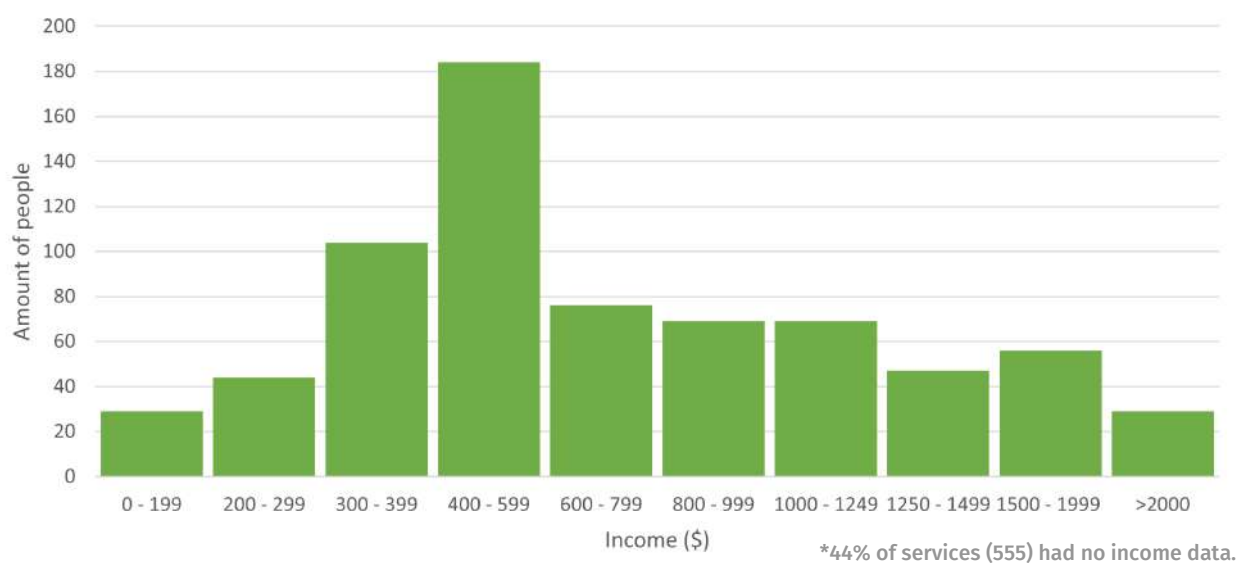
Domestic Violence Indicator



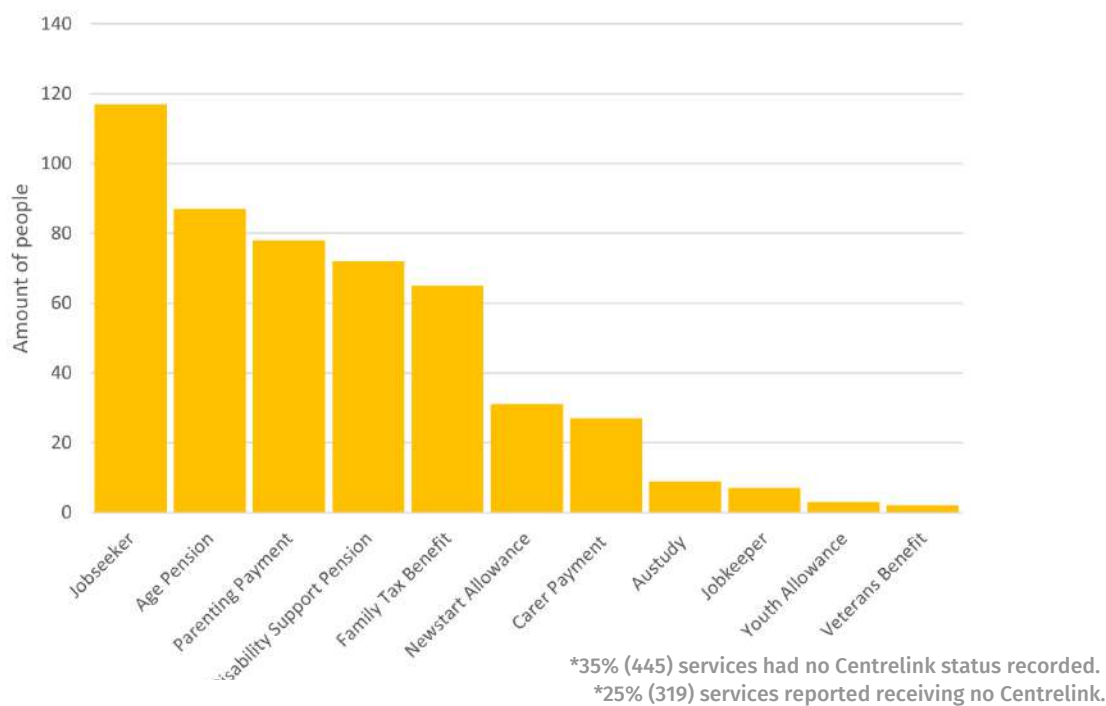
Age of Service Recipients



Weekly Income

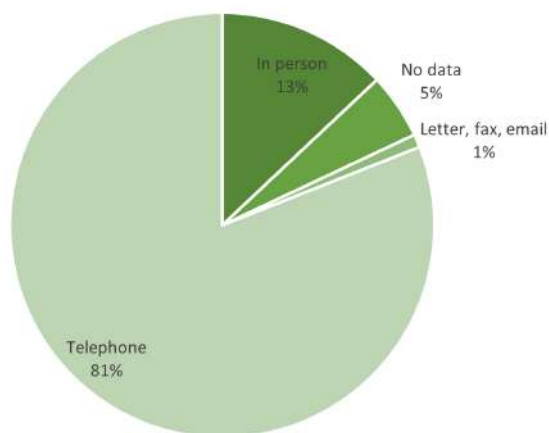


Centerlink Status

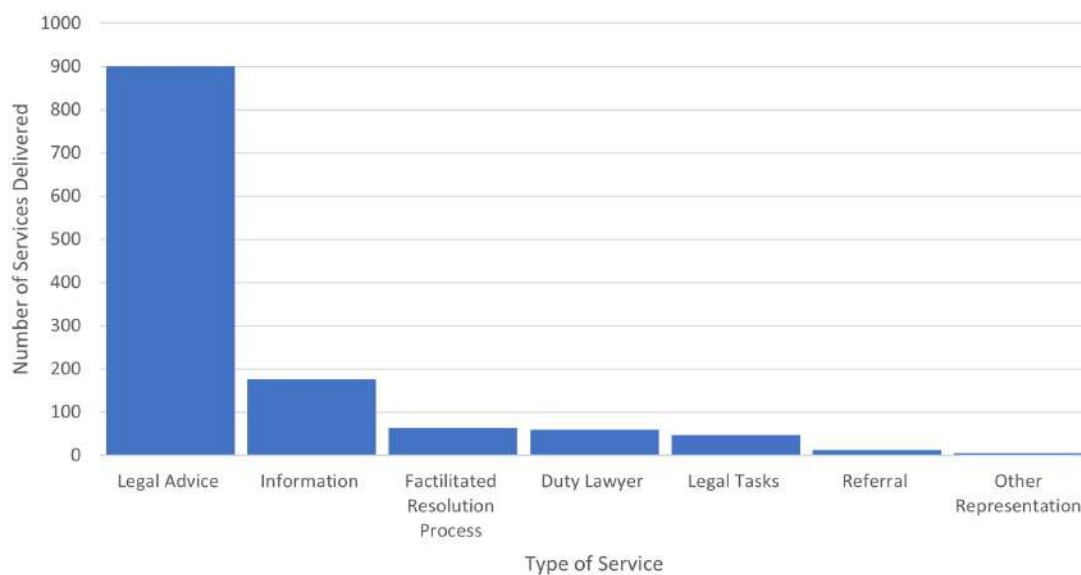


How did we assist our clients?

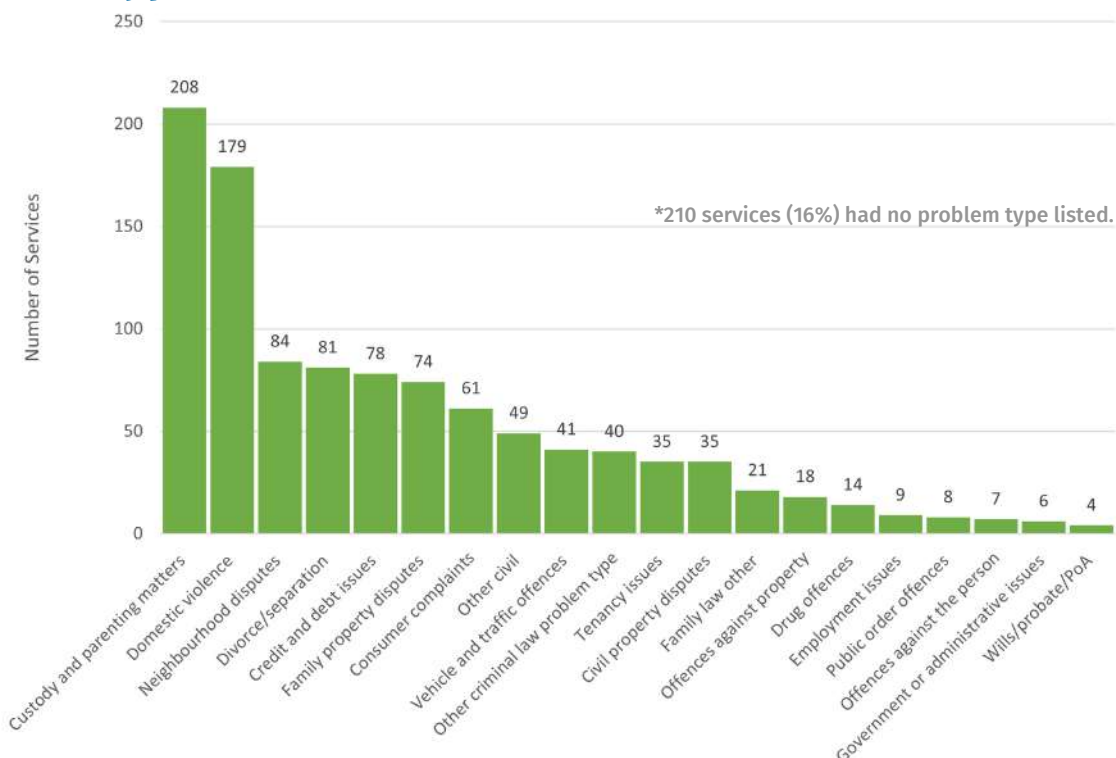
Method of Service



Types of Services Delivered



Problem Type



SNAPSHOT OF OUR SERVICES



36% of clients had a domestic violence indicator.

We delivered 81% of our services over the phone.



Our average client was 45 years old, and earned a median of \$20k-30k PA. The median income is \$48k PA.



Our most requested service was for custody and parenting matters, comprising 19% of all services where problem type data was collected.



Our second most requested service was for assistance with domestic violence matters, comprising 17% of all services where problem type data was collected.



We delivered 900 legal advice services, 63 mediation services and 59 duty lawyer services.

1262 services were delivered in total.



Our third most popular services were for neighbourhood disputes (8%), divorce or separation (8%), credit and debt issues (7%) and family property disputes (7%).

CASE STUDIES

Case Study 1

Facts

In September 2020, BCLS assisted a client in relation to a protection order application whereby he was named as the respondent in an application made by his wife. The client had already appeared in court and a Temporary Protection Order had been made. The order prohibited him from contacting his wife and from approaching his workplace, which was the same workplace where his wife worked. The parties were both directors of a business and the wife had control of the finances of the company.

The making of the Temporary Protection Order meant that the client was shut out from the business and had no access to any money. The client instructed us that his wife was transferring funds from the parties' joint bank accounts and self-managed superannuation funds without his consent.

Antecedents

The client was an elderly man who had no prior experience appearing in court.



He was very confused about the court process and struggled with reading paperwork and using computers. He had exhausted all the funds he had available to him on private solicitors and came to us when he had no money left. As a result of the separation and consequential isolation from his family and business, the client had extremely poor mental health.

Our Involvement/Outcome

Our solicitor advised the client of his options with respect to initiating family court proceedings in relation to property settlement matters. The client was provided with advice about seeking a number of interim orders, including injunctions restraining the wife from further dealing with the parties joint matrimonial property without his consent, and applying for an interim property distribution.

The client was unable to fund a private solicitor to prepare the necessary court documents and was ineligible for Legal Aid assistance. BCLS was concerned that if we did not assist, there would be nobody else that would. If BCLS had not been involved, the client would have been unable to represent himself, as he would have been unable to prepare necessary material and initiate urgent court proceedings to preserve the property pool.

Case Study 2

Facts

In July 2021, the client attended our office seeking legal advice about several legal issues. The client advised us that he had recently separated from his partner, and they had two young children together. At the time, there were no parenting orders in place. The client instructed us that there was an incident at their residence whereby the police were called. When police arrived, the client was very distressed and as a result, police decided to take him to the hospital for medical assessment and treatment.

At the hospital, the client didn't believe he required any medical assistance, so he tried to leave the hospital. As a result, the police charged him with obstructing police. The police also made an application for a protection order naming the client as the respondent and his ex-partner as the aggrieved.



The client did not attend the court mention and a 5-year protection order was made in his absence. The client's ex-partner took their children after the incident and did not allow him to have any contact with them. When the client came to BCLS it had been at least a month since the client had seen his children and he was very upset. He felt lost and didn't know what to do. The client was seeking criminal law, family law, and domestic violence advice.

Antecedents

The client had no prior experience appearing in court. He had limited funds available and could not afford a private solicitor. Due to his personal circumstances, the client was ineligible for a grant of aid from Legal Aid Queensland.

Our Involvement/Outcome

Our solicitor gave the client the following advice:

In relation to his parenting matters, the solicitor discussed the principles of the Family Law Act 1975 (Cth) and the types of parenting orders.

After the appointment, the client confirmed that he had registered for mediation. If mediation was unsuccessful, the client was aware of next steps. The client was also advised to make a further appointment for legal advice if required.

In relation to his domestic violence matter, the client instructed BCLS that he wished to make a cross application against his ex-partner. BCLS assisted the client to complete the application for a protection order and provided advice about next steps. Fortunately, the first court date of the matter was a day BCLS was rostered to appear as Domestic Violence Duty Lawyer in the Magistrates Court at Cleveland. As a result, our solicitor appeared on his behalf and a 5-year protection order was made.

In relation to his criminal matter, our solicitor wrote a submission on his behalf to Police Prosecutions, respectfully submitting that the obstruction charge be dismissed on the basis that it was not in the public's interest to proceed. The submission was accepted by Police Prosecutions and as a result, they withdrew the charge.

The client was ineligible for Legal Aid assistance and unable to fund a private solicitor. If BCLS had not been involved, the client would have remained in a state of distress and at a loss as to how to proceed in relation to his legal issues.



WHAT OUR CLIENTS SAID

"Very thankful to the lawyer who spoke to me and explained everything so I can get help."

"I am extremely thankful to this service as my situation required patience and a great deal of empathy. I would like to sincerely thank BCLS for their sincere and professional assistance. I will remain an advocate for the service and do hope that the government sees fit to increase the funding so people like myself have a pathway to walk."

"Wonderful service."

"Excellent service from a Solicitor - very professional and empathetic."

"Staff are friendly and very open and communicated well via phone call."

"BCLS has provided extremely useful information that we have acted on. Very understanding and helpful assistance was provided, thank you BCLS."

"I am absolutely over the moon that I was able to get the assistance I received, very much appreciated."

VOLUNTEERS

We couldn't do what we do without you!

This financial year we have had 85+ number of volunteers made up of students, lawyers and mediators. At BCLS, we are extremely committed and passionate about making a difference to the lives of people in the Bayside community. This commitment and passion is shared by the whole BCLS team.

Management Committee

Leeha James (President)	Mandy Reardon (General Member)
Kate Fuller (Vice-President)	Farley Tolpen (General Member)
Paul Coves (Treasurer)	Marshall Bostock (General Member)
Jordan Dyce (Secretary)	Tracy-Lynne Geysen (General Member)

Volunteer Lawyers

Aimee South	Jennifer Claridge	Paul Coves
Anthony Angeli	Kate Fuller	Peter Goodwin
Ashma Arora	Marshall Bostock	Shelley Answeth
Christopher Tuttiet	Martin van der Walt	Simone Hoeft
Danielle Dick	Natasha Shorter	Marwick
Farley Tolpen	Nicholas Ware	Stephanie Ewart
Jacob O'Shaughnessy	Patrick Stanhope	Tanya Dower
Jake Gardiner	Patrick Stewart	Tracy-Lynne Geysen





Volunteer Mediators

Alan Carter

Alison Berghofer

Alison McGrath

Farley Tolpen

Hayley Tarr

Hugh Thompson

Janelle Osborne

Joseph Cheung

Leigh Avuri

Leila Aria

Margo Orbell

Maria Ganmin

Marie Kelly

Polly Birchall

Pravinita Singh-Pillay

Richard Hurl

Vern Di Salvo

Volunteer Students

Alec Aikman

Angelica Mendoza

Angus Robertson

Beatrice Blackmore

Bobby Nair

Braydon Clow

Chanarn Bryant

Chris Le Roy

Diarmuid Deans

Divya De Silva

Dorothy Luo

Elisabeth Fritz-Joughin

Ellena Welke

Ellie Newton

Elly Meshki

Emma Kendall

Eve Rowell

Gemma Leiper

Geoffrey Ham

Georgia Green

Georgia-Paris Williams

Grace Cameron

Grace Lawrence

Hannah Kneubler

Heidi Moc

Jacqueline Lavaring

Jaqueline Marzinotto

Jeffrey Chen

Lachlan Deer

Leandra Augustin

Leo Southcott

Lucinda Wass

Maddie Barry Young

Micaela Wilcock

Oscar Davison

Renee Kempes

Rose Dillon

Seak Lai

Sean NG

Sian Wright

Tamira Harrington

Vanessa Grimmond

Wade Butterworth

Zundus Ahmed

Thank you for your
hardwork, time and dedication!



TREASURER'S REPORT

As required under the Association's Incorporations Act 1981 (Qld), I present the report for the financial year ending 30 June 2021.

The Bayside Community Legal Service Inc (BCLS) has had a challenging but steady year in 2020-2021.

Restricted by COVID-19 and uncertainty as to its continued funding past the financial year end, BCLS has continued to work as productively as possible within its financial boundaries. Restructured staffing, better technology and the ability to “do more with less”, has seen BCLS continue to achieve and, in many cases surpass, its many and varied service obligations throughout this financial year.

The financial reports show that at the end of the 2020-21 financial year, BCLS had an operating surplus of \$65,013.00. Its net current asset position had grown to \$101,405.00. This position has been achieved most notably through the additional COVID-19 stimulus and COVID-19 grant funding which supplemented the traditional Commonwealth and State grant revenue. BCLS surplus is a direct result of a carry-over in COVID-19 funding.

Due to the “face to face” and remote service delivery restrictions imposed by the COVID-19 environment, expenditure this year saw BCLS invest more heavily in technology and online resources to support its service delivery. A major focus for expenditure was the better utilisation of permanent and casual staff members (including necessary attrition) and a commitment to better managing technology to drive the viability and continued success of the centre. Additional funding pressures were placed on staff expenditure through unfunded increases in employment costs such as portable long service leave.



The uncertainty which prevailed in respect of the continued funding of the centre saw BCLS curtail developmental, promotional and “seed” programs to concentrate on day-to-day activities where dollars spent saw measurable reward. A decision on the tender application for the continuation of funding to BCLS past the current financial year end was formally made in May 2021. It is my view and that of the Management Committee that this successful result can only have been based upon BCLS staff, members’ and volunteers’ dedication to continue to meet BCLS service obligations throughout the financial year. It had “walked the walk”. The resultant funding which replicates that of previous funding years (notably less the COVID-19 funding, the surplus of which is expected to be utilised in this financial year), will allow for BCLS to continue with its core functions.

The audited financial reports which accompany this report reinforce the vital work undertaken by the committed staff and volunteers of the service in providing legal assistance to those who are needy or vulnerable within the Bayside community.

The 2020-2021 financial year was a year of consolidation. By financial year’s end, BCLS had moved from deficit to surplus; had grown its equity; and had secured a revenue stream for the next four years. The next financial year will see further challenges, not least among those being the effective reduction in funding through the expiry of the COVID-19 revenue relief. While this year has been one of consolidation, it is expected that BCLS in 2021-22 will continue to meet its core service delivery obligations through necessary refinements to match its financial means.

I take this opportunity to thank each of the staff, volunteers, members and committee for their hard work and determined efforts during the past year. A special thank you to David Boca and Judy Carse, who make my financial life (and indirectly those of the Management Committee) so much easier.

I look forward to working with you all in the year ahead.

Paul

Paul Coves
Treasurer, BCLS



FINANCIAL REPORT

Bayside Community Legal Service Inc For the year ended 30 June 2021

	2021	2020
Income		
Service Delivery Funding		
Commonwealth	59,767	49,845
State	83,996	89,393
Total Service Delivery Funding	143,763	139,238
Other Income		
COVID-19 Funding	180,636	-
ATO PAYGW Boost Stimulus - COVID-19	24,696	10,000
Other Grant Income	-	9,798
Service Generated	5,423	7,469
Total Other Income	210,755	27,267
Donations		
Donations	500	200
Total Donations	500	200
Total Income	355,018	166,705
Gross Surplus	355,018	166,705
Other Income		
Interest Income	216	101
Total Other Income	216	101
Expenditure		
Communications	4,854	2,363
Depreciation	2,112	356
Electricity	227	878
Finance Audit Bookkeeping	6,130	7,221
General Expenses	595	-
Insurance	3,027	187
Library Resources and Subscriptions	12,112	3,655
Office Equipment	2,807	7,943
Office Overheads	8,900	6,240
On Costs - Employees	2,917	1,189
Other Premises Costs	-	9,068
Programming and Planning	140	256
Rent/Building Maintenance	1,065	2,586
Repairs and Maintenance	2,608	270
Staff Development	1,357	6,345
Staff Training	159	-
Superannuation	18,662	11,606
Travel	-	2,228
Wages & Salaries	205,797	122,346
Consultants - Contractors	14,904	-
Meetings - Meals	167	-
Entertainment	1,680	-
Total Expenditure	290,220	184,735
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	65,013	(17,929)
Current Year Surplus/(Deficit) Before Income Tax	65,013	(17,929)
Net Current Year Surplus After Income Tax	65,013	(17,929)

Assets and Liabilities Statement

Bayside Community Legal Service Inc

As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
Assets			
Current Assets			
Cash and Cash Equivalents		114,511	47,225
Trade and Other Receivables		116	116
Total Current Assets		114,627	47,341
Non-Current Assets			
Plant and Equipment and Vehicles			
Office & Computer Equipment		6,887	5,573
Less Accum Depreciation Office & Computer Equipment		(2,468)	(356)
Total Plant and Equipment and Vehicles		4,419	5,217
Total Non-Current Assets		4,419	5,217
Total Assets		119,046	52,558
Liabilities			
Current Liabilities			
GST Payable		2,471	5,870
Employee Entitlements	3	15,170	10,950
Total Current Liabilities		17,641	16,820
Other Current Liabilities		-	(653)
Total Liabilities		17,641	16,167
Net Assets		101,405	36,392
Member's Funds			
Capital Reserve			
Current Year Earnings		65,013	(17,929)
Retained Earnings		36,392	54,321
Total Capital Reserve		101,405	36,392
Total Member's Funds		101,405	36,392

Statement of Cash Flows

Bayside Community Legal Service Inc

For the year ended 30 June 2021

	2021	2020
Operating Activities		
Receipts from Membership and Services Rendered	5,965	8,216
Receipts From Grants	381,535	173,939
Receipts From Donations	500	200
Payments to Suppliers and Employees	(319,616)	(202,959)
Interest Received	216	101
Net Cash Flows from Operating Activities	68,600	(20,503)
Investing Activities		
Payment for Property, Plant and Equipment	(1,314)	(5,573)
Net Cash Flows from Investing Activities	(1,314)	(5,573)
Net Cash Flows	67,286	(26,076)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	47,225	73,301
Cash and cash equivalents at end of period	114,511	47,225
Net change in cash for period	67,286	(26,076)

Notes to the Financial Statements

Bayside Community Legal Service Inc For the year ended 30 June 2021

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act QLD. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Employee Provisions

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 provisions have been measured at the amounts expected to be paid when the liability is settled.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash on Hand

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

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the association, are classified as finance leases.

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 that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

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 an equity reserve.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2021	2020
2. Trade and Other Payables		
Other Payables		
PAYG Withholdings Payable	10,872	7,080
Total Other Payables	10,872	7,080
Total Trade and Other Payables	10,872	7,080
	2021	2020

3. Employee Entitlements

Superannuation Payable	4,298	4,009
Wages Payable	-	(139)
Total Employee Entitlements	4,298	3,870

Movements in Equity

Bayside Community Legal Service Inc For the year ended 30 June 2021

	2021	2020
Equity		
Opening Balance	36,392	54,321
Increases		
Profit for the Period	65,013	(17,929)
Total Increases	65,013	(17,929)
Total Equity	101,405	36,392

True and Fair Position

Bayside Community Legal Service Inc For the year ended 30 June 2021

Annual Statements Give True and Fair View of Financial Position and Performance of the Association

We, Leeha James and Paul Coves, being members of the committee of Bayside Community Legal Service Inc, certify that –

The statements attached to this certificate give a true and fair view of the financial position and performance of Bayside Community Legal Service Inc during and at the end of the financial year of the association ending on 30 June 2021.

Signed:

Dated: / /

Signed:



Dated: / /

Auditor's Report to Members

Bayside Community Legal Service Inc

For the year ended 30 June 2021

Independent Auditors Report to the members of the Association

We have audited the accompanying financial report, being a special purpose financial report, of Bayside Community Legal Service Inc (the association), which comprises the committee's report, the assets and liabilities statement as at 30 June 2021, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

Committee's Responsibility for the Financial Report

The committee of Bayside Community Legal Service Inc is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act QLD and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Bayside Community Legal Service Inc as at 30 June 2021 and (of) its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act QLD.

Basis of Accounting and Restriction on Distribution


Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Bayside Community Legal Service Inc to meet the requirements of the Associations Incorporation Act QLD. As a result, the financial report may not be suitable for another purpose.

Auditor: Michael James Hamilton CPA 9145908

Signed

Date

Auditor's address: 244 Perry Road, Image Flat QLD 4560

 7/10/21

Certificate By Members of the Committee

Bayside Community Legal Service Inc

For the year ended 30 June 2021

I, Leeha James of 105 Florence St, WYNNUM, QLD, Australia, 4178 certify that:

1. I attended the annual general meeting of the association held on 14 October 2021
2. The financial statements for the year ended 30 June 2021 were submitted to the members of the association at its annual general meeting.

Leeha James

Dated: / /

Compilation Report

Bayside Community Legal Service Inc

For the year ended 30 June 2021

Compilation report to Bayside Community Legal Service Inc.

We have compiled the accompanying special purpose financial statements of Bayside Community Legal Service Inc, which comprise the asset and liabilities statement as at 30 June 2021, income and expenditure statement, the statement of cash flows, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of the Committee Member's

The committee of Bayside Community Legal Service Inc are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that financial statements were prepared.

Our Responsibility

On the basis of information provided by the partners we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

Boca & Co Accountants

David Boca

FUNDING SOURCES

BCLS gratefully acknowledges our State and National funding bodies which allow us to provide frontline services to vulnerable and disadvantaged Queenslanders.



Australian Government

PARTNERSHIPS AND SUPPORTERS



Joan Pease MP
State Member for Lytton

Cr Peter Cumming

The Community Leader