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be added above the
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CLOSED

VOLUME

**NO DOCUMENTS ARE TO
BE ADDED TO, OR
REMOVED FROM THIS FILE**

DATE CLOSED: 31-8-98

For Previous Documents - See File _____

For Subsequent Documents - See File 500253 SVC. 2





Family and Community Services

- Office of Aboriginal and Torres Strait Islander Affairs
- Bureau of Ethnic Affairs

Family Services Building
George and Elizabeth Streets
Brisbane Queensland 4000

GPO Box 806
Brisbane Queensland 4001

Telephone: (07) 3227 7111
Facsimile: (07) 3221 2728

Telephone: (07) 3224 4509
Reference: 500253
Refer To: Melissa Eales
Your Ref:

30th November, 1995

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

As advised in my letter of 25th July, 1995 financial accountability requirements for funding received for St Johns Boys Shelter under the Supported Accommodation Assistance Program include the need for all funded organisations to provide the following documents within four months of the end of each financial period.

- (a) **for payments up to and including \$10,000** - an annual statement of income and expenditure detailing all income received and items of expenditure, signed by two committee members, (preferably the President and one other committee member);
- (b) **for payments of over \$10,000** - an audited annual statement of income and expenditure detailing all income received from Government sources and items of expenditure, certified by a qualified accountant who is not an officer, employee, or member of the funded service and who is:
 - (i) registered as a company auditor or a public accountant under law in force in Queensland; or
 - (ii) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants.

Annual audited statements must be prepared according to the Guidelines and be accompanied by the appropriate Certification Statement. The suggested format Annual Income and Expenditure Statement forwarded with my letter of 25th July, 1995 may be utilised for this purpose. As you would be aware, the guidelines forwarded with that form included provision for you to authorise the Auditor to forward a copy of the audit direct to this office if desired. A further copy of this is attached should you desire to follow this procedure.

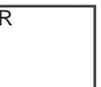


As the financial Statement relevant to the funding received during the period 1st July, 1994 to 30th June, 1995 has not yet been received, it would be appreciated if you could give this matter your early attention.

Yours sincerely,

M. Eales
for Director-General

RTI RELEASES



7-8 NOV 1995

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$37,063.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns for the quarter ending 31 December, 1995.

The payment consists of the following:

Base Salaries	\$24,148.00
Salary "on costs"	\$4,104.75
Superannuation	\$1,448.75
Operating Costs	\$7,362.00
	\$37,063.50

May I wish you continuing success with your service.

Yours sincerely,

**B/C... Regional Manager (CSD)
NORTHERN**

Director General

For your information.
Copy of return attached.

Murphy

Assistant Divisional Head
COMMUNITY & YOUTH BRANCH



Salaries per Quarter

Service:

Carr

NO Johns 253

Base	24148.00
O/cos	4104.75
Super	1448.75
TOTAL	29701.50

37063.50

39214.50

7362 2151

	Salaries	Operating	Veh Repl	Non recur	Total
Paymnt Q/e	29701.50	7362.			37063.50
BALANCE					
LESS Save Q/e					
Q/e					
Q/e					
BALANCE					

COMMENTS: *check re surplus operating (ele 3/12)*
see also note. arrears return are to be forwarded

Operating Costs
 Qtly Paymt _____
 Arrears _____

Salaries
 Qtly Paymnt _____
 Arrears _____

RTI RELEASE





QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMODATION ASSISTANCE PROGRAM.

SERVICE: CARENS ANGLICAN YOUTH SERVICES - ST. JOHNS HOUSE

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NTM QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 30/09/95

INCOME (Under this program)

Program grant - Recurrent Grant

\$ 37063

COMMUNITY & YOUTH
- One-off Grants
- 2 NOV 1995

\$ - m/v 7.2151.

QUARTERLY PROGRAM INCOME:

\$ 37063 ✓

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)

\$ 1114

Other relevant grants (please specify)

\$ 2151

VEHICLE REPLACEMENT CONTINGENCY

RECEIVED
- 2 NOV 1995
RECORDS

Other income (optional)

\$

TOTAL OTHER INCOME:

\$ 3265

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS

ACTUAL EXPENDITURE QUARTER ENDED 30/09/95

ESTIMATED EXPENDITURE FOR NEXT QUARTER

Salaries for approved positions

\$ 26203 24148

\$ 24148

Salary "On Costs" for approved positions

\$ 6312 4104.75

\$ 4105

Superannuation

\$ 1009 1448.75

\$ 1449

Operating Costs

\$ 5446 7362.

\$ 7362

Non-recurrent Costs

\$

\$

Other relevant expenditure

FREEZER

\$ 490

\$

TOTAL EXPENDITURE:

\$ 39450

\$ 37064

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT
				FROM	TO	
49-Sch4	CO-ORDINATOR	40	28784	01/10/1995	30/09/1995	7847
	SUPERVISOR	40	27123	✓	✓	8526
		30.75	✓	✓	✓	7914
		30.75	✓	✓	✓	7837
	RELIEF		✓	✓	✓	390
TOTAL SALARIES						\$ 32514

RELEASED

3.5

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30/09/1995 (date).

W. T. J. MARRAS
(Name)

TREASURER
(Position)

W. J. Edwards
(Signature)

31-10-95
(Date)

Please forward to:

Division of Community Services Development
 Department of Family Services and
 Aboriginal and Islander Affairs
 GPO Box 806
 BRISBANE QLD 4001

11/18

Department of Family and Community Services
Division of Community Services Development

36 Shield Street, CAIRNS Q 4870
PH: (070) 528 953, FAX: (070) 528 955

F
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S
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T

DATE: 12/10/95

NO. PAGES: 2 inc

TO: Lex One

FAX: 2266430

FROM: Karen Stewart

PHONE: 528 952

COMMUNITY & YOUTH
13 OCT 1995
BRAND

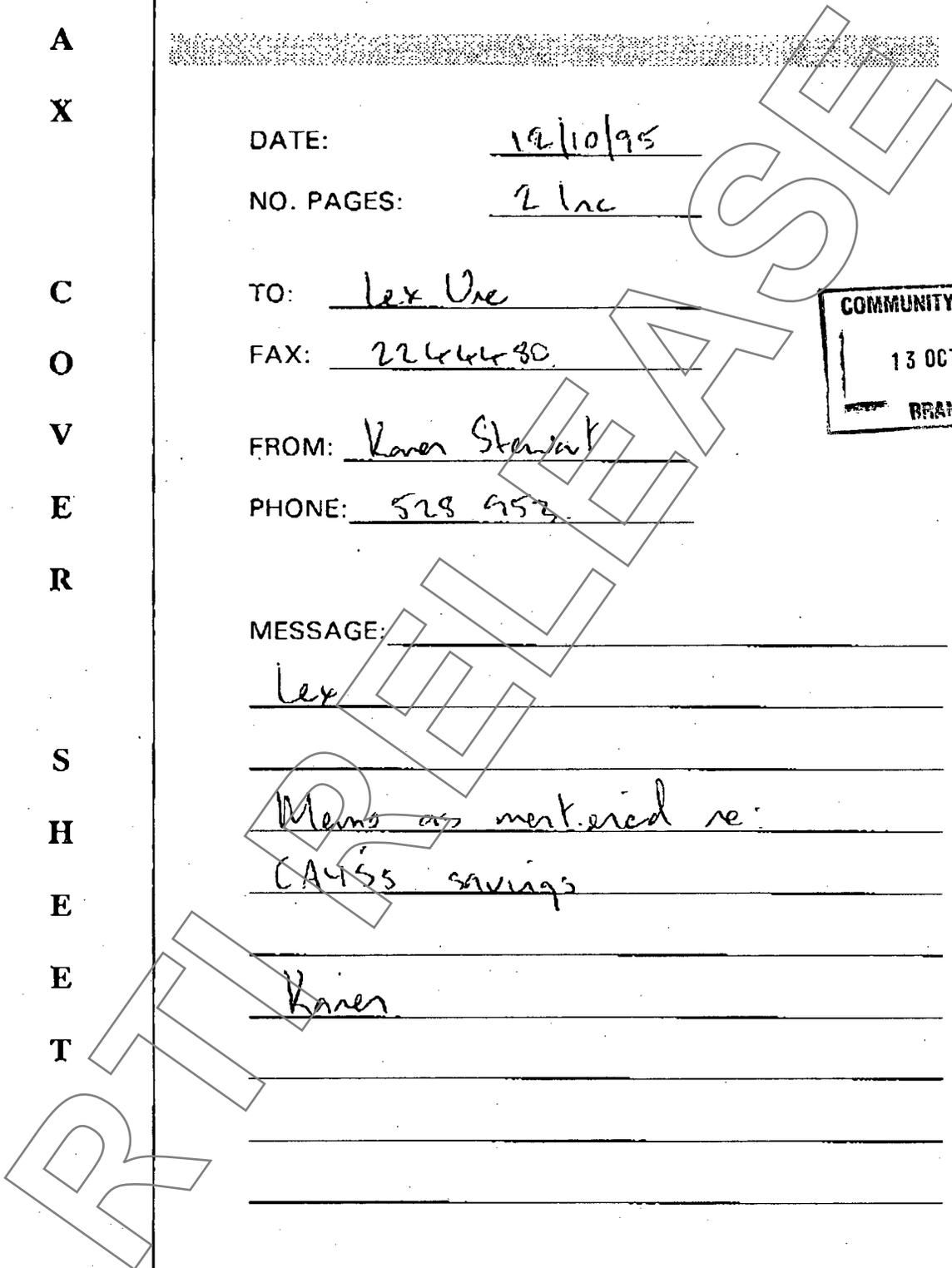
MESSAGE:

lex

Memo as mentioned re:

CAYSS savings

Karen



R

**Department of Family Services and
Aboriginal and Islander Affairs
Department of Family and Community Services**

Date: 10th October, 1995

To: Lex Ure, Funding Programmes Unit

Copies to:

Subject: Cairns Anglican Youth Services - Savings

As notified by yourself, Cairns Anglican Youth Services - St John's Boys Shelter have accumulated savings of approx \$2,000.00 for the 1994/95 funding year. They have not expended these funds however they have an urgent requirement to replace a washing machine. They are currently in the process of requesting a change of purpose from the A/Regional Manager, Northern Region, to achieve this end.

St John's received a CAP developmental grant last CAP funding cycle with the view to demolish and rebuild on-site. We would expect this to occur as soon as funds are available through CAP, I believe this is a priority funding issue for CAP. In view of this situation I would not recommend a reduction in their grant as costs will be incurred through the process of relocation of the service while the rebuilding occurs. In addition as previously mentioned, they require urgent replacement of a washing machine as the current one is defunct due to a burnt out motor.

I apologise for the confusion relating to their savings, however another Community Resource Officer acted on your note while I was on 2 weeks leave. Having discussed the situation with the Treasurer, Warren Tidmarsh, I now reiterate that they have not spent these savings, as previously believed and conveyed to you.

Karen Stewart
Community Resource Officer
Cairns/Douglas

R

Church confrontation delayed

PLANS to confront the Anglican Church on why it is selling Taylor Point instead of using it for disadvantaged youth have been delayed a week, a relative of the former land owner said yesterday.

The niece of Josephine Blessas, who gave the land to the church in 1969, was due in Cairns by the weekend to discuss the issue.

Rosie Swanson, 72, of Toogoolawah, northwest of Brisbane said

although unforeseen circumstances had delayed her trip north, she was not backing out.

"I want to get up there and bust all of this open and the more people involved, the better," she said.

Mrs Swanson said she had written to Townsville-based North Queensland Bishop John Lewis challenging him to debate why the church was selling the land for \$14.75 million instead of following

her aunt's wishes for disadvantaged youth to stay there.

She said she was also hoping to speak to people who knew of the circumstances surrounding the giving of the land to the church.

Plans have been drawn up for a 135-room hotel, 79 residential blocks and 78 townhouses on the 18ha headland site.

Many residents oppose the project.

Cfy
FPU

RTI RELEASE

Karen Alward plans. Totals per quarter received. all money expenses covered return to be forwarded. 253
19/9/95

B/C... Regional Manager (CSD)
 NORTHERN REGION

For your information. Copy of quarterly return attached. For the period July 1994 to June 1995 \$28,913 was provided for operating costs & \$25,778 expended. Is a reduction necessary next quarter?

Mrs V.A. Cranwell
 Secretary
 Cairns Anglican Youth Service
 PO Box 154
 CAIRNS 4870

Assistant Divisional Head
COMMUNITY & YOUTH BRANCH

- 8 AUG 1995

Dear Mrs Cranwell,

Attached is a cheque for \$39,214.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns House for the quarter ending 30 September, 1995.

This payment includes an indexation increase of 1.85% for salaries and operating costs effective as from 1 July, 1995. Allowance has also been made for an increase in superannuation from 4% to 5% and from 5% to 6% of base salaries from that date, in accordance with the requirements of the Commonwealth Government Superannuation Guarantee legislation.

Full-time salary subsidies have been increased to the following rates:

	Base Salary	Salary On-Costs	Superannuation @ 5%	Total
Co-ordinator	\$28,784	\$4,893	\$1,439	\$35,116
Worker	\$27,123	\$4,611	\$1,356	\$33,090

For those services which have previously been required to contribute superannuation at 5%, superannuation at 6% totals \$1,727 for Co-ordinators, and \$1,627 for Workers.

The enclosed payment consists of the following:

Base Salary	\$ 24,148.00
Salary On-Costs	\$ 4,104.75
Superannuation	\$ 1,448.75
Operating Costs	\$ 7,362.00
Vehicle Replacement Contingency	\$ 2,151.00
TOTAL	\$ 39,214.50

For those services in receipt of a recurrent grant for vehicle replacement contingency, these have also been indexed by 1.85% and increased from \$1,056.00 and \$2,112.00 per annum, to \$1,076.00 and \$2,151.00 respectively. As is the normal practice, the full amount payable this year is included in this cheque.

A schedule detailing the allocation for the current financial year is attached, together with a breakdown of the amount provided in "On-Costs" for a full position.

May I wish you continuing success with your service.

Yours sincerely,

Director-General

RTI RELEASES



NAME OF SERVICE: Cairns Anglican Youth Service - St Johns House

**SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM (SAAP)
TOTAL BUDGET ALLOCATION
1995/96 FINANCIAL YEAR**

SALARIES:					
POSITION	POSITION LEVEL	SALARY \$	SALARY ON-COSTS \$	SUPERANNUATION \$	TOTAL \$
Co-ordinator	1	28,784	4,893	1,727	35,404
Shelter Workers	2.5	67,808	11,526	4,068	83,402
TOTAL	3.5	96,592	16,419	5,795	118,806
Operating Costs					29,448
Vehicle Replacement Contingency					2,151
Total Recurrent Costs					150,405
Non Recurrent Costs					-
TOTAL ALLOCATION					150,405

RTI RELEASED

R

Salaries per Quarter

Service:

Carrus
NO Johns 253

Base	24148.00
O/costs	4104.75
Super	1448.75
TOTAL	29701.50

37063.50
 39214.50

7362 2151

	Salaries	Operating	Veh Repl	Non recur	Total
Paymnt Q/e	29701.50	7362.00	2151.00		39214.50
BALANCE					
LESS Save Q/e					
Q/e					
Q/e					
BALANCE					

COMMENTS:

Operating Costs
 Qtly Paymt _____
 Arrears _____

Salaries
 Qtly Paymnt _____
 Arrears _____

RTI RELEASE



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM

SERVICE: CAIRNS ANGLICAN YOUTH SERVICES - ST. JOHNS HOUSE

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NTH QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 30/06/95

INCOME (Under this program)

Program grant - Recurrent Grant

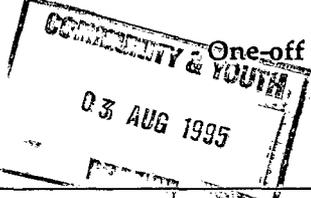
\$ 36153 ✓

One-off Grants

\$ _____

QUARTERLY PROGRAM INCOME:

\$ 36153



OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)

\$ 781

Other relevant grants (please specify)

\$ _____

Other income (optional)

\$ _____

TOTAL OTHER INCOME:

\$ 781

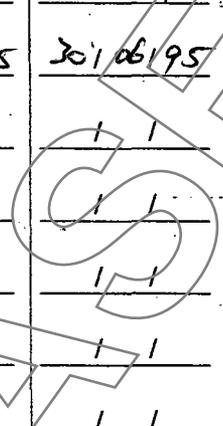
EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED 30/6/95	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ 21885 23709.25	\$ 23709
Salary "On Costs" for approved positions	\$ 1598	\$ 4030
Superannuation	\$ 884 1185.50	\$ 1185
Operating Costs	\$ 5604 7228.25	\$ 7228
Non-recurrent Costs	\$ _____	\$ _____
Other relevant expenditure	\$ _____	\$ _____
TOTAL EXPENDITURE:	\$ 29971	\$ 36153

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$	
				FROM	TO		
49-Sch4	CO-ORDINATOR	40	28261	01/04/95	30/06/95	6523	
	WORKER	40	26630	01/04/95	30/06/95	6566	
	✓ h.s.	30	26630	01/04/95	30/06/95	4608	
	✓	30	26630	01/04/95	30/06/95	5785	
				1 1	1 1		
				1 1	1 1		
				1 1	1 1		
				1 1	1 1		
				1 1	1 1		
				1 1	1 1		
				1 1	1 1		
TOTAL SALARIES						\$	23482

20 Salaried



PRELIMINARY

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30/6/95 (date).

W. G. TIDMARSH
(Name)

TREASURER
(Position)

[Signature]
(Signature)

30-6-95
(Date)

Please forward to:

Division of Community Services Development
 Department of Family Services and
 Aboriginal and Islander Affairs
 GPO Box 806
 BRISBANE QLD 4001

224 4509

Mr Lex Ure
Funding Programs Unit

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$36,153.25 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns for the quarter ending 30 June, 1995.

The payment consists of the following:

Base Salaries	\$ 23,709.25
Salary "on costs"	\$ 4,030.25
Superannuation	\$ 1,185.50
Operating Costs	\$ 7,228.25
	<hr/>
	\$ 36,153.25

May I wish you continuing success with your service.

Yours sincerely,

B/C... **Regional Manager (CSD)
NORTHERN**

For your information.
Copy of return attached.

Director-General

Assistant Divisional Head
COMMUNITY & YOUTH BRANCH

18 APR 1995

R

Salaries per Quarter

Service:

Carrus
NO Johns 253

Base	25709.25
O/costs	4030.25
Super	1185.50
TOTAL	28925.00

	Salaries	Operating	Veh Repl	Non recur	Total
Paymnt Q/e	28925.00	728.25			36153.25
BALANCE					
LESS Save Q/e					
Q/e					
Q/e					
BALANCE					

COMMENTS:

Check operating

Operating Costs

Qtly Paymt _____

Arrears _____

Salaries

Qtly Paymnt _____

Arrears _____

RTI RELEASE



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM

SERVICE: CATHS ANGLICAN YOUTH SERVICES - ST. JOHN'S HOUSE

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF AITH QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 31/03/95

INCOME (Under this program)

Program grant - Recurrent Grant	\$	<u>36153</u> ✓	
COMMUNITY & YOUTH One-off Grants	\$	<u>-</u>	
			QUARTERLY PROGRAM INCOME: \$ 36153

COMMUNITY & YOUTH
18 APR 1995
BRANCH

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	<u>1231</u>	
Other relevant grants (please specify)	\$	<u> </u>	
Other income (optional)	\$	<u> </u>	
			TOTAL OTHER INCOME: \$ 1231

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED <u>31/03/95</u>	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>25865 23709.25</u>	\$ <u>23709</u>
Salary "On Costs" for approved positions	\$ <u>3416</u>	\$ <u>4030</u>
Superannuation	\$ <u>2438</u>	\$ <u>1185</u>
Operating Costs	\$ <u>8234 7228.25</u>	\$ <u>7228</u>
Non-recurrent Costs	\$ <u>4517</u>	\$ <u>-</u>
Other relevant expenditure	\$ <u> </u>	\$ <u> </u>
	\$ <u> </u>	\$ <u> </u>
TOTAL EXPENDITURE:	\$ 44470	\$ 36153

2244509

Lex Ure

14 March 1995

B/c Regional Manager
Community Services Development
Northern

For your information/attention.
Copy of audit attached.



for ADH
Community and Youth

14 MAR 1995

Mrs V A Cranwell
Secretary
Cairns Anglican Youth Service
PO Box 154
CAIRNS 4870

Dear Mrs Cranwell,

Receipt is acknowledged of the audited statement of income and expenditure in relation to funding provided to St Johns and St Margarets under the Supported Accommodation Assistance Program (SAAP), in the 1993/94 financial year.

Your co-operation in providing this report is appreciated.

Yours sincerely

Director-General

RTI REVIEW



TRINITY ANGLICAN SCHOOL
Cairns Queensland

POSTAL ADDRESS
P.O. Box 110 Earlville
CAIRNS QLD 4870

CAMPUSES

Progress Road
WHITE ROCK
Telephone: (070) 36 2955
Facsimile: (070) 36 2394

Poolwood Road
MARLIN COAST
Telephone: (070) 57 7000
Facsimile: (070) 57 6031

OUR APOLOGIES.

*WE HAD UNDERSTOOD THAT THE AUDITORS
WERE TO SEND THESE STATEMENTS DIRECT
TO YOU.*

Waver Schwartz.



With Compliments
Page No. 24



CAIRNS ANGLICAN YOUTH SERVICES

ST JOHNS HOUSE SERVICE NUMBER 500253
INCOME AND EXPENDITURE STATEMENT
 FOR THE YEAR ENDED 30TH JUNE 1994

253
 1377 NR
 June 94
 included

Last Year

INCOME

141243.00 DFSAIA Grant - Recurrent
 17000.00 DFSAIA Grant - Non-recurrent
 2253.00 Fees and Charges
 783.54 Interest
 - Other Income

 161279.54 TOTAL INCOME

EXPENDITURE

Salaries and On-Costs
 97610.95 Salaries
 17195.00 Salary - On Costs
 4691.85 Superannuation

 119497.80 Total Salaries

Administrative Expenses
 1350.00 Accounting & Audit Fees

 1350.00

Operating Costs

4.00 Bank Charges
 8720.12 Food & Lighting
 614.56 General
 186.00 Insurance
 - Membership Subscriptions
 4365.84 Motor Vehicle Expenses
 2470.48 Phone
 37.00 Postage
 604.94 Printing and Stationery
 730.30 Rates
 840.00 Rent
 3286.93 Repairs and Maintenance
 270.30 Replacement Linen/Utensils
 85.00 Training Conference Costs
 - Travelling Expenses
 438.55 Workers Compensation
 338.35 Youth Needs

 22992.37

 143840.17 TOTAL OPERATING EXPENDITURE

17439.37 OPERATING SURPLUS OR (DEFICIT)

17126.00 Other Non-recurrent expenditure

 313.37 SURPLUS OR (DEFICIT)
 =====

This Year

* 142991.00
 - 3000.00
 3699.65
 455.41
 50.00

 150196.06

9293
 Paid
 COMMUNITY SERVICES
 13 MAR 1995
 DEVELOPMENT

93939.85
 15912.83
 5632.91

 115485.59

600.00

 600.00

59.10
 8933.93
 565.81
 491.47
 60.00
 3391.68
 2715.55
 129.30
 861.00
 756.78
 -
 2435.25
 832.81
 714.80
 571.64
 460.07
 1794.25

 24773.44

 24773.44

 140859.03

9337.03

 2926.00

 6411.03
 =====

Open
 25373.44

NR
 9/94

R

9/94
 April



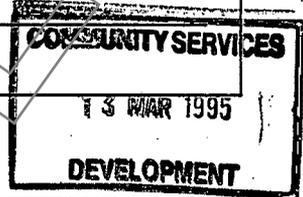
ANNUAL STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD ENDED 30TH JUNE, 1994

Department of Family Services and Aboriginal and Islander Affairs

SERVICE: Cairns Anglican Youth Services St Johns Boys Shelter

SERVICE NUMBER: 500253

PROGRAM: Supported Accommodation Assistance Program



INCOME

DFSALA Grant	- recurrent	142991.00	\$
	- non-recurrent	1377.00	
Fees and Charges		_____	
Interest		_____	
Other Government Grants (Please Specify)		_____	
Other Income		_____	
TOTAL INCOME		_____	

EXPENDITURE

<u>Salaries and On-Costs</u>		
Gross salaries		_____
On-Costs		_____
Superannuation		_____
Total Salaries		_____
<u>Administrative Expenses</u>		
Administrative fee		_____
Accountancy and Audit		_____
<u>Operating Costs</u>		
Minor Maintenance		_____
Vehicle Expenses		_____
Travel		_____
Conferences		_____
Rent, Rates and Electricity		_____
Depreciation		_____
Training		_____

R

Incidentals
Emergency Relief

Other-Operational

TOTAL OPERATING EXPENDITURE

OPERATING SURPLUS OR (DEFICIT)

Asset Purchases
Other Non-recurrent expenditure

SURPLUS OR (DEFICIT)

CERTIFICATE BY RESPONSIBLE OFFICE BEARERS OF THE ORGANISATION

I certify that monies granted under the Supported Accommodation Assistance Program in respect of services conducted by this organisation have been used for the purposes for which those funds were provided, and in accordance with the Supported Accommodation Assistance Program guidelines.

Signed: N. Fichuan

Signed: J. Crumwell

Position: TREASURER

Position: SECRETARY

AUDITOR'S CERTIFICATE

In my opinion, except for any matters detailed below, the Statement of Income and Expenditure has been drawn up to present fairly the relevant financial transactions for the period ended 30th June, 1994.

Signed: J. Alex

Any queries regarding the completion of this form may be directed to: Mr Lex Ure Grants Officer, Phone: (07) 224 4509.

Please return to: Supported Accommodation Assistance Unit
Division of Community Services Development
GPO Box 806
BRISBANE QLD 4001

By 31st October 1994

Office Use Only: Northern

R

23rd February 1995

**Regional Manager- Community Services Development -
NORTHERN REGION**

Outstanding Audit Reports 1993/94

Please refer to my Memo of 6th January 1995.

The audited income and expenditure statement for SAAP funding received in the 1993/94 financial year for the following services still has not been received, nor has advice been forwarded as to when the report will be available.

Your URGENT advice in this regard would be appreciated.

~~Cairns Anglican Youth Service - St Johns~~
~~Cairns Anglican Youth Service - St Margaret's~~
Doomadgee Womens Shelter
Kootana
Lockhart River
Maa'athan
Salvation Army Womens Shelter Mt Isa
NPA Womens Shelter
Yuenmanda

The Coordinator for NPA Womens Shelter advised on 27th January that the books were only just being forwarded to the auditor as they had only recently been returned by the police

Assistant Divisional Head
Community and Youth

R

6th January 1995

Regional Manager- Community Services Development - Northern

Outstanding Audit Reports 1993/94

The audited income and expenditure statement for SAAP funding received in the 1993/94 financial year for the following services is still outstanding.

Please follow up with the service or sponsoring organisation and advise when the report will be available.

As you are aware, unless this is received before the end of March, or acceptable reasons provided as why an extension should be granted, payment for the June quarter may be withheld in full or in part until the statement is received.

- Cairns Anglican Youth Service - St Johns
- Cairns Anglican Youth Service - St Margarets
- Doomadgee Womens Shelter
- Kootana
- Lockhart River
- Maa'athan
- Salvation Army Womens Shelter - Mt Isa
- NPA Womens Shelter
- Yuenmanda

Assistant Divisional Head
Community and Youth

*Placed in Stewart? R.O Cairns
Who will follow up.*

*le
8/2/95*

R

224 4509

Mr Lex Ure
Community & Youth

B/C...

Regional Manager (CSD)
NORTHERN

15 November, 1994

For your information and attention.
Please follow up with service.

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Assistant Divisional Head
COMMUNITY & YOUTH

Dear Mrs Cranwell,

St John's and St Margaret's

As advised in my letter of 25th July 1994, the financial accountability requirements for funding received under the Supported Accommodation Assistance Program include the need for all funded organisations to provide the following documents within four months of the end of each financial period.

- (a) for payments up to and including \$10,000 - an annual statement of income and expenditure detailing all income received and items of expenditure, signed by two committee members, (preferably the President and one other committee member);
- (b) for payments of over \$10,000 - an audited annual statement of income and expenditure detailing all income received from Government sources and items of expenditure, certified by a qualified accountant who is not an officer, employee, or member of the funded service and who is:
 - (i) registered as a company auditor or a public accountant under law in force in Queensland; or
 - (ii) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants.

Annual audited statements must be prepared according to the Guidelines and be accompanied by the appropriate Certification Statement. The suggested format Annual Income and Expenditure Statement forwarded with my letter of 25 July may be utilised for this purpose. As you would be aware, the guidelines forwarded with that form included provision for you to authorise the Auditor to forward a copy of the audit direct to this office if desired. A further copy of this is attached should you desire to follow this procedure.

R

As the financial Statement relevant to the funding received during the 1993/94 year has not yet been received, it would be appreciated if you could give this matter your early attention.

Yours sincerely,

Director-General

RTI RELEASES

Mrs V A Cranwell
 Secretary
 Cairns Anglican Youth Services
 PO Box 154
 CAIRNS QLD 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$36,153.25 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns for the quarter ending 31 March, 1995.

The payment consists of the following:

Base Salaries	\$ 23,709.25
Salary "on costs"	\$ 4,030.25
Superannuation	\$ 1,185.50
Operating Costs	\$ 7,228.25
	<hr/>
	\$ 36,153.25

May I wish you continuing success with your service.

Yours sincerely,

B/C... **Regional Manager (CSD)
 NORTHERN**

For your information.
 Copy of return attached.

Director-General

Assistant Divisional Head
COMMUNITY & YOUTH BRANCH

R

Salaries per Quarter

Service: *Carris*
At Johns
253

Base	25709.25
O/costs	4030.25
Super	1185.50
TOTAL	28925.00

	Salaries	Operating	Veh Repl	Non recur	Total
Paymnt Q/2 1 MAR 1995	28925.00	728.25			36153.25
BALANCE					
LESS Save Q/e					
Q/e					
Q/e					
BALANCE					

COMMENTS:

Operating Costs
 Qtly Paymt _____
 Arrears _____

Salaries
 Qtly Paymnt _____
 Arrears _____

PROGRESSIVE EXPENDITURE

	Base	O/Cost	Super	Oper
B/f	25329.00	4355.00	777.00	6785.00
Q/e				
Total				

RTI REQUEST

R



TRINITY ANGLICAN SCHOOL
Cairns Queensland

POSTAL ADDRESS

P.O. Box 110 Earville
CAIRNS QLD 4870

CAMPUSES

Progress Road
WHITE ROCK

Telephone: (070) 36 2955
Facsimile: (070) 36 2394

Roolwood Road
MARLIN COAST

Telephone: (070) 57 7000
Facsimile: (070) 57 6011



With Compliments
Page No.35



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMODATION ASSISTANCE PROGRAMME

SERVICE: CHANS ANGLICAN YOUTH SERVICES - ST. JOHNS HOUSE

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NPM OLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 31/12/94

INCOME (Under this program)

Program grant - Recurrent Grant

\$ 38265

- One-off Grants

\$ -

QUARTERLY PROGRAM INCOME:

\$ 38265

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)

\$ 778

Other relevant grants (please specify)

\$

Other income (optional)

\$

TOTAL OTHER INCOME:

\$ 778



EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED 31/12/94	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ 21885 23709.75	\$ 23709
Salary "On Costs" for approved positions	\$ 5940	\$ 4030
Superannuation	\$ 1328	\$ 1185
Operating Costs	\$ 5155 7228.25	\$ 7228
Non-recurrent Costs	\$	\$
Other relevant expenditure	\$	\$
TOTAL EXPENDITURE:	\$ 34308	\$ 36153

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$
				FROM	TO	
49-Sch4	CO-ORD	40	38261	7/10/94	31/12/94	5980
	WORKER	40	26630	1/10/94	31/12/94	6240
	✓	30 7/8	✓	1/10/94	31/12/94	5280
	✓	30 7/8	✓	1/10/94	31/12/94	6952
	RESIGNED	-	-	1/10/94	7/10/94	3373
				1/1	1/1	
				1/1	1/1	
				1/1	1/1	
				1/1	1/1	
				1/1	1/1	
TOTAL SALARIES \$						27825

J. Seymour

PREPARED

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 31/12/94 (date).

W. G. Tidmarsh
(Name)

TREASURER
(Position)

W. Tidmarsh
(Signature)

6-1-95
(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

was filed
on 29/3
12/24/1993

SAAP 253

224 4509

Mr Lex Ure

19 October 1994

Mrs V A Cranwell
Secretary
Cairns Anglican Youth Services
PO Box 154
CAIRNS 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$38,265.25 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns for the quarter ending 31 December, 1994.

The payment consists of the following:

Base Salaries	\$23,709.25
Salary "On Costs"	\$ 4,030.25
Superannuation	\$ 1,185.50
Operating Costs	\$ 7,228.25
Vehicle Replacement Contingency	\$ 2,112.00
	<hr/>
	\$38,265.25
	<hr/>

May I wish you continuing success with your service.

Yours sincerely,

B/C...

**Regional Manager (CSD)
NORTHERN REGION**

Director-General

For your information. Copy of return attached.

Assistant Divisional Head
COMMUNITY & YOUTH BRANCH

19 OCT 1994

R

Salaries per Quarter

Service: Covins
At Johns
253

Base	25709.25
O/costs	4030.25
Super	1185.50
TOTAL	28925.00

	Salaries	Operating	Veh Repl	Non recur	Total
Paymnt Q/e 3/12	28925.00	7228.25	2112.00		38265.25
BALANCE					
LESS Save Q/e					
Q/e					
Q/e					
BALANCE					

COMMENTS:

Operating Costs
 Qtly Paymt _____
 Arrears _____

Salaries
 Qtly Paymnt _____
 Arrears _____

PROGRESSIVE EXPENDITURE

	Base	O/Cost	Super	Oper
B/f				
Q/e				
Total	25329.00	4355.00	717.00	6785.00

RTI

Wed Oct 19 08:35:03 1994

Comm Services Dev
19-oct-1994 08:34

SAAP : 1994/1995 UPDATE SERVICE BUDGET

CS 101

Svc # : 500253

CAIRNS ANGLICAN YOUTH SERVICES ST JOHNS BOYS SHELTER
PO BOX 154, CAIRNS, 4870

Contact : MR ROBERT PASCOE
Org'n Name : CAIRNS ANGLICAN YOUTH SERVICES

Phone : (070) 53 6410

Number of Equivalent Full-Time Positions : 3.50

Records selected : 3

Code	Account Description	Budget	Expenditure	Balance
56506	SALS SAAP SALARIES	115700.00	28925.00	86775.00
56507	OPER SAAP OPERATING	28913.00	7228.25	21684.75
56510	OPER SAAP VEHICLE REPLACE	2112.00	0.00	2112.00
Totals		146725.00	36153.25	110571.75

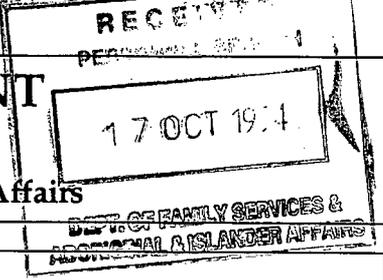
RTI RELEASE

R



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs



PROGRAM: SUPPORTED ACCOMODATION ASSISTANCE PROGRAMME

SERVICE: CARNS ANGLICAN YOUTH SERVICES - ST. JOHNS SHELTER

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NTM QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 30/09/94

INCOME (Under this program)

Program grant - Recurrent Grant	\$	<u>36153</u> ✓
- One-off Grants	\$	<u>1377</u> ✓
QUARTERLY PROGRAM INCOME:		\$ 37530

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	<u>6133</u>
Other relevant grants (please specify)	\$	<u>-</u>
Other income (optional)	\$	<u>-</u>
TOTAL OTHER INCOME:		\$ 3428

RECEIVED
 17 OCT 1994
 FINANCE

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED <u>30/9/94</u> <u>Adv</u>	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>25329</u> <u>25709.25</u>	\$ <u>23709</u>
Salary "On Costs" for approved positions	\$ <u>4355</u>	\$ <u>4030</u>
Superannuation	\$ <u>717</u> <u>1185.80</u>	\$ <u>1186</u>
Operating Costs	\$ <u>6785</u> <u>7028.25</u>	\$ <u>7228</u>
Non-recurrent Costs	\$ <u>1275</u> <u>(nr costs JUN 94)</u>	\$ <u>-</u>
Other relevant expenditure	\$ _____	\$ _____
TOTAL EXPENDITURE:	\$ 38461	\$ 36153

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT
				FROM	TO	
49-Sch4	Co-ORDINATOR	40 (1)	28261	01/07/94	30/09/94	7747
	SUPERVISOR	40 (1)	26630	01/07/94	30/09/94	7686
	"	30 7/5	26630	01/07/94	30/09/94	6986
	"	30 7/5	26630	01/07/94	30/09/94	4102
	"	TEMP	"	01/07/94	30/09/94	432
	"	RESIGNED	"	01/07/94	30/09/94	2731
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 29,684

Pmulo S-3

RECEIVED
17 OCT 1994
RECORDS

COMMUNITY SERVICES
18 OCT 1994
DEVELOPMENT

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30/09/94 (date).

W. G. TIMMONS
(Name)

W. G. Timmons
(Signature)

TREASURER
(Position)

12-10-94
(Date)

Please forward to:
Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

B/C... **Regional Manager (CSD)
NORTHERN**

For your information. Copy of quarterly return attached.

[Signature]
Assistant Divisional Head
COMMUNITY & YOUTH BRANCH

19 JUL 1994

Mrs V. Cranwell,
Secretary,
Cairns Anglican Youth Service,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

Attached is a cheque for \$36,153.25 being payment under the Supported Accommodation Assistance Program (SAAP) for St John's for the quarter ending 30 September, 1994.

This payment includes an indexation increase of 0.8% for salaries and 2.5% for operating costs effective as from 1 July, 1994. Allowance has also been made for an increase in superannuation from 3% to 4% of base salaries from that date in accordance with the requirements of the Commonwealth Government Superannuation Guarantee legislation.

Full-time salary subsidies have been increased to the following rates:

	Base Salary	Salary On-Costs	Superannuation @ 4%	Total
Co-ordinator	\$28,261	\$4,804	\$1,130	\$34,195
Worker	\$26,630	\$4,527	\$1,065	\$32,222

Superannuation @ 5% totals \$1,413 for Co-ordinators, and \$1,332 for Workers.

The enclosed payment consists of the following:

Base Salary	\$ 23,709.25
Salary On-Costs	\$ 4,030.25
Superannuation	\$ 1,185.50
Operating Costs	\$ 7,228.25
TOTAL	\$ 36,153.25

A schedule detailing the allocation for the current financial year is attached, together with a breakdown of the amount provided in On-Costs" for a full position.

May I wish you continuing success with your service.

Yours sincerely,

Director-General

RTI RELEASES

NAME OF SERVICE: Cairns Anglican Youth Service - St John's

SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM (SAAP)
TOTAL BUDGET ALLOCATION
1994/95 FINANCIAL YEAR

SALARIES:					
POSITION	POSITION LEVEL	SALARY \$	SALARY ON-COSTS \$	SUPERANNUATION \$	TOTAL \$
Co-ordinator	1	28,261	4,804	1,413	34,478
Shelter Workers	2.5	66,576	11,317	3,329	81,222
TOTAL	3.5	94,837	16,121	4,742	115,700
Operating Costs					28,913
Vehicle Contingency Replacement					-
Total Recurrent Costs					144,613
Non-Recurrent Costs					-
TOTAL ALLOCATION					144,613



Fri Jul 15 10:38:01 1994
 Comm Services Dev
 15-Jul-1994 10:37

SAAP : 1994/1995 UPDATE SERVICE BUDGET

CS 1

Svc # : 500253

CAIRNS ANGLICAN YOUTH SERVICES ST JOHNS BOYS SHELTER
 PO BOX 154, CAIRNS, 4870

Contact : MR ROBERT PASCOE
 Org'n Name : CAIRNS ANGLICAN YOUTH SERVICES

Phone : (070) 53 6410

Number of Equivalent Full-Time Positions : 3.50

Records selected : 2

Code	Account Description	Budget	Expenditure	Balance
56506	SALS SAAP SALARIES	115700.00	0.00	115700.00
56507	OPER SAAP OPERATING	28913.00	0.00	28913.00
Totals		144613.00	0.00	144613.00

Salaries Per Quarter	Cairns St Johns
base \$ 23,709.25	253
costs \$ 4,026.25	
oper \$ 1,185.50	
total \$ 28,925.00	

	SALARIES	Operating	Vehicle Rep Contingency	N/Recurrent	Total
Paymt @ 10 SEP 1994	28,925.00	7228.25			36153.25
Balance	86,775.00	21,684.75			108,459.75
Less Savings etc					
etc					
etc					
Balance					

Comments: check operating

Operating Costs
Stly Paymt \$ 7228.25
Arrears \$
\$

NOTE File with FOI
 Section 1

Salaries
Stly Paymt \$
Arrears \$
\$

check pols next qtr

Progressive Expenditure

Superannuation
Stly Paymt \$
Arrears \$
\$

	Base	ol Costs	Super	Operating	Stly Paymt \$	Arrears \$	\$
BLE							
e							
Total							



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMODATION ASSISTANCE PROGRAMME

SERVICE: CAIRNS ANGLICAN YOUTH SERVICES - ST. JOHNS SHELTER

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NITH QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 30/06/194

INCOME (Under this program)

Program grant - Recurrent Grant	\$	<u>35748</u> ✓
- One-off Grants	\$	<u>-</u>
QUARTERLY PROGRAM INCOME:		\$ 35748

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	<u>758</u>
Other relevant grants (please specify)	\$	<u>-</u>
Other income (optional)	\$	<u>-</u>
TOTAL OTHER INCOME:		\$ 758

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED <u>30/6/194</u>	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>21710 (23521)</u>	\$ <u>23521</u>
Salary "On Costs" for approved positions	\$ <u>3157</u>	\$ <u>3998</u>
Superannuation	\$ <u>2320</u>	\$ <u>1176</u>
Operating Costs	\$ <u>8401 (7052)</u>	\$ <u>7052</u>
Non-recurrent Costs	\$ <u>-</u>	\$ <u>1377</u>
Other relevant expenditure	\$ <u>-</u>	\$ <u>-</u>
TOTAL EXPENDITURE:	\$ 35588	\$ 36124

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT
				FROM	TO	
49-Sch4	CO-ORDINATOR	(1) 40	28037	01/04/94	30/06/94	9900
	SUPERVISOR	(1) 40	26419	01/04/94	30/06/94	5534
	"	(1) 40	"	01/04/94	30/06/94	5667
	TEMP	"	"	01/04/94	30/06/94	600
	"	(1) 20	"	01/04/94	30/06/94	5213
	TEMP	"	"	01/04/94	30/06/94	502
	TEMP	"	"	01/04/94	30/06/94	229
TOTAL SALARIES						\$ 24867

20/12/94
J. S.

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30/06/94 (date).

W. G. TIDMANN
(Name)

TREASURER
(Position)

W. Tidman
(Signature)

12-7-94
(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

23 JUN 1994

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

I am pleased to advise that approval has been given for a non-recurrent grant of \$1,377 for St John's under the Supported Accommodation Assistance Program (SAAP) which is a joint State/Commonwealth program administered by the Department of Family Services and Aboriginal and Islander Affairs. Enclosed is a cheque for this amount.

These funds have been provided for the following purposes:

7 Piece table and chairs	751
4 Pine bedside chests	436
1 Single bed	190

Expenditure of these grant monies should be accounted for in accordance with the financial accountability requirements of the SAAP Guidelines.

May I wish your organisation every success for the future.

Yours sincerely,

Anne Warner
Minister for Family Services and
Aboriginal and Islander Affairs

R

St John's 253
St Marg. 298

6 OCT 1994

Mrs V.A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
PO Box 154,
CAIRNS Q. 4870

Dear Mrs Cranwell,

I am pleased to advise you that additional funds have been approved under the Supported Accommodation Assistance Program (SAAP) to assist your organisation to replace the service vehicle at two years/40,000km.

As you are aware, services have consistently raised the need for a strategy to upgrade vehicles operated by SAAP services.

In response, the 1993/94 State Plan focused on the implementation of a SAAP asset management strategy. The primary aim of which is the development of a policy for the ongoing replacement of SAAP vehicles.

In accordance with this policy and based on the vehicle information provided to my Department, your organisation has been approved for an additional recurrent grant from 1 July, 1994, to assist with future replacement of your new vehicle at the optimal time (i.e. two years/40,000km for sedans, utilities and minibuses and three years/60,000km for four wheel drives).

The recurrent grant will enable your organisation to maintain responsibility for regularly replacing your vehicles at this optimum time.

The additional funds approved for 1994/95 are as follows:

Recurrent vehicle replacement contingency
for 1994/95 towards future replacement of your

1993 Mitsubishi Starwagon Mini Bus
(St Margaret's House): \$2,112

1993 Mitsubishi Starwagon Mini Bus
(St John's House): \$2,112

R

A cheque for this amount will be forwarded to your service with your next quarterly payment. In future, the recurrent vehicle replacement contingency will be provided each year in the payment for the September quarter.

It is emphasised that this funding must be set aside specifically for the replacement of your vehicle in two years time or after 40,000km (three years/60,000km for four wheel drive vehicles). It is not to be used for any other purpose.

This funding should also be separately itemised in your income/expenditure statement.

As you are aware, the Department maintains a SAAP Vehicle Register recording the age, type, mileage and condition of SAAP vehicles. It is important that this information remains up-to-date as it is essential for administration of the SAAP Asset Management Strategy.

It is requested that a copy of the receipted invoice with information of the date of purchase, the make and model of the vehicle, and the purchase price be forwarded to my Department when you replace your current vehicle.

Please forward this information to:

Supported Accommodation Assistance Unit
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE Q 4001

May I wish your organisation every success for the future.

Yours sincerely,


Anne Warner
Minister for Family Services and
Aboriginal and Islander Affairs

COMMUNITY SERVICES
 03 MAY 1994
 DEVELOPMENT

PLEASE AMEND THIS FORM WHERE NECESSARY AND RETURN IT BY 4 MAY, 1994:

TO: Mr Ken Day,
 SAAP Unit,
 Department of Family Services and Aboriginal and Islander Affairs,
 GPO Box 806,
 BRISBANE Q. 4001

26

VEHICLE REGISTER - 1993/94

NAME OF ORGANISATION	MAKE OF VEHICLE	MODEL	TYPE OF VEHICLE	YEAR	Klms TO DATE	WAS VEHICLE SUITABLE FOR YOUR NEEDS?	WITH WHAT WOULD YOU REPLACE THIS VEHICLE?
CAIRNS ANGLICAN YOUTH SERVICES - ST. MARGARET'S HOUSE	MISUBISHI	STARWAGON	VAN	1993	012827	YES	Same type of vehicle with additional extra of air conditioning

RTI RELEASEE

29/4/94
 Date Completed

KR Tucker
 Signed

Coordinator
 Position

St Margaret's Girls Shelter
 PO Box 692, EARVILLE 4870



This file has been
subject to an FOI
application

No documents should be
removed from the file

Documents should
ONLY be added above
THIS NOTICE

Body of current file

This file has been
subject to an FOI
application

No documents should be
removed from the file

Documents should
ONLY be added above
THIS NOTICE

Body of current file

R

101

Department of Family Services and Aboriginal and Islander Affairs

Date: 10th March, 1993,
To: Judy Taylor, Senior Resource Officer, (Community & Youth),
Copies Community Services Development - Townsville.

Subject: ST JOHNS BOYS SHELTER

Due to the following reasons;

- . poor condition of premises, (confirmed by recent Department of Housing, Local Government and Planning inspection);
- . inappropriate design and lay out of premises;
- . concerns of neighbours;
- . public, especially target group, perception of premises association with alleged previous activities of Gordon King;

I recommend that a contingency allocation be made under C.A.P. for the leasing of suitable premises for twelve months and that on-going arrangements be considered as part of the normal funding cycle.

A working group comprising of representatives from the Cairns Anglican Youth Services Committee and staff and Department of Family Services and Aboriginal and Islander Affairs is currently working on re-structuring the service. Interim arrangements are in place to offer minimal service delivery until June 1993 and it is hoped that new staff and premises would be available by June 1993.

Jill Jakel
- Resource Officer (Community & Youth),
Community Services Development - Cairns.

I support ms jakel's recommendation. J Taylor SR 15 9/93

FILE - CAP General

~~224~~
~~CAAP~~ 253

R



Faxed 10.3.93
Original & printed in mail

10th March, 1993.

Judy Taylor, Senior Resource Officer, (Community & Youth),
Community Services Development - Townsville.

Subject:

ST JOHNS BOYS SHELTER

Due to the following reasons;

- . poor condition of premises, (confirmed by recent Department of Housing, Local Government and Planning inspection);
- . inappropriate design and lay out of premises;
- . concerns of neighbours;
- . public, especially target group, perception of premises association with alleged previous activities of Gordon King;

I recommend that a contingency allocation be made under C.A.P. for the leasing of suitable premises for twelve months and that on-going arrangements be considered as part of the normal funding cycle.

A working group comprising of representatives from the Cairns Anglican Youth Services Committee and staff and Department of Family Services and Aboriginal and Islander Affairs is currently working on re-structuring the service. Interim arrangements are in place to offer minimal service delivery until June 1993 and it is hoped that new staff and premises would be available by June 1993.

Jill Jakel

Jill Jakel,
Resource Officer (Community & Youth),
Community Services Development - Cairns.

FILE CAP



aa

224 4509

Lex Ure
Community & Youth Branch

B/c Regional Manager
Community Services Development

na

for your information/attention

15 April 1994

for ADH
Community & Youth

Mrs V A Cranwell
Secretary
Cairns Anglican Youth Services
PO Box 154
CAIRNS 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$35,747.75 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns Shelter for the quarter ending 30th June, 1994.

The payment consists of the following:

Base Salaries	\$23,521.25
Salary "on costs"	\$ 3,998.25
Superannuation	\$ 1,176.25
Operating Costs	\$ 7,052.00

\$35,747.75

May I wish you continuing success with your service.

Yours sincerely,

Director-General

File Summary Sheet

Cairns Youth Service

Project: St John's House

File No: 253

Salaries per Quarter

Base \$ 23,521.25

On Costs \$ 3,998.25

Super \$ 1,176.25

Total \$ 28,695.75

Approved Positions: 3.5

	Operating	Salaries	Non Recurrent	Total
Allocation	28,208.00	114,783.00		142,991.00
Previously Paid	21,156.00	86,087.25		107,243.25
Balance	7,052.00	28,695.75		35,747.75
Paymt due JUN 1994	7,052.00	28,695.75		35,747.75
Balance				
Less Savings etc				
etc				
etc				
Balance				

Comments:

Operating Costs

Qtyly Paymt \$

Arrears \$

\$

Salaries

Qtyly Paymt \$

Arrears \$

\$

Superannuation

Qtyly Paymt \$

Arrears \$

\$

Department of Family Services and Aboriginal and Islander Affairs

North Queensland Regional Office
4th Floor
187-209 Stanley street
Townsville Queensland 4810

PO Box 5941 MC
Townsville Queensland 4810

Telephone: (077) 22 1110
Facsimile: (077) 21 1936
TTY: (077) 22 1771

Telephone: 22 1110
Reference: JT:dn
Refer To:
Section:
Your Ref:

13 January, 1994

Ms V A Cranwell
Secretary
Cairns Anglican Youth Services
P O Box 154
CAIRNS QLD 4870



Dear Ms Cranwell

I refer to your letter dated 17th December, 1993 in which you request approval for a change-of-purpose for \$4,347.50 accrued in operating costs for the quarters ending 30th June, 1993 and 30th September, 1993.

I have carefully considered your request for this to be used to pay for extra staffing hours. I am certainly aware of the very real difficulty your service faces in running a 24 hour service with 3.5 staff. I am reluctant to encourage you to utilise operating costs to cover extra salaries. However, I am aware that, due to the employment of new staff and the need for the Co-ordinator to spend extra time seeking new premises, the use of relief staff will greatly facilitate these activities.

I, there approve that:

\$1,500 be used to pay for relief staff while existing staff attend training opportunities;

\$1,000 be used to pay for relief staff to allow the Co-ordinator to locate suitable premises.

The remaining \$1,847.50 should stay within the operating budget to cover the additional expenses that will inevitably occur during the relocation of your service.

../2



98

Your comments and recommendations regarding your current staffing levels are noted.

It is necessary for your organisation to plan and manage its services in light of current funding levels.

Should you require any further information or assistance do not hesitate to contact myself or Jill Jakel, Resource Officer (Community & Youth) Cairns Office on (070) 529 555.

Yours sincerely


Judy Taylor
A/Regional Manager
Community Services Development
North Queensland Region

b.c. Lex Ure
SAAP Unit Brisbane

RTI RELEASED



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

COMMUNITY SERVICES

14 APR 1994

DEVELOPMENT

PROGRAM: SUPPORTED ACCOMODATION ASSISTANCE PROGRAM

SERVICE: CHAIRNS ANGLICAN YOUTH SERVICES - ST JOHNS SHELTER

SPONSORING ORGANISATION: THE CORPORATION OF THE DIOCESAN SYNOD OF NTH QLD

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 31/03/94

INCOME (Under this program)

Program grant - Recurrent Grant	\$	<u>35748</u> ✓	
- One-off Grants	\$	<u>-</u>	
QUARTERLY PROGRAM INCOME:			\$ 35748

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	<u>1585</u>	
Other relevant grants (please specify)	\$	<u>-</u>	
Other income (optional)	\$	<u>-</u>	
TOTAL OTHER INCOME:			\$ 1585

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED <u>31/03/94</u>	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>25317</u> ✓	\$ <u>23521</u>
Salary "On Costs" for approved positions	\$ <u>5141</u>	\$ <u>3998</u>
Superannuation	\$ <u>876</u>	\$ <u>1176</u>
Operating Costs	\$ <u>6021 (7052)</u>	\$ <u>7052</u>
Non-recurrent Costs	\$ <u>-</u>	\$ <u>-</u>
Other relevant expenditure	\$ <u>-</u>	\$ <u>-</u>
TOTAL EXPENDITURE:	\$ 37355	\$ 34747

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$
				FROM	TO	
49-Sch4	CO-ORDINATOR	① 40	28037	01/01/94	31/03/94	6416
	SUPERVISOR	① 40	26419	01/01/94	31/03/94	8268
	SUPERVISOR	① 40	26419	01/01/94	31/03/94	6360
	SUPERVISOR	TEMP 20	26419	01/01/94	31/03/94	1765
	SUPERVISOR	S 20	26419	01/01/94	31/03/94	5925
	"	TEMP	26419	01/01/94	31/03/94	1168
	"	"	"	01/01/94	31/03/94	273
	"	"	"	01/01/94	31/03/94	279
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 30454

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 31/03/94 (date).

W. TIDMARSH
(Name)

TREASURER
(Position)

W. Tidmarsh
(Signature)

12-04-94
(Date)

Please forward to:

Division of Community Services Development
 Department of Family Services and
 Aboriginal and Islander Affairs
 GPO Box 806
 BRISBANE QLD 4001

253



(07) 224 4509
lu/lc
Lex Ure
Community and Youth Branch

15th December, 1993

Mrs V. Cranwell,
Secretary,
Cairns Anglican Youth Services,
P.O. Box 154,
CAIRNS. Qld 4870

Dear Mrs Cranwell,

I refer to my letter dated 8th November, 1993 requesting an audited Statement of Income and Expenditure in respect to SAAP funding provided to St. John's and St. Margaret's for the 1992/93 financial year.

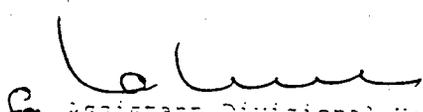
To date this report has not been received and it would be appreciated if you could either forward this as a matter of urgency or advise when it will be available.

Yours sincerely

Director-General

b/c Regional Manager
Community Services Development
Northern

For your information. Please follow up with Service.


Assistant Divisional Head

RTI REVIEWABLE





224 4509
LU*1c
Mr L. Ure
Community & Youth Branch

8th November, 1993

Mrs V. Cranwell,
Secretary,
Cairns Anglican Youth Services,
P.O. Box 110,
EARLVILLE. Qld 4870

Dear Mrs Cranwell,

St John's & St Margaret's

As you would be aware, the financial accountability requirements for funding received under the Supported Accommodation Assistance Program include the need for all funded organisations to provide the following documents within three months of the end of each financial period.

- (a) for payments up to and including \$3,000 - an annual statement of receipts and payments, detailing all income received and items of expenditure, signed by two committee members, (preferably the President and one other committee member);
- (b) for payments of over \$3,000 - an audited annual statement of receipts and payments detailing all income received from Government sources and items of expenditure, certified by a qualified accountant who is not an officer, employee, or member of the funded service and who is:
 - i) registered as a company auditor or a public accountant under law in force in Queensland; or
 - ii) a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants.

Annual audited statements must be prepared according to the Guidelines and be accompanied by the appropriate Certification Statement.

91

- 2 -

As the financial Statement relevant to the funding received during the 1992/93 year has not yet been received, it would be appreciated if you could give this matter your early attention.

Yours sincerely,

Director-General

RTI RELEASES

R

Department of Family Services and
Aboriginal and Islander Affairs

Family Services Building
George and Elizabeth Streets
Brisbane Queensland 4000



PO Box 616
Brisbane Queensland 4000

Facsimile: (07) 221 5511

Telephone:
Reference:
Refer To:
Your Ref:

20 January 1994

Mrs V Cranwell
Secretary
Cairns Anglican Youth Services
PO Box 154
CAIRNS 4870

Dear Mrs Cranwell,

Receipt is acknowledged of the audited statements of income and expenditure in relation to funding provided to your services, St John's House and St Margaret's House, under the Supported Accommodation Assistance Program (SAAP), for the period ended 30th June, 1993.

Please note that total non-recurrent grants made to St John's House were \$20,000, not \$17,000 as shown in the statement.

Your co-operation in providing this documentation is appreciated.

Yours sincerely,


Director General

*\$3000 Not
Paid until
July, 1993*

..... Regional Manager
John Reid

For your information/attention.

Janice
for ADH
Community and Youth

COPY OF AUDIT ATTACHED



R

500253 

ST JOHNS HOUSE
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 1993

Last Year

This Year

INCOME

-	Rent	2253.00	
67.02	Interest	783.54	
-----		-----	
67.02			3036.54
	Department of Family Services		
91958.50	Salaries	95114.00	
15636.50	Salary - On Costs	15931.00	* 113,857
26744.00	Operational & Administration	27386.00	✓
3000.00	One Off Grant	17000.00	20,000
-	Superannuation	2812.00	*
-----		-----	
137339.00			158243.00
-----			-----
137406.02	TOTAL INCOME	161,243.00	161279.54

LESS DIRECT EXPENSES

-	Accounting & Audit Fees	1350.00	
-	Bank Charges	4.00	
10283.83	Food & Heating	8720.12	
1362.04	General	614.56	
581.00	Insurance	186.00	
6151.40	Motor Vehicle Expenses	4365.84	
2699.10	Phone	2470.48	
-	Postage	37.00	
-	Printing and Stationery	604.94	
1368.16	Rates	730.30	
3780.00	Rent	840.00	
2476.22	Repairs and Maintenance	3286.93	
323.00	Replacement Linen/Utensils	270.30	
89938.25	Salaries	97610.95	✓
10998.20	Salary - On Costs	17195.00	✓
-	Superannuation	4691.85	✓
1056.55	Training Conference Costs	85.00	
387.20	Workers Compensation	438.55	
571.15	Youth Needs	338.35	
-----		-----	
131976.10	TOTAL EXPENDITURE		143840.17
-----			-----
5429.92	OPERATING SURPLUS		17439.37

LESS CAPITAL EXPENSES

-	Motor Vehicle	17126.00	
-----		-----	
-			17126.00
-----			-----
5429.92	CASH SURPLUS		313.37
=====			=====



224 4509
tg/lc
T. Garside
Community & Youth Branch

13th January, 1994

Mrs V. Cranwell,
Secretary,
Cairns Anglican Youth Services,
P.O. Box 154,
CAIRNS. Qld 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$35,747.75 being payment under the Supported Accommodation Assistance Program (SAAP) for St. John's for the quarter ending 31st March, 1994.

The payment consists of the following:

Base Salaries	\$23,521.25
Salary "on costs"	\$ 3,998.25
Superannuation	\$ 1,176.25
Operating Costs	\$ 7,052.00
	<hr/>
	\$35,747.75
	<hr/>

May I wish you continuing success with your service.

Yours sincerely,


Director-General

B/c — Regional Manager
..... *W.A. Old* - CSD

For your information/attention


for ADH
Community and Youth

QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM
 SERVICE: CAROL ANGLICAN YOUTH SERVICES - ST. JOHN'S SHELTER
 SPONSORING ORGANISATION: THE COORDINATION OF THE DIOCESAN SYNOD OF NTM QLD
 STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 31/12/93

INCOME (Under this program)

Program grant - Recurrent Grant \$ 36067
 - One-off Grants \$ -
 QUARTERLY PROGRAM INCOME: \$ 36067 ✓

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges) \$ 728
 Other relevant grants (please specify) \$ -
 Other income (optional) \$ -
 TOTAL OTHER INCOME: \$ 728



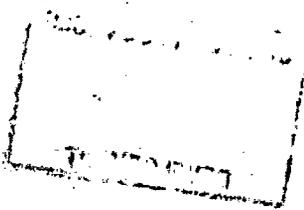
EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED 31/12/93	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>21683</u>	\$ <u>23521</u>
Salary "On Costs" for approved positions	\$ <u>3275</u>	\$ <u>3998</u>
Superannuation	\$ <u>1569</u>	\$ <u>1176</u>
Operating Costs	\$ <u>6436</u>	\$ <u>7052</u>
Non-recurrent Costs	\$ <u>1986</u>	\$ <u>-</u>
Other relevant expenditure	\$ <u>-</u>	\$ <u>-</u>
TOTAL EXPENDITURE:	\$ <u>34949</u>	\$ <u>34747</u>



SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$
				FROM	TO	
49-Sch4	CO-ORDINATOR	40	28037	01/10/93	31/12/93	8833
	SUPERVISOR	40	26419	01/10/93	31/12/93	6630
	"	40	26419	01/10/93	31/12/93	6470
	TERMINATED	-	26419	01/10/93	31/12/93	770
	SUPERVISOR	20	26419	01/10/93	31/12/93	813
	TEMP SUPER	-	26419	01/10/93	31/12/93	1441
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 24957



REEL

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 31/12/93 (date).

W. TIDMARSH

(Name)

TREASURER

(Position)

W. Johnson

(Signature)

10-1-94

(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

File Summary Sheet

Cairns Youth Service

Project: St John's House

File No: 253

Salaries Per Quarter

Base \$ 23,521.25

On Costs \$ 3,998.25

Super \$ 1,176.25

Total \$ 28,695.75

Approved Positions: 3.5

	Operating	Salaries	Non Recurrent	Total
Allocation	28,208.00	114,783.00		142,991.00
Previously Paid	14,104.00	57,391.50		71,495.50
Balance	14,104.00	57,391.50		71,495.50
Paymt @ 1 MAR 1991	7,052.00	28,695.75		35,747.75
Balance	7,052.00	28,695.75		35,747.75
Less Savings etc				
etc				
etc				
Balance				

Comments:

Advised by Region No Reduction.

Operating Costs

Wtly Paymt \$ 7,052.00

Arrears \$ -

\$ 7,052.00

Salaries

Wtly Paymt \$ 28,695.75

Arrears \$ -

\$ 28,695.75

Superannuation

Wtly Paymt \$

Arrears \$

\$

Department of Family Services and
Aboriginal and Islander Affairs

(84)

Lex URE - S. GRANTS OFFICER SAAD

Date: 9th November, 1993

(CSD)

To: Judy Taylor, Senior Resource Officer, Community and Youth,
Community Services Development, North Queensland Region

Copies to:

RECEIVED
15 NOV 1993
RECORDS

12 NOV 1993

Subject: St. John's Boy Shelter

I refer to the file note dated 18th October, 1993 from Lex Ure regarding the under expenditure in operating costs for the above service amounting to a total of \$4 347.50 for the quarters ending 30th June and 30th September.

I have discussed this with the service and they will be submitting either a change of purpose request to use the excess for additional salaries or a request to purchase capital equipment.

I have discussed with the service the need to monitor their expenditure and budget accordingly.

Therefore I recommend that no reduction be made in the next quarterly funding advance.

I would be obliged if you would advise Lex Ure of this.

JJ

Jill Jakel
Resource Officer, (Community and Youth)
Community Services Development - Cairns

Lex Ure - please could the
Service obtain funds

JA
SJA
Cryp

R

RTI RELEASE

COMMUNITY SERVICES
15 NOV 1983
DEVELOPMENT

COMMUNITY SERVICES
15 NOV 1983
DEVELOPMENT



Department of Family Services and
Aboriginal and Islander Affairs



Date: 9th November, 1993

To: Judy Taylor, Senior Resource Officer, Community and Youth,
Community Services Development, North Queensland Region

Copies to: Lex Ure. S. GRANTS OFFICER CD

Subject: St. John's Boy Shelter

I refer to the file note dated 18th October, 1993 from Lex Ure regarding the under expenditure in operating costs for the above service amounting to a total of \$4 347.50 for the quarters ending 30th June and 30th September.

I have discussed this with the service and they will be submitting either a change of purpose request to use the excess for additional salaries or a request to purchase capital equipment.

I have discussed with the service the need to monitor their expenditure and budget accordingly.

Therefore I recommend that no reduction be made in the next quarterly funding advance.

I would be obliged if you would advise Lex Ure of this.

J. Jakel

Jill Jakel
Resource Officer, (Community and Youth)
Community Services Development - Cairns

Lex Ure to note.
24/11

RECEIVED
24 NOV 1993
RECORDS

R

500253 (28) file

CAIRNS ANGLICAN YOUTH SERVICES

ANOTHER ANGLICAN COMMUNITY SERVICE

PO Box 154
CAIRNS NQ 4870

24 November 1993

The Director-General
Dept of Family Services and
Aboriginal & Islander Affairs
GPO Box 806
BRISBANE Q 4001

Attention Mr L Ure, Community & Youth Branch

Dear Sir

This is to advise that as from 24 November 1993, PO Box 110, Earlville is no longer the address for Cairns Anglican Youth Services and all correspondence should now be forwarded to PO Box 154, Cairns 4870.

Yours faithfully

(Mrs) V A Cranwell
Secretary
Management Committee



ll 12.1.94

① Please
Note SAMP
Mail Lists

② Sharyn FYI

copy B'd to RM
le 26/11

RELEASED





CAIRNS ANGLICAN YOUTH SERVICES

ANOTHER ANGLICAN COMMUNITY SERVICE

PO Box 154
CAIRNS NQ 4870

24 November 1993

The Director-General
Dept of Family Services and
Aboriginal & Islander Affairs
GPO Box 806
BRISBANE Q 4001

Attention Mr L Ure, Community & Youth Branch

Dear Sir

This is to advise that as from 24 November 1993, PO Box 110, Earlville is no longer the address for Cairns Anglican Youth Services and all correspondence should now be forwarded to PO Box 154, Cairns 4870.

Yours faithfully

(Mrs) V A Cranwell
Secretary
Management Committee



copy B'd to RM
le 26/11

please
note SAAP
mail lists





SAAP : SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM

Service # : 500253
Service Name : CAIRNS ANGLICAN YOUTH SERVICES ST
 JOHNS BOYS SHELTER
Organisation : CAIRNS ANGLICAN YOUTH SERVICES

Contact 1 : RFR IAN STUART - CHAIRMAN
Telephone : (070) 38 2955

Contact 2 : MR ROBERT PASCOE - ACTING COORDINATOR
Telephone : (070) 53 6410

Hours Open : 9-4 MONDAY - FRIDAY AND ON CALL
Status : AOPE as at 16-Dec-1991
Region : NORTHERN REGION
Geog. Area : PROVINCIAL AREA

Street Address

Postal Address

3 COMINOS CLOSE
CAIRNS 4870

PO BOX 154
CAIRNS 4870

LGA : CAIRNS (C)
State Ed : SOUTH BRISBANE

Cwealth ED : LEICHHARDT

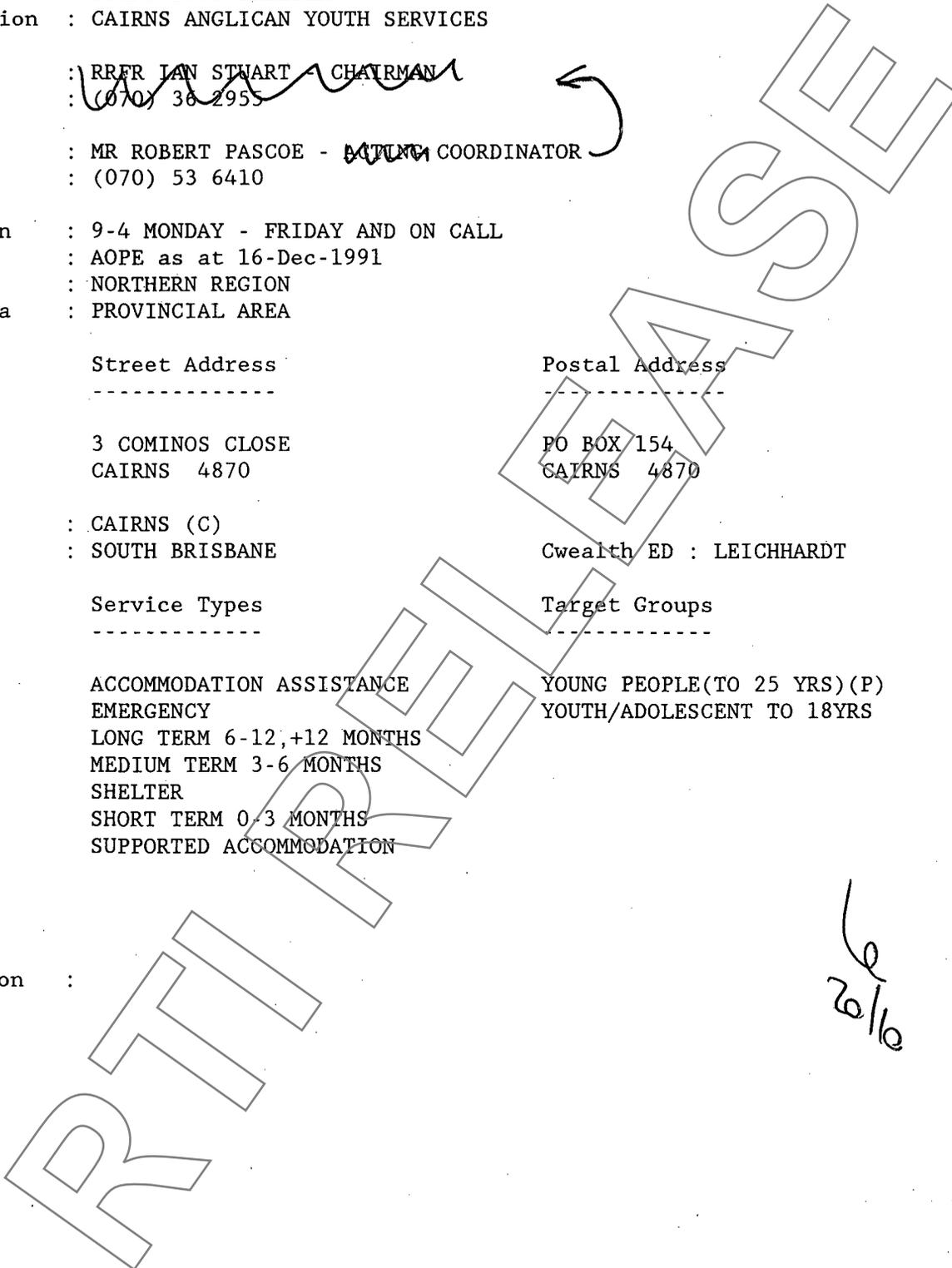
Service Types

Target Groups

ACCOMMODATION ASSISTANCE
EMERGENCY
LONG TERM 6-12,+12 MONTHS
MEDIUM TERM 3-6 MONTHS
SHELTER
SHORT TERM 0-3 MONTHS
SUPPORTED ACCOMMODATION

YOUNG PEOPLE(TO 25 YRS)(P)
YOUTH/ADOLESCENT TO 18YRS

Service Description :



le
26/10

19



B/c Regional Manager - CSD,
NORTHERN REGION.

For advice please. For quarters ending 30th June and 30th September funds of \$6,846.50 per quarter were provided for operating costs. As per returns expenditure has been \$4,829.00 and \$4,516.00.

Is a reduction required next quarter to adjust for excess?


Assistant Divisional Head
Community & Youth

RTI RELEASES

R

78

224 4509
lu/lc
Mr L. Ure
Community & Youth Branch

12th October, 1993

Mrs V. A. Cranwell,
Secretary,
Cairns Anglican Youth Services,
P.O. Box 110,
EARLVILLE. Qld 4870

Dear Mrs Cranwell,

Attached is a cheque for \$36,067.75 being payment under the Supported Accommodation Assistance Program (SAAP) for St. Johns for the quarter ending 31 December, 1993.

This payment includes an indexation increase of 0.4% for salaries and 3% for operating costs effective as from 1 July, 1993. Full-time salary subsidies have been increased to the following rates:

	<u>Base Salary</u>	<u>Salary On-Costs</u>	<u>Superannuation @ 3%</u>	<u>Total</u>
Co-ordinator	\$ 28,037	\$ 4,766	\$ 841	\$ 33,644
Worker	\$ 26,419	\$ 4,491	\$ 793	\$ 31,703

Superannuation @ 5% totals \$1,402 for Co-ordinators, and \$1,321 for Workers.

Existing service staff are entitled to salary arrears in accordance with time worked between 1 July, 1993 and 30 September, 1993.

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The enclosed payment includes arrears for the September quarter and consists of the following:

	<u>Quarter Ending</u> <u>31/12/93</u>	<u>Arrears</u>
Base Salary	\$23,521.25	\$ 93.75
Salary On Costs	\$ 3,998.25	\$ 15.50
Superannuation	\$ 1,176.25	\$ 5.25
Operating Costs	\$ 7,052.00	\$205.50
Totals	\$35,747.75	\$320.00

A schedule detailing the allocation for the current financial year is attached, together with a break-down of the amount provided in "On Costs" for a full position.

May I wish you continuing success with your service.

Yours sincerely,

Director-General

RTI RELEASED

R

NAME OF SERVICE: Cairns Anglican Youth Service - St Johns

SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM (SAAP)
TOTAL BUDGET ALLOCATION
1993/94 FINANCIAL YEAR

SALARIES:					
POSITION	POSITION LEVEL	SALARY \$	SALARY ON-COSTS \$	SUPERANNUATION \$	TOTAL \$
Co-ordinator	1	28,037	4,766	1,402	34,205
Shelter Workers	2.5	66,048	11,227	3,303	80,578
TOTAL	3.5	94,085	15,993	4,705	114,783
Operating Costs					28,208
Total Recurrent Costs					142,991
Non Recurrent Costs					-
TOTAL ALLOCATION					142,991

File Summary Sheet

Cairns Youth Service

15

Project: St John's House

File No: 253

Salaries Per Quarter

Base \$ 23521.25

On Costs \$ 3998.85

Super \$ 1176.00

Total \$ 28695.75

Approved Positions: 3.5

	Operating	Salaries	Non Recurrent	Total
Allocation	28208.00	114783.00		142,991.00
Previously Paid	6846.50	28581.25		35427.75
Balance	21361.50	86201.75		107,563.25
Paymt @e ³ 1 DEC 1993	7257.50	28810.25		36067.75
Balance	14104.00	57391.50		71,495.50
Less Savings @e				
@e				
@e				
Balance				

Comments:

Check Operative

	EX	AD
@e 3016	4829	6846.50
3019	4516	6846.50
	9345	13693.00
		\$ 4348

Operating Costs

Wtly Paymt \$ 7052.00
 Arrears \$ 205.50
 \$ 7257.50

Salaries

Wtly Paymt \$ 28695.75
 Arrears \$ 114.50
 \$ 28810.25

Superannuation

Wtly Paymt \$
 Arrears \$
 \$

R



QUARTERLY FINANCIAL STATEMENT

74

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM:	SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM	COMMUNITY SERVICES 11 OCT 1993 DEVELOPMENT
SERVICE:	CAIRNS ANGLICAN YOUTH SERVICES - ST. JOHN'S SHELTER	
SPONSORING ORGANISATION:	THE CORPORATION OF THE DIOCESAN SYNOD OF CAIRNS	
STATEMENT OF INCOME AND EXPENDITURE for quarter ended:	30/9/93	

INCOME (Under this program)

Program grant - Recurrent Grant	\$	35428 ✓
- One-off Grants	\$	3000
QUARTERLY PROGRAM INCOME:	\$	38428

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	1083
Other relevant grants (please specify)	\$	-
Other income (optional)	\$	-
TOTAL OTHER INCOME:	\$	1083

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED 30/9/93	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ 25230 ✓	\$ 23428
Salary "On Costs" for approved positions	\$ 4340	\$ 3983
Superannuation	\$ 1248	\$ 1171
Operating Costs	\$ 4516 (6846)	\$ 6846
Non-recurrent Costs	\$ 940	\$ -
Other relevant expenditure	\$	\$
TOTAL EXPENDITURE:	\$ 36274	\$ 35428

13

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$
				FROM	TO	
49-Sch4	CO-ORDINATOR	① 40	27925	01/07/93	30/09/93	8312
	SUPERVISOR	① 40	26314	01/07/93	30/09/93	7767
	"	① 40	26314	01/07/93	30/09/93	7764
	TEMP SUPER	-	26314	01/07/93	30/09/93	3166
	SUPERVISOR	20	26314	18/08/93	30/09/93	2011
	"	-	26314	01/07/93	07/10/93	297
	"	-	26314	20/08/93	20/08/93	101
	TEMP SUPER	-	26314	01/07/93	30/09/93	152
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 29570

3.5

PRELIMINARY

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30/09/93 (date).

W. TIMMACK
(Name)

TREASURER
(Position)

W. Fichman
(Signature)

6-10-93
(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

12

Regional Manager

ESD

Northcott

For your information/attention.

for AG...
Community and Youth

224 4509
LU:jd
Mr L. Ure
Community and Youth Branch

13th July, 1993

Mrs V. Cranwell,
Secretary,
Management committee,
Cairns Anglican Youth Services,
P.O. Box 154,
CAIRNS. Qld 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing a cheque to the value of \$73,861.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns and St Margarets for the quarter ending 30th September, 1993.

The payment consists of the following:

St Johns

Base Salaries	\$23,427.50
Salary "on costs"	\$ 3,982.75
Superannuation	\$ 1,171.00
Operating Costs	\$ 6,846.50
	<hr/>
	\$35,427.75
	<hr/>

St Margarets

Base Salaries	\$26,716.75
Salaries "on costs"	\$ 4,541.50
Superannuation	\$ 1,335.75
Operating Costs	\$ 5,839.75
	<hr/>
	\$38,433.75
	<hr/>

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May I wish you continuing success with your service.

Yours sincerely,

Director-General

RTI RELEASE

File Summary Sheet

Cairns Youth Service

Project: St John's House

File No: 253

Sobries Per Quarter

Base \$ 23427.50

On Costs \$ 3982.75

Super \$ 1171.00

Total \$ 28581.25

Approved Positions:

	Operating	Sobries	Non Recurrent	Total
Allocation	27386.00	114325.00		141711.00
Previously Paid Balance				
Paymt @ 30 SEP 1993	6846.50	28581.25		35427.75
Balance	20539.50	85743.75		106283.25
Less Savings etc				
etc				
etc				
Balance				

Comments:

Operating Costs

Qtly Paymt \$

Arrears \$

\$

Sobries

Qtly Paymt \$

Arrears \$

\$

Superannuation

Qtly Paymt \$

Arrears \$

\$



QUARTERLY FINANCIAL STATEMENT

Department of Family Services and Aboriginal and Islander Affairs

COMMUNITY SERVICES
12 JUL 1993
DEVELOPMENT

PROGRAM:

SERVICE: CATHRS. ANGLICAN YOUTH SERVICES - ST JOHNS SHELTER

SPONSORING ORGANISATION: CORPORATION OF DIOCESAN SYNOD OF NTH QLD.

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 30/6/1993

INCOME (Under this program)

Program grant - Recurrent Grant	\$	<u>36364</u>
- One-off Grants	\$	<u> </u>
QUARTERLY PROGRAM INCOME:		\$ <u>36364</u>

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges)	\$	<u> </u>
Other relevant grants (please specify)	\$	<u> </u>
Other income (optional)	\$	<u> </u>
TOTAL OTHER INCOME:		\$

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED <u>30/6/1993</u>	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ <u>25228</u> ✓	\$ <u>23428</u>
Salary "On Costs" for approved positions	\$ <u>3089</u>	\$ <u>3983</u>
Superannuation	\$ <u>4692</u>	\$ <u>1171</u>
Operating Costs	\$ <u>4829 (6846.50)</u>	\$ <u>6846</u>
Non-recurrent Costs	\$ <u>-</u>	\$ <u> </u>
Other relevant expenditure	\$ <u> </u>	\$ <u> </u>
TOTAL EXPENDITURE:	\$ <u>37838</u>	\$ <u>35428</u>

89

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT \$
				FROM	TO	
49-Sch4	CO-ORDINATOR	40	27925	1 14 193	30 16 193	8231
	SUPERVISOR	40	26314	1 14 193	30 16 193	7299
	✓	40	26314	1 14 193	30 16 193	7362
	✓	20	26314	1 14 193	30 16 193	4177
	TEMP SUPER	-	26314	1 14 193	30 16 193	1248
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 28317

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 30 16 193 (date).

W TIDMARSH
(Name)

TREASURER
(Position)

W Tidmarsh
(Signature)

9-7-93
(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

224 4351
 SS:LC
 Ms Sue Stubbs
 SAAP

6th July, 1993

Ms V. Cranwell - Secretary,
 Management Committee,
 Cairns Anglican Youth Services
 P.O. Box 110,
 EARLVILLE. Qld 4870

Dear Ms Cranwell,

I am pleased to advise that approval has been given for a "one-off" non-recurrent grant of \$3,000 for furniture and equipment for St. John's under the Supported Accommodation Assistance Program (SAAP) which is a joint State/Commonwealth Program administered by the Department of Family Services and Aboriginal and Islander Affairs. Enclosed in a cheque for this amount.

These funds have been provided for the following purposes:

Refrigerator	\$ 940
4 Wardrobes	\$1,000
Bunk Bed	\$ 340
3 Arm Chairs	\$ 720

Expenditure of these grant monies should be accounted for in accordance with the financial accountability requirements of the SAAP Guidelines.

May I wish your organisation every success for the future.

Yours sincerely,


 Director-General

file Cairns Anglican
youth service
500253

66

224 4564
KB*SMK
Mr K. Batt
Community and Youth Branch

18th February, 1992

Ms Jill Jakel,
Resource Officer,
Department of Family Services and
Aboriginal and Islander Affairs,
P.O. Box 1375,
CAIRNS. Qld 4870

Dear Ms Jakel,

With regard to your request for further information on the Cairns Anglican Youth Service we are pleased to provide the following details.

Our records indicate that the Cairns Anglican Youth Service was initially funded to operate an accommodation and detached youth worker service. On their application they identified that they were operating a drop-in centre but did not request funding to assist in its operation.

I have enclosed supporting documentation which may be of assistance to you.

Please do not hesitate to contact me should you require any further assistance.

Yours sincerely,

Keith Batt
Policy Resource Officer
Supported Accommodation Assistance Unit
Community and Youth Branch

R

224 4493
lrk:PP
Mr P Pearce
Community & Youth Branch

10th February, 1992

Archdeacon I. Stewart,
Chairperson,
Cairns Anglican Youth Services,
PO Box 2179
CAIRNS QLD 4870

Dear Archdeacon Stewart,

Thank you for your participation and the participation of your staff in the recent meeting to discuss issues related to the development of St. Margaret's and St. John's Youth Shelters. The departmental staff who participated have assured me that there was unanimous agreement on the beneficial nature of these discussions. The time and energy committed by you and your staff is appreciated.

I note the agreement of the meeting to the suggestion that representatives of this department should meet with the Cairns Anglican Youth Services (CAYS) Management Committee to discuss the committee's roles and other material generated by the recent meeting. This meeting could pay particular attention to the hours of operation of St. John's Shelter. It is my view that there is scope for some adjustment in this area.

I would be pleased to attend such a meeting with Ms J. Jakel, Resource Officer, Cairns. Your advice on an appropriate date and venue for such a meeting would be appreciated.

Once again, thank you for your co-operation and participation.

Yours sincerely,

M. Ryan (Ms)
Regional Manager
Northern Region
Community Services Development

file CAYS.
SAYO
500253
(65)

4th February, 1992

Regional Manager - Community Services Development, Northern Region
Senior Resource Officer - Community Services Development, Northern Region

Cairns Anglican Youth Service (CAYS) - Service Development Meeting

Ms V. Atkinson (A/Senior Resource Officer, Community and Youth, Northern Region), Ms J. Jakel (Resource Officer, Community and Youth, Northern Region) and Mr P. Pearce (Policy Resource Officer, Youth Section, Central Office) jointly participated in a two (2) day meeting with staff from St. Margaret's and St. John's Youth Shelters and representatives of the management committee of Cairns Anglican Youth Services (CAYS). The purpose of this meeting was to finalise issues of concern highlighted through the 1990 review of both services and to facilitate the development of both services.

Notes that outline the specific outcomes of this meeting are attached (Attachment 1). These notes have been supplied to all participants.

The salient points from these notes are:

Departmental officers noted the view that the continued closure of St. John's Shelter on week days seemed inappropriate. This matter is referred for your consideration and further discussion with the CAYS Management Committee.

The current St. John's premises are acknowledged as inadequate. An action plan has been developed to address this matter.

New position descriptions that reflect a line of accountability from shelter workers to the respective shelter co-ordinators and on to the management committee are to be developed in consultation with Ms Jakel and submitted to the management committee for consideration.

Both services are to develop strategic plans in consultation with Departmental regional staff.

A client grievance procedure that includes the participation of an impartial third party is to be developed in consultation with Ms Jakel.

Both shelters will develop strategic plans in consultation with Ms Jakel.

R



Ms Jakel and the Regional Manager, Community Services Development or the Senior Resource Officer, Community and Youth are to attend a meeting of the CAYS Management Committee in order to assist with consideration of material prepared by shelter staff and to clarify the Management Committee's role.

The following recommendations are put for your consideration:

- (i) That Ms Jakel be authorised to follow through with the planning and developmental commitments mentioned in the attached notes.
- (ii) That correspondence be forwarded to the CAYS Management Committee (Draft Attachment 2) seeking a suitable date for Departmental Officers to meet with the Management Committee. This meeting should include discussion of the committee's role and discussion of material prepared by shelter staff.
- (iii) That negotiations begin with the CAYS Management Committee with a view to gaining agreement to open St. John's Shelter on weekdays. It is asserted that the practice of closing the shelter during normal business hours is inconsistent with the notion of providing secure supported accommodation.

We trust that these recommendations meet with your approval. You may wish to forward this material to the Assistant Divisional Head, Community and Youth, for his information.

Jill Jakel (Ms)
Resource Officer
Community and Youth
Northern Region

Peter Pearce
Policy Resource Officer
Community and Youth
Central Office

RTI RELEVANT



NOTES OF MEETING
DEPARTMENT OF FAMILY SERVICES AND ABORIGINAL
AND ISLANDER AFFAIRS/CAIRNS ANGLICAN YOUTH SERVICES
SERVICE DEVELOPMENT MEETING

30th January, 1992

- This first day the two (2) day series of meetings was spent on clarification of the roles of workers funded through the Supported Accommodation Assistance Program (S.A.A.P.).
- Workers from Saint John's and Saint Margaret's Youth Shelters detailed the nature of their work with service users and attempted to develop revised position descriptions that would more accurately reflect the current reality of service operations, (this process to be completed for St. John's staff on 31st January, 1992.
- A number of issues remain which require further clarification:
 - (i) Department of Family Services and Aboriginal and Islander Affairs representatives noted their view that it does not seem an appropriate practice to close the St. John's Youth Shelter on week days. Some preliminary discussion was had on this point and it was decided that this issue should be the subject of further discussions.

Mr Peter Pearce, (Department of Family Services and Aboriginal and Islander Affairs), noted that, at this stage, it is probable that a recommendation would be put to management that St. John's should remain open on week days and that it should be staffed by the Co-ordinator during normal office hours.
 - (ii) The current St. John's premises are agreed as unsuitable for present purposes. Further discussion and actions that seek to rectify this problem should be pursued in the near future.
 - (iii) The current vehicle owned by St. John's Youth Shelter is available to the staff of St. Margaret's; however, it was agreed that a more appropriate arrangement would be the provision of a vehicle for the exclusive use of St. Margaret's. It was noted that the current vehicle should only be used for shelter purposes.



- (iv) Some discussion was had on the process used to fill vacancies within both services. The Cairns Anglican Youth Service constitution allows for a selection panel comprised of the Director and two (2) committee members. Pre-selection is the responsibility of the Director who presents recommendations to the selection committee. There is no requirement for vacant positions to be publicly advertised.
- (v) It is the view of the Cairns Anglican Youth Services' Director that St. John's is funded through S.A.A.P. to operate both the youth shelter and a drop-in centre. Ms Jill Jakel, (Department of Family Services and Aboriginal and Islander Affairs) agreed to clarify the specific purpose of current funding. It was noted by Mr Pearce (Department of Family Services and Aboriginal and Islander Affairs), that an attempt to operate a youth shelter and a drop-in centre with only 3.5 staff appeared unrealistic. If this is in fact the purpose of current funding it may be necessary to recommend that the drop-in centre be deleted from future funding agreements. An alternative option would be to increase staffing levels.

A number of items were agreed upon in principle by the meeting:

- (i) That the shelter staff of St. Margaret's are authorised to meet with the St. Margaret's Co-ordinator and Ms Jakel in order to develop re-drafted position descriptions. New position descriptions should reflect the shelter workers line of accountability to the shelter Co-ordinator rather than to the Director. Re-drafted position descriptions will be presented to the Management Committee for consideration and approval.

- (ii) The St. Margaret's Co-ordinator is authorised to meet with St. Margaret's staff and Ms Jakel in order to develop a new Co-ordinator's position description that includes:

operational authority to be invested in the Co-ordinator;

the capacity for the St. Margaret's Co-ordinator to report directly to the Management Committee.

This position description is to be submitted to the Management Committee for consideration.

- (ii) Ms Jakel is to meet with the Cairns Anglican Youth services Management Committee in order to clarify the committee's role and to discuss material submitted for approval by shelter staff.

31st January, 1992

This second day of the two day series of meetings was spent on commencing strategic planning processes for St Margaret's and St John's shelters.

- Given the limited amount of time available for these activities it was not possible to develop comprehensive strategic plans for both services. Time was devoted to setting in place planning processes that include relevant participants and operate over the near future in order to produce plans for consideration by the Management Committee.
- As the first step in the planning process, staff from both shelters suggested the following goal statements. These statements provided a guide for further activities.

St Margaret's goal statement:

"To assist young women who present as homeless, destitute and at-risk and/or share other disadvantages which predispose them to what has become a self-destructive and often anti-social life pattern."

St John's goal statement:

"To assist young male persons towards independent living by providing secure accommodation on a short-term basis and such support services that will assist the young male person towards achieving an appropriate lifestyle."

- A number of items were agreed upon in principle by the meeting:
 - (i) That the St Margaret's and St John's work groups develop, in consultation with Department of Family Services and Aboriginal and Islander Affairs regional resource staff, strategic plans which include specific action plans and performance indicators for both shelters;
 - (ii) That the St Margaret's and St John's work groups liaise with Ms J. Jakel (DFS & AIA) in order to develop and document a client grievance procedure that incorporates existing mechanisms utilised by both shelters and adds the capacity for an impartial third party to participate in the grievance process;
 - (iii) That the two days of discussions on the operation of St Margaret's and St John's shelters has proven beneficial. In order to ensure the continuation of this beneficial process the meeting agreed that a planning and evaluation strategy be developed by both services. The process should include a mechanism for annual service reviews. Ms Jakel will assist in the development of these strategies.

Upon completion, all of the material referred to above and other material developed during these current discussions are to be submitted to the management committee for consideration and approval.

- In addition action plans were developed in order to address:

- (i) The inadequacy of the current premises of St John's Youth Shelter. Rev Gordon King is to prepare an options paper that outlines the avenues available for upgrading the shelter's premises. This options paper will be presented to the management committee for consideration. Reverend King agreed to forward a copy of this paper to the Regional Manager - Community Services Development, Northern Region;
- (ii) The need for St Margaret's Shelter to acquire a vehicle. The co-ordinator of St Margaret's is to seek the approval of the management committee to submit for a grant to purchase an appropriate vehicle;
- (iii) The need for the current vehicle used by St John's Shelter to be upgraded. Reverend King is to submit for a grant to replace this vehicle.

It was emphasised and recognised by the meeting that no guarantee could be given as to the likely success or otherwise, of these submissions.

RTI RELEASED

file Cairns Anglican Youth Service

Department of Family Services and Aboriginal and Islander Affairs

(50)

298

Date: 20th January, 1993,

To: Majella Ryan, Regional Manager, Community Services Development, North Queensland Region - Townsville.

Copies to: A/Divisional Head, Division of Community Services Development; A/Assistant Divisional Head, Division of Community Services Development.

CONFIDENTIAL

Subject: CAIRNS ANGLICAN YOUTH SERVICE

A meeting was held between Bishop Ian Stuart, (Chairperson of Cairns Anglican Youth Service); Tom Saide, A/Regional Manager and Jill Jakel, Resource Officer at 9 a.m. on Wednesday 20th January to discuss the serious complaint against Reverend Gordon King, Co-ordinator of St Johns Boys Shelter, of alleged sexual abuse of a young male client.

Bishop Stuart sought information regarding the credibility of the complaint and the seriousness with which the Department viewed the complaint.

The Bishop notified us that he had been aware of rumours of a similar nature in the past but had not heard anything about the alleged incident which was the subject of the complaint.

It was re-iterated that the Department viewed the complaint seriously. However, the Bishop was notified that there has been a history of unsubstantiated complaints of a similar nature. It was also stated that similar concerns have been raised informally by service providers over many years and that there is anecdotal evidence that young people avoid the service due to persistent rumours about the Co-ordinator of St Johns Boys Shelter.

The Bishop was informed that the role of Community Services Development was to assist and support the Management Committee to deal with this matter and to assist with the on-going management of the service.

To: Sheryn Casey.

Al raise with .../2 me, for future info/updates

[Handwritten signature]

R

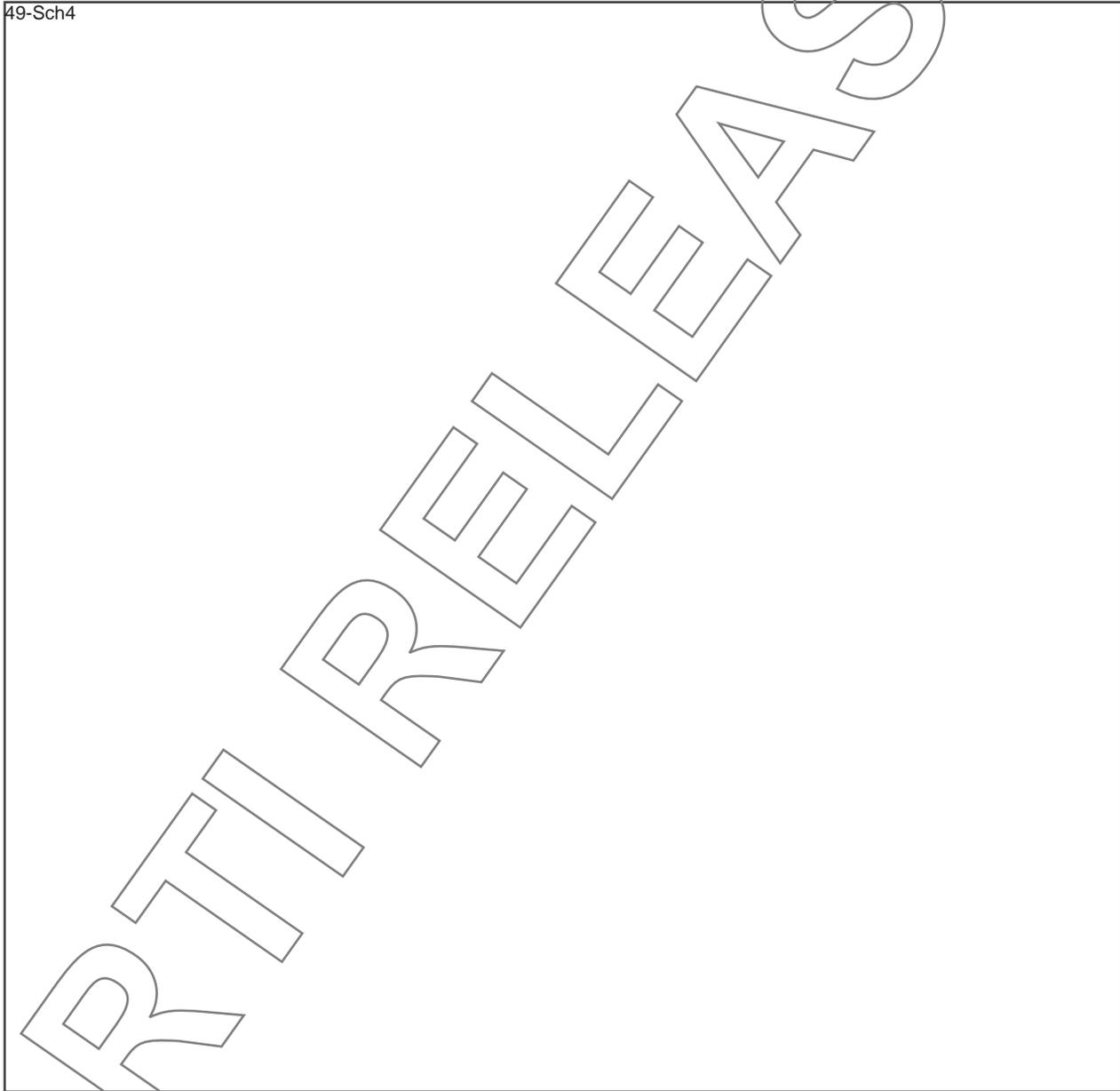
RECEIVED

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- 2 -

He was also informed that the role of Division of Protective Services and Juvenile Justice was different and that their role was to ensure the safety of young people and to take whatever action was appropriate to this.

49-Sch4



.../3

Bishop Stuart stated that he wished to keep the matter confidential

49-Sch4

[Redacted line]

Tom Saide

Tom Saide,
A/Regional Manager,
North Queensland Region,
Community Services Development - Townsville.

Jill Jakel

Jill Jakel,
Resource Officer (Community & Youth),
Community Services Development - Cairns.

RTI RELEASED

File Cairns Anglican Youth Service

253

(5)

Department of Family Services and Aboriginal and Islander Affairs

Date: 7th May, 1993

To: Majella Ryan

Copies to: Judy Taylor
Sharyn Casey

Subject: Cairns Anglican Youth Services



Following the termination of the services of the co-ordinator of St. Johns Boys Shelter in February 1993 a termination package proposal was prepared by the C.A.Y.S. book-keeper and subsequently approved by the management committee. It appears, that on the advice of the co-ordinator, the book-keeper was under the impression that "until a few years ago" leave under SAAP accrued at the rate of 6 weeks per annum.

Therefore, as the co-ordinators leave entitlements had been largely unutilized for some 8 years he was significantly overpaid in the area of leave entitlements. He was also given 4 weeks pay in lieu of notice.

The termination package was paid from on-costs. I have discussed the over-payment of leave entitlements with Warren Tidmarsh who is assuming the treasurers role and informed him that it would be discussed at the Regional Management level to decide any further action.

I would therefore appreciate your comments and recommendations in relation to this. The matter of severance pay, I believe, is a policy matter. At present it is not funded but is, in certain circumstances, highly appropriate especially in a situation such as with St. Johns Boys Shelter where it is imperative to remove a staff member from duty immediately. I feel that two weeks pay in lieu of notice would be appropriate in most circumstances.

I would also appreciate your comments on how to deal with services in this sort of situation that use recurrent funding for non-approved purposes. This service does have a history of this practice, however I think this has been resolved by the removal of the co-ordinator.

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- 2-

I have suggested to Warren Tidmarsh that the C.A.Y.S. committee should contact the Department to discuss any proposed expenditure that is unusual. Warren commented that it was "normal management practice" to pay severance pay.

I agreed with him but informed him that we do not currently fund it and there is no legal obligation for the committee to pay it.

JJM

Jill Jakel
Resource Officer, Community and Youth
Community Services Development - Cairns

RTI RELEASE

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CAIRNS ANGLICAN YOUTH SERVICES

PO Box 154
CAIRNS NQ 4870
Dept of Family Services &
Aboriginal & Islander Affairs
G.P.O Box 806
BRISBANE 4001

Note of change of Address
RECEIVED
27 MAY 1993
RECORDS

Cairns Anglican Youth Services wishes to advise that, due to restructuring, the following arrangements will apply as from March 15, 1993, until further notice:

St John's Boys Shelter

The Acting Co-ordinator is Mr Robert Pascoe. The Service will operate on a skeleton basis for the time being. The phone contact for St John's is (070) 536410. The postal address for St John's is PO Box 154, Cairns 4870.

St Margaret's Girls Shelter:

There is no change to the operation of St Margaret's. The phone contact for St Margaret's is (070) 332678. The postal address for St Margaret's is PO Box 692, Earlville 4870.

Youthcare Outreach/Sharehouse/Drop-in Centre:

All correspondence regarding the Youthcare Outreach Programme should be addressed to the Secretary, Management Committee, Youthcare Outreach Programme, PO Box 154, Cairns 4870.

V A Cranwell

(Mrs) V A Cranwell
Secretary
Management Committee

298

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Department of Family Services and Aboriginal and Islander Affairs

Date: 13th April, 1993,

To: Regional Office, North Queensland Region, Community Services
Development - Townsville;

Copies to: { Central Office, Division of Community Services Development -
Brisbane. }

Subject: CAIRNS ANGLICAN YOUTH SERVICES

Please note the following contacts, telephone numbers and addresses for the above service:-

• Cairns Anglican Youth Service:

P.O. Box 110
EARLVILLE QLD 4870

Telephone: (070) 362955

Chairperson: Bishop Stuart

• St Johns Boys Shelter:

P.O. Box 154
CAIRNS QLD 4870

Telephone: (070) 536410

A/Co-ordinator: Robert Pascoe

• St Margarets Girls Shelter:

P.O. Box 692
EARLVILLE QLD 4870

Telephone: (070) 332678

Co-ordinator: Verna Chandler

RECEIVED
19 APR 1993
RECORDS

INTER-REGIONAL
OFFICE

Jill Jakel,
Resource Officer (Community & Youth),
Community Services Development - Cairns.

R

B/c — Regional Manager
C.S.D.

(5)

Northern

For your information/attention.

FINANCIAL SUMMARY
ST MARGARETS HOUSE

for ADH [Signature]
Community and Youth

<u>BASE SALARIES</u>		advanced	expended	balance
<u>QUARTER ENDED</u>	30.09.92	\$23,427.50	\$21,020.00	\$2,407.50
	31.12.92	\$23,427.50	\$25,513.00	-\$2,085.50
	31.03.93	\$26,716.75	\$22,090.00	\$4,626.75
		<u>\$73,571.75</u>	<u>\$68,623.00</u>	<u>\$4,948.75</u>

B/c Regional Resource Officer
Community Services Development
CAIRNS

Copies of Quarterly Returns for St Johns and St Margarets attached as requested.

With regard to the above financial summary for St Margarets, please provide Urgent advice as to whether funds should be withheld next quarter to recoup excess funds provided.

If so, please advise the amount which should be withheld.

Senior Grants Officer
(SAAP)

18 APR 1993

RTI REVIEW

R

B/c — Regional Manager

CSD



2244509

Lex Ure
Community and Youth Branch

Northern
For your information/attention.

for ADI
Community and Youth

16th April 1993

Mrs V Cranwell
Secretary
Management Committee
Cairns Anglican Youth Services
PO Box 154
CAIRNS QLD 4870

Dear Mrs Cranwell,

I have much pleasure in enclosing cheques to the value of \$75,799.25 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns and St Margarets for the quarter ended 30th June 1993.

The payment consists of the following:

St Johns

Base Salaries	\$23,427.50
Salaries On Costs	\$ 3,982.75
Superannuation	\$ 2,107.00
Operating Costs	\$ 6,846.50

\$36,363.75

St Margarets

Base Salaries	\$26,716.75
Salaries On Costs	\$ 4,541.50
Superannuation	\$ 2,337.50
Operating Costs	\$ 5,839.75

\$39,435.50

The payment for superannuation includes an arrears payment of \$936.00 for St Johns and \$1,001.75 for St Margarets to allow for the increase from 3% to 4% for the period 1st July 1992 to 31st December 1992, and from 4% to 5% for the period 1st January 1993 to 31st March 1993.

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May I wish you continuing success with these services.

Yours sincerely

Director-General

RTI RELEASES

R

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File Summary Sheet

Cairns Youth Service

Project: St Johns

File No: 253

Salaries per Quarter

Base \$ 23,427.50

On Costs \$ 3,982.75

Super \$ 1,171.00

Total \$ 28,581.25

Approved Positions:

	Operating	Salaries	Non Recurrent	Total
Allocation	27,386.00	113,858.00	17,000.00	158,244.00
Previously Paid	20,539.50	84,339.75	17,000.00	121,879.25
Balance	6,846.50	29,518.25	-	36,364.75
Paymt @ 30/6	6,846.50	29,517.25		36,363.75
Balance	-	-		-
Less Saving @ @ @				
Balance				

Comments:

Operating Costs

Qtly Paymt \$

Arrears \$

\$

Salaries

Qtly Paymt \$

Arrears \$

\$

Superannuation

Qtly Paymt \$

Arrears \$ 915.00

\$



QUARTERLY FINANCIAL STATEMENT

7 APR 1993

17

Department of Family Services and Aboriginal and Islander Affairs

PROGRAM: CAIRNS ANGLICAN YOUTH SERVICES - ST. JOHN'S HOUSE

SERVICE:

SPONSORING ORGANISATION: CORP. OF THE DIOCESAN SYNOD OF ND

STATEMENT OF INCOME AND EXPENDITURE for quarter ended: 31/3/93

INCOME (Under this program)

Program grant - Recurrent Grant \$ 36365 ✓

- One-off Grants \$ 17000 ✓

QUARTERLY PROGRAM INCOME: \$

OTHER INCOME (For this service)

Income derived from operation of service (fees and charges) \$ _____

Other relevant grants (please specify) \$ _____

Other income (optional) \$ _____

TOTAL OTHER INCOME: \$

RECEIVED 15 APR 1993 RECORDS

EXPENDITURE (Include expenditure under this program)

EXPENDITURE ITEMS	ACTUAL EXPENDITURE QUARTER ENDED 31/3/93	ESTIMATED EXPENDITURE FOR NEXT QUARTER
Salaries for approved positions	\$ 23919 22475	\$ 23427
Salary "On Costs" for approved positions	\$ 10301	\$ 3982
Superannuation	\$ _____	\$ 2456
Operating Costs	\$ 6540 6846.50	\$ 6846
Non-recurrent Costs	\$ 17000	\$ _____
Other relevant expenditure	\$ _____	\$ _____
TOTAL EXPENDITURE:	\$ 57760	\$ 36711

46

SALARIES (Please supply details for approved positions)

NAME	POSITION	HOURS PER WEEK	ANNUAL SALARY RATE	PAYMENT PERIOD		AMOUNT
				FROM	TO	
49-Sch4	CO-ORDINATOR	40	27925	1 1 1 93	3 1 1 93	5843
	SUPERVISOR	40	26314	1 1 1 93	3 1 1 93	6287
	✓	40	26314	1 1 1 93	3 1 1 93	5113
	✓	20	26314	19 13 193	3 1 1 93	594
				1 1	1 1	
	TEMP. SUPER		26314	1 1 1 93	2 1 1 93	52
	✓		26314	1 1 1 93	2 2 1 93	2349
	RESIGNED CO-ORDINATOR	40	27925	1 1 1 93	2 2 1 93	13982
				1 1	1 1	
				1 1	1 1	
TOTAL SALARIES						\$ 34220

We, the undersigned, hereby certify that the information contained in this statement presents fairly the financial position of the service organisation as at 3 1 1 93 (date).

SHURLEY WAH DAY
(Name)
[Signature]
(Signature)

BOOK KEEPER
(Position)
2 1 93
(Date)

Please forward to:

Division of Community Services Development
Department of Family Services and
Aboriginal and Islander Affairs
GPO Box 806
BRISBANE QLD 4001

SAAP 253
298

15

CAIRNS ANGLICAN YOUTH SERVICES

PO Box 154
CAIRNS NQ 4870

COMMUNITY SERVICES
24 MAR 1993
DEVELOPMENT

21 March 1993

Mr G Sanderson
The Director-General
Dept of Family Services and
Aboriginal & Islander Affairs
GPO Box 806
BRISBANE 4001

Dear Sir

This is to advise that Fr Gordon King has resigned from the position of Director of Cairns Anglican Youth Services, and Director of the Youthcare Outreach Programme in Cairns. Robert Pascoe is Acting Co-ordinator of St John's Boys Shelter and Verna Chandler is Co-ordinator of St Margaret's Girls Shelter.

All correspondence should be forwarded to the Secretary, Management Committee, Cairns Anglican Youth Services, PO Box 154, Cairns 4870. No correspondence should be forwarded to PO Box 2179, Cairns.

Yours faithfully

V A Cranwell
(Mrs) V A Cranwell
Secretary
Management Committee

B/c - Regional Manager
CSD

1 Pco (SAAP)
2 P.C.O. (Youth)

Northern
For your information/attention.

for ADH
Community and Youth

R

CAIRNS ANGLICAN YOUTH SERVICES



PO Box 154
CAIRNS NQ 4870

21 March 1993

The Divisional Head
Community Services Development
Dept of Family Services and
Aboriginal & Islander Affairs
GPO Box 806
BRISBANE 4001

Dear Sir

This is to advise that Fr Gordon King has resigned from the position of Director of Cairns Anglican Youth Services, and Director of the Youthcare Outreach Programme in Cairns. Robert Pascoe is Acting Co-ordinator of St John's Boys Shelter and Verna Chandler is Co-ordinator of St Margaret's Girls Shelter.

All correspondence should be forwarded to the Secretary, Management Committee, Cairns Anglican Youth Services, PO Box 154, Cairns 4870. No correspondence should be forwarded to PO Box 2179, Cairns.

Yours faithfully

V A Cranwell
(Mrs) V A Cranwell
Secretary
Management Committee

gd
① ADH copy — Mike please
② km. nq. MKI are changed
③ PE SAAP — referred to me incorrectly.
MJ

RECEIVED

R

Handwritten notes:
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RELEASÉ

Carriis Anglican



D/B For your info 18/2/93To Sandra
C+Y.

13

17.2.93

Jan Williams, Divisional Head. CSD.

For filing please.

St John's: Cairns Anglican Youth Services.

. On 16.2.93 I spoke to Bishop Stuart to obtain an update on the situation as the Division's last correspondence had requested an outcome with respect to the future of Reverend Gordon King by 17.2.93.

. The Bishop informed me that he had been interviewed by Inspector John O'Shea of the Child Exploitation Unit, based in Brisbane and a representative of the Criminal Justice Commission.

. The Bishop has been requested by Inspector O'Shea not to dismiss Reverend King until charges have been laid against him. Investigations have been occurring in the Cairns region and the Tablelands with regard to the possibility of a child pedophile ring operating. There are no allegations that the Reverend King is connected but investigations are occurring concurrently. The Bishop has been told that these investigations should be concluded by Friday 18th February and that Reverend King will be charged. He will be placed on bail and the bail conditions will state that he is not to contact either of the Anglican Shelters.

. The Criminal Justice Commission are now involved in that there may be issues involved in the handling of the situation by the Cairns Police.

. The Bishop has been advised that the Regional Manager, CSD will contact on Monday 22nd February to ascertain whether charges have been laid. If this has not occurred in the near future then the Division may consider asking the organisation to show cause as to why it should not be defunded.

. The Manager of the Northern Region of the Commonwealth Department of Health Housing and Community Services is aware of the current situation and would be in agreement with a decision to defund should this be necessary.

R

29

J Taylor
Acting Regional Manager,
Community Services Development.

RTI RELEASE

R

24

(17)

RECEIVED
3.30 AM.
17 FEB 1993

**Department of Family Services and
Aboriginal and Islander Affairs**

Date: 5 February, 1993

To: Divisional Head, Community Services Development
Attention: Assistant Divisional Head, Community Services Development and Youth and Islander Affairs

Copies to:

① Noted for
② DH (CSD) for your information.

Subject:

CAIRNS ANGLICAN YOUTH SERVICE (SAAP SERVICE)

I will update as developments occur. J 9/2

③ D/b. For your information. Advise to the minister's office as appropriate - (copy of previous brief attached) gw 9/2

This memorandum updates information provided on 20th January, 1993 by Mr T Saide, Acting Regional Manager, regarding allegations made that the Projects Director, Reverend G King made sexual advances to a young male service user. *Noted. 18/2*

The allegations about the conduct of Reverend King was brought to the attention on 20th January, 1993 of Bishop Ian Stuart, Chairperson Anglican Youth Service.

The allegations of sexual misconduct are being investigated by Mr John O'Shea, Child Exploitation Squad, Police Service, Brisbane, phone (07) 73646806.

Mr O'Shea has verbally advised myself and Bishop Stuart that Reverend King was convicted in 1956 in Western Australia on 4 indecent dealing charges and sentenced to 12 months prison. Mr O'Shea's investigations are continuing.

Bishop Stuart has advised that Reverend King is on one weeks recreation leave 8th to 12th February. The Anglican Church Administrators will address the matter of Reverend King's conduct with him on Wednesday, 17th February.

49-Sch4

I have advised Bishop Stuart that it is not appropriate for a person with a criminal record in relation to child sexual assault to be employed in a youth service in a position of authority and trust. (Copy of correspondence attached).

Advice regarding the action taken by the Cairns Anglican Youth Service to address the concerns raised regarding the operation of this service is to be forwarded to this office by the Bishop by Thursday, 18th February, 1993. In the event that no action is taken it is recommended that the service be requested to show cause as to why funding should be continued.



INTER OFFICE MEMO



Documentation regarding the Management Committee's inability to adequately manage and operate the service will be provided to support this action.

Majella Ryan

MAJELLA RYAN
Regional Manager
Community Services Development
North Queensland Region

RTI RELEASE

**Department of Family Services and
Aboriginal and Islander Affairs**

North Queensland Regional Office
4th Floor
187-209 Stanley Street
Townsville Queensland 4810

PO Box 5941 MC
Townsville Queensland 4810

Telephone: (077) 22 1110
Facsimile: (077) 21 1936

Telephone:
Reference:
Refer To:
Section:
Your Ref:

MR:cs

5 February, 1993

Bishop Stuart
Innisfail Youth and Family Care Inc
P O Box 175
Innisfail Q 4860

Dear Bishop Stuart

RE: ST JOHN'S BOYS YOUTH SHELTER

I refer to our discussion today regarding the allegation that the Director of the Cairns Anglican Youth Service, Reverend G King made sexual advances to a client of the service.

I advise that it is the position of this Department that it is not appropriate for persons who have a criminal record for child sexual assault offences to be employed in a position of authority and trust in a youth service. This Department would support the Management Committee in its decision to terminate the services of an employee who has a criminal record for child sexual assault.

Further to your advice that the concerns regarding the operation of the Cairns Anglican Youth Service will be addressed on Wednesday, 17th February, 1993, It is requested that you advise this office by the 18th March of the action taken in relation to this matter.

As discussed, departmental officers, Ms Judy Taylor and Ms Jill Jakel are available to work with you regarding this matter.

Yours faithfully

Majella Ryan
MAJELLA RYAN
Regional Manager
Community Services Development
North Queensland Region



R

Department of Family Services and Aboriginal and Islander Affairs

38

Date: 20th January, 1993.

To: Majella Ryan, Regional Manager, Community Services Development,
North Queensland Region - Townsville.
 Copies to: A/Divisional Head, Division of Community Services Development;
A/Assistant Divisional Head, Division of Community Services
Development.

CONFIDENTIAL

Subject: CAIRNS ANGLICAN YOUTH SERVICE

A meeting was held between Bishop Ian Stuart, (Chairperson of Cairns Anglican Youth Service); Tom Saide, A/Regional Manager and Jill Jakel, Resource Officer, at 9 a.m. on Wednesday 20th January to discuss the serious complaint against Reverend Gordon King, Co-ordinator of St Johns Boys Shelter, of alleged sexual abuse of a young male client.

Bishop Stuart sought information regarding the credibility of the complaint and the seriousness with which the Department viewed the complaint.

The Bishop notified us that he had been aware of rumours of a similar nature in the past but had not heard anything about the alleged incident which was the subject of the complaint.

It was reiterated that the Department viewed the complaint seriously. However, the Bishop was notified that there has been a history of unsubstantiated complaints of a similar nature. It was also stated that similar concerns have been raised informally by service providers over many years and that there is anecdotal evidence that young people avoid the service due to persistent rumours about the Co-ordinator of St Johns Boys Shelter.

The Bishop was informed that the role of Community Services Development was to assist and support the Management Committee to deal with this matter and to assist with the on-going management of the service.

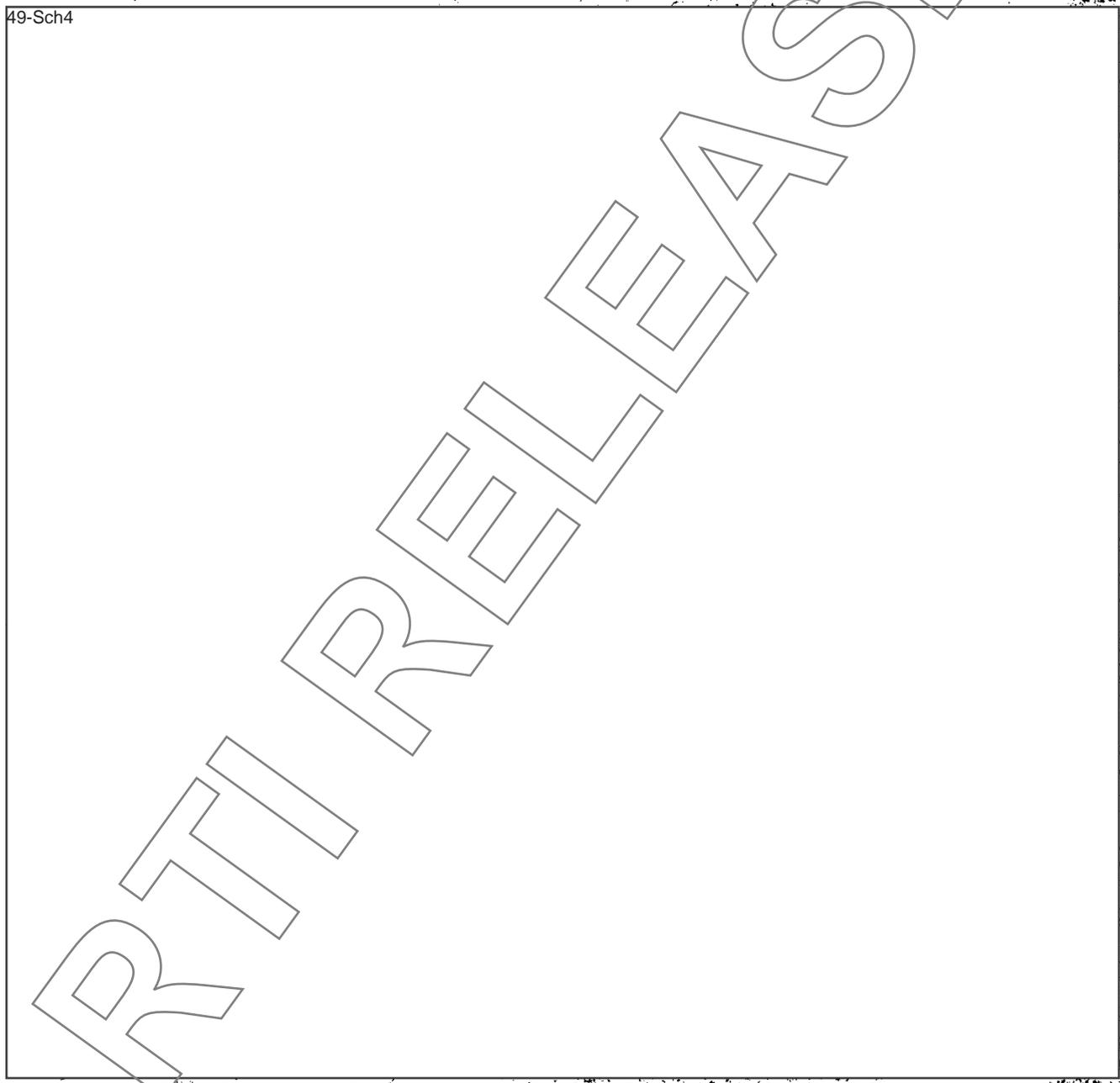
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He was also informed that the role of Division of Protective Services and Juvenile Justice was different and that their role was to ensure the safety of young people and to take whatever action was appropriate to this.

49-Sch4





Bishop Stuart stated that he wished to keep the matter confidential) 49-Sch4

[Redacted line]

T. Saide

Tom Saide,
A/Regional Manager,
North Queensland Region,
Community Services Development - Townsville.

J. J. Jakel

Jill Jakel,
Resource Officer (Community & Youth),
Community Services Development - Cairns.

RTI REQUEST

19th February, 1993

SAAP - 253

DATE: CAIRNS ANGLICAN YOUTH SERVICES

35

Bishop Stuart rang Jill Jackel, A/Senior Resource Officer (Community and Youth), Cairns, this morning to discuss his proposed action in relation to Gordon King's continuing employment as Co-ordinator of St John's.

Bishop Stuart advised that he had been contacted by John O'Shea from the Child Sexual Assault Unit this week who expects to lay charges against Gordon King today.

49-Sch4

Bishop Stuart and I discussed strategies to provide support for any current residents at St John's. It is not known how many clients are in residence at the moment and this information cannot be elicited without alerting Gordon King.

It was agreed that Bishop Ian Stuart would brief Verna Chandler from St Margarets on Monday, 22nd February, [redacted] and request her to assist in developing placements for any current residents of St John's.

It was also agreed that the most appropriate course of action would be to close St John's until a new Co-ordinator is appointed and the premises are upgraded.

It was agreed that Ian Stuart would contact me again on Monday, 22nd February, to confirm arrangements.

As Bishop Stuart will be in Brisbane from lunch time today, 19th February, 1993, he suggested that Warren Tidmarch could be contacted in an emergency. Warren Tidmarch would also be able to track down Ian Stuart if necessary.

Apparently, Warren Tidmarch is the Business Manager of the Trinity Anglican School and is on the Cairns Anglican Youth Services Committee. He has also been briefed on the issues.

Warren Tidmarch's contact numbers are (070) 362 955 (work) and (070) 541 260 (home).

Warren Tidmarch rang to relay a message from Bishop Stuart who had phoned him from the airport en route to Brisbane. Apparently Gordon King rang Bishop Stuart this morning to discuss a letter from the Department addressed to Bishop Stuart "accidentally opened" by Gordon King. Gordon King told the Bishop that it mentioned a meeting with Tom Saide and was signed by Majella Ryan.

Jill Jackel contacted John O'Shea, C/- Cairns Juvenile Aide Bureau, to inform him that Gordon King was in possession of a letter which could outline proposed action against him.

*Note JW 192.
Impression conveyed by telephone to P/B
JW AMWD*

(BL)

224 4351
SS:jd
Ms S. Stubbs
Community & Youth

18th January, 1993

Archdeacon I Stuart
Chairman
Cairns Anglican Youth Service
PO Box 2179
CAIRNS Q 4870

Dear Archdeacon Stuart,

As you are aware the second round of consultations for the National Evaluation of SAAP are to be held in February 1993. Details regarding the time and venues for these consultations are now available.

Attached is a list detailing the meetings to be held in each region. Staff and management from your organisation are encouraged to attend the meeting which is convenient to you.

Should you have any further queries regarding this please contact you regional MAC representative or Regional Resource Officer.

Yours sincerely,


Sue Stubbs,
A/Policy Co-ordinator,
Supported Accommodation Assistance Unit,
Community and Youth Branch

18 JAN 1993

Archdeacon Ian Stuart,
Chairman,
Cairns Anglican Youth Services,
P.O. Box 2179,
CAIRNS. Qld 4870

Dear Adcn Stuart,

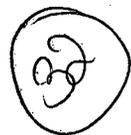
I am pleased to advise that additional funds have been approved for your service under the Supported Accommodation Assistance Program (SAAP) which is a joint State/Commonwealth funded program administered by the Department of Family Services and Aboriginal and Islander Affairs.

The total budget allocation for the 1992/93 financial year is shown on the attached schedule and any arrears payable will be included with your advance for the March quarter.

The budget allocation represents the maximum approved level of subsidy for this financial year. This does not preclude your organisation from incurring additional expenditure in the operation of your service, however, the Department of Family Services and Aboriginal and Islander Affairs is not liable to meet any costs over the approved level.

With regard to quarterly advances the following conditions will continue to apply:

- (a) Quarterly advances will be made following receipt of a quarterly income and expenditure statement.
- (b) Quarterly advances will normally represent a quarter of the annual allocation.
- (c) Funds will not be advanced in excess of a quarter of the annual allocation unless exceptional circumstances are provided to and accepted by the Senior Grants Officer.



- (d) Funds will only be advanced on the basis of need for such funds each quarter, i.e. total monies advanced may not be equivalent to the annual approval.

You should account for the expenditure of the above funds in accordance with the established accountability requirements for SAAP.

Please be assured that I appreciate the valuable contribution being made by your service in the welfare area and I wish you continuing success with your endeavours.

Yours sincerely,

Anne Warner
Minister for Family Services and
Aboriginal and Islander Affairs

RTI RELEASED

139

NAME OF SERVICE: Cairns Anglican Youth Service - St Johns

SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM (SAAP)
TOTAL BUDGET ALLOCATION
1992/93 FINANCIAL YEAR

SALARIES:

<u>Position</u>	<u>Position Level</u>	<u>Salary</u> \$	<u>Salary On-Costs</u> \$	<u>Superannuation</u> \$	<u>Total</u> \$	<u>Full Year Effect</u> \$
Co-ordinator	1	27,925	4,748	838	33,511	33,511
Shelter Workers	2.5	65,785	11,183	1,974	78,942	78,942
<hr/>						
TOTAL	3.5	93,710	15,931	2,812	112,453	112,453
<hr/>						
<u>OPERATING COSTS</u>					27,386	27,386
<hr/>						
<u>TOTAL RECURRENT COSTS</u>					139,839	139,839
<hr/>						
<u>NON-RECURRENT COSTS</u> - vehicle					17,000	
<hr/>						
<u>TOTAL ALLOCATION 1992/93</u>					156,839	

RTI RELEASEE

R



NAME OF SERVICE: Cairns Anglican Youth Service - St Margarets

SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM (SAAP)
TOTAL BUDGET ALLOCATION
1992/93 FINANCIAL YEAR

SALARIES:

<u>Position</u>	<u>Position Level</u>	<u>Salary</u> \$	<u>Salary On-Costs</u> \$	<u>Superannuation</u> \$	<u>Total</u> \$	<u>Full Year Effect</u> \$
Co-ordinator	1	27,925	4,748	838	33,511	33,511
Youth Worker	1	26,314	4,473	789	31,576	31,576
Shelter Worker	1.5	39,471	6,709	1,184	47,364	47,364
Additional Positions (effective from 1.1.93) Shelter Worker	.5	6,579	1,118	197	7,894	15,788
TOTAL	4	100,289	17,048	3,008	120,345	128,239
<u>OPERATING COSTS</u>					23,359	23,359
<u>TOTAL RECURRENT COSTS</u>					143,704	151,598
<u>NON-RECURRENT COSTS</u> - vehicle					17,000	
<u>TOTAL ALLOCATION 1992/93</u>					160,704	





CS

NOBT AERN

[Handwritten signature]
FOR 477
COMMUNITY AND YOUTH

224 4509
GS:jd
Mr G. Sanderson
Community and Youth Branch

21st January, 1993

Bishop I. Stuart,
Chairman,
Cairns Anglican Youth Services,
P.O. Box 154,
CAIRNS. Qld 4870

Dear Bishop Stuart,

I have much pleasure in enclosing a cheque to the value of \$53,365.75 being payment under the Supported Accommodation Assistance Program (SAAP) for St John's House for the quarter ending 31st December, 1992.

The payment consists of the following:

Salaries	\$29,519.25
Operating Costs	\$ 6,846.50
Non-recurrent Grant	\$17,000.00
	<hr/>
	\$53,365.75
	<hr/>

May I wish you continuing success with your service.

Yours sincerely,

[Handwritten signature]
Director-General

RELEASABLE



28

Cairns Youth

Project: Service - St Johns

File No: 253

Salaries Per Quarter

Base \$ 23,427.50

On Costs \$ 3,982.75

Total \$ 27410.25

\$ 703.00
28113.25

Approved Positions: 30

Financial Year: 92/93

Budget Allcation

Previously Advanced

Balance

Advance due 31-3-93

Balance

Less Saving

Balance

	Operating	Salaries	Non Recur.	Total
Budget Allcation	\$ 27,386.00	\$ 115,457.00	\$ 17,000.00	\$ 159,843.00
Previously Advanced	\$ 13,693.00	\$ 54,820.50	\$ -	\$ 68,513.50
Balance	\$ 13,693.00	\$ 57,632.50	\$ 17,000.00	\$ 88,325.50
Advance due 31-3-93	\$ 6,246.50	\$ 29,519.25	\$ 17,000.00	\$ 52,765.75
Balance	\$ 68,466.50	\$ 281,132.25	\$ -	\$ 349,598.75
<u>Less Saving</u>	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ -	\$ -	\$ -

Operating Costs

City Adv.

Arrears

Salaries

City Adv.

Arrears

Base

Other

1406

Comments:

Voucher forwarded to Accounts: / /

96

Salaries (supply details of name and position, e.g. F. Smith - Co-ordinator only for positions approved under YSAP):

49-Sch4

CO-ORDINATOR	7993.70
SUPERVISOR	7500.00
✓	8203.15
✓	11850.30

TOTAL SALARIES: 28547

PLUS WORKERS COMP. 138

28985

ESTIMATE OF EXPENDITURE FOR QUARTER ENDING MARCH 93

Salaries	23427
- Salary "On Costs"	3982
Operating Costs	6846
Capital Costs (non-housing)	
TOTAL	\$ 34256

RTI REVIEWABLE

SAAP 253

298

85

15th December, 1992

Archdeacon Ian Stuart
Chairman
Cairns Anglican Youth Services
PO Box 2179
CAIRNS 4870

Dear Adcn Stuart,

As you are aware, the Commonwealth Government has passed legislation known as the "Superannuation Guarantee" which took effect from 1st July 1992. The legislation affects every employer in Australia so it is important that you are aware of your obligations. A booklet titled "An Employer's Guide - The Superannuation Guarantee", is available from the Australian Taxation Office.

It is suggested that you obtain a copy of this publication or some professional advice on this issue, as there are only very limited exemptions. All employers, even those organisations which do not normally pay income tax or sales tax, will be required to comply with the Superannuation Guarantee.

The State Government has provided funds in the 1992/93 Budget to enable recurrent grants in respect of salary subsidies for approved funded positions, to cover the additional cost of superannuation.

The extra amount will be paid to you in your payment for the quarter ending 31st March 1993. It will include an arrears payment for superannuation from 1st July 1992 up to 31st December 1992, and an advance payment for the period from 1st January 1993 to 31st March 1993. Subsequent payments will be quarterly in advance, on receipt of your quarterly income and expenditure statement.

The amount of superannuation paid with your grant will be calculated at 3% of the base salary subsidy for approved funded positions. Any superannuation costs over and above this level for individual positions paid at higher than the subsidy level are the responsibility of the employer. The legislation requires that employers with a gross payroll in 1991/92 which exceeded \$1 million should pay superannuation at a rate of 4% for the period 1st July 1992 to 31st December 1992, increasing to 5% for the next six months. (The increase to 5% is subject to approval by the Federal Parliament).

R

Should your payroll arrangements be such that your annual payroll in 1991/92 exceeded \$1 million, then subject to the provision of written confirmation, either in the form of correspondence from the Australian Taxation Office, or an appropriate certification by your independent auditors, this Department will adjust the superannuation subsidy up to an average rate of 4.5% for 1992/93, and 5% in 1993/94. Such written advice must be forwarded to the Department by 31st March 1993.

In order to comply with the legislation, superannuation payments in respect of the 1992/93 year must be made by 14th August 1993.

Subsequently, payments in respect of the 1993/94 year, must be made at least quarterly. This Department requires that actual expenditure on superannuation for subsidised positions must be shown separately on the Quarterly Financial Statement. Copies of these are attached, and should be used from now on for quarterly statement purposes. Separate reporting of superannuation payments should also be incorporated in the annual audited financial statements.

Enquiries may be directed to the Senior Resource Officer, Community and Youth Branch, in your region.

Yours sincerely,

David James
Acting Divisional Head
Community Services Development

RTI RELEASE

78

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224 4509
 LU*jd
 Mr L. Ure
 Community and Youth Branch

13th October, 1992

Bishop I Stuart,
 Chairman,
 Cairns Anglican Youth Services,
 PO Box 154,
 CAIRNS, Qld. 4870

Dear Bishop Stuart,

Attached are cheques totalling \$68,826.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St John's House and St Margaret's House for the quarter ending 31st December, 1992.

These payments include an indexation increase of 1.9% for salaries and 2.4% for operating costs effective as from 1st July, 1992. Full-time salary subsidies have been increased to the following rates:-

	<u>Base Salary</u>	<u>Salary On-Costs</u>	<u>Total</u>
Co-ordinator	\$27,925	\$4,748	\$32,673
Worker	\$26,314	\$4,473	\$30,787

Existing service staff are entitled to salary arrears in accordance with time worked between 1st July, 1992 and 30th September, 1992

The enclosed payment consists of the following:

	<u>Advance</u> <u>Q/E 31/12/92</u>	<u>Arrears</u> <u>1/7-30/9/92</u>
<u>St Johns</u>		
Salaries	\$27,410.25	\$511.50
Operating Costs	\$ 6,846.50	\$160.50
	<hr/>	<hr/>
	\$34,256.75	\$672.00
	<hr/>	<hr/>
<u>St Margarets</u>		
Salaries	\$27,410.00	\$511.25
Operating Costs	\$ 5,839.75	\$136.75
	<hr/>	<hr/>
	\$33,249.75	\$648.00
	<hr/>	<hr/>





May I wish you continuing success with these services.

Yours sincerely,

Director-General

B/c Regional Manager, Division of Community Services Development
Northern Region

For your information. Copies of quarterly returns are attached.
Further full payments have been provided for each service pending
advice as to the outcome of discussions with Bishop Stuart (Ms
Jakel's B/c of 18th August refers).

RTI RELEASE

Gairns Youth Service

Project: St. Johns

File No: 253

Appl. No: _____

(2)

Salaries Per Quarter
 Base \$ 23,427.50
 On Costs \$ 3,982.75
 Total \$ 27,410.25

Approved Positions: 3.5

Financial Year: _____

92/93

	Operating	Salaries	Non Recur.	Total
Budget Allocation	\$ 27386.00	\$ 109,641.00	\$	\$ 137,027.00
Previously Advanced	\$ 6686.00	\$ 26898.75	\$	\$ 33584.75
Balance	\$ 20,700.00	\$ 82,742.25	\$	\$ 103,442.25
Advance due 31-12-92	\$ 7,007.00	\$ 27,921.75	\$	\$ 34,928.75
Balance	\$ 13,693.00	\$ 54,820.50	\$	\$ 68,513.50
Less Saving	\$	\$	\$	\$
Balance	\$	\$	\$	\$

Comments: _____

Operating Costs
 City Adv. 6846.50
 Arrears 160.50
7007.00

Salaries
 City Adv. 27410.25
 Arrears } 511.50
27,921.75

Voucher forwarded to Accounts: 6 / /

Transaction Number: _____

Cheque Received: _____ / /

To LEFURE Grants Office 674
Department of Family Services and
Aboriginal and Islander Affairs

Community Services Development
130 McLeod Street
Cairns Queensland 4870



PO Box 238
North Cairns Queensland 4870

20 AUG 1992

Telephone: (070) 313818,
Reference:
Refer To: Jill Jakel/n.s.,
Section: Community Services Development,
Your Ref:

Telephone: (070) 31 3818
Facsimile: (070) 51 2637

RECEIVED
24 AUG 1992

COMMUNITY SERVICES
24 AUG 1992
DEVELOPMENT

COPY FORWARDED TO TOWNVILLE AND/OR

18th August, 1992.

18 8 1992 H

Bishop Ian Stewart,
Chairperson,
Cairns Anglican Youth Services,
P.O. Box 154,
CAIRNS, QLD, 4870.

Dear Bishop Stewart,

I refer to our recent conversation regarding the 1991/1992 audits for St Johns Boys Shelter and St Margarets Girls Shelter and confirm the following points:-

St Margarets:

- * A surplus of \$9 959 in salaries exists at 30th June, 1992. It will be necessary to discuss the reasons for this surplus and strategies to acquit it i.e. reduction in next quarter's allocation to adjust this amount;
- * An amount of \$4 080 has been paid under operational expenses for office rent. This is not an approved expense for this service.

St Johns:

- * An amount of \$1 368.16 has been paid for rates for Cominos Place/Beech Close. Beech close is not a C.A.P. property and therefore this is not an approved expense for this service;
- * An amount of \$3 780 has been paid under operational expenses for office rent. This is not an approved expense for this service.

I look forward to resolving these matters with you.

Yours sincerely,

JJ

Jill Jakel,
Resource Officer (Community & Youth),
Community Services Development - Cairns.

Noted
24/8/92



R

Department of Family Services and
Aboriginal and Islander Affairs

Date: 7 October, 1992

To: GRANTS OFFICER C&Y

Copies to:



Subject: STATEMENT OF INCOME & EXPENDITURE QUARTER ENDING SEPT 1992

Please find for your information the above documents from

- 1) Cairns Anglican Yth Services St Johns House
- 2) Cairns Anglican Yth Services St Margarets House


PAT KENNEDY
A/Regional Administration Officer
Community Services Development
Northern Region

MEMO
INTER OFFICE

RTI RELEASE

8

Recd
9/10/92
SEPT 1992

STATEMENT OF INCOME AND EXPENDITURE - QUARTER ENDING.....19.....

YOUTH SUPPORTED ACCOMMODATION PROGRAM (YSAP)

NAME OF SERVICE: CAIRNS ANGLICAN YOUTH SERVICES
ST. JOHN'S HOUSE

INCOME

. YSAP Grant	33585	
. Other Government Grants of Subsidies		
(please specify)		
or any other income		
from Government		
sources		
. Other Income (optional)		
			33585
		TOTAL INCOME:

EXPENDITURE

. Salaries for approved positions	21737	22990.50
(details on reverse side)			
. Salary "On Costs"	1047	
. Other Operating Costs	9007	6666.00
. Non-Housing Capital Costs		
			29791
		TOTAL EXPENDITURE:

Signature (Sponsor)
Date 2/10/92

RTI RELEASED

R

DATA ENTRY SHEET

Organization:

Cairns Anglican Youth Service

Details of Change:

Postal Address Now

P.O. Box 2179
Cairns 4870

~~Maggie House
was P.O. Box 589
Cairns 4870~~

Cairns Anglican
was P.O. Box 2179
Cairns 4870

AS Per Sue Stubbs

Resource Officer

G&S Officer

Admin. Assistant

DATA ENTRY SHEET

Organization:

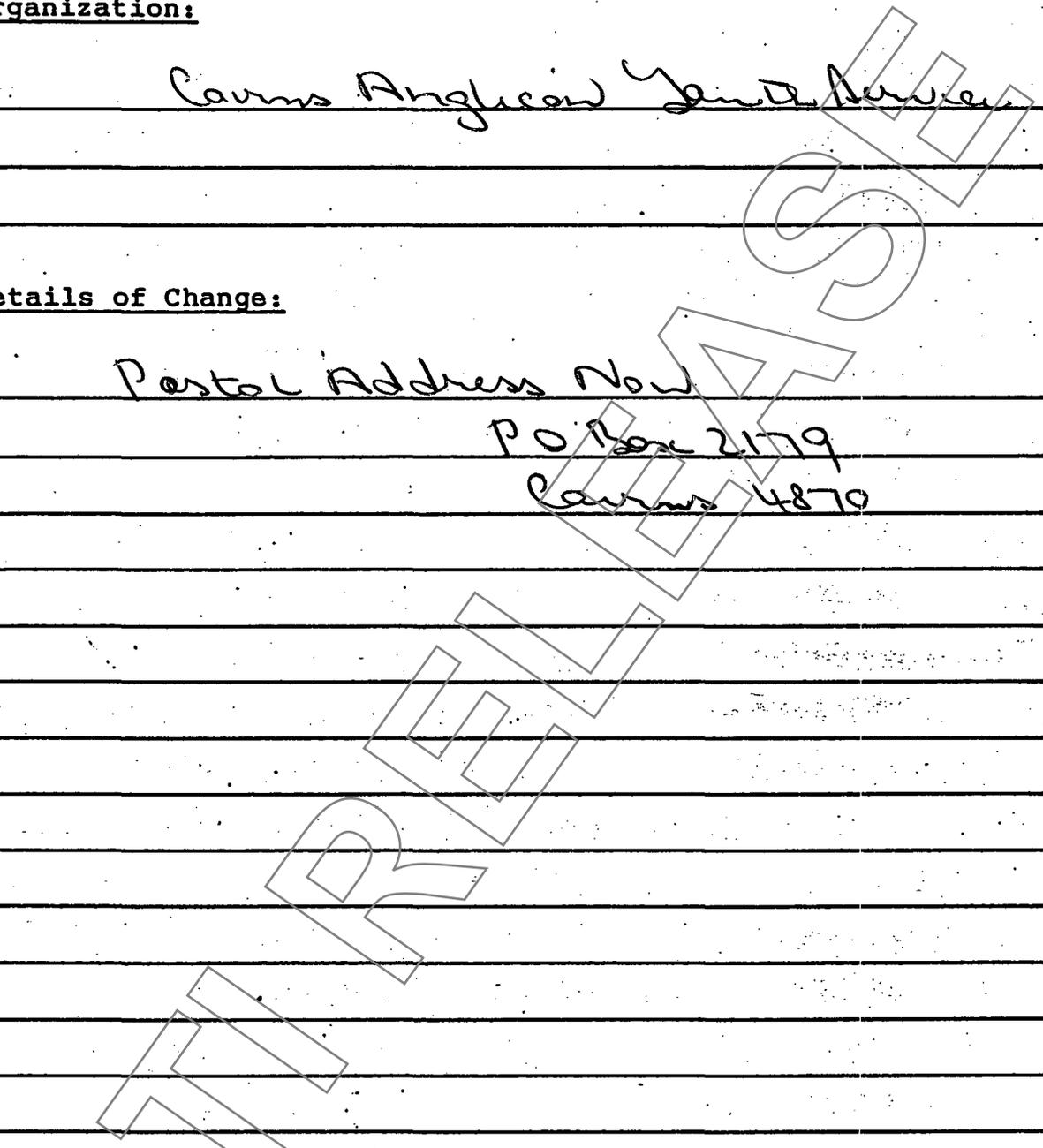
Carns Anglican Youth Service

Details of Change:

Postal Address Now

P.O. Box 2179

Carns 4870



Resource Officer

G&S Officer

Admin. Assistant

File Cairns Anglican Youth 253

Department of Family Services and Aboriginal and Islander Affairs

15

RECEIVED
8 JUL 1992
RECORDS

Community & youth

Date: July 3, 1992

To: Divisional Head, Community Services Development

Copies to: David James, Assistance Divisional Head

CAIRNS ANGLICAN YOUTH SERVICE

Subject:

The attached letter from the Right Reverend Ian Stuart, Bishop Administrator and Chairperson of the Cairns Anglican Youth Service Management Committee confirms the long standing concerns regarding the functioning of this service.

- In 1990 a service review was conducted of the Cairns Anglican Youth Service by Rhonda Phillips. Due to departmental restructuring this review was not implemented until January, 1992. Peter Pearce, Resource Officer, Youth Section Brisbane and Jill Jakel, Resource Officer, Community & Youth, Cairns, led discussions with the Right Reverend Ian Stuart regarding some changes which were to be made with the service. These changes have never been implemented.

- It is appropriate that the meeting planned between the Region and this service should occur on July 9th. It would be appropriate to begin the process of negotiating a service agreement and to explain the operation of the SAAP guidelines and the Department's perspective on service reviews. I will keep you informed of developments in this matter.

M Ryan
MAJELLA RYAN
Regional Manager
North Queensland Region
Division of Community Services Development

INTER OFFICE MEMO

R
peo(SAAP)

R



23 JUN 1992

THE CORPORATION OF THE DIOCESAN SYNOD OF NORTH QUEENSLAND
ANGLICAN CHURCH OF AUSTRALIA



From The Right Reverend Ian Stuart
MA CertEd DipEdAdmin FAIM MACE
BISHOP ADMINISTRATOR

ADDRESS ALL CORRESPONDENCE TO
P.O. BOX 110, EARLVILLE, CAIRNS Q. 4870
TELEPHONE: (070) 36 2955
FASCIMILE: (070) 36 2394

June 18, 1992

**Ms Majella Ryan
Regional Manager
North Queensland Region
Division of Community Services Development
Department of Family Services
P O Box 5941 MC
TOWNSVILLE QLD 4810**

Dear Ms Ryan,

I am writing to express some concerns our Management Committee have regarding the service review process conducted in 1990 which led to the service planning consultations held in January this year.

While it is agreed that the discussions which took place were beneficial in many respects, reflection on the process raises some concerns.

Since the introduction of S A A P II, services have not been provided with programme Guidelines.

Earlier advice from your Department was that programme requirements would be built into the new Commonwealth - State Agreement; no service would be reviewed prior to the signing of its first Service Agreement, and that State administering departments would evaluate the performance of each service during the period of its funding Agreement. It would appear therefore that the service review was out of context.

We have seen deficiencies in the review of the service and the consultations which followed. For instance, many of the recommendations that came from the review were found to be irrelevant and could not be brought forward to the consultations. Duty statements were drawn up which were simply a re-wording of documents which were already in place and ratified by the Management Committee at the commencement of the programme.

.../2





We agree that review processes as part of a Service Agreement format should ultimately assist in the delivery of services that best meet the needs and desires of clients.

However, it is suggested that until clear Guidelines for services are in place, Terms of Reference and ongoing review and evaluation processes have been articulated, that meetings with Department representatives and the Cairns Anglican Youth Services Management Committee would be premature.

Yours sincerely,

**The Right Reverend I C Stuart
BISHOP ADMINISTRATOR DIO NQ**

RTI RELEASE

Department of Family Services and Aboriginal and Islander Affairs

North Queensland Regional Office
4th Floor
187-209 Stanley Street
Townsville Queensland 4810

PO Box 5941 MC
Townsville Queensland 4810

Telephone: (077) 22 1110
Facsimile: (077) 21 1936

Telephone:
Reference:
Refer To:
Section:
Your Ref:

July 3, 1992

The Right Reverend Ian Stuart
Bishop Administrator DIO NO
Chairperson Cairns Anglican Youth Services
P O Box 110
Earlville Q 4870

Dear Reverend Stuart

Thank you for your letter of June 18th outlining some of your concerns regarding the service review process conducted with your service. We would agree that despite some of the deficiencies in the process that there were some useful recommendations made.

To clarify the issue of Program Guidelines, the guidelines outlined in the original Supported Accommodation Assistance Program (SAAP) remains still current and applicable. Clause 14 (3) of the Commonwealth State, S.A.A.P. Agreement states that the Department is required to review the performance of each service at least once within every three year period. Development of the service agreements may be dependant on the outcome of these reviews.

We would therefore appreciate further discussion regarding the review recommendations and the development of a service agreement between Cairns Anglican Youth Services and this Department.

I trust that during this meeting further concerns you have in relation to the review or service agreement may be clarified. This service agreement needs to be completed by the end of the year and we would wish to proceed with the meeting that has been arranged on July 9th, 1992.

Yours faithfully

MAJELLA RYAN
Regional Manager
North Queensland Region
Division of Community Services Development



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2244509

Lex Ure
Community and Youth Branch

Mr I Stewart
Chairman
Cairns Anglican Youth Service
PO Box 154
CAIRNS QLD 4870

Dear Mr Stewart,

Receipt is acknowledged of the audited statement of income and expenditure in relation to funding provided to your service under the Supported Accommodation Assistance Program (SAAP), for St Johns House and St Margarets House, in the 1991/92 financial year.

Your co-operation in providing this report is appreciated.

Yours sincerely

Director-General

B/c Regional Manager
Community Services Development
NORTHERN

For your information. Copies of Audit statements attached. You will note that the statement for St Margarets shows an amount of \$9,959.00 unspent salaries. Should a reduction be considered next quarter to adjust this.

Assistant Divisional Head
Community and Youth Branch

R

Program : SAAP - SUPPORTED ACCOMMODATION ASSISTANCE PROGRAM

Service	Account	Budget	Expenditure	Payment Type	Date of Expenditure	Expenditure Total	Account Balance	% Exp
500253	ST JOHNS BOYS SHELTER							
	OPER SAAP YOUTH	\$26,744.00	\$6,373.75	QUAR	10-Jul-1991	\$26,744.00	\$0.00	100 %
			\$6,373.75	QUAR	04-Oct-1991			
			\$624.50	ARRE	11-Nov-1991			
			\$6,686.00	QUAR	13-Jan-1992			
			\$6,686.00	QUAR	06-Apr-1992			
	SALS SAAP YOUTH	\$107,595.00	\$25,520.50	QUAR	10-Jul-1991	\$107,595.00	\$0.00	100 %
			\$25,520.50	QUAR	04-Oct-1991			
			\$2,756.50	ARRE	11-Nov-1991			
			\$26,898.75	QUAR	13-Jan-1992			
			\$26,898.75	QUAR	06-Apr-1992			
	SPEC SAAP YOUTH	\$3,000.00	\$3,000.00	QUAR	13-Jan-1992	\$3,000.00	\$0.00	100 %
500253 TOTALS :		\$137,339.00				\$137,339.00	\$0.00	100 %
SAAP TOTALS :		\$137,339.00				\$137,339.00	\$0.00	100 %
REPORT TOTALS :		\$137,339.00				\$137,339.00	\$0.00	100 %

*** END OF REPORT ***

*Noted
le
10/8/92.*



RECEIVED
10 AUG 1992
RECORDS

10

DEPARTMENT OF CHILDREN'S SERVICES

Supported Accommodation Assistance Program (SAAP)

Youth Supported Accommodation Program (YSAP)

SPONSOR'S ACCOUNTABILITY CERTIFICATE*

(To comply with Financial Accountability Requirements of the Youth Supported Accommodation Program)

NAME OF SERVICE: CAIRNS ANGLICAN YOUTH SERVICES
ST. JOHN'S HOUSE

I certify that monies granted under the Youth Supported Accommodation Program in respect of the service conducted by this organisation during the period 1.7.91 TO 30.6.92 have been used for the purposes for which those funds were approved (and in accordance with the YSAP sub-program guidelines). The amount as applied is \$ 137,339.00

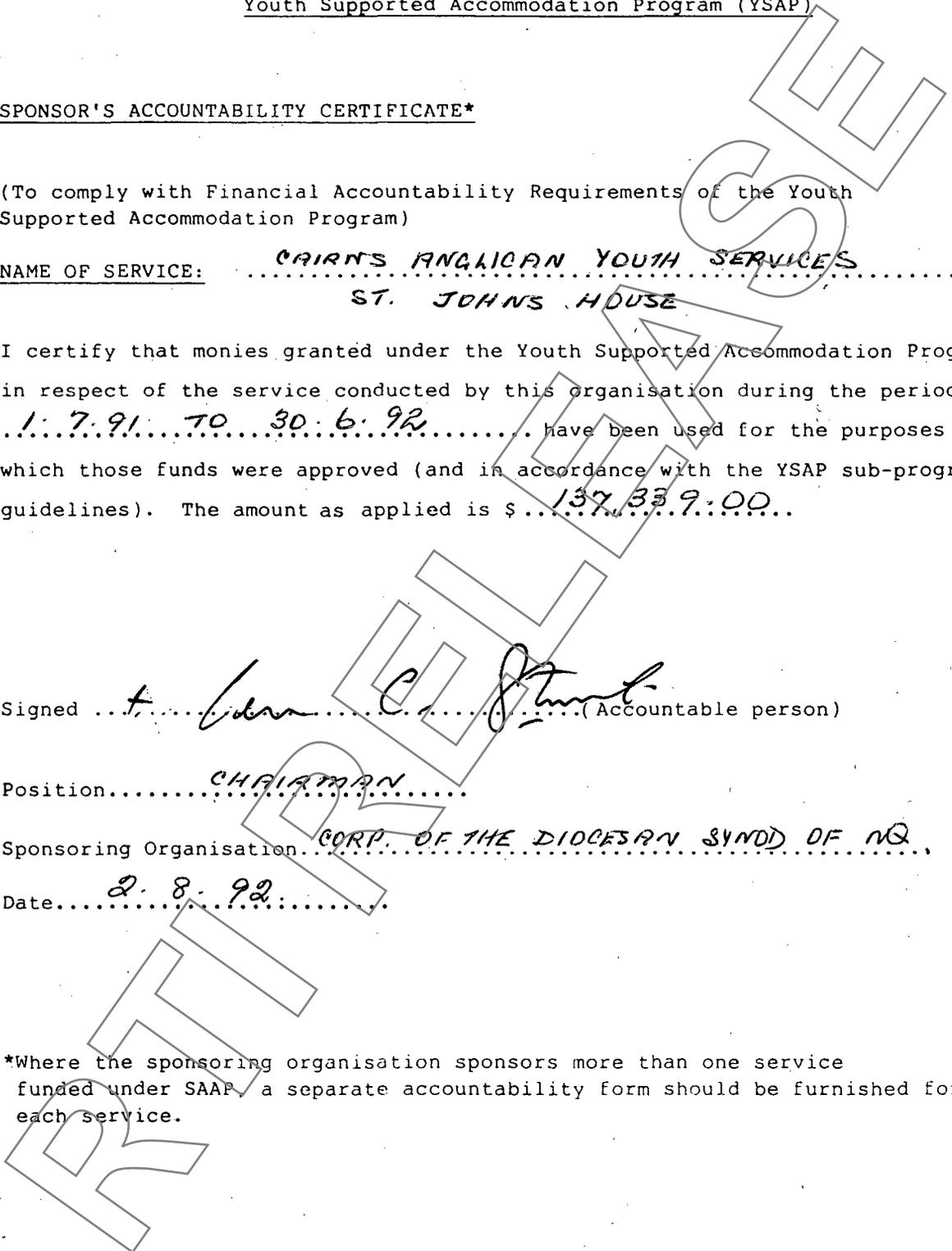
Signed [Signature] (Accountable person)

Position CHAIRMAN

Sponsoring Organisation CORP. OF THE DIOCESAN SYND OF NQ

Date 2.8.92

*Where the sponsoring organisation sponsors more than one service funded under SAAP, a separate accountability form should be furnished for each service.



AUDIT CERTIFICATE.

I have examined and checked the books of account and Financial Statements for the Cairns Anglican Youth Services St. Johns House and St. Margarets House for the year ended 30th June 1992.

Accounting confirms the application of grants as officially directed.

Financial Statements which are drawn in accord with Australian Accounting standards fairly summarise transactions for the year.

Final balances at 30th June 1992 have been independently verified.

CAIRNS
29th July 1992.


J. FRASER A.A.S.A.



CAIRNS ANGLICAN YOUTH SERVICES - ST. JOHN'S HOUSE.



Financial Statement for 12 MONTHS ending 30.6.92

Cash Book Balance as at 1.7.91		1912.92 OD
PLUS DEPOSITS - Dept of Family Services - Salaries	91958.50 ✓	
- On Costs	15636.50 ✓	
- Op. & Admin	26744.00 ✓	
- One off Grant	3000.00 ✓	
- Bank Interest	67.02	
- Transferred from Invest A/c	82000.00	
- Re imburse - Insur Claim	200.00	
- Phone	1011.97	
- Trav Costs	50.00	
	1261.97	220667.99

LESS PAYMENTS		218755.07
Salaries -	89938.25 ✓	
On Costs - Holiday & Sick Pay	10998.20	
- Workers Comp	387.20	11385.40 ✓
- Food & Heating	10283.83	
- Replace Line/Utensils	323.00	
- Admin Costs - PS/Fuel/Ph/Ins	7069.89	
- Motor Vehicle Maintenance	143.00	
- Insurance	581.00	
- Minor Maintenance	2476.22	
- Rates - Cominos/Beech Cl	1368.16	
- Training & Conferences	1056.55	
- Rent - Office	3780.00	
- Youth Needs	571.15	27652.80 ✓
- One off Grant - M V Maintenance		2999.65 ✓
- Bank Int transf to Donation A/c		93.45
- Contra - Re- imburse		1261.97
- Transferred to Invest A/c		78000.00
		211331.52

Cash Book Balance as at 30.6.92		7423.55 CR

WESTPAC BONUS SAVER ACCOUNT

Cash Book Balance as at 1.7.91		9000.00 ✓
Plus Deposits - Transfers from General A/c	78000.00 ✓	
- Bank Interest	820.55	78820.55

		87820.55
Less Payments - Transfers to General A/c	82000.00 ✓	
- Bank Int transf to Donation A/c	820.55	82820.55

Cash Book Balance as at 30.6.92		5000.00 CR ✓

ANGLICAN SAVINGS FUND

Cash Book balance as at 1.7.91		1270.72 ✓
Plus Deposit - Bank Interest		78.83 ✓

Cash Book balance as at 30.6.92		1349.55 CR ✓



6

Bank Statement Balances as at 30.6.92

General Account			10581.78 CR
Less unrepresented cheques	979922 -	131.18	
	924 -	830.00	
	928	2197.05	3158.23

			7423.55
Cairns Investment A/c			5000.00
Townsville Anglican Savings A/c			1349.55

TOTAL CASH BOOK BALANCES AS AT 30.6.92			13773.10 CR

SUMMARY OF FUNDING	Balance	Receipts	Payments	Balance
-----	1.7.91			30.6.92
	-----	-----	-----	-----
Salaries	1956	91958	89938	3976 /
On Costs	5558	15636	11385	* 9809 .
Op & Admin	530	26744	27653	(379)
One off Grant	-	3000	3000	-
Bank Interest	314	146	93	367
	-----	-----	-----	-----
	8358			13773
	-----			-----

* On Costs - Accrued Holiday and Sick Pay \$ 8225.

RTI RELEASED

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(6)

CSD
Northern Division

[Handwritten signature]

224 4509
LU:jd
Mr L. Ure
Community and Youth Branch

6th July, 1992

Mr I Stewart
Chairman
Cairns Anglican Youth Service
PO Box 154
CAIRNS QLD 4870

Dear Mr Stewart,

I have much pleasure in enclosing cheques to the value of \$66,186.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns & St Margarets for the quarter ending 30th September, 1992.

The payment consists of the following:

St Johns

Salaries	\$26,898.75
Operating Costs	\$ 6,686.00
	<hr/>
	\$33,584.75
	<hr/>

St Margarets

Salaries	\$26,898.75
Operating Costs	\$ 5,703.00
	<hr/>
	\$32,601.75
	<hr/>

May I wish you continuing success with your services.

Yours sincerely,

Director-General

RECEIVED EAST

R

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CSD
Northern
London
[Handwritten signature]

224 4509
LU:jd
Mr L. Ure
Community and Youth Branch

6th July, 1992

Mr I Stewart
Chairman
Cairns Anglican Youth Service
PO Box 154
CAIRNS QLD 4870

Dear Mr Stewart,

I have much pleasure in enclosing cheques to the value of \$66,186.50 being payment under the Supported Accommodation Assistance Program (SAAP) for St Johns & St Margarets for the quarter ending 30th September, 1992.

The payment consists of the following:

St Johns

Salaries	\$26,898.75
Operating Costs	\$ 6,686.00
	<hr/>
	\$33,584.75
	<hr/>

St Margarets

Salaries	\$26,898.75
Operating Costs	\$ 5,703.00
	<hr/>
	\$32,601.75
	<hr/>

May I wish you continuing success with your services.

Yours sincerely,

Director-General

RECEIVED EAST

R

23

Cairns Youth Service

Project: St. Johns

File No: 253

Appl. No:

Salaries Per Quarter

Base: \$ 22990.50

"On Costs": \$ 3908.25

Total \$ 26898.75

Approved Positions: 3.5

Financial Year:

92/93

Budget Allocation

Previously Advanced

Balance

Advance of 26/9/92

Balance

Less Saving

Balance

	Operating	Salaries	Non Recur.	Total
Budget Allocation	\$ 26744.00	\$ 107595.00	\$	\$ 134339.00
Previously Advanced Balance	\$	\$	\$	\$
Advance of 26/9/92	\$ 6686.00	\$ 26898.75	\$	\$ 33584.75
Balance	\$ 20058.00	\$ 80696.25	\$	\$ 100754.25
Less Saving	\$	\$	\$	\$
Balance	\$	\$	\$	\$

Comments:

Voucher Forwarded to Accounts:

6 6/7/92

Transaction Number:

Cheque Received:

1/1

1
6/17/92
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STATEMENT OF INCOME AND EXPENDITURE - QUARTER ENDING.....JUNE 1992

YOUTH SUPPORTED ACCOMMODATION PROGRAM (YSAP)

NAME OF SERVICE: CAIRNS ANGLICAN YOUTH SERVICES
ST. JOHNS HOUSE

INCOME

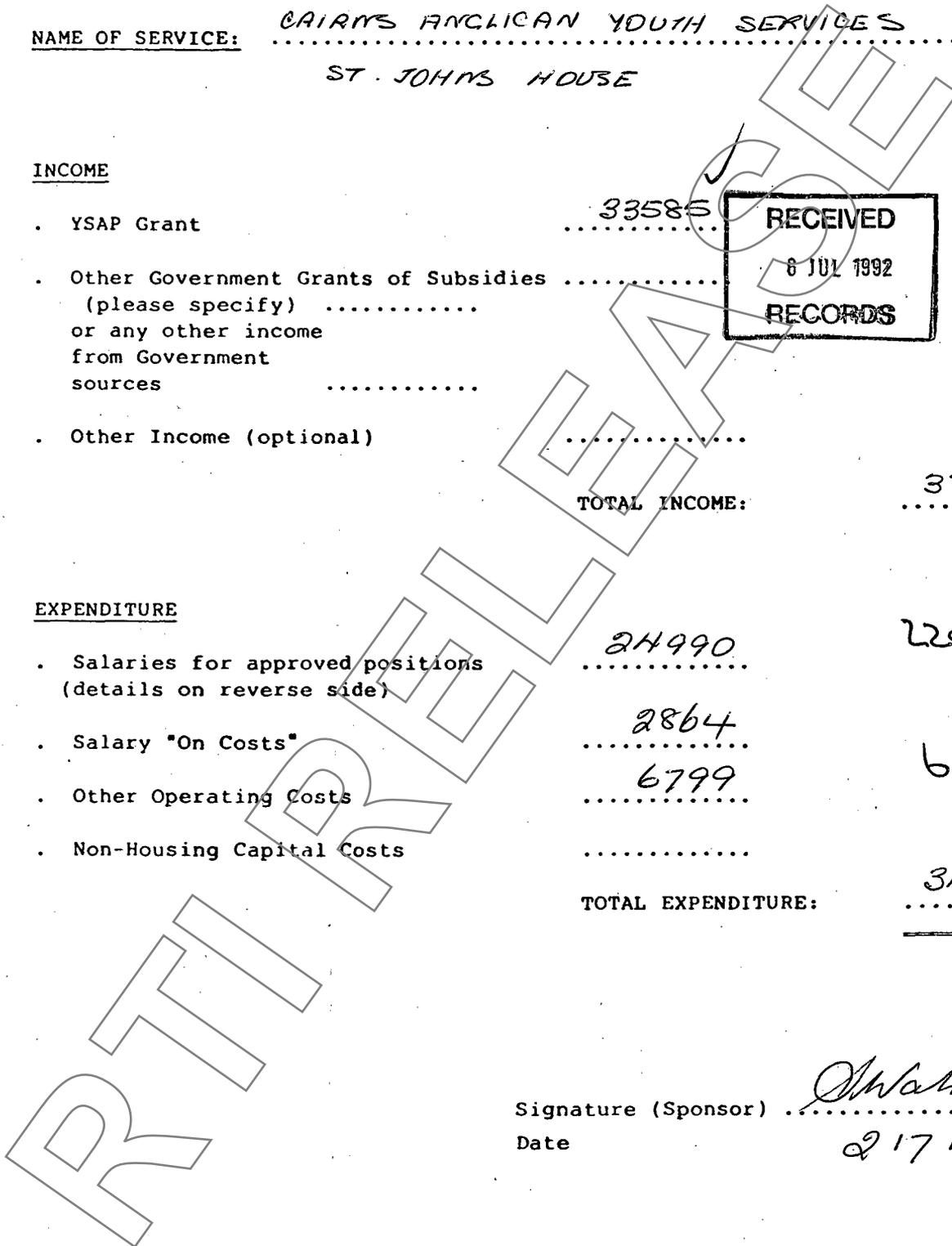
. YSAP Grant	33585	
. Other Government Grants of Subsidies (please specify)		
or any other income from Government sources		
. Other Income (optional)		
	TOTAL INCOME:	33585



EXPENDITURE

. Salaries for approved positions (details on reverse side)	24990	22990.50
. Salary "On Costs"	2864	
. Other Operating Costs	6799	6686.00
. Non-Housing Capital Costs		
	TOTAL EXPENDITURE:	34653

Signature (Sponsor)
Date 217192



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Salaries (supply details of name and position, e.g. F. Smith - Co-ordinator only for positions approved under YSAP):

- ① CO-ORDINATOR
- ① SUPERVISOR
- ① ✓
- ① S ✓

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	8939.35
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	7813.10
.....
	7573.20
.....
	4128.40
.....
TOTAL SALARIES:	27854.05

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ESTIMATE OF EXPENDITURE FOR QUARTER ENDING..... SEPT. 92

Salaries	82990.50

- Salary "On Costs"	3908.25

Operating Costs	6686.00

Capital Costs (non-housing)
TOTAL	33584.75
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RTI REQUEST