Fitzroy Legal Service (FLS) opened in 1972 and is one of the oldest community legal centres in Australia. Over its 42 years, FLS has become an inner-city community institution, helping generations of clients with legal problems, championing law reform, running test cases and providing the community with legal information.

FLS is an independent, not for profit, community based organisation, governed by a volunteer Board. FLS predominantly provides legal services to people who live, work or study in and around the City of Yarra. Priority is given to those on a low income.

FLS plays a significant role in the areas of law reform and community legal education. The service has a long history of running public interest cases and the experiences from the casework practice informs the law reform and community legal education activities of the organisation.

**FLS charter**

**Vision**
To strive towards a just and accessible legal system.

**Values**
1. Empowerment
2. Participation
3. Integrity
4. Quality
5. Respect

**Mission**
- To provide a quality and accessible legal service.
- To empower Victorians to recognise, understand and solve their legal problems.
- To influence law reform on behalf of, and with, the communities we serve.

In 2013/2014 FLS assisted 3016 individuals, providing the following services:

- 1,466 cases
- 1,279 information and referrals
- 3,292 advices
FLS SERVICES

Legal practice
The FLS practice specialises in criminal law, assistance to victims of crime, infringements and family law matters. It is largely funded through grants of legal aid and is an appointment-based service.

Night legal advice service
The FLS free night service is conducted year-round, Monday to Friday, from 6.30–8 pm. It is a drop-in, general legal advice service that assists clients with a range of matters. No appointments are taken – clients are seen on a first-in first-served basis, except where they are matched to volunteers with specific expertise.

People from outside the City of Yarra may receive one-off legal advice from our night service, or be provided with a referral to another service. Other community legal centres that do not have the capacity to provide the level of drop-in advice services provided by FLS regularly refer clients to our night service.

This generalist service is supplemented by three specialist clinics:
- Family Law Clinic: Thursday evenings by appointment at FLS and Tuesday evenings by appointment at the Neighbourhood Justice Centre.
- LGBTQI Legal Advice Service: Thursdays evenings fortnightly by appointment.
- Animal Law Clinic: Friday evenings by appointment.

FLS also conducts a generalist legal advice service at North Richmond Community Health Centre (on Tuesday evenings by appointment).

The FLS night service utilises significant pro bono support from the legal sector (community members, students and practitioners) who volunteer their services to make the law and legal support accessible to members of the community. Over 200 volunteers participate in the FLS night service.

Drug Outreach Lawyer program
The Drug Outreach Lawyer program provides community legal education, referral, legal advice and, where appropriate, advocacy and casework services to drug users.

The Drug Outreach Lawyer works closely with relevant agencies and the community within the City of Yarra in an outreach model focusing on areas of high need.

The position works closely with individuals and the community collaboratively to assist with rehabilitation and a strong focus on harm minimisation.

Outreach is provided at the following locations:
- YSAS (Youth Support and Advocacy Services) – fortnightly
- Living Room – fortnightly
- Inner Space – weekly
- North Richmond Community Health Centre and North Richmond Public Housing Estate – fortnightly
- Odyssey House – fortnightly
Neighbourhood Justice Centre
The Neighbourhood Justice Centre (NJC) is Australia’s only community justice centre, located in Collingwood and servicing the City of Yarra. The Centre is committed to resolving disputes by addressing the underlying causes of harmful behaviour and tackling social disadvantage. Through bringing together a multi-jurisdictional court with a wide array of support services and community initiatives, the NJC has been effective in reducing crime, increasing community safety and creating savings through fewer cases in the system. FLS provide three staff based at the NJC: a Senior Community Lawyer, a Community Lawyer and a Family Lawyer whose work includes:

- Legal advice and representation in the following jurisdictions of the NJC Court: Magistrates’ Court (including Family Violence Intervention Order List, summary crime), VCAT (Residential Tenancies, civil, guardianship and administration), Children’s Court, VOCAT and Infringement Court Matters (including special circumstances list hearings);
- Assistance with general legal advice to residents from the City of Yarra who attend the NJC including, but not limited to, criminal law matters, family law, tenancy, family violence and personal safety matters;
- Assistance with the Tuesday night family law evening advice clinic;
- Attendance at fortnightly outreach ‘Billabong’, at Harmsworth Hall in Collingwood; and
- Actively contributing to the multi-agency leadership group, community development, and community legal education, including progressing systemic change where appropriate.

Social justice and advocacy
The Social Action team works within a community development framework to engage in strategies of empowerment for communities and individuals in their dealings with the law. These strategies include:

- public interest litigation
- advocacy in areas of policy and law reform
- partnership building and engagement/collaboration with stakeholders
- a wide reaching community legal education program.

FLS works across programs to identify trends, legal literacy needs, and law reform priorities for our social justice and advocacy work.

Publications and online resources
FLS publishes and distributes a range of hard copy and online material including:

- Services Directory for Drug and Alcohol Users – www.vicdrugguide.org.au
- Activists Rights – www.activistrights.org.au
- NDIS Rights – www.ndisrights.org.au
Common legal issues
In the twelve months to 30 June 2014, the most common legal issues presenting at the FLS night service were:

- family law – child support/maintenance/contact matters, divorce and separation, family violence protection orders;
- motor vehicle and road traffic – accidents, road traffic offences;
- civil law – contracts, personal safety/intervention orders;
- infringements/fines;
- tenancy – general rights and responsibilities, rent, leases, fees;
- employment – unfair dismissal, wages/conditions/entitlements;
- criminal;
- consumer complaints – financial institutions, insurance, medical, other products and services;
- credit and debt – bankruptcy, consumer credit; and
- government/administration complaints.

The five-year trend for problem types presenting in the night service is highlighted below:
FLS would also like to thank the following organisations and individuals for their contributions:

- Allens for pro bono support and funding for the FLS Legal Trainee position;
- Armstrong Legal and Aitken Partners for their support for The Law Handbook Online;
- City of Yarra for funding for the night service, the Khaane Home Project and The Law Handbook launch;
- Neighbourhood Justice Centre for contribution towards funding for FLS staff based at the NJC and providing meeting facilities;
- Pauline Moore, Fay Ryrie, David Hanna and Harriet Mantell, Marianne Vinski, Mavis Irvin, Thracy Vinga, Ande Bunbury, Ruth Clemens, Peter Harding and Kerry Martin, Paul Jackson and Cheryl Apperley, Christine Di Muccio and James Milne for their donations;
- The Public Transport Users Association (PTUA) and all individual contributors to the community fundraising to support litigation costs coordinated by Harriet Mantell of Residents Against the Tunnel;
- Victoria Law Foundation for funding for the Legal Needs Project; and
- The Victorian Government for supporting the Drug Outreach Lawyer Program.

We also acknowledge the in-kind and pro bono support of:

- Ron Merkel QC
- Julian Burnside AO QC
- Melinda Richards SC
- Emrys Nekvapil
- Simona Gory
- Megan Fitzgerald
- James Forsaith
- Craig Lenehan
- David Hume
- Nick Wood
- Charandev Singh
- DLA Piper
- Federation of Community Legal Centres (Vic)
- Lawyers for Animals
- Human Rights Law Centre
- Jones Lang LaSalle
- Maddocks
- Monash Oakleigh Legal Service
- NMIT
- North Richmond Community Health
- North Yarra Community Health
- Shine Lawyers
- Thomson Geer
- Victorian Gay and Lesbian Rights Lobby
- Yarra Drug and Health Forum.

Funding and Support

Our core ongoing funding is provided by Victoria Legal Aid and the Commonwealth Attorney-General’s Department. We thank them for their ongoing support.
“FLS assists some of the most disadvantaged members of the community with over 60% of clients earning a low income or no income at all.”
OUR PEOPLE

FLS Staff
Executive Officer
Claudia Fatone
Principal Solicitor
Hala Atwa
Social Action, Policy and Law Reform Manager
Meghan Fitzgerald
Client Services and Administration Officer
Clare Winder
Finance Officer
Albert Kuan
Volunteer Co-ordinator
Julie Fletcher
Community Development Officers
Elza Ogru and Ed Yap
Legal Projects Officer
Lynne Thomas (commenced May 2014)
Drug Outreach Lawyer
Jessica Porter
Solicitor Advocate
Natasha Woian
Family Lawyer
Amre Levy
Senior Community Lawyer NJC
Jennifer Black (commenced September 2013)
Community Lawyer NJC
Lynne Thomas (until May 2014)
Family Lawyer NJC
Elza Crotty (commenced April 2014)
Legal Trainee
Elza Crotty (until March 2014), Hollie Golding (from March 2014)
Night Service Coordinators:
Peter Cotter (until June 2014), Mark Rawlings, Adrian Snodgrass
Web and Publications Officers
Fabiola Superina (until June 2014), Lea Croyden (until June 2014)

Publications Accounts
Tuan Vuong
Law Handbook Editor
Naomi Saligari (until June 2014), Sarah Marlowe (from June 2014)
Administrative support
Florence Godfrey, Amelia Toohey, Evie Cameron, Marcello
Secretarial assistance
Carmen D’Agata, Stephanie Carrothers, Michelle Kelu, Pat Fazzino, Tori Diamond, Amber Willimott, Jess Brown, Kate Stapleton

FLS Board
Adrian Kennedy (Chair) resigned February 2014
Bruce McBain (Chair) (appointed February 2014)
Andrew Conley (Secretary)
Colin Bosnic*
Christina Carney (appointed June 2014)
Fiona Delahunt (resigned April 2014)
Tim Farhall (resigned February 2014)
Corinne Grant
Natalia Hanley*
Sandra McKay
Dan Mori*
Serge Strazit*

Committees
Building Committee (established January 2014)
• Andrew Conley (Chair)
• Dan Mori
• Jim Stavris
• Claudia Fatone (ex-officio)

Employment Committee (established May 2014)
• Andrew Conley (Chair)

Finance, Audit and Risk Committee (established February 2014)
• Bruce McBain (Chair)
• Claudia Fatone (ex-officio)
• Albert Kuan (ex-officio)

Fundraising Committee (established February 2014)
• Corinne Grant (Chair)
• Sally Finlay
• John Finlayson
• Sandra McKay
• Viv Topp

Publications Committee (established March 2014)
• Sandra McKay (Chair)
• Samantha Amjadali
• Sally Finlay
• Rob McGuirk
• Tracy O’Shaughnessy
• Brian Wright

Life Members
Sue Bothman
Brian Collingburn
John Finlayson
Julian Gardner
Tessa Hay
Robin Inglis
Michael Kingston
Henrik Lassen
Trevor Williamson
Brian Wright

*Did not seek re-election at the 2013 Annual General Meeting.
At last year's meeting Association members adopted a new Constitution which transitioned Fitzroy Legal Service from a committee based governance system to a Board governance model. The move allowed the Board to focus on Fitzroy Legal Service’s strategy, sustainability and development, with day-to-day operational matters delegated to the Executive Officer and her team. As part of the refocus the Board was joined during the year by staff and life members at a facilitated Strategy Planning day.

During the year a skills matrix identified where the Board lacked particular skills or those skills were under represented. The skills matrix guided the Board appointments made during the year. The year began with six elected directors, unfortunately during the year, three Board members Adrian Kennedy, Tim Farhall and Fiona Delahunt resigned. I would like to particularly recognise Adrian’s significant contribution to Fitzroy Legal Service, firstly as Principal Solicitor, then a Committee Member before his election as Convener in 2013. Fiona Delahunt was first elected in 2011 and made a significant contribution to governance of the Association during her tenure. Tim, elected at the AGM in 2013, resigned to pursue professional opportunities in NSW.

Christina Carney was appointed to fill a casual member elected vacancy in June. Christina brings commercial legal and night service volunteer skills and experience.

Since June there have been a further two appointments – Vera Boston filled a casual member elected vacancy and Joanne Butterworth-Gray was appointed by the Board. Vera, who recently retired after 18 years as Chief Executive Officer of North Yarra Community Health, brings in addition to her considerable business skills, valuable City of Yarra community insights. Joanne brings skills in financial sustainability and organisational development.

At date of report the Board composition comprises 6 elected and 1 appointed Director. The Constitution allows the Board to make two further appointments.

The Board functioned cohesively during the year and I acknowledge their contribution to ensuring FLS maintained focus on its core mission. I also acknowledge the contribution made by Association Secretary Andrew Conley to ensure compliance with the Constitution and the Associations Act.

Board Committees were established for Finance Audit and Risk, Building, Employment, Fundraising, and Publications. Each committee is chaired by a Board Member and includes external members knowledgeable in their field. Each committee is accountable to and reports monthly to the Board.

During the remainder of 2014 a key Board and Management priority will be ensuring the sustainability of the FLS Practice. The Practice has been hard hit by funding cuts for criminal work, reflected in the 2014/15 loss of $50,755. Quarter one of 2014-15 remained in deficit but there are encouraging signs that the work commenced by Principal Solicitor Hala Atwa and Executive Officer Claudia Fatone is beginning to bear fruit. The Practice remains an important part of Fitzroy Legal Service and the Board and Management are committed to ensuring its sustainability.

The night service remains the heart of our mission to make the law accessible to sectors of the community who would otherwise be unable to obtain legal advice.

“The night service remains the heart of our mission to make the law accessible to sectors of the community who would otherwise be unable to obtain legal advice.”
I would like to thank the night service coordinators, Adrian Snodgrass and Mark Rawlings, for the guidance and support they provide to volunteers. During the year we farewelled Peter Cotter who resigned after eight years’ service.

The Law Handbook, the “Legal Bible”, in its 36th year continues to be an important part of Fitzroy Legal Service’s mission to make the law accessible. The online version is an important part of making the law accessible and the Board is committed to ensuring that version is placed on a sustainable footing.

Staff and volunteers are the lifeblood and heart of Fitzroy Legal Service.

During the year, staff members were regularly invited to make presentations to the Board on activities within their area of responsibility.

To ensure FLS has the appropriate organisational structure to maintain its mission, the Board and Executive Officer revised the structure to include the new positions of Communications Manager and Fundraising & Alumni Engagement Officer. We farewelled Lea Croyden as Website and Publications Officer and welcomed Fabiola Superina (previously also Website and Publications Officer) into the Fundraising & Alumni Engagement position.

As a not for profit, FLS depends on the support of its major funders and we acknowledge the Commonwealth Attorney-General’s Department, Victoria Legal Aid, the Department of Health, the City of Yarra and Allens.
The 2013-2014 year was another busy and challenging one for FLS. Whilst we continued to provide our core range of services to the community, FLS has also been involved in a number of other activities.

**National CLC Accreditation Scheme**

The accreditation scheme is designed to provide a sector-led accreditation and certification process that will recognise and support CLCs’ achieving good practice in the delivery of community legal services throughout Australia. Accreditation forms the basis of a continuous quality improvement program for CLCs in the longer term and is a process of demonstrating that a CLC meets nationally consistent service standards, which have been agreed to by CLCs.

As part of the accreditation scheme FLS undertook an online self-assessment followed by a site visit from the Federation of CLC’s Accreditation Coordinator. Following this process FLS was awarded Level 2 Accreditation and has an agreed workplan with the Federation that will enable us to continue to review and improve operations to ensure we are providing the best possible services to our community.

**Legal Needs Project**

Increasingly, governments and other funders are asking service providers to justify specific programs or activities backed by data or ‘evidence’. Funder considerations aside, it was timely that FLS undertake a review of our services, to ensure that we are meeting community needs and targeting services to those most in need. This year FLS commenced a legal needs project, using the National Association of CLCs Legal Needs Strategic Planning Toolkit.

A small grant was provided by the Victoria Law Foundation which allowed FLS to dedicate a resource, being our Client Services and Administration Officer Clare Winder, to the project for one day per week over a 12 week period.

Using the National Legal Needs Strategic Planning Toolkit, FLS undertook a process of extraction and analysis of data of City of Yarra residents accessing the FLS Night Service and Neighbourhood Justice Centre services, with some analysis and comparison to City of Yarra Census data, along with an initial analysis of predicted legal need using the Legal Needs Assessment Framework Key Indicators. There is further work to be undertaken to more fully understand the extent of legal need within the City of Yarra and how FLS current service mix, may or may not be meeting this need.

A number of challenges have been identified as a result of this project, namely the quality of FLS data collection processes and the significant data gaps that exist. The reliance on volunteer support to conduct the Night Service has significant positives in terms of the numbers of clients being able to be assisted, but does create some of the data collection challenges. The information from this project was used to inform discussions at a Strategic Planning Day attended by the FLS Board and Staff in April. As a result, one of the key strategic goals for the organisation moving forward will be to improve our data collection and evidence base.

I would like to acknowledge the support of the Victoria Law Foundation in providing funding to assist with this project, and FLS Client Services and Administration Officer Clare Winder for the hours of work she has put in, ably assisted by Gareth Davies in a volunteer capacity. I commend both of them for their efforts on this challenging project.

**Victorian Legal Assistance Forum (VLAF) Online Legal Information Working Group**

FLS was involved in an online legal information working group, convened by VLAF. The aim of the working group was to provide opportunities for collaboration and resource sharing among legal information providers in Victoria, leading to better coordination of the development of online legal information. The group established best practice guidelines that set out standards for the development and distribution of online community legal information and some reference materials to assist those developing this type of information.
Victoria Legal Aid Panels
In 2013 Victoria Legal Aid re-opened all of its panels, requiring existing members to apply for each panel. FLS submitted an application to continue membership on the Indictable and Summary Crime Panels; this was a very time consuming and complex process, requiring a team effort from Practice, Social Action and NJC lawyers to complete. Furthermore in order to continue to undertake Children’s Court work FLS staff were required to undertake a full day of training. It is anticipated that the Family Law and Family Violence Panel applications will be required in 2014-2015.

Submissions
• Productivity Commission Access to Justice Arrangements Enquiry
The Productivity Commission released the draft report on its Access to Justice Enquiry recently. The report covers many areas of interest to FLS and our clients. FLS provided a short submission in response to the draft report and contributed information to the Federation of CLCs submission.

• Victoria Legal Aid consultation – Delivering high quality criminal trials
FLS contributed towards the Federation of CLCs submission to VLA’s consultation on the funding of criminal trials in Victoria.

Northern CLCs network
FLS was involved in a number of meetings of the newly re-constituted Northern CLCs network, including hosting a meeting in February. This network comprises the six CLCs in the northern region of Melbourne and presents an opportunity for collaboration and closer working relationships.

St Mary’s House of Welcome
FLS re-established contact with St Mary’s House of Welcome (SMHOW) in Brunswick Street and agreed to conduct an outreach service, which commenced in May. The outreach will be conducted by FLS staff based at the Neighbourhood Justice Centre, with the main legal issues presenting thus far including infringements, tenancy, debt and some minor criminal matters.

The policy and funding landscape saw some changes this year that FLS will need to consider and be in a position to respond to. Post the 2014 Federal Budget it was confirmed that services funded by the Commonwealth will, in the period of the new funding Agreement, not include law reform or policy advocacy. These activities are an important part of FLS work and pleasingly Victoria Legal Aid confirmed that State funding could continue to be utilised for these purposes.

FLS continued to invest in the professional development of our staff. Principal Solicitor Hala Atwa and Drug Outreach Lawyer Jess Porter undertook the Federation of CLCs Adaptive Leadership Program, whilst Senior Community Lawyer NJC, Jennifer Black, and Solicitor Advocate Natasha Wolan, commenced the Law Institute of Victoria’s Criminal Law Accredited Specialisation Program. Pleasingly both staff members passed this program meaning FLS now has three Accredited Specialists on staff (Family Lawyer Amre Levy being the third). Administrative Services Officer Clare Winder, Drug Outreach Lawyer Jess Porter and I attended the NACLC conference in Cairns in July 2013 where Jess presented on the Drug Outreach Lawyer program.

Appreciation is extended to the FLS Board, committee members, staff and volunteers for their tireless efforts in working for FLS and serving the community. In particular I’d like to acknowledge staff that has departed FLS this year – Peter Cotter and Lea Croyden. Also, thank you to the organisations and individuals who support FLS through funding and/or in-kind assistance.
For the financial year ended 30 June 2014, the three operating divisions of Fitzroy Legal Service Inc. reported a consolidated deficit of $87,985 compared to a deficit of $4,637 in the previous financial year.

Net assets (excess of assets over liabilities) decreased from $410,829 to $322,843 as at 30 June 2014. Total operating cash inflows were $1,319,053 ($1,209,345 in 2012/2013) and cash outflows were $1,478,129 ($1,061,293 in 2012/2013).

Service operating result incorporates Service and the Neighbourhood Justice Centre (NJC) both funded by Victoria Legal Aid (VLA). In compliance with VLA funding guidelines, any surplus is not recognised but carried forward to the following year as unspent grant and available to offset any deficits. Service deficit of $24,322 was therefore matched by the withdrawal of that amount from the unspent grant brought forward from 2012-13. An advanced grant of $100,000 from the Commonwealth Government for the Law Handbook Online received in the prior financial period but in relation to the 2013-14 year was also drawn down. At 30 June 2014 the VLA Allowable Surplus was $37,329 compared to $161,650 (which included the Commonwealth advance) at the same time in the previous year.

Building Committee
The Committee was established on 28 January 2014, had committee members appointed in February, and has had two meetings (March and May). The Association’s tenancy at its present location expires 30 June 2016. The Committee is working through its first purpose which is to ‘establish a strategy leading to either the purchase or long-term lease of a building out of which the Association’s service will be run’. The Committee is being assisted in this pro bono by Jones Lang LaSalle. So far, the Committee has considered the feasibility of a number of options, and is presently pursuing those.

Andrew Conley, Chair

Employment Committee
The Committee was established on 2 May 2014, and did not meet during the reporting period. Since then, a committee member with significant human resources experience has been appointed and a meeting has been held. In the next reporting period, the Committee will be focusing on the revision of the Association’s employment-related policies and procedures, and carrying out the other tasks set as its purposes.

Andrew Conley, Chair

Finance, Audit and Risk Committee
The FLS Constitution, adopted at the 2013 Annual General Meeting, abolished the position of Treasurer. Financial oversight is now exercised by a Board committee having responsibility for financial reporting, budgets, capital expenditure, audit relationship, management of risk including occupational health and safety, and overall financial sustainability.

The Committee currently comprises four members and meets monthly with the Executive Officer and Finance Officer in attendance, other senior staff may be invited to discuss financial matters falling under the province of the Committee. The Committee operates under a Board Charter and is accountable to the Board, it reports on a monthly basis.

At date of this report the Committee comprises Bruce McBain (Chair) and three other members who were appointed in July 2014. These are:

- Roslyn Aikman, CPA, experienced finance and management accountant with broad industrial and project management skills;
- Naomi Munga, CPA, has skills in budgeting, financial reporting and controls and wide experience in industry and commerce; and
- Gerry Schembri, CPA, brings 25 years’ experience as a Public Practitioner and Tax Agent.

The key focus of the Committee in 2014-15 will be development of an enterprise wide risk management plan and ensuring ongoing financial sustainability.

Following Adrian Kennedy’s resignation as Chair, the Board appointed me as interim Chair and amended the Committee’s Charter to allow me to continue as chair of the Finance Audit and Risk Committee. This remains the position at date of report. It is expected that the appointment of three CPA’s and strengthening of the Board will enable relinquishing of one of the two positions, at an early opportunity.

For the financial year ended 30 June 2014, the three operating divisions of Fitzroy Legal Service Inc. reported a consolidated deficit of $87,985 compared to a deficit of $4,637 in the previous financial year.

Net assets (excess of assets over liabilities) decreased from $410,829 to $322,843 as at 30 June 2014. Total operating cash inflows were $1,319,053 ($1,209,345 in 2012/2013) and cash outflows were $1,478,129 ($1,061,293 in 2012/2013).

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“Treat people as if they were what they should be, and you help them become what they are capable of becoming.”

- Goethe

1. Attendees at the Community Workers Forum, February 2014
2. Jen Black, FLS Senior Community Lawyer NJC
3. Claudia Fatone, FLS EO
4. Meghan Fitzgerald, FLS Social Action Manager
The Practice reported a deficit of $50,755 compared to $33,566 deficit in the previous year. The increased deficit was mainly attributable to VLA cuts in legal aid funding, resulting in Practice income falling by $41,487 over the 12 months. Staffing costs also increased but fortunately there were offsetting gains in miscellaneous revenue, membership fees, some expenditure saving and, reversal of a doubtful debt provision following recovery of the debt. Publications, which for 2013-14 is a consolidation of hard copy and online editions, reported a deficit of $37,231 compared to a surplus of $19,896 in the previous year. However this is not directly comparable due to the change of accounting treatment from recording Law Handbook Online income and expenditure in project costs rather than Publications. Sustainability of the online version as a free service and an integral part of our mission to make the law accessible is subject to obtaining sustainable long term funding from the corporate and philanthropic sector. The Board and EO have this as an urgent priority.

Although manageable in the short term, FLS cannot continue to sustain deficits and the Finance Audit & Risk Committee, together with the Board, will work to produce a framework for ensuring sustainability of the organisation whilst at the same time seeking to avoid the necessity of cutting services which are the heart of the organisation’s wider community mission.

As in previous years, FLS received various grants, donations and sponsorships that allowed it to undertake activities and projects that it could not otherwise have funded. These funds included:

- $70,909 from Allens for the Legal Trainee position;
- $75,145 from the Victorian Government for the Drug Outreach Lawyer Program;
- $54,088 from the City of Yarra for the Night Service;
- $32,837 from Donation/Sponsorship for the Law Handbook Online;
- $1,500 from the Victoria Law Foundation for the Legal Needs project;
- $1,500 from the Neighbourhood Justice Centre for contribution towards FLS service provision; and
- $40,000 from the Neighbourhood Justice Centre for contribution towards FLS service provision; and
- $1,500 from the Victoria Law Foundation for the Legal Needs project.

2013-14 was financially challenging and 2014-15 will follow that trend as FLS navigates increasing community need, funding cuts and an already lean cost base. Securing our financial sustainability and stopping the erosion of the accumulated member funds is critical if we are to continue our mission of ensuring the law is equitable and accessible to all. The appointment of three financially qualified and enthusiastic members to the reconstituted committee post June 30, 2014 is one step towards ensuring longer-term viability and that FLS has the financial capacity and security to fulfil its mission.

In conclusion, I would like to sincerely thank Albert Kuan for his dedicated stewardship of the financial affairs of Fitzroy Legal Service and Claudia Fatone’s overall leadership of the organisation. Although acknowledged elsewhere I would be remiss in not acknowledging the contribution to sustaining the FLS mission that is made by salaried staff and volunteers. Both groups work in difficult conditions and trying circumstances but show commitment of the heart and passion for our mission and values. Bruce McBain, Chair

Fundraising Committee
Earlier this year, FLS set up a Fundraising Committee, the aims of which include:

- establishing and implementing strategies for raising funds to assist in the operations of the Association;
- seeking sponsorship if and when appropriate;
- establishing and implementing strategies for raising the profile and awareness of the Association.

The Committee has been hard at work investigating various fundraising options, researching the activities of other charities and not-for-profits, and lobbying government.

Plans are underway to stage a reunion event in early to mid-2015 in an effort to reconnect with past volunteers, employees, members and contributors. This event will not only provide a great night out, but will re-energise previous supporters to once again help FLS grow into the future. Corinne Grant, Chair

Publications Committee
A re-energised Publications Committee was appointed to bring fresh ideas and a depth of online, legal and publishing experience to the task of transforming FLS publications into an increasingly digitised world.

“The FLS received various grants, donations and sponsorships that allowed it to undertake activities and projects that it could not otherwise have funded.”

The challenge remains building a sustainable funding model to keep The Law Handbook (LHB) in production in hard copy, eBook and the website. With great enthusiasm, the new committee has mapped out an agenda to explore opportunities to attract a new generation of Handbook devotees as part of a major overhaul of the LHB website and eBook. Philanthropic grants received in June 2014 will allow a root-and-branch rebuilding of the digital offering, including increased search capability and a content management system to assist the workflow for the LHB editor to turn the contribution of the LHB authors into a web-friendly version.

The ability to print on demand has opened up a new business model for the much-loved hardcopy and the committee is exploring improvements in the offering to subscribers that bundle the hardcopy with the eBook and potential licensing agreements with major users. Sandra McKay, Chair
“The law should be a shield for the weak and powerless, not a club for the powerful.”

- Gov. Roy Barnes
2004 Equal Justice Conference
LEGAL PRACTICE

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead.

It’s been a busy year for the FLS practice team working in a challenging landscape. This year we continued to adapt to the constraints of restrictions on public funding for court representation and cuts to drug and alcohol support services. Courts are overcrowded, the cells are full and we are working within a tougher sentencing landscape for our clients. However despite these challenges I feel optimistic that FLS will continue to rise and meet them, head on.

We expanded our family law services to the Neighborhood Justice Centre (NJC) and appointed a Senior Community Lawyer. We value the opportunity to partner with the NJC to assist clients within the City of Yarra. FLS has a proud history of innovative responses to legal need within our community and this year we continued the tradition. We offer a comprehensive range of services from our free legal advice clinic running five nights per week at our Johnston Street office, duty lawyer services at the NJC, drug outreach legal services at health clinics throughout the City of Yarra, and low cost criminal defence services and family law representation to the wider community for clients where Legal Aid funding is not available.

FLS relies on support from the legal community through pro bono partnerships and through volunteer support from legal professionals. I would like to thank Allens for their generous ongoing support through the provision of funding of our Legal Trainee position and ongoing pro bono practice support.

FLS continues to provide Victoria’s largest evening advice clinic. Every Monday to Friday, led by our Night Service Co-ordinators, a team of dedicated volunteers provide advice and referral to hundreds of members of our community on a variety of legal issues. Our evening specialist clinics provided advice and referral to family law, LGBTIQ and Animal Law clients.

More than ever in the current funding landscape free legal advice is becoming more and more essential to help people put the law back into their own hands.

“I am proud to be part of such a dedicated and passionate team of lawyers who fight hard for their clients every day.”

This year we welcomed to the Practice:
- Jennifer Black – Senior Community Lawyer at the NJC;
- Ella Crotty – Family Lawyer at the NJC; and

Hala Atwa, Principal Solicitor

This year we helped over 3,000 clients with their legal problems, all of them individuals with their own stories. Our lawyers, both paid staff and volunteers, have assisted our community to navigate their way through the legal system. At FLS our aim is to empower our clients, fight for their rights and help them through difficulties. We fight for them in court, we negotiate for them, we educate, we communicate and we do this on a limited budget with scarce resources. We do it with heart.

This year despite the continued constraints of limits to public funding for legal representation and limits to “our resources we continued to grow our service delivery to clients.

“Courts are overcrowded, the cells are full and we are working within a tougher sentencing landscape for our clients.”

Legal Practice

“Courts are overcrowded, the cells are full and we are working within a tougher sentencing landscape for our clients.”
In his findings, His Honour Iain West noted that capsicum spray is no longer to be used by Victoria Police.

Gregory Caulfield came from a large supportive family, and was a loving father to two young children. FLS wishes to acknowledge the great courage of the whole of Greg’s family in engaging with these proceedings, with the express aim of preventing this type of tragedy happening to another family.

This was the second death shortly following deployment of capsicum spray at that location in recent years.

The circumstances of Greg’s death involved police attendance at a residence where Greg had broken in with a friend to retrieve property alleged to have been stolen by the tenant. In the course of the policing operation, which lasted a few moments, three of four police members suffered secondary exposure to capsicum spray and fled the flat, leaving Greg, as the primary subject of deployment, alone and presumably in a highly vulnerable state. Greg then climbed onto the balcony and fell from the 9th floor.

Submissions before the Coroner’s Court were focused on the appropriateness of the use of force against Greg in the circumstances, the approach taken to deployment when compared to training and protocols of Victoria Police, the safety considerations relevant to deployment in enclosed spaces, the central importance of communication for effective and safe policing operations, and the causative links between alleged breaches of training/protocols, safety risks argued to be inherent to the use of capsicum spray, and the death that ensued.

On 22 September 2013, it was reported that Police Association of Victoria Secretary Greg Davies believed the phasing out of capsicum spray would dramatically reduce situations in which police and bystanders were affected and should lead to increased public confidence. (The Age ‘Police Ditch Capsicum Spray’ 22 September 2013).

The findings of the Deputy State Coroner Iain West acknowledged, as put by counsel for the family and conceded by counsel for the police, that the operation was impacted by a lack of direction resulting in the loss of custody of a co-accused, and a failure to issue a verbal warning prior to deployment of capsicum spray leading to secondary exposure on members. It was ruled by the Court these matters did not contribute to Greg’s death in a causative sense.

In his findings, His Honour Iain West noted that capsicum spray is no longer to be used by Victoria Police.

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Changes to the law to impact most vulnerable in the community

In partnership with community service partners, FLS lobbied against proposed changes to the Summary Offences Act on the basis that the laws would unjustly impact the most vulnerable, were incompatible with standards and presumptions of common law, and were incompatible with rights protected under the Victorian Charter of Human Rights and Responsibilities. Many lobby groups focused on the impact of the proposed changes on protest rights, so FLS elected to focus on the impacts on people experiencing homelessness, alcohol and other drug (AOD) dependence, and requiring access to health services.

Submissions to the Scrutiny of Acts and Regulations Committee were made by the Law Institute of Victoria, Victorian Human Rights and Equal Opportunity Commission, the Victorian Council for Social Services, and a number of community legal centres including FLS. On review by the Scrutiny of Act and Regulations Committee, the members were divided along party lines as to the compatibility with protected rights of the proposed changes. Parliamentary debates mirrored this division, with the ALP and Greens expressing a commitment to repeal the laws if enacted. Move on laws have now been rolled out, and FLS will continue to work with community sector partners to monitor impacts and increase legal literacy. FLS remains strongly opposed to these amendments, which we believe are unnecessary, and undermine, through broad discretions, the rule of law that underpins adequate protection of fundamental human rights.

Projects

Taxi Driver Legal Education

Legal education seminars continued to be delivered to taxi drivers attending the ‘13CABS Driver Academy’ in partnership with Monash Oakleigh Legal Service. The seminars are one-hour sessions delivered weekly to each new cohort of taxi drivers undertaking the Advanced Training Program at 13CABS.

The seminars discuss common legal issues faced by taxi drivers including dealing with police, fines and infringements, accidents and insurance, WorkCover, taxi fare evasion, assault, sexual assault and privacy. Over 800 taxi drivers have been involved in these seminars with feedback provided overwhelmingly positive thus far. In 2013, 95.8 per cent of the 463 drivers who attended the seminars found them either useful or very useful. That percentage increased to 98.7 per cent for seminars conducted in 2014. During the year the project materials were updated to incorporate information about the implementation of new taxi laws.

Referral pathways for victims of family violence

This project was developed in partnership with the North Richmond Community Health Centre (NRCH) and in response to the high number of women presenting to practitioners with injuries caused by family violence. The aim of the project is to provide information and training to staff at NRCH on how to refer clients who have presented with situations of family violence. The project involves two components – a flow chart and a legal education session for staff. Following consultation with NRCH and fellow community legal centres, the flow chart was developed and an initial training session undertaken, covering the following topics – client disclosure/duty of care: understanding different legal issues; family law, family violence and child protection; understanding Intervention Orders; responding to a ‘conflict of interest’; referral pathways for victims on visas; interpreting services; barriers to attending legal services and assistance; and using the flow chart.

National Disability Insurance Scheme (NDIS)

The NDIS project is a collaboration with Redfern Legal Centre and Hobart Community Legal Service to develop a comprehensive online rights resource for people accessing or wishing to access the NDIS. A consultant with strong experience in the disability sector was engaged to draft a number of fact sheets which were then reviewed via a process of community consultations across three states – Victoria, Tasmania and New South Wales. Following the community consultations the fact sheets were reviewed and updated in line with the feedback. A new website is being developed which will house the information in a range of formats including HTML, PDF, in Easy English, and as audible MP3s. It is anticipated that the project will be finalized and a launch of the new online resource undertaken in October 2014.

Community Workers Training Forum

FLS presented a one-day training forum on Thursday 6 February 2014 called “Building Legal Knowledge for Community Workers”. Workers dealing with clients who have legal problems and have drug, alcohol, mental health, homelessness and family violence issues, were provided with information to assist them in supporting their clients. FLS staff presented all bar two of the sessions, with Women’s Legal Service Victoria presenting on family violence and a private practitioner presenting on child protection. Over 120 people attended the forum and provided extremely positive feedback. Following an evaluation of the event it was identified that there was a need for this type of training statewide. An application was submitted to the Victoria Law Foundation for a General Grant, which was successful, meaning the program will be rolled out to eleven venues across Victoria in 2014-2015.

Khaane Home Project

A grant was received from the City of Yarra for a project to assist refugee and newly arrived young people to secure housing in the area. Despite the best efforts of FLS staff the project was unable to be undertaken. Following consultation with the City of Yarra a new project has been developed which will involve FLS engaging two members of the refugee/newly arrived community who will work with FLS for a twelve week period, to enable them to gain local work experience. A specific project will be undertaken by these two individuals, being the production of a resource booklet for use by fellow asylum seekers/refugees.
Specialist clinics

Animal Law Clinic
The Friday evening Animal Law Clinic continued to operate in partnership with Lawyers for Animals. This appointment based service provided legal advice on a range of matters with a focus on the best interests of the animal(s) concerned. Assistance was provided on companion animal disputes (with Council, RSPCA, neighbours) including restricted breed and 'dangerous' dog cases; and to animal rights/welfare groups seeking advice about their rights. FLS undertook a range of promotional activities, including provision of two hundred flyers to attendees at an Animal Activist forum in October 2013. Following a review of the first twelve months of the clinic in April 2014, FLS and Lawyers for Animals made a decision to continue to offer this service to the community. A review of the policies and procedures relating to the clinic was also undertaken and some changes made to ensure a more efficient operation.

Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (LGBTIQ) Legal Advice Clinic
The LGBTIQ clinic was again offered on a fortnightly basis, assisting clients with advice on a range of matters relating predominantly to family law and discrimination. FLS engaged in a broad promotion of the LGBTIQ clinic through LGBTIQ press, radio (including a community service announcement on JoyFM), venues, events and businesses. FLS staff attended the Midsumma Festival Carnival Day and marched in the Pride March – handing out in excess of 1800 flyers. A public seminar was held in March and discussed parenting options for gay and lesbian couples including co-parenting and surrogacy, and legal issues surrounding a relationship breakdown. A huge thank you to FLS volunteer Paul Boers for presenting the seminar which was attended by approximately thirty community members.

Law week
FLS staff were involved with two law week BBQs at North Richmond Housing Estate and Carlton Housing Estate with both events very well attended. The first had lots of adults (community workers, residents, users of the local health service) whilst the second had lots of children from the local primary school. Law week events are often not very well attended so it's great that the creative approach and groundwork done by the Social Action Team in the lead up paid off so well.

Community legal education
Throughout 2013–2014 FLS conducted a range of community legal education sessions on various legal topics, with a number of different community organisations and community groups:
- Legal education and community development work with NMIT (Collingwood and Preston) targeting newly arrived refugees and asylum seekers in community detention, seeking to enhance legal literacy;
- Legal education in partnerships with Holden St Neighbourhood House, Brotherhood of St Laurence, Fitzroy Learning Network, Carlton YMCA;
- Community legal education sessions to Vietnamese women at the Carlton Baths, and drugs and the law education to kids in school for disengaged youth;
- Melbourne University students interested in pursuing public interest law careers;
- CoHealth Living in Harmony Project, CALD Women's Group Iftar session: Gender Equality and Human Rights;
- WAM (Women and Mentoring) program – legal education/professional development fortnightly support to mentors who are working with women engaged in the criminal justice system;
- New Hope Foundation - Driving Sessions for Women from Newly Arrived Communities: Driving and the Law, Buying a Car; and
- RMIT Diploma of Community Services Work, Students: Confidentiality and Duty of Care.

Community development
During the year FLS staff have liaised with a range of stakeholders and undertaken a range of community development initiatives:
- developed improved community engagement strategies with African communities in housing estates in the City of Yarra;
- linked in with the Carlton Local Agencies network and attended the City of Yarra Multi-cultural partnerships strategy consultation group;
- Engaged in the Smith Street Working Group (community and justice workers, police, Elders and members of the local aboriginal community and Yarra City Council);
- Engaged in the Federation of Community Legal Centres (VIC) Infringements Working Group and CLEWS network;
- Attended Yarra Housing and Homelessness at Co-Health – discussion of trends and issues for people in public housing and homelessness within City of Yarra;
- Melbourne Ice Forum at Media House whereby the current surge in ICE use and its ramifications for the individual and wider community including the criminal justice system were discussed;
- Engaged with RecLink NIC Community Cup event - community development activities with local people affected by homelessness;
- Met with leaders from the Oromo, Eritrean, Somali and Zimbabwean communities; and
- Collaborated with FLS staff based at the Neighbourhood Justice Centre resulting in greater coordination on projects that touch on law reform, community development, and policy, including an expansion of community legal literacy in locally based initiatives for vulnerable communities.
CASE STUDIES

PRACTICE CASE STUDY
Challenging unfair sentences

In this case a male client had been sentenced to an immediate term of imprisonment.

FLS lawyers argued that the sentence was excessive and lodged an appeal. Upon lodging the appeal FLS had the matter recalled before the sentencing Magistrate and made an unopposed application for bail pending the appeal.

FLS made submissions on why the accused could show cause as to why he should be released from custody pending the appeal. One of the strongest arguments was that we had been given an appeal date that was three months from the date of sentence, which would mean that the client’s sentence would have finished before his appeal was heard thus effectively removing his right to appeal.

Despite these arguments the Magistrate refused bail and remanded the accused into custody.

FLS contacted the County Court and explained the client’s situation and requested an earlier appeal date, which was denied. After consultation with the client a bail application was lodged in the Supreme Court to appeal the decision of the Magistrate to refuse bail. FLS served the documents on the Office of Public Prosecutions and the next day received a call from the County Court advising they could now accommodate an earlier date and listed the matter within the week. At the appeal the sentence of the Magistrate was set aside and our client was released from custody. FLS subsequently withdrew the application in the Supreme Court. The client was very happy to have avoided further incarceration.

PRACTICE CASE STUDY
Looking behind offending

This client was charged with obtaining property by deception. She stole a significant amount of money from her former employer to pay her own debts and bills for a period of 12 months. She had prior convictions for similar offending and had served a term of imprisonment for the same conduct meaning it would be difficult to keep her in the community.

At the plea the focus of the FLS submission was on the client’s mental health diagnosis of bipolar disorder; something that was a very recent diagnosis.

FLS obtained the reasons of the County Court Judge who sentenced her for her prior matter which confirmed her mental health diagnosis. In a report that we obtained from a psychiatrist we argued that someone being treated for depression who actually has bipolar can have the effect of sending them into an upward spiral and that her new diagnosis was significant to her rehabilitation.

We successfully argued that the community was better protected by keeping the client in the community and her receiving the treatment that she needed. The Magistrate agreed and referred her matters to a drug diversion program.

DRUG OUTREACH CASE STUDY
Defending the vulnerable

In this case a client had struggled with heroin dependence for 20 years and had accumulated many infringements (road tolls mostly) and also court imposed fines. Almost all of the fines imposed by the court were for matters that had originally been for infringements but had ended up in court when the client defaulted on payment plans.

Our client had not previously attended court as she did not receive notices of court date or it was just not a priority at the time. The court heard matters in absence of the client and imposed fines. The client did not have opportunity to get legal advice and subsequently to have her circumstance considered or to put arguments in relation to special circumstances of serious addiction to drugs.

The client has two young children. At the beginning of 2013 the client lost care of her children. She then worked with DHS to address drug use and to regain full time care including attending residential rehabilitation.

While in rehabilitation, the Sherriff attended and advised the client of her outstanding infringement warrants and outstanding court fines with the option to pay them or have them converted to community work of 600 hours of work – which she elected to do. The client completed the first stage of rehabilitation and then left so that she could regain care of her children. She stayed linked in to counsellors and other services of the rehabilitation facility as well as working closely with DHS under supervised care.

At this stage the client had only completed 150 of the over 600 hours required. She was not in a position to continue with community work as she now had full time caring responsibilities for her children. As a result Community Corrections decided to bring proceedings against the client.

The client was referred to the FLS Drug Outreach Lawyer by her financial counsellor. This was the first time our client had received legal advice regarding these matters.

FLS then worked with the client and supporting professionals to get evidence of special circumstances of her case.

Changes to the Sentencing Act make same provisions for fines default Community Work Orders, as distinct to breach Community Corrections Order. As it is not an area where corrections prosecute regularly or that Magistrates hear regularly, a long day was spent explaining at court options...
that were available in relation to sentence and then providing submissions as to why outstanding fines should be reduced or discharged. The client now has a payment plan for outstanding matters that is reduced to around $3000 rather than the original amount of $15000. Our client can now care for her children while at the same time deal with outstanding fines, and continue with her rehabilitation.

**NJC CASE STUDY**

**Securing a safe place**

Ms X is a 35 year old lady of Aboriginal descent. She experienced a fragmented and traumatic upbringing, including placement in a number of foster homes with significant sexual and physical abuse. She has a history of significant poly substance abuse that commenced when she was 13 years old. She has limited formal education and held little employment. A recent neuropsychological assessment uncovered a pronounced cognitive disability.

Ms X was remanded in custody on eight police warrants for dishonesty offences. Bail was applied for and granted by the Magistrate. Ms X breached bail the following week by failing to appear at court, therefore, a new warrant was issued by the court. Ms X was re remanded and her matter was adjourned for her FLS lawyer to obtain the evidence for and negotiate the charges.

Whilst in custody Ms X continued to accrue rental arrears for her room in community housing. Unlike Department of Housing, Community Housing does not reduce rent when an individual is incarcerated – even though Ms X’s Centrelink payment ceased. The community housing agency lodged an application at the Victorian Civil and Administration Tribunal (VCAT) for a possession order due to Ms X rental arrears.

The FLS lawyer successfully negotiated consent orders on Ms X’s behalf for a payment plan to begin once Ms X exited prison. This ensured Ms X was not exited from prison into homelessness.

Ms X’s criminal matters were finalised and she was released on a deferral of sentence. She returned to her community housing, repaying a large debt with an extra $10 per week on top of her rental payments out of her Centrelink payment. It was obvious that this tenancy was unsustainable in the long term. In conjunction with HomeGround Services the FLS lawyer applied on Ms X’s behalf for a property with the Justice housing program. The application was successful and Ms X moved into her property approximately 1 month after exiting prison.

Ms X describes her new home as the only place she has ever felt safe in. Her stable housing has allowed her to engage with services as part of her deferral of sentence.

Without the assistance of her FLS lawyer Ms X would have been exited from prison into homelessness. It is clear that this holistic work alongside Ms X’s representation in her criminal matters has had an enormous impact on Ms X’s safety and security and future interaction with the criminal justice system.

**NIGHT SERVICE CASE STUDY**

**Protecting consumers**

A client came to night service for advice in relation to possible consumer fraud.

The client was an international student who had recently completed their studies in Melbourne. They engaged the services of an employment organisation in the hope of being linked with an employer sponsor in order to obtain permanent residency status in Australia.

The organisation provided the client with a letter from a proposed employer sponsor interstate. They proposed to charge the client $15,000 for their placement services. The client paid $5,000.

Since that time, the client has not received any information from the employment organisation. When they contacted the employer named in the letter of offer, they were advised that the company had never had any dealings with and did not sponsor employees.

FLS provided the client with a number of possible avenues to recover his money although the client was reluctant to pursue any action as they were holding out hope that the company was genuine.

Following a review of the night service files, FLS contacted the client and asked whether the client would allow FLS to refer the matter to the Consumer Action Law Centre (CALC). With the client’s consent FLS contacted CALC and provided them with information relating to the organisation and the proposed address being used.

CALC advised that the person who is the registered owner of the ABN being used is known to CALC and has previously been prosecuted for fraud offences relating to the same type of business operations.

The organisation has since seemingly disappeared from the internet, however the ABN is still active under another similar business name, and the registered owner is operating other similar businesses currently.

The Consumer Action Law Centre is investigating the matter further.
It has been a busy, challenging but always rewarding year at Fitzroy Legal Service with our staff and volunteers tirelessly working to keep the doors open to our community’s most needy and disadvantaged.

Our service continues to assist in the empowerment of clients to access justice and to navigate the complexities of the legal system. As the Coordinator of the FLS Volunteer Program, I have the pleasure of recruiting new volunteers from a vast array of backgrounds and of working collaboratively with the volunteer body to continue to evaluate their needs and align them with the organisation’s mission, vision and goals.

FLS was established by university students and lawyers over forty years ago and this type of social engagement and student volunteering has expanded exponentially with the development of university partnerships. FLS has committed to partnerships with University of Melbourne and Australian Catholic University whereby law students are offered the opportunity to apply to undertake pro bono placements. Partnerships such as these not only provide high calibre assistance to our legal team but also promote the sector as a possible future career choice for those students who are already or will become passionate advocates for our clients.

FLS continues to receive hundreds of applications from students from all the universities across Melbourne requesting volunteering opportunities. These student seeking volunteering requests have obviously resulted in the continuation of the lengthy waiting list but demonstrate the dedication and commitment that these young people possess and wish to offer to our service.

It is often these students who become our most long-term, reliable and capable legal volunteers.

There appears to be a trend in the number of young lawyers wishing to volunteer at FLS, some in the very early stages of their careers and others still yet to find employment. The day practice has been able to assist a number of these lawyers by utilising their skills both at the FLS office and the Neighbourhood Justice Centre. This has become a win/win situation for all parties and we are grateful to all of these wonderful volunteers for the contribution of their outstanding talents. The night service also has a high representation of these lawyers who although sometimes filling the role of paralegals/observing solicitors, contribute an enormous amount of talent and energy to assist our clients.

Some very talented and experienced solicitors and barristers have offered their immense skills this year to supplement the already highly valued and skilled team that exists at the FLS night service. Many thanks and appreciation to all these volunteers for enabling FLS to continue its vital role in the provision of legal services to our clients. The need for further family law expertise in the City of Yarra resulted in the establishment of a new Neighbourhood Justice Centre Family Law Clinic. The clinic has been a wonderful addition to the specialist clinics offered by FLS and is fully staffed by volunteers. Apart from some initial administrative issues with the clinic being held off site, it has been very successful and many clients have already benefited from the assistance received from the team of family lawyers and paralegals.

Some fabulous presenters gave of their time to run continuing professional development (CPD) sessions for FLS volunteers over the last twelve months. These sessions are vital in keeping volunteers up to date with the various areas of law in which they deal when assisting our clients. This year’s topics included Guardianship and Administration, Dispute Settlement, Gamblers Help Services, Victorian Charter of Human Rights, Criminal Law, Discrimination and Infringements.

Additionally, there have been some changes in the induction process of new volunteers with more personalised or small group sessions being held with the Volunteer Coordinator or Principal Solicitor. This has proved to be an effective method for placing new volunteers when and where needed, receiving positive feedback.

The City of Yarra Volunteering Event was held on 12th May 2014 and FLS was represented by Claudia Fatone, Executive Officer and myself, along with eight randomly selected volunteers. This was a very special evening that paid tribute to all of the volunteers from a diverse range of organisations across the City of Yarra. The FLS volunteers who attended and received certificates were John Aliferis, Jon Lasarevic, Kris Jenkins, Morgan Nyland, Chris Rodrigues-Nascimento, Sengul Korkmaz, Vu Dang and Helen McKenzie-Fairlie.

Our annual Volunteer Christmas party was held at the Provincial Hotel, Fitzroy and was well attended with everybody having a wonderful evening to celebrate the year. All of the staff would like to thank each and every day and night volunteer for their outstanding contribution to the service as it continues to serve the community in the years ahead.
Volunteers

Galit Aflalo
Melanie Albarella
John Aliferis
Lachy Allen
Elizabeth Alton
Magda Alysmd
Joseph Amin
Tully James Anders
Rosalind Avis
Laura Bachara
Kristy Barnes-Cullen
Jess Bayley
Despina Bedovian
Cullen Behmer
Christine Beissman
Laura Bellamy
Jane Billings
Georgia Blackie
Harry Bleas
Paul Boers
Louis Bowden
Lucinda Brash
Emmanuel Brennan
Emily Brett
Sharyn Broomhead
Emily Brett
Erin Buckley
Joni Burns
Harriet Burton
Angus Cameron
Courtney Cameron
Sophia Cap
Lisa Caripis
Christina Carney
Lee Carmie
Cynthia Carter
Ana Catanchin
Natasha Cecic
Yunn Shin Chen
Edwina Cheung
Jason Chew
Jonathan Ciullo
Jacob Clancy
Justine Clark
Hayley Clarke
Aisling Clifford
Rebecca Coehrsen
Jenny Collins
Alex Cohan
Michael Concas
Andrew Conley
Nigel Cook
Simon Cooke
Katherine Cooke
Carmendy Cooper
Andrew Cromb
Sandra Crone
Ella Crotty
Tessa Dabbs
Vu Dang
Gareth Davies
Tessa Daws
Robert De Angelis
Alícia De Pedro
Rachel Desmond
Stacey Devitsakis
Sam Diamond
Michelle Doan
Nichola Donovan
Hannah Douglas
M cree Dunbar
Michael Dunstan
Nick Ellis
Annamarie Farrell
Sarah Fetherstonhaugh
Bryce Figot
Stephen Fitzpatrick
Alix Friedman
Sylvonne Frydenlund
Jeri Fung
Matthew Garozzo
Stephen Gault
Peter Gaunt
Suzan Gencay
Hanna Genee
Rebecca George
Alev Girgin
Florence Godfrey
Hollie Golding
Benjamin Green
Emily Gunawan
Tom Gyopar
Astrid Haban-Beer
Jake Harris
Daniel Harrison
Tessa Hawthorn
Prue HealY
Mallory Healey
Thomas Hedditch
Amy Herbert
Katherine Ho
Christopher Hooper
Sharon Humphries
Rozee Hussain
Ross Hutchins
William Hutchins
Catherine Irving
Sophie Ismail
Kris Jenkins
Arwen Johns
Paul Johnson
Laura Johnstone
Adam Jones
Samantha Jones
Kathy Karidimas
Simone Karmis
Hamish Kelly
Annie Kent
Joel Kino
Leila Kirsch
Jeffrey Koh
Hayley Kollaris
Sengul Korkmaz
Carlene Lamanna
Anna Landy
Jon Lasarevic
Kai Sun Lau
Aida Lee
Lena Lettau
Marisa Liu
Godwin Lo
Elysia Longo
Peter Loukas
David Lucas
Alessandra Lucia Di Natale
Isolde Lueckenhausen
Madeleine Lynch
Molly Lynch
Peter Lynch
Dahiel Malbasa
Vuthy Man
June Marchment
Elsa Markula
Andrew Mauer
Alexander Maxwell
Lucy Maxwell
Caitlin McAllister
Bruce McBain
Travis McCarthy
Robert McClosey
Louisa McGrath
Helen McKenzie-Fairlie
Blair McNamara
Louise McNeil
Zubin Menon
Nyssa Meyer
Haseeb Mian
Costandinos Michaelides
Jacob Mildren
Gay Miller
Michelle Miller
Shay Minster
Brendan Molck
Cecilia Moon
Nicola Morris
Rebecca Mouy
Sean Mulcahy
Daniel Myers
Julia Nettle
George Newhouse
Nicholas Ngai
Thi Diem (Hong) Nguyen
Gorjan Nikolovski
 Bowman Nixon
Amy Nolan
Morgan Nylund
Kathleen O’Callaghan
Patrick O’Connor
Rachel Oldham
Hazel Ondari
Jessica O’Riley
Leana Papaelia
Natasha Papaelia
Jacqueline Paterson
Beatrice Paull
Kasia Pawlicki
Ana Percic
Teresa Pollock
Luis Alberto
Quintero Mootzuma
Moira Rayner
Cate Read
Erwin Reiss
Sarah Rennie
Elizabeth Riekert
Ellis Rigby
Christopher Rodrigues
Nascimento
Fiona Rothville
Anjali Rubello
Caroline Rubira
Rick Ruffolo
Lucas Rutten
Jack Ryan
Kepler Ryan
Jessica Saunders
Meredith Schilling
Mary Shamaly
Melanie Sherrin
Amy Simmons
Joanne Slater
Lesley Smith
Derrick So
Kirsty Souter
Hannah Sonow
Alexia Staker
Serge Sztrajt
Jaclyn Tang
Lydia Tasevska
Ben Taylor
Jason Themostoklis
Amelia Toohey
Danielle Trabsky
Jessie Tucker
Elizabeth Tueno
Emma Turner
Sophie Tversky
Stephanie Tzanetis
Mark Vella
Serena Vos
Molly Walsh
Alexandra Whelan
Flyona White
Verity White
Katie-Elouise White-Spi
Tara Winney
Brendan Wood
Elizabeth Wortley
Ed Yap
Damien Yeo
Christine Yeung
Jayne Yu
Luke Zimbler
Andrew Zingler
The past twelve months have been a period of change and transition for the FLS publications area.

The Law Handbook (LHB) 2014 was published as usual, but for the first time we were able to produce an eBook edition.

On the 20th November 2013 FLS launched the 36th edition of the Law Handbook at Madame Brussels. The Honourable Marilyn Warren AC, Chief Justice of the Supreme Court of Victoria, officially launched the resource in front of an appreciative crowd which included many of the seventy legal contributors who volunteer their time and expertise to write content for the LHB. FLS acknowledges each of the contributors and in particular Law Handbook Editor Naomi Saligari who produced an outstanding edition in her first year.

The LHB 2014 eBook came out some months later, very much as a trial product after a lengthy process. The e-book was made available via a number of distribution channels, including Wheeler (for libraries and schools), Amazon, Apple iBookstore, and Barnes & Noble.

FLS staff once again attended Comview – the annual conference of the Victorian Commercial Teachers Association – whereby the Law Handbook and Law4Education resources were promoted.

In conjunction with the social action team an update of the resource “Between a Rock and a Hard Place” has commenced along with a review and update of the vicdrugguide.org.au website.

Sustainable long term funding for the Law Handbook Online (LHBO) remains a priority for the organisation with the FLS Board determining in early 2014 a commitment to maintaining the website as a free community resource. A redevelopment of the website will take place during 2014-2015 with funding from the philanthropic sector. This will enable FLS to redevelop and convert the LHBO to responsive design, which is important given the increasing use of mobile devices.

LHB editor Naomi Saligari commenced maternity leave in June, and we welcomed Sarah Marlowe as acting LHB editor. Sarah brings a wealth of experience across editing and publishing.

The role of Publications Officer was discontinued as FLS undertook a restructure following a review by the Board of all aspects of the organisation. As part of this review, the Board approved two new part-time positions - Communications Manager and Fundraising & Alumni Engagement Officer. Strengthening our internal and external communications is a priority for the organisation and we believe will assist FLS to achieve its strategic objectives, one of which is to ensure our ongoing financial sustainability. Lea Croyden finished up as Website and Publications Officer and we'd like to acknowledge all her efforts in that role. We were pleased to welcome Fabiola Superina (previously also Website and Publications Officer) into the Fundraising & Alumni Engagement position.
The following table shows the number of Board meetings held during the financial year ended 30th June 2014 and the number attended by each Director (while they were a director). During the financial year, eleven board meetings were held.

<table>
<thead>
<tr>
<th>Director</th>
<th>Meetings Held</th>
<th>Meetings Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colin Bosnic</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Christina Carney</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Andrew Conley</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Fiona Delahunt</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Tim Farhall</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Corinne Grant</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>Natalia Hanley</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Adrian Kennedy</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Bruce McBain</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Sandra McKay</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Dan Mori</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Serge Strazjt</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Legal Advice Clinic

**Monday evenings**
- 519 clients /629 legal advices provided
- 60% MALE | 40% FEMALE

**Tuesday evenings**
- 506 clients /661 legal advices provided
- 61% MALE | 39% FEMALE

Richmond Outreach

- 31 clients /55 legal advices provided
- 61% FEMALE | 39% MALE

Legal Advice Clinic

- Richmond Outreach
- Richmond Outreach
- Richmond Outreach
- Richmond Outreach
Fitzroy Legal Service Inc.
ABN 46 187 177 143

Income and Expenditure Statement for the Year Ended 30 June 2014

<table>
<thead>
<tr>
<th>Project name</th>
<th>Note</th>
<th>2014 $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grant - VLA</td>
<td>9</td>
<td>736,558</td>
<td>566,940</td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td>275,579</td>
<td>332,057</td>
</tr>
<tr>
<td>Practice Income</td>
<td></td>
<td>145,546</td>
<td>187,033</td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td>82,428</td>
<td>96,472</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>19,158</td>
<td>22,640</td>
</tr>
<tr>
<td>Membership Income</td>
<td></td>
<td>4,185</td>
<td>2,315</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td></td>
<td>49,890</td>
<td>28,317</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>1,313,344</strong></td>
<td><strong>1,235,774</strong></td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits expense</td>
<td></td>
<td>1,112,280</td>
<td>962,676</td>
</tr>
<tr>
<td>Depreciation &amp; Amortisation</td>
<td></td>
<td>4,742</td>
<td>6,949</td>
</tr>
<tr>
<td>Rental and premises expense</td>
<td></td>
<td>94,670</td>
<td>89,808</td>
</tr>
<tr>
<td>Office administration expenses</td>
<td></td>
<td>155,472</td>
<td>156,476</td>
</tr>
<tr>
<td>Publication expenses</td>
<td></td>
<td>34,165</td>
<td>24,502</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td></td>
<td><strong>1,401,329</strong></td>
<td><strong>1,240,411</strong></td>
</tr>
<tr>
<td>Profit (Loss) before income tax</td>
<td></td>
<td>1,401,329</td>
<td>1,240,411</td>
</tr>
<tr>
<td>Income tax expense</td>
<td>2</td>
<td>(87,985)</td>
<td>(4,637)</td>
</tr>
<tr>
<td>Profit (Loss) after income tax</td>
<td></td>
<td>(87,985)</td>
<td>(4,637)</td>
</tr>
<tr>
<td>Retained Profits (Losses) at the beginning of the financial year</td>
<td></td>
<td>410,829</td>
<td>415,466</td>
</tr>
<tr>
<td>Retained Profits (Losses) at the end of the financial year</td>
<td></td>
<td><strong>322,844</strong></td>
<td><strong>410,829</strong></td>
</tr>
</tbody>
</table>
### Assets and Liabilities Statement for the Year Ended 30 June 2014

<table>
<thead>
<tr>
<th>Project name</th>
<th>Note</th>
<th>2014 $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>3</td>
<td>578,692</td>
<td>747,531</td>
</tr>
<tr>
<td>Trade and other receivables</td>
<td>4</td>
<td>34,225</td>
<td>37,306</td>
</tr>
<tr>
<td>Inventory</td>
<td></td>
<td>3,813</td>
<td>3,595</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>616,730</td>
<td>788,432</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>5</td>
<td>12,125</td>
<td>7,104</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td></td>
<td>12,125</td>
<td>7,104</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>628,855</td>
<td>795,536</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and other payables</td>
<td>6</td>
<td>48,868</td>
<td>47,955</td>
</tr>
<tr>
<td>Amounts received in advance</td>
<td>7</td>
<td>106,077</td>
<td>219,638</td>
</tr>
<tr>
<td>Provisions</td>
<td>8</td>
<td>69,487</td>
<td>48,970</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>224,432</td>
<td>316,563</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provisions</td>
<td>8</td>
<td>81,579</td>
<td>68,144</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>306,011</td>
<td>384,707</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td>322,844</td>
<td>410,829</td>
</tr>
<tr>
<td><strong>Members' Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained Profits</td>
<td></td>
<td>322,844</td>
<td>410,829</td>
</tr>
<tr>
<td><strong>Total Members' Funds</strong></td>
<td></td>
<td>322,844</td>
<td>410,829</td>
</tr>
</tbody>
</table>
## Statement of Cash Flows for the Year Ended 30 June 2014

<table>
<thead>
<tr>
<th>Project name</th>
<th>Note</th>
<th>2014 $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Flows From Operating Activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts from Government grants</td>
<td></td>
<td>636,558</td>
<td>566,940</td>
</tr>
<tr>
<td>Receipts from customers</td>
<td></td>
<td>279,327</td>
<td>284,499</td>
</tr>
<tr>
<td>Other Receipts</td>
<td></td>
<td>384,010</td>
<td>335,266</td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td></td>
<td>(1,478,129)</td>
<td>(1,061,293)</td>
</tr>
<tr>
<td>Interest received</td>
<td></td>
<td>19,158</td>
<td>22,640</td>
</tr>
<tr>
<td><strong>Net Cash provided by operating activities</strong></td>
<td>11</td>
<td>(159,076)</td>
<td>148,052</td>
</tr>
</tbody>
</table>

| **Cash Flows From Investing Activities**         |      |         |         |
| Payments for purchase of property and equipment  |      | (9,763) | -       |
| **Net Cash provided by (used in) investing Activities** |      | (9,763) | -       |

| Net increase (decrease) in cash held             |      | (168,839) | 148,052 |
| Cash at the beginning of the year                |      | 747,531  | 599,479 |

| **Cash at the end of the year**                  |      | 578,692  | 747,531 |
Notes to the Financial Statements for the Year Ended 30 June 2014

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 (Vic). The Board has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuation of non-current assets.

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

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

b. Income Tax

c. Property, Plant and Equipment
   Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

d. Employee Entitlements
   Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled. The Association is bound by the Multipurpose Business Agreement, whereby employees' prior service in other CLCs is recognised for purposes of determining accrual of long service leave entitlement. Accordingly where the employee is known to have served in other CLCs for 5 years or more, provision for long service leave is accrued from the commencement of their employment with the Association. Provision previously recognised for employees who subsequently leave the Association is not reversed at that time because the Association will be required to contribute the accrued entitlement to the then current employer provided they remain eligible for prior service recognition. Where the Association becomes aware that the ex employee is no longer entitled to prior service recognition the provision is reversed.

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

f. Impairment of Assets
   At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is an indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying amount. Any excess of the asset's carrying value over its recoverable amount is recognised in the income and expenditure statement.

g. Revenue
   Grants are recognised on an accrual basis. Any grants received and provided for special purposes are recognised to the extent funds are expended on projects. Grants received for future financial periods are treated as grants in advance under current liabilities to the extent of the unspent grant where there is an obligation to repay the unexpended portion of the grant. Revenue from membership fees and donations are recognised upon receipt except for donation/sponsorship to Law Handbook Online, which is treated as project grant in advance solely for the use of the specified project. Revenue from the sale of goods is recognised upon delivery of goods to customers. Interest revenue is recognised on an accrual basis taking into account the interest rates applicable to the financial assets. All revenue is stated net of the amount of goods and services tax (GST).

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

i. Economic Dependence
   The entity is dependent on Victoria Legal Aid (VLA) for the majority of its revenue used to operate the business. At the date of this report the Board has no reason to believe VLA will not continue to support the entity.
### Notes to the Financial Statements for the Year Ended 30 June 2014 (continued)

#### Note 2: Income Tax Expense

<table>
<thead>
<tr>
<th>Description</th>
<th>2014 $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prima facie tax payable on operating profit at 30% (2013: 30%)</td>
<td>(26,396)</td>
<td>(1,391)</td>
</tr>
<tr>
<td>Less tax effect of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Association is an Income Tax Exempt Charity in terms of Subdivision 50-5 of the Income Tax Assessment Act 1997</td>
<td>26,396</td>
<td>1,391</td>
</tr>
<tr>
<td>Income tax expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Note 3: Cash and cash equivalents

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cheques on hand</td>
<td>37,018</td>
<td>342</td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>86,539</td>
<td>111,204</td>
</tr>
<tr>
<td>Term Deposit</td>
<td>455,135</td>
<td>635,985</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>578,692</strong></td>
<td><strong>747,531</strong></td>
</tr>
</tbody>
</table>

#### Note 4: Trade and other receivables

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts receivable</td>
<td>34,041</td>
<td>40,488</td>
</tr>
<tr>
<td>Provision for doubtful debts</td>
<td>(1,000)</td>
<td>(6,500)</td>
</tr>
<tr>
<td>Prepayments</td>
<td>961</td>
<td>3,318</td>
</tr>
<tr>
<td>Other Receivable</td>
<td>223</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34,225</strong></td>
<td><strong>37,306</strong></td>
</tr>
</tbody>
</table>

#### Note 5: Property, plant and equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture &amp; Equipment - Original Cost</td>
<td>86,256</td>
<td>88,761</td>
</tr>
<tr>
<td>Less accumulated depreciation</td>
<td>(74,131)</td>
<td>(81,657)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,125</strong></td>
<td><strong>7,104</strong></td>
</tr>
</tbody>
</table>

#### Note 6: Trade and other payables

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Trade Creditors and accruals</td>
<td>66,090</td>
<td>34,089</td>
</tr>
<tr>
<td>Provision for audit fees</td>
<td>3,300</td>
<td>3,000</td>
</tr>
<tr>
<td>BAS amounts Payable</td>
<td>(20,522)</td>
<td>10,866</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,868</strong></td>
<td><strong>47,955</strong></td>
</tr>
</tbody>
</table>

#### Note 7: Amounts received in advance

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLA Surplus</td>
<td>37,329</td>
<td>161,650</td>
</tr>
<tr>
<td>Unexpended project funds</td>
<td>68,748</td>
<td>57,988</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>106,077</strong></td>
<td><strong>219,638</strong></td>
</tr>
</tbody>
</table>

#### Note 8: Provisions

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Employee Entitlements</td>
<td>69,487</td>
<td>48,970</td>
</tr>
<tr>
<td>Non-Current Employee Entitlements</td>
<td>81,579</td>
<td>68,144</td>
</tr>
</tbody>
</table>
Notes to the Financial Statements for the Year Ended 30 June 2014 (continued)

<table>
<thead>
<tr>
<th>Note 9: Government Grant - VLA</th>
<th>2014 $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Grant - VLA Commonwealth</td>
<td>184,860</td>
<td>328,657</td>
</tr>
<tr>
<td>Government Grant - VLA State</td>
<td>427,376</td>
<td>399,933</td>
</tr>
<tr>
<td>Government Grant Carried Forward - VLA</td>
<td>124,322</td>
<td>(161,650)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>736,558</strong></td>
<td><strong>566,940</strong></td>
</tr>
</tbody>
</table>

Note 10: Deferred Income
The liability for deferred income is the unutilised amounts of grants received on the condition that specified services are delivered or conditions are fulfilled. The services are usually provided or the conditions usually fulfilled within 12 months of receipt of the grant. Where the amount received is in respect of services to be provided over a period that exceeds 12 months after the reporting date or the conditions will only be satisfied more than 12 months after the reporting date, the liability is discounted and presented as non-current.

Note 11: Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax

| Profit after income tax | (87,985) | (4,637) |
| Cash flows excluded from operating profit attributable to operating activities | | |
| Non-cash flows in profit | | |
| • Depreciation | 4,742 | 6,949 |
| Changes in assets and liabilities; | | |
| • (Increase)/decrease in trade and other debtors | - | (27,211) |
| • (Increase)/decrease in inventory | (218) | 1,082 |
| • Increase/(decrease) in trade and other payables | - | 11,690 |
| • Increase/(decrease) in amounts received in advance | - | 155,325 |
| • Increase/(decrease) in provisions | - | 4,854 |
| **Net cash provided by Operating Activities** | **(83,461)** | **148,052** |

Note 11: Going Concern
The members of the Board believe that the application of the going concern basis of accounting is appropriate due to the expected positive cash flows of the association and through the ongoing support of Victoria Legal Aid.

Note 12: Operating Lease Commitments
Operating leases contracted for but not recognised in the financial statements Payable - minimum lease payments:

- no later than 12 months | 61,014 |
- between 12 months and five years | 61,014 |
- greater than five years | - |
**Total** | **122,028**

The Association has a property lease commitment, it is a non-cancellable operating lease with a five-year term, with rent payable monthly in advance. The lease does not have an option to renew and expires 30 June 2016.
Statement by Members of the Board for the Year Ended 30 June 2014

The Board has determined that the association is not a reporting entity and that this special purpose report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the board the financial report as set out on pages 28 to 33:

1. Presents a true and fair view of the financial position of Fitzroy Legal Service Inc. as at 30 June 2014 and its performance for the year ended on that date.

2. At the date of this statement, there are reasonable grounds to believe that the Fitzroy Legal Service Inc. will be able to pay its debts as and when they fall due.

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

Chair of the Board and Chair of the Finance, Audit and Risk Committee

Dated: 13 October 2014

Secretary

Dated: 16 October 2014
Independent Audit Report to the Members of the Fitzroy Legal Service Inc. for the Year Ended 30 June 2014


We have audited the accompanying financial report, being a special purpose financial report, of Fitzroy Legal Service Inc. which comprises the assets and liabilities statement as at 30 June 2014, statement of cash flows and the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the Board.

Board's Responsibility for the Financial Report

The board of Fitzroy Legal Service Inc. is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic) and the needs of the members.

The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Fitzroy Legal Service Inc. as at 30 June 2014 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012 (Vic).

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Fitzroy Legal Service Inc. to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic). As a result, the financial report may not be suitable for another purpose.

Sean Denham
CPA - Member number 1905197
Dated: 21 June 2014
Suite 1, 707 Mt Alexander Road
Moonee Ponds VIC 3039
### Detailed Statement of Assets and Liabilities as at 30 June 2014

<table>
<thead>
<tr>
<th></th>
<th>Service &amp; Practice</th>
<th>Publications</th>
<th>Total</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash/Cheques on hand</td>
<td>36,978</td>
<td>40</td>
<td>37,018</td>
<td>342</td>
</tr>
<tr>
<td>Operating Bank Accounts</td>
<td>49,262</td>
<td>37,277</td>
<td>86,539</td>
<td>111,204</td>
</tr>
<tr>
<td>Investment accounts</td>
<td>103,316</td>
<td>351,819</td>
<td>455,135</td>
<td>635,985</td>
</tr>
<tr>
<td>Debtors</td>
<td>31,471</td>
<td>2,570</td>
<td>34,041</td>
<td>40,488</td>
</tr>
<tr>
<td>Provision for doubtful debts</td>
<td>(500)</td>
<td>(500)</td>
<td>(1,000)</td>
<td>(6,500)</td>
</tr>
<tr>
<td>Other Receivable</td>
<td>223</td>
<td></td>
<td>223</td>
<td>0</td>
</tr>
<tr>
<td>Prepayments</td>
<td>961</td>
<td></td>
<td>961</td>
<td>3,318</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>3,813</td>
<td>3,813</td>
<td>3,595</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>221,711</td>
<td>395,019</td>
<td>616,730</td>
<td>788,432</td>
</tr>
<tr>
<td><strong>Non-current assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office furniture and equipment</td>
<td>81,136</td>
<td>5,120</td>
<td>86,256</td>
<td>88,761</td>
</tr>
<tr>
<td>Less : accumulated depreciation</td>
<td>(69,011)</td>
<td>(5,120)</td>
<td>(74,131)</td>
<td>(81,657)</td>
</tr>
<tr>
<td><strong>Total non-current assets</strong></td>
<td>12,125</td>
<td>0</td>
<td>12,125</td>
<td>7,104</td>
</tr>
<tr>
<td><strong>Less current liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade creditors and accruals</td>
<td>56,231</td>
<td>9,860</td>
<td>66,091</td>
<td>34,089</td>
</tr>
<tr>
<td>Provision for annual leave</td>
<td>68,925</td>
<td>562</td>
<td>69,487</td>
<td>42,970</td>
</tr>
<tr>
<td>Provision for long service leave</td>
<td>81,579</td>
<td></td>
<td>81,579</td>
<td>68,144</td>
</tr>
<tr>
<td>Provision for maternity leave</td>
<td>-</td>
<td></td>
<td></td>
<td>6,000</td>
</tr>
<tr>
<td>Provision for audit fees</td>
<td>3,300</td>
<td></td>
<td>3,300</td>
<td>3,000</td>
</tr>
<tr>
<td>Taxes payable</td>
<td>(20,522)</td>
<td></td>
<td>(20,522)</td>
<td>10,866</td>
</tr>
<tr>
<td>VLA Allowable Surplus</td>
<td>37,329</td>
<td></td>
<td>37,329</td>
<td>161,650</td>
</tr>
<tr>
<td>Unexpended project funds</td>
<td>(490)</td>
<td>69,238</td>
<td>68,748</td>
<td>57,988</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>226,352</td>
<td>79,660</td>
<td>306,012</td>
<td>384,707</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td>7,484</td>
<td>315,359</td>
<td>322,843</td>
<td>410,829</td>
</tr>
</tbody>
</table>

### Members’ Fund

<table>
<thead>
<tr>
<th></th>
<th>Service &amp; Practice</th>
<th>Publications</th>
<th>Total</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated funds prior year</td>
<td>58,239</td>
<td>352,590</td>
<td>410,829</td>
<td>415,466</td>
</tr>
<tr>
<td>Legal service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,033</td>
</tr>
<tr>
<td>Practice</td>
<td>(50,755)</td>
<td>(50,755)</td>
<td>(33,566)</td>
<td>(33,566)</td>
</tr>
<tr>
<td>Publications</td>
<td>-</td>
<td>(37,231)</td>
<td>(37,231)</td>
<td>19,896</td>
</tr>
<tr>
<td><strong>Total Members’ Fund</strong></td>
<td>7,484</td>
<td>315,359</td>
<td>322,843</td>
<td>410,829</td>
</tr>
</tbody>
</table>
### Detailed Income Statement for the Year Ended 30 June 2014

<table>
<thead>
<tr>
<th>Income</th>
<th>Service $</th>
<th>Practice $</th>
<th>Publications $</th>
<th>Projects $</th>
<th>Total $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>275,579</td>
<td>275,579</td>
<td>332,057</td>
</tr>
<tr>
<td>Practice income</td>
<td>-</td>
<td>145,546</td>
<td>-</td>
<td>-</td>
<td>145,546</td>
<td>187,033</td>
</tr>
<tr>
<td>Sales FLS publication including previous LHB editions</td>
<td>-</td>
<td>-</td>
<td>7,770</td>
<td>-</td>
<td>7,770</td>
<td>5,664</td>
</tr>
<tr>
<td>Sales other publications</td>
<td>-</td>
<td>-</td>
<td>3,510</td>
<td>-</td>
<td>3,510</td>
<td>4,457</td>
</tr>
<tr>
<td>Postage recovered</td>
<td>-</td>
<td>-</td>
<td>4,095</td>
<td>-</td>
<td>4,095</td>
<td>9,407</td>
</tr>
<tr>
<td>Australian government grant - VLA</td>
<td>184,860</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>184,860</td>
<td>288,657</td>
</tr>
<tr>
<td>State government grant - VLA</td>
<td>427,376</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>427,376</td>
<td>399,933</td>
</tr>
<tr>
<td>Advanced Grant brought forward - VLA</td>
<td>24,322</td>
<td>100,000</td>
<td>-</td>
<td>124,322</td>
<td>(161,650)</td>
<td></td>
</tr>
<tr>
<td>Bank interest received</td>
<td>5,904</td>
<td>-</td>
<td>13,254</td>
<td>-</td>
<td>19,158</td>
<td>22,640</td>
</tr>
<tr>
<td>Membership</td>
<td>-</td>
<td>4,185</td>
<td>-</td>
<td>-</td>
<td>4,185</td>
<td>2,315</td>
</tr>
<tr>
<td>Donations, Copyrights</td>
<td>-</td>
<td>7,081</td>
<td>1,350</td>
<td>-</td>
<td>8,431</td>
<td>3,209</td>
</tr>
<tr>
<td>Other income</td>
<td>25,419</td>
<td>16,039</td>
<td>-</td>
<td>-</td>
<td>41,458</td>
<td>25,108</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td>667,881</td>
<td>172,851</td>
<td>197,032</td>
<td>275,579</td>
<td>1,313,343</td>
<td>1,235,774</td>
</tr>
</tbody>
</table>

### Less publications cost of sales

| Production costs | - | - | 31,574 | - | 31,574 | 21,418 |
| Purchase of other publications | - | - | 2,591 | - | 2,591 | 3,084 |
| **Total publications cost of sales** | - | - | 34,165 | - | 34,165 | 24,502 |

### Gross surplus (after cost of sales)

| 667,881 | 172,851 | 197,032 | 275,579 | 1,313,343 | 1,235,774 |

### Expenses

| Salaries | 495,645 | 174,430 | 141,948 | 199,682 | 1,011,705 | 867,452 |
| Superannuation | 40,185 | 15,124 | 12,351 | 17,891 | 85,551 | 74,071 |
| Other employment oncosts | 11,205 | 2,203 | 297 | 1,319 | 15,024 | 21,153 |
| Staff training/Conference | 9,890 | 1,759 | 1,890 | 10,633 | 24,172 | 18,365 |
| Staff recruitment | 687 | - | 240 | - | 927 | 2,305 |
| Rent | 37,996 | 11,425 | 11,425 | 2,625 | 63,471 | 61,182 |
| Other premises costs | 9,028 | 3,205 | 4,703 | 4,710 | 21,646 | 21,708 |
| Repairs and maintenance | 7,489 | 2,064 | - | - | 9,553 | 6,918 |
| Insurance | 1,445 | 406 | 406 | - | 2,257 | 1,000 |
| Communications | 12,442 | 4,667 | 2,114 | 4,011 | 23,234 | 26,472 |
| Library resources and subscriptions | 12,495 | 3,172 | - | 951 | 16,618 | 22,959 |
| Office overheads | 8,452 | 3,946 | 5,223 | 2,371 | 19,992 | 18,541 |
| Depreciation | 2,325 | 164 | - | 2,253 | 4,742 | 6,949 |
| Minor equipment purchases | 1,034 | 465 | - | 225 | 1,724 | 917 |
### Detailed Income Statement for the Year Ended 30 June 2014 (continued)

<table>
<thead>
<tr>
<th>Service $</th>
<th>Practice $</th>
<th>Publications $</th>
<th>Projects $</th>
<th>Total $</th>
<th>2013 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance, audit and accounting fees</td>
<td>2,112</td>
<td>1,344</td>
<td>594</td>
<td>-</td>
<td>4,050</td>
</tr>
<tr>
<td>Travel</td>
<td>481</td>
<td>1,923</td>
<td>152</td>
<td>422</td>
<td>2,978</td>
</tr>
<tr>
<td>Programming and planning</td>
<td>9,288</td>
<td>91</td>
<td>-</td>
<td>-</td>
<td>9,379</td>
</tr>
<tr>
<td>Marketing expenses</td>
<td>-</td>
<td>-</td>
<td>5,514</td>
<td>-</td>
<td>5,514</td>
</tr>
<tr>
<td>Distribution expenses - postage and couriers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NDIS / LHB Website development &amp; hosting</td>
<td>6,840</td>
<td>-</td>
<td>13,000</td>
<td>5,164</td>
<td>25,004</td>
</tr>
<tr>
<td>Drug Users' Service Directory on-line maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,062</td>
<td>2,062</td>
</tr>
<tr>
<td>Client disbursements/Contractors</td>
<td>(1,158)</td>
<td>1,704</td>
<td>-</td>
<td>-</td>
<td>546</td>
</tr>
<tr>
<td>Provision for Doubtful Debt</td>
<td>-</td>
<td>(5,000)</td>
<td>(500)</td>
<td>-</td>
<td>(5,500)</td>
</tr>
<tr>
<td>Bad Debt written off</td>
<td>-</td>
<td>514</td>
<td>-</td>
<td>-</td>
<td>514</td>
</tr>
<tr>
<td>Stock loss/obsolete</td>
<td>-</td>
<td>-</td>
<td>741</td>
<td>-</td>
<td>741</td>
</tr>
<tr>
<td>Supervision</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,500</td>
<td>10,500</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>667,881</td>
<td>223,606</td>
<td>200,098</td>
<td>264,819</td>
<td>1,356,404</td>
</tr>
<tr>
<td><strong>Net surplus /(deficit)</strong></td>
<td>0</td>
<td>(50,755)</td>
<td>(37,231)</td>
<td>10,760</td>
<td>(77,226)</td>
</tr>
<tr>
<td><strong>Transfer to projects</strong></td>
<td>0</td>
<td>(50,755)</td>
<td>(37,231)</td>
<td>-</td>
<td>(87,986)</td>
</tr>
<tr>
<td><strong>Total changes in equity</strong></td>
<td>0</td>
<td>(50,755)</td>
<td>(37,231)</td>
<td>-</td>
<td>(87,986)</td>
</tr>
<tr>
<td><strong>Balance of equity at beginning of year</strong></td>
<td>34,769</td>
<td>23,470</td>
<td>352,590</td>
<td>-</td>
<td>410,829</td>
</tr>
<tr>
<td><strong>Balance of equity at end of year</strong></td>
<td>34,769</td>
<td>(27,285)</td>
<td>315,359</td>
<td>-</td>
<td>322,843</td>
</tr>
</tbody>
</table>
## Project Funds Summary for the Year Ended 30 June 2014

<table>
<thead>
<tr>
<th>Project name</th>
<th>Balance at 30 June 2013 $</th>
<th>Income $</th>
<th>Expenditure $</th>
<th>Balance at 30 June 2014 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJC Solicitor Advocate</td>
<td>-</td>
<td>40,000</td>
<td>39,765</td>
<td>235</td>
</tr>
<tr>
<td>City of Yarra - Book Launch</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>Drug Outreach solicitor</td>
<td>9,086</td>
<td>75,145</td>
<td>80,757</td>
<td>3,474</td>
</tr>
<tr>
<td>City of Yarra - Night Service</td>
<td>(5,618)</td>
<td>54,088</td>
<td>59,621</td>
<td>(11,151)</td>
</tr>
<tr>
<td>Justice for all</td>
<td>1,303</td>
<td>100</td>
<td></td>
<td>1,403</td>
</tr>
<tr>
<td>Legal Traineeship</td>
<td></td>
<td>70,909</td>
<td>73,379</td>
<td>(2,470)</td>
</tr>
<tr>
<td>VLF - Identifying Legal Needs</td>
<td></td>
<td>1,500</td>
<td>2,731</td>
<td>(1,231)</td>
</tr>
<tr>
<td>City of Yarra - Khhane Home</td>
<td>8,333</td>
<td></td>
<td></td>
<td>8,333</td>
</tr>
<tr>
<td>Animal Law Clinic</td>
<td>1,067</td>
<td></td>
<td>150</td>
<td>917</td>
</tr>
<tr>
<td>Law Handbook Online Sponsorship/Donation</td>
<td>41,564</td>
<td>32,837</td>
<td>5,164</td>
<td>69,237</td>
</tr>
<tr>
<td>DHS Capital Grant - Carpet (Depreciation)</td>
<td>2,253</td>
<td></td>
<td>2,253</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57,988</strong></td>
<td><strong>275,579</strong></td>
<td><strong>264,820</strong></td>
<td><strong>68,747</strong></td>
</tr>
</tbody>
</table>