# Special Purpose Financial Statements (Financial Report)

FEMILI PNG

For the year ending 30th June 2015

#### **EXECUTIVE MANAGEMENT DECLARATION**

We confirm that the funds received by Femili PNG have been expanded and accounted for in accordance with conditions set out in the Partner Agreement with Oxfam Australia.

We confirm that the accompanying Special Purpose Financial Report for Femili PNG funded by the Department of Foreign Affairs and Trade through Oxfam Australia represents a valid statement of Receipts and Payments for the year ended 30<sup>th</sup> June 2015 and the cash balance of project funds at 30<sup>th</sup> June 2015.

Date thisd	lay of Splense	2015
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Stephen Howes

President

Femili PNG

Stephanie Copus-Campbell

Treasurer Femili PNG

Daisy Plana

CEO

Femili PNG

# **FEMILI PNG**

# **Special Purpose Financial Report**

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## REGISTERED PUBLIC ACCOUNTANTS, AUDITORS, MANAGEMENT CONSULTANTS & TAX AGENTS

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# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FEMILI PNG INC. (FEMILI PNG) FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2015

#### Scope of Audit

We have audited the Special Purpose Financial Report (Financial Statements) consisting of Statement of Receipts and Payments and Statement of Financial position of Femili PNG for the year ended 30<sup>th</sup> June 2015.

The Management of Femili PNG are responsible for preparation and presentation of the financial statements and the information it contains and has determined that the accounting policies used and described in note 1 to the financial statements which form part of the financial statements are appropriate to meet the reporting requirements of Femili PNG and are appropriate to meet the needs of the members .Our responsibility is to express an opinion on these Special Purpose Financial Statements based on our audit.

The Special Purpose Financial Statements have been prepared for distribution to members and to satisfy the reporting requirements of Femili PNG and/or Oxfam. We disclaim any assumption of responsibility for reliance on this audit report or the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

#### **Basis of Opinion**

The audit has been conducted in accordance with International Standards on Auditing to provide reasonable assurance as to whether the financial statements are free of material misstatements.

The audit procedures included examinations, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are consistent with generally accepted accounting practice, so as to present a view consistent with our understanding of Femili PNG's financial position and of its performance as represented by the result of its operations. We believe that our audit provides reasonable basis for our opinion.

#### QUALIFICATION:

1) As stated in Note 1, Femili PNG's policy is to prepare its financial statements on the basis of cash receipts and payments, consequently, certain revenues and the related assets are recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying statement of financial position is not intended to present the financial position and results of operations in accordance with generally accepted accounting principles.

#### **AUDIT OPINION**

Subject to the above:

In our opinion, the aforementioned accounts present fairly the financial position arising from cash transactions of Femili PNG at 30<sup>th</sup> June 2015 and the cash received and expenses paid during the period then ended on the basis of accounting described in Note 1.

Dated this 23rd day of September 2015

Kuhaseelan Rajadurai

Registered Auditor

Registered under the Accountants Act 1996

# FEMILI PNG STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30TH JUNE 2015

RECEIPTS			1 July 2014 to 30 June 2014		1 July 2014 to 30 June 2015	
DFAT funding (via Oxfam)         225,000         1,811,094           Other funds raised         15,588           Other (return of advance, other)         18164         -18,150           Total funds received         243,164         1,808,532           LESS PAYMENTS           SET UP COSTS           1.01         Laptops         7,897           1.02         Desktops         21,533           1.03         I.T. set-up         373         2,631           1.04         Photo copier/printer         126         10,158           1.05         Office desk/furniture         14,437           1-16         Filing and lockable cabinets         5,641           1.07         Projector and digital equipment         3,429           1.08         Mobile phones         590         6,187           1.09         House furniture         1,982           1.1         Vehicle purchase         148,813           1.11         Office fit out         0           1.2         Security fit out (office and car)         11,568           2.01         Office rental incl. power and utilities         29,934         122,852           2.02         House rental         3,967 </td <td></td> <td></td> <td>(PGK)</td> <td>(PGK)</td> <td>(PGK)</td> <td>(PGK)</td>			(PGK)	(PGK)	(PGK)	(PGK)
DFAT funding (via Oxfam)         225,000         1,811,094           Other funds raised         15,588           Other (return of advance, other)         18164         -18,150           Total funds received         243,164         1,808,532           LESS PAYMENTS         243,164         1,808,532           LESS PAYMENTS         5ET UP COSTS         7,897           1.01         Laptops         7,897           1.02         Desktops         21,533           1.03         LT. Set-up         373         2,631           1.04         Photo copier/printer         126         10,158           1.05         Office desk/furniture         14,437         16,611           1.07         Projector and digital equipment         3,429         14,437           1.08         Projector and digital equipment         1,982         14,813           1.09         House furniture         1,982         14,813           1.01         Vehicle purchase         148,813         11,568           1.11         Office fit out         0         0           1.2         Security fit out (office and car)         1,089         234,276           OPERATIONAL COSTS         3,967         33,837 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<>						
Other funds raised Other (return of advance, other)         18164         15,588 -18,150           Total funds received         243,164         1,808,532           LESS PAYMENTS         243,164         1,808,532           SET UP COSTS           1.01         Laptops         7,897           1.02         Desktops         21,533           1.03         1.T. set-up         373         2,631           1.04         Photo copier/printer         10,158         10,158           1.05         Office desk/furniture         14,437         14,437           1.06         Filling and lockable cabinets         5,641         14,437           1.07         Projector and digital equipment         3,429         14,437           1.08         Mobile phones         590         6,187           1.09         House furniture         1,982         148,813           1.11         Office fit out         0         1,568           1.11         Office fit out         0         1,568           1.2         Security fit out (office and car)         1,089         234,276           OPERATIONAL COSTS         1,089         122,852           2.01         House rental         3,6564         12						
Total funds received   243,164   1,808,532			225,000			
Total funds received   1,808,532   1,808,532   1,808,532		* * * * * * * * * * * * * * * * * * * *			,	
LESS PAYMENTS   SET UP COSTS   T,897   1,002   Desktops   21,533   1,003   1,7 set-up   373   2,631   1,004   Photo copier/printer   126   10,158   1,005		Other (return of advance, other)	18164		-18,150	
SET UP COSTS   Laptops   7,897   1.02   Desktops   21,533   1.7. set-up   373   2,631   1.04   Photo copier/printer   126   10,158   1.05   Office desk/furniture   14,437   1.06   Filing and lockable cabinets   5,641   1.07   Projector and digital equipment   3,429   1.08   Mobile phones   590   6,187   1.09   House furniture   1,982   1.10   Vehicle purchase   148,813   1.11   Office fit out   0   0   0   1.1568   1.07   Copyright out (office and car)   1,089   234,276   Copyright out (office rental incl. power and utilities   29,934   122,852   1.08   Vehicle purchase   36,564   123,952   1.09   Vehicle setc.   7,985   1.09   Vehicle setc.   7,985   1.09   Vehicle setc.   7,985   1.09   Vehicle setc.   1,0316   1.09   Vehicle setc.   1,083   1.09   Vehicle setc.   1,081   1.09   Vehicle setc		Total funds received		243,164	_	1,808,532
1.01       Laptops       7,897         1.02       Desktops       21,533         1.03       I.T. set-up       373       2,631         1.04       Photo copier/printer       126       10,158         1.05       Office desk/furniture       14,437         1.06       Filing and lockable cabinets       5,641         1.07       Projector and digital equipment       3,429         1.08       Mobile phones       590       6,187         1.09       House furniture       1,982         1.1       Vehicle purchase       148,813         1.11       Office fit out       0         1.12       Security fit out (office and car)       1,089       234,276         OPERATIONAL COSTS       1,089       234,276         OPERATIONAL COSTS       1,089       122,852         2.01       Office rental incl. power and utilities       29,934       122,852         2.02       House rental       36,564       123,952         2.03       Staff travel       3,967       33,837         2.04       Audit, accounting taxation costs       8,793         2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)<		LESS PAYMENTS				
1.02       Desktops       21,533         1.03       I.T. set-up       373       2,631         1.04       Photo copier/printer       126       10,158         1.05       Office desk/furniture       14,437         1.06       Filing and lockable cabinets       5,641         1.07       Projector and digital equipment       3,429         1.08       Mobile phones       590       6,187         1.09       House furniture       1,982         1.1       Vehicle purchase       148,813         1.11       Office fit out       0         1.12       Security fit out (office and car)       11,568         2.01       Office rental incl. power and utilities       29,934       122,852         2.02       House rental       36,564       123,952         2.03       Staff travel       3,967       33,837         2.04       Audit, accounting taxation costs       8,793         2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)       20       49,654         2.07       Stationary and general office       364       30,487         2.08       Security expenses (office & car)       10,316		SET UP COSTS				
1.03       1.T. set-up       373       2,631         1.04       Photo copier/printer       126       10,158         1.05       Office desk/furniture       14,437         1.06       Filing and lockable cabinets       5,641         1.07       Projector and digital equipment       3,429         1.08       Mobile phones       590       6,187         1.09       House furniture       1,982         1.1       Vehicle purchase       148,813         1.11       Office fit out       0         Security fit out (office and car)       11,568         Type (Colspan="2">Type (Colspan="2") Type (Co	1.01	Laptops			7,897	
1.04 Photo copier/printer       126       10,158         1.05 Office desk/furniture       14,437         1.06 Filing and lockable cabinets       5,641         1.07 Projector and digital equipment       3,429         1.08 Mobile phones       590       6,187         1.09 House furniture       1,982         1.1 Vehicle purchase       148,813         1.11 Office fit out       0         1.12 Security fit out (office and car)       11,089         234,276         OPERATIONAL COSTS         2.01 Office rental incl. power and utilities       29,934       122,852         2.02 House rental       36,564       123,952         2.03 Staff travel       3,967       33,837         2.04 Audit, accounting taxation costs       8,793         2.05 Wireless etc.       7,985         2.06 On going vehicle costs (petrol etc)       20       49,654         2.07 Stationary and general office       364       30,487         2.08 Security expenses (office & car)       10,316         2.09 Insurance (public liability, contents)       9,038         2.11 Bank charges       297       1,334         2.13 Mobile phone & landline bills       20,290         2.15 Advisors and Board travel expe	1.02	Desktops			21,533	
1.05       Office desk/furniture       14,437         1.06       Filing and lockable cabinets       5,641         1.07       Projector and digital equipment       3,429         1.08       Mobile phones       590       6,187         1.09       House furniture       1,982         1.1       Vehicle purchase       148,813         1.11       Office fit out       0         1.12       Security fit out (office and car)       1,089         234,276         OPERATIONAL COSTS         2.01       Office rental incl. power and utilities       29,934       122,852         2.02       House rental       36,564       123,952         2.03       Staff travel       3,967       33,837         2.04       Audit, accounting taxation costs       8,793         2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)       20       49,654         2.07       Stationary and general office       364       30,487         2.08       Security expenses (office & car)       10,316         2.09       Insurance (public liability, contents)       9,038         2.11       Bank charges       297 <t< td=""><td>1.03</td><td>I.T. set-up</td><td>373</td><td></td><td>2,631</td><td></td></t<>	1.03	I.T. set-up	373		2,631	
1.06       Filing and lockable cabinets       5,641         1.07       Projector and digital equipment       3,429         1.08       Mobile phones       590       6,187         1.09       House furniture       1,982         1.1       Vehicle purchase       148,813         1.11       Office fit out       0         1.12       Security fit out (office and car)       1,089       234,276         OPERATIONAL COSTS         2.01       Office rental incl. power and utilities       29,934       122,852         2.02       House rental       36,564       123,952         2.03       Staff travel       3,967       33,837         2.04       Audit, accounting taxation costs       8,793         2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)       20       49,654         2.07       Stationary and general office       364       30,487         2.08       Security expenses (office & car)       10,316         2.09       Insurance (public liability, contents)       9,038         2.10       IT recurrent cost       1,083         2.11       Bank charges       297       1,334	1.04	Photo copier/printer	126		10,158	
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1.1 Vehicle purchase       148,813         1.11 Office fit out       0         1.12 Security fit out (office and car)       11,568         1,089       234,276         OPERATIONAL COSTS         2.01 Office rental incl. power and utilities       29,934       122,852         2.02 House rental       36,564       123,952         2.03 Staff travel       3,967       33,837         2.04 Audit, accounting taxation costs       8,793         2.05 Wireless etc.       7,985         2.06 On going vehicle costs (petrol etc)       20       49,654         2.07 Stationary and general office       364       30,487         2.08 Security expenses (office & car)       10,316         2.09 Insurance (public liability, contents)       9,038         2.10 IT recurrent cost       1,083         2.11 Bank charges       297       1,334         2.13 Mobile phone & landline bills       20,290         2.15 Advisors and Board travel expenses       13,986       46,173	1.08	Mobile phones	590		6,187	
1.11 Office fit out 1.12 Security fit out (office and car)  1.13 Security fit out (office and car)  1.089  1.089  234,276  OPERATIONAL COSTS  2.01 Office rental incl. power and utilities 29,934 122,852 2.02 House rental 36,564 123,952 2.03 Staff travel 3,967 33,837 2.04 Audit, accounting taxation costs 8,793 2.05 Wireless etc. 7,985 2.06 On going vehicle costs (petrol etc) 2.07 Stationary and general office 364 30,487 2.08 Security expenses (office & car) 2.09 Insurance (public liability, contents) 2.10 IT recurrent cost 1,083 2.11 Bank charges 297 1,334 2.13 Mobile phone & landline bills 20,290 2.15 Advisors and Board travel expenses 13,986 46,173	1.09	House furniture			1,982	
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1,089   234,276	1.11	Office fit out			0	
OPERATIONAL COSTS         2.01 Office rental incl. power and utilities       29,934       122,852         2.02 House rental       36,564       123,952         2.03 Staff travel       3,967       33,837         2.04 Audit, accounting taxation costs       8,793         2.05 Wireless etc.       7,985         2.06 On going vehicle costs (petrol etc)       20       49,654         2.07 Stationary and general office       364       30,487         2.08 Security expenses (office & car)       10,316         2.09 Insurance (public liability, contents)       9,038         2.10 IT recurrent cost       1,083         2.11 Bank charges       297       1,334         2.13 Mobile phone & landline bills       20,290         2.15 Advisors and Board travel expenses       13,986       46,173	1.12	Security fit out (office and car)			11,568	
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2.04       Audit, accounting taxation costs       8,793         2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)       20       49,654         2.07       Stationary and general office       364       30,487         2.08       Security expenses (office & car)       10,316         2.09       Insurance (public liability, contents)       9,038         2.10       IT recurrent cost       1,083         2.11       Bank charges       297       1,334         2.13       Mobile phone & landline bills       20,290         2.15       Advisors and Board travel expenses       13,986       46,173	2.02	House rental	36,564		123,952	
2.05       Wireless etc.       7,985         2.06       On going vehicle costs (petrol etc)       20       49,654         2.07       Stationary and general office       364       30,487         2.08       Security expenses (office & car)       10,316         2.09       Insurance (public liability, contents)       9,038         2.10       IT recurrent cost       1,083         2.11       Bank charges       297       1,334         2.13       Mobile phone & landline bills       20,290         2.15       Advisors and Board travel expenses       13,986       46,173	2.03	Staff travel	3,967		33,837	
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2.09 Insurance (public liability, contents)       9,038         2.10 IT recurrent cost       1,083         2.11 Bank charges       297       1,334         2.13 Mobile phone & landline bills       20,290         2.15 Advisors and Board travel expenses       13,986       46,173	2.07	Stationary and general office	364		30,487	
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2.15 Advisors and Board travel expenses 13,986 46,173	2.11	Bank charges	297		1,334	
,	2.13	Mobile phone & landline bills			20,290	
	2.15	Advisors and Board travel expenses	13,986		46,173	
2.10 Repartiation of Survivors and direct assistance 51,170	2.16	Repatriation of survivors and direct assi	istance		51,170	

2.17	Legal advice and assistance			26,550	
2.18	Materials, resource kits, booklets			917	
2.19	Case management meetings and coor	dination costs		9,607	
2.20	Planning/debriefing			7,085	
2.21	Training			4,834	
2.22	Exchange with Oxfam partners			9,791	
2.23	Partner resourcing allocations			64,867	
	Petty cash expenditures	557			
			85,690		641,616
	PERSONNEL COSTS				
3.01	Staff salaries	1,000		717,610	
3.02	Staff health Insurance	7,967		8,283	
3.03	Workers compensation insurance	3,497		383	
			12,464		726,276
	Exchange and cash losses		689		3,230
	Total payments		99,932		1,604,397
	TOTAL SURPLUS		143,232	v-	204,135

## FEMILI PNG

# STATEMENT OF FINANCIAL POSITION

	YEAR ENDING 30TH JUNE 2014		YEAR ENDING 30TH JUNE 2015	
START OF YEAR NET POSITION				
Cash on hand - Lae, PNG	-		1,702	
Cash in bank - Lae, PNG Cash in bank - Canberra, Australia	•		100	
(\$32,827) Cash in transit - Canberra to Lae	<b>~</b>		73,862	
(\$30,030)	-		67,568	
		0		143,231
PLUS SURPLUS		143,232		204,135
END OF YEAR NET POSITION		143,232	book	347,366
REPRESENTED BY				
Cash on hand - Lae, PNG	1802		7,863	
Cash in bank - Lae, PNG	0		321,957	
Net out pending cheques - Lae PNG	0		-3,620	
Cash in bank - Canberra, Australia Cash in transit - Canberra to Lae	73,862		21,166	
(\$30,030)	67,568			
		143,232	10000	347,366

#### **FEMILI PNG**

#### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 30TH JUNE 2015

#### 1. STATEMENT OF ACCOUNTING POLICIES

#### Reporting Entity

The reporting entity is Femili PNG (previously called PNG Family and Sexual Violence Case Management Centre), which is a non profit organisation registered under the Associations Incorporation Act.

#### Basis of preparation

These special purpose financial statements have been prepared on a cash basis. Hence, present obligation to transfer economic benefits as a result of past events are not recognized in the accounts.

The reporting currency is Papua New Guinea Kina (K).

These financial statements have been prepared on the basis that Femili PNG is a going concern. This assumption places reliance on the fact that Femili PNG will continue to receive grants, donations/sponsorships and funding from DFAT/Oxfam and/or various sources.

#### a) Acquisition of Property, Plant and Equipment

All fixed assets acquired are expensed and recorded in the asset register.

#### b) Depreciation on Property, Plant and Equipment

Depreciation is not charged on the fixed assets.

#### c) Cash and Cash Equivalents

Cash is considered to be cash in hand, in transit and at current accounts in banks held in Lae and Canberra, net of pending cheques. There is a discrepancy of –K28 in the cash balance, which is recorded under exchange and cash losses.

#### d) Goods & Services Tax (GST)

Femili PNG is not presently registered for GST purposes. Hence expenditure recorded is inclusive of GST.

#### e) Income Tax

Oxfam is exempted from income tax under the Papua New Guinea Income Tax act, as such tax effect accounting procedures are not followed.

#### (f) Foreign currency translation

All foreign expenses and foreign funds received and transferred have been translated at an exchange rate of A\$=2.25PGK. Exchange rate losses of K3,258 are recorded during transfers from Canberra to Lae as the actual exchange rate used was 1AUD=2.05PGK

# (g) Funds raised

These figures exclude funds raised in-kind and also funds raised by Friends of Femili PNG.