



WRITERS SA

Helping writers realise their **creative and professional dreams**

Annual Report of 2017 Activities

Institute Building, State Library of South Australia
writerssa.org.au
8223 7662 info@writerssa.org.au

Writers SA is located on Kaurna land.

S A WRITERS' CENTRE INC

BOARD OF MANAGEMENT REPORT

Your board members submit the special purpose financial report of SA Writers' Centre Inc for the year ended 31 December 2017.

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial period were to promote the South Australian writing industry, initiative and people.

SIGNIFICANT CHANGES

No significant change in the nature of these activities occurred during the period.

OPERATING RESULT

The loss from ordinary activities for the year amounted to (\$15,757) (A profit of \$2,655 in 2016).

During the financial year no officer of the Association, nor firm of which an officer is a member, nor a body corporate in which the officer has a substantial financial interest, has received or become entitled to receive a benefit as a result of a contract between an officer, firm or body corporate and the Association except for as detailed below:

The association has paid consulting fees to the following board members during the year:

Fiona Smith	\$33,000
Patrick Allington	\$1,500
Victoria Purman	\$4,180
Amy Matthews	\$450

Signed in accordance with a resolution of the Members of the Board.


Chairperson


Treasurer

Dated this 9 day of MAY 2018.

S A WRITERS' CENTRE INC

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

	<u>2017</u>	<u>2016</u>
<u>INCOME</u>	<u>\$</u>	<u>\$</u>
Advertising	352	-
Book Sales	-	209
Consultancies and Commissions	4,850	9,536
Donations	1,549	2,800
Event Income	-	-
Grant Income	263,011	265,159
Interest	715	894
Memberships	45,459	54,528
Project Grants	5,650	7,800
Sundry Income	6,482	2,518
Workshop Fees	85,550	131,092
	<u>413,618</u>	<u>474,536</u>
<u>EXPENDITURE</u>		
Artist and Consultant Fees	76,249	78,702
Staff Wages and On costs	256,785	294,423
Event Expenses	-	946
Program Expenses	11,195	19,579
Sector, Prof & Community Develop.	1,351	2,604
Marketing, Promotion and Fundraising	15,582	10,746
Administration and Infrastructure	61,545	62,471
Depreciation	6,688	2,410
	<u>429,375</u>	<u>471,861</u>
Surplus from Ordinary Activities	(15,757)	2,655
Retained Surplus at the beginning of the financial year	<u>50,321</u>	<u>47,666</u>
Retained Surplus at the end of the financial year	<u>34,564</u>	<u>50,321</u>

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S A WRITERS' CENTRE INC
ASSETS AND LIABILITIES STATEMENT
AS AT 31 DECEMBER 2017

	<u>Note</u>	<u>2017</u> \$	<u>2016</u> \$
<u>CURRENT ASSETS</u>			
Cash and Cash Equivalents	2	130,522	86,198
Trade and Other Receivables	3	-	880
		-----	-----
TOTAL CURRENT ASSETS		130,522	87,078
		-----	-----
<u>NON CURRENT ASSETS</u>			
Plant and Equipment	4	6,968	11,802
		-----	-----
TOTAL ASSETS		137,490	98,880
		-----	-----
<u>CURRENT LIABILITIES</u>			
Trade and Other Payables	5	16,193	12,146
Income In Advance		65,000	20,000
Employee Provisions	6	21,733	16,413
		-----	-----
TOTAL CURRENT LIABILITIES		102,926	48,559
		-----	-----
TOTAL LIABILITIES		102,926	48,559
		-----	-----
<u>NET ASSETS</u>		34,564	50,321
		-----	-----
 <u>MEMBERS FUNDS</u>			
Retained Surplus		34,564	50,321
		-----	-----
TOTAL MEMBERS FUNDS		34,564	50,321
		-----	-----

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S A WRITERS' CENTRE INC
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from Customers		413,763	472,762
Interest Received		715	894
Payments to Suppliers and Employees		(368,320)	(464,470)
		-----	-----
Net Cash Provided By / (Used in) Operating Activities		46,178	9,186
		-----	-----
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Payment for Plant and Equipment		(1,854)	(1,758)
		-----	-----
Net Cash (Used) in Investing Activities		(1,854)	(1,758)
		-----	-----
Net Increase/ (Decrease) in Cash held		44,324	7,428
Cash at the Beginning of the Year		86,198	78,770
		-----	-----
Cash at the End of the Year	2	130,522	86,198
		*****	*****
<u>RECONCILIATION OF CASH FLOWS FROM OPERATIONS WITH SURPLUS FROM ORDINARY ACTIVITIES</u>			
Surplus from Ordinary Activities		(15,757)	2,655
Non Cash flows in Ordinary Activities			
- Depreciation		6,688	2,410
Changes in Assets and Liabilities			
(Increase)/Decrease in Trade and Other Receivables		680	(680)
Increase/(Decrease) in Trade and Other Payables		4,047	5,142
Increase/(Decrease) in Amounts in Advance		45,000	(6,000)
Increase/(Decrease) in Provisions		5,320	5,859
		-----	-----
CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES		46,178	9,186
		*****	*****

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 1 : SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act 1985 (as amended). The members of the Board have determined that the association is not a reporting entity.

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

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

Income Tax

Under section 50.10 of the Income Tax Assessment Act 1997, the association is exempt from income tax.

Plant and Equipment

Plant and Equipment are carried at cost less, where applicable, any accumulated depreciation. The carrying amount of plant and equipment is reviewed annually by the board to ensure that it does not exceed recoverable amount.

The depreciable amount of all fixed assets are depreciated on a Diminishing Value basis over the useful lives of the assets in the association commencing from the time the assets is held ready for use.

Employee Entitlements

Employee Provisions represent liabilities for Annual Leave owing to employees including on costs and Long Service leave as at 31 December 2017. Long Service Leave is accrued from when an employee reaches five years of service.

Going Concern

The financial report has been prepared on a going concern basis as the board have been assured continued financial support from grant funding organisations and the board believe that such support will continue to be made available to the association.

Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 2 : CASH AND CASH EQUIVALENTS	2017	2016
	\$	\$
Cash on Hand	-	318
Cash at Bank – Bendigo Bank	90,123	37,329
Fundraising Account	-	32,166
People's Choice Term Deposit	-	16,385
Bendigo DGR Account	40,399	-
	<u>130,522</u>	<u>86,198</u>
NOTE 3 : TRADE AND OTHER RECEIVABLES		
Trade Debtors	-	880
	<u>-</u>	<u>880</u>
NOTE 4 : PLANT AND EQUIPMENT		
Office Equipment – at cost	8,567	13,372
Less: Accumulated Depreciation	(1,957)	(2,169)
	<u>6,610</u>	<u>11,203</u>
Computer Equipment – at cost	1,454	1,454
Less : Accumulated Depreciation	(1,096)	(855)
	<u>358</u>	<u>599</u>
Total Property Plant and Equipment	<u>6,968</u>	<u>11,802</u>
NOTE 5 : TRADE AND OTHER PAYABLES		
GST Payable	12,722	7,583
PAYG Withholding	2,338	2,923
Superannuation	1,133	1,640
	<u>16,193</u>	<u>12,146</u>
NOTE 6 : EMPLOYEE PROVISIONS		
Provision for Annual Leave	9,413	9,413
Provision for Long Service Leave	12,320	7,000
	<u>21,733</u>	<u>16,413</u>

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 7: RELATED PARTY TRANSACTIONS

During the year the association had a contract with Fiona Smith to provide accounting and book keeping services to the association. Fiona Smith is a board member of the association. During the year \$33,000 was paid to Fiona Smith for her services

The association also paid consulting fees to the following board members during the year:

Patrick Allington	\$1,500
Victoria Purman	\$4,180
Amy Matthews	\$450

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S A WRITERS' CENTRE INC

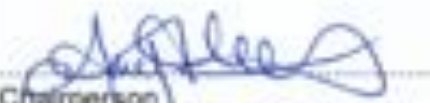
STATEMENT BY THE MEMBERS OF THE BOARD

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

In the opinion of the members of the Board the financial report as set out on pages 2 to 7:

1. Presents fairly the financial position of S A Writers' Centre Inc as at 31 December 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that S A Writers' Centre 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 members of the Board and is signed for and on behalf of the members of the board by:


Chairperson


Treasurer

Dated this 9 day of May 2018.

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INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
SA WRITERS' CENTRE INC

Opinion

We have audited the financial report of SA Writers' Centre Inc which comprises the asset and liabilities statement as at 31 December 2017, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information and the statement by members of the board.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of SA Writers' Centre Inc at 31 December 2017 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporations Act 1985 (as amended).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporations Act 1985 (as amended). As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Council for the Financial Report

The Council is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporations Act 1985 (as amended) and for such internal control as the council determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the council is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the council either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

The council is responsible for overseeing the association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or

in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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S P GRAETZ
Adelaide



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MESSENGER ZERNER PTY LTD
Chartered Accountants

Dated 20 day of May 2018

We acknowledge the Kurna people as the traditional owners of the Adelaide region and pay our respects to elders past and present.

We recognise and respect the Kurna people's cultural heritage, beliefs and relationship with the land, and acknowledge that they are of continuing importance to the Kurna people living today.

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	<i>Attachment 1: Special Purpose Financial Report</i>
	<i>Attachment 2: Audit Report</i>

About

Now trading as Writers SA, the SA Writers Centre was established in 1985 and is a not for profit membership organisation, incorporated under the Associations Incorporation Act (SA). It is governed by a Board of Management, in accordance with its Rules, and delegates the daily operations of the organisation to a Director. Writers SA generates its income through membership fees, ticket sales, project and fee for service activities and is supported for its core activities through multi-year funding from the Government of South Australian through Arts South Australia. Writers SA has also been the recipient of grants from the Australia Council and is in partnership with the State Library of South Australia and the City of Adelaide Library Service to deliver our workshops.

Writers SA is a purpose-driven arts organisation that is supported by a shared vision and an engaged organisational culture. We have a reputation for ambition and excellence, reflected in our work in community engagement and audience development, our commitment to high calibre programming and practices, and our successful financial model.

Writers SA is unique in the diversity of our members and artists, who come from all ages, backgrounds, locations and cultures. Many face barriers and disabilities to full participation in our society. We are committed to support all our writers.

Purpose

Writers SA helps writers realise their creative and professional dreams.

We do this by:

- fostering a creative community of Writers SA
- supporting a strong writing industry
- contributing to a diverse writing culture
- being the best organisation possible

Our Values Our behaviours

Openness	<ul style="list-style-type: none"> We are responsive We are inclusive and accessible We are outward-looking and cooperative
Integrity	<ul style="list-style-type: none"> We take responsibility for our actions We do what we say We communicate in an honest manner
Curiosity	<ul style="list-style-type: none"> We ask and listen We are creative and inventive We prioritise difference and diversity
Awareness	<ul style="list-style-type: none"> We are conscious of our impact on others We are ready for change We are informed and connected
Bravery	<ul style="list-style-type: none"> We take risks We are resilient We acknowledge our privilege

Collaborators

Writers SA acknowledges the support of its sponsors and partners, the Government of South Australia through Arts South Australia; the Australia Council; Catalyst; Country Arts SA; the State Library of South Australia; Adelaide City Council and the City of Salisbury.

Project partners include Adelaide Writers' Week; Onkaparinga Council; Media Resource Centre; City of Charles Sturt; City of Salisbury; The Mill; Access2Arts; University of South Australia; Penola Coonawarra Arts Festival; Eyre Writers Festival; Regional Arts Australia; Hachette Australia; Emerging Writers' Festival; Georgetown Literary Festival; Rimbun Dahan Residency (Malaysia); KL Writers Workshop (Malaysia); The Home School (New York); SingLitStation (Singapore).

Board

Amy Matthews	Chair
Victoria Purman	Deputy Chair (until February 2018)
Patrick Allington	Treasurer (until February 2018)
Susan Errington	Treasurer (from February 2018)
Fiona Smith	(until February 2018)
David Sefton	(from April 2017); Deputy Chair from February 2018
Devita Pathi	current
Alexis West	(until April 2018)

Staff

Sarah Tooth
Director (until March 2018)

Bethany Clark
Program Manager (until September 2017)

Matthew Cropley
Program Assistant (May–September 2017) **Program Coordinator** (current)

Aimee Knight
Digital Marketing (until March 2018)

Fiona Smith
Accounts

Victoria Purman
 Marketing, Digital Marketing (contract)

Volunteers

Workshop and Events Volunteers

Emma-Kate McDonald, Zac Brandon-Smith, Liam McNally, Lisandre Linde, Kayla Gaskell, Lauren Butterworth

Chair's Report

2017 was a year of change. Following years of positive growth, we spent 2017 working on our strategic plan and our vision for the future, which stood us in good stead as we faced some unexpected challenges towards the end of the year. Led by our Director Sarah Tooth, the Board engaged in intensive days of strategic planning, considering the structure, values, mission, and vision for the organisation. As a result, we instigated a number of positive changes. The first was a clear articulation of values to help us build a flexible, resilient, courageous, creative and inclusive organisation; those values are **openness, integrity, curiosity, awareness, and bravery**. Going forward, these values will guide every decision we make.

In the spirit of bravery, we embraced sudden change when after decades in our beloved offices on Rundle Street the building was sold, and the rent was increased beyond our means. We had short notice to plan for the move, but we strove to move forward in the spirit of our new values and, rather than being reactive, we looked to use the move as a chance to build a positive future. Sarah negotiated new partnerships with Adelaide City Council and the State Library of SA, which led to us finding a new home in the Institute Building on North Terrace. The move was unexpected and disruptive to our programming; in losing our Rundle Street offices we also lost our workshop spaces. But with change comes new opportunity, and the move has led to exciting new venues and easier accessibility for members beyond the confines of the city centre – as we can now utilise the library networks as venues for our workshops.

We would like to thank Arts South Australia for providing financial support during this period of disruption. Their support is greatly appreciated.

In December 2017 we launched a rebrand – which had been in planning for two years – and changed the organisation's name to Writers SA. We are cognizant that, coupled with our move to the Institute Building, this is a significant amount of change in a short space of time. We planned for 2018 to be a period of stability, a chance to cement relationships and consolidate our existing programs and for the staff, board and membership to settle into our new location.

Unfortunately, to our intense regret, our Director Sarah Tooth tendered her resignation in January and finished up at Writers SA in March. Sarah has been a spectacular success in her role and leaves the organisation financially secure and artistically vibrant, with thriving partnerships and an exciting future. We thank her from the bottom of our hearts and wish her well for her new adventures. She will be sorely missed.

In other staffing changes, our Program Manager, Bethany Clark, finished her contract with us in September 2017, in time to take maternity leave. We thank her for her wonderful work with us and congratulate her and the family on the arrival of Hugo. Fiona Smith increased her hours after Bethany left and took on the role of General Manager, allowing the Director to reclaim the Program Manager's duties. Aimee Knight, our Digital Marketer left us in March 2018 to pursue new

writing adventures and Victoria Purman has joined us on contract to take over Marketing and Digital Marketing duties.

During this period the Board has also seen change: Victoria Purman, our deputy chair, took a leave of absence to work for the organisation. Patrick Allington, Fiona Smith and Alexis West all stepped down from board. Thank you to all of them for their service. Thank you particularly to Victoria, Patrick and Fiona for their work on our strategic plan. Fortunately, our ex-Chair and previously longstanding Board member, Sandy Verschoor was seconded to the Board in February 2018, so we have a quorum.

In April the position of Director was advertised nationally, and we are in the process of recruiting. We plan to announce the new Director in the immediate future. The Board would like to express their gratitude to the staff – Fiona, Victoria, Matt and Zac – for their hard work and commitment during this period of change. Thanks to their efforts Writers SA has continued to program and deliver workshops and to meet our deadlines and commitments. We would also like to thank Sarah, who has consulted with us during this transition period.

As you can see, 2017 brought change and 2018 continued that trend. Sarah's leadership and our many years of solid growth have meant that our organisation has been robust enough not only to survive change but to use it as an impetus for positive growth. We are still financially sound and, as you can see from the Director's report, we have maintained our programs and partnerships and met the majority of our KPIs, even in the face of dramatic change. This is a glowing testament to Sarah, the team, and our organisation as a whole.

I have been proud to work with this Board during this time and I am proud to see Writers SA emerge from our year of change a resilient and courageous organisation – one which is looking at a bright and exciting new year.

Thank you to all of our key stakeholders for being part of our journey and we look forward to the year ahead. 2018/2019 will be a year of growth and development and we are grateful to have you with us as we flourish.

Amy Matthews
Chair

Director's Artistic Report

Outline of the Artistic Program

Writers SA (formerly SA Writers Centre) ran an annual program of skills development, professional development, sector development and community programming, operated as a key literary hub partnering with hundreds of individuals, groups and organisations to produce literary projects, host events and provide support for writers and writing everywhere.

Skills Development

Delivered a diverse program of 131 events attended by **1775** participants, including:

- **69** ticketed workshops and masterclasses, delivered to **846** participating artists, targeted at writers with a range of abilities and backgrounds, from aspiring to established.
- **9** regional tours
- program of **32 free events** including regional, youth, industry, networking and performance events, attended by more than **448** participants
- **153 funded spaces** to our program for emerging writers, including writers with disability and First Nations writers, and writers facing financial and other structural barriers to participation in the arts.

Professional Development

Through the **professional development program**, we provided professional opportunities through internships, residencies, mentorships, presentation and publication opportunities, and are the largest employer of writers in SA. S

WSA employed a total of **78** writers as facilitators, teachers, tutors, mentors, assessors, curators, performers and writers, paying them more than **\$87,000**. Of these, **59** were South Australian writers, **12** interstate and **7** international.

WSA hosted **2 internships** in conjunction with University of Adelaide and Flinders University, in the areas of programming, communications and marketing, **3 emerging writer residencies**, **4 writers in residence** in community and businesses spaces. WSA also offered structured professional mentorships to 2 emerging SA writers in partnership with Sophie Hamley, a senior publisher from Hachette Australia.

15 writers took part in our **Manuscript Development Incubator**. We ran **13 forums, seminars and new work reading events**, and hosted **5 book launches**.

WSA continued its role as the **key creative producer** in the literary industry in SA. Aside from our ticketed artistic program above, we initiated, developed, curated and delivered our own literary projects, including:

- Regional Touring Project (supported by Regional Arts Australia)
- National Touring Writers Program (with National Writers Centre Network)
- Cultural Centre for Death (supported by Adelaide Cemeteries Authority and Australia Council for the Arts)

- First Nations writers program (with the Nunga Writers Group, supported by Arts South Australia and Australia Council for the Arts)
- Soul Lounge with Manal Younus
- Hidden Voices Youth Poetry Project (with Australian Poetry)

Artists and Creative Personnel:

Adam Fitzgerald, Aimee Knight, Alexis West, Ali Cobby Eckermann, Alison Bennett, Amy Matthews, Angela Kingston, Anthony Laube, Benjamin Brooker, Bethany Clark, Brett Osmond, Cameron Raynes, Cassandra Dean, Dr. Chelsea Avard, David Chapple, Elizabeth Hutchins, Emma Maguire, Euan Mitchell, Greg Barila, Ian Gibbins, Jan Owen, Jane Turner Goldsmith, Jason Fischer, Jennifer Mills, Jeri Kroll, Jess M. Miller, Jessa Crispin, Juan Garrido-Salgado, Kate Summerscale, Kathryn Fox, Kerryn Goldsworthy, Kevin O'Brien, Krys Lee, Liz Harfull, Lynette Washington, Mag Merrilees, Manal Younus, Matcho Cassidy, Matthew R. Davis, Maxine Beneba Clarke, Mike Dumbleton, Mike Ladd, Neil McKenzie, Omar Musa, Owen Heitmann, Patrick Allington, Paul McVeigh, Rebekah Clarkson, Rose Hartley, Ruth Starke, Sara Taylor, Sarah Tooth, Scott Zarcinas, Sergio Holas, Steve Brock, Steve Shipley, Stuart Baulk, Tracy Crisp, Tricia Stringer, Trish Morey, Victoria Purman, Vikki Wakefield and Yuri Herrera

We also partnered with a number of organisations to deliver and support a range of literature projects. Partners included:

- Adelaide City Council
- George Town Literary Festival (Penang)
- Voiceworks / Express Media
- Australian Short Story Festival
- National Young Writers Festival
- Adelaide Festival of the Arts (Adelaide Writers Week)
- Country Arts SA
- National Young Writers Festival
- Salisbury Council
- SA Poetry Slam with Spoken Word SA
- Hachette Australia
- The Lifted Brow
- The Mill
- Feast Festival
- South Australia Romance Association
- Society of Editors
- LGBTQI young writers and readers group
- Friendly St Poets
- Society of Women Writers'
- Adelaide Writers Group
- City Writers Group
- Ekidnas
- Creatability
- SCBWI
- Libraries, councils, Country Arts workers, schools and writing groups in **Mt Gambier, Barmera, Port Pirie, Port Augusta, Whyalla, Port Lincoln, Streaky Bay, Ceduna**

The Director and staff had **157** individual meetings with writers, from very early career to established writers looking for advice on publishing models/ agents/ marketing etc. Staff managed more than 11,000 individual inquiries via phone, email and in person.

SECTOR DEVELOPMENT

Writers SA's Director

- chaired the National Writers Centre Network and hosted the annual meeting of National Writers Centre Network Directors,
- lead the national writers centre benchmarking project
- sat on Australia Council for the Arts and Carclew peer assessment panels,
- sat on the Creative Industry Committee for Department of Correctional Services
- sat on the Australia Council's National Governance Advisory Group
- selected as the only South Australian on the Australia Council for the Arts inaugural 15-month Arts Leaders Program
- Chaired the Fiction Judging Panel for the Adelaide Festival Awards for Literature
- featured on the ABC 891 radio's monthly book club

COMMUNITY ENGAGEMENT

Our access and inclusion program sees us deliver peer-led programs in partnership with government and nongovernment organisations, targeted at for young writers, regional writers, writers with disability, writers from CALD backgrounds, First Nations writers and LGBTQIA writers. WSA hosts an afterschool writers club for writers under 18, which runs 40 weeks a year. This is a ticketed program, but all school card and disadvantaged young people are eligible for scholarships.

Description of key achievements and outcomes of activities undertaken

Writers SA faced some difficult circumstances in early 2017, which led to a sudden move out of our old premises at 187 Rundle Street, and a loss of access to programming venues. This coincided with an intense strategic planning period for the board, getting ready for a new triennial period.

Writers SA programming went into effective shut down for a number of months while we focussed on:

- relocation
- negotiating new partnerships
- reviewing operational systems and processes
- reviewing strategic, business and artistic models

This period meant that Writers SA, for the first time in many years, has recorded a drop in attendance figures and has not met 100% of KPIs. Our earned income is down, and we have not employed as many artists as we usually do. However, if we average our numbers over the 8 months we were effectively running programs, our figures show we still remarkably achieved well over the year.

Arts South Australia contributed \$20,000 to our relocation expenses, which went some way to offset extraordinary expenses.

Given these difficulties, there were a number of key achievements of 2017:

- A strong new brand and focus that will lead the organisation into the future.
- Excellent new strategic partnerships with Adelaide City Council and the State Library of SA to provide organisational, marketing and promotional support.
- New model of operations and staffing, with simplified online IT systems
- New streamlined online cloud based IT and tech

- Delivering a robust state-wide program, visiting 9 regional centres
- Exceptionally high levels of positive feedback
- Majority of KPIs met
- Consolidating international networks through 7 visiting international artists

Treasurer's Report

The SA Writers Centre Incorporated finished its financial year with an operating deficit from ordinary activities of \$15,757 and a retained surplus of \$34,564 (members funds).

Income from workshops in 2017 was \$85,550, down from \$131,092 last year, reflecting the major changes over 2017, such as the need to find new premises. Consultancies and Commissions were also down, \$4,850 in 2017 compared to \$9,536 in 2016. Grant income was very stable, with the organisation receiving \$263,011 in 2017, compared to \$265,159 in 2016.

In expenditure, program expenses and wages were down, offsetting the decline in revenue.

Susan Errington
Treasurer

Special Purpose Financial Report Audit Report

(as attachments)

S A WRITERS' CENTRE INC

SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

S A WRITERS' CENTRE INC

BOARD OF MANAGEMENT REPORT

Your board members submit the special purpose financial report of SA Writers' Centre Inc for the year ended 31 December 2017.

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial period were to promote the South Australian writing industry, initiative and people.

SIGNIFICANT CHANGES

No significant change in the nature of these activities occurred during the period.

OPERATING RESULT

The loss from ordinary activities for the year amounted to (\$15,757) (A profit of \$2,655 in 2016).

During the financial year no officer of the Association, nor firm of which an officer is a member, nor a body corporate in which the officer has a substantial financial interest, has received or become entitled to receive a benefit as a result of a contract between an officer, firm or body corporate and the Association except for as detailed below:

The association has paid consulting fees to the following board members during the year:

Fiona Smith	\$33,000
Patrick Allington	\$1,500
Victoria Purman	\$4,180
Amy Matthews	\$450

Signed in accordance with a resolution of the Members of the Board.


Chairperson


Treasurer

Dated this 9 day of MAY 2018.

S A WRITERS' CENTRE INC

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

	<u>2017</u>	<u>2016</u>
<u>INCOME</u>	<u>\$</u>	<u>\$</u>
Advertising	352	-
Book Sales	-	209
Consultancies and Commissions	4,850	9,536
Donations	1,549	2,800
Event Income	-	-
Grant Income	263,011	265,159
Interest	715	894
Memberships	45,459	54,528
Project Grants	5,650	7,800
Sundry Income	6,482	2,518
Workshop Fees	85,550	131,092
	<u>413,618</u>	<u>474,536</u>
<u>EXPENDITURE</u>		
Artist and Consultant Fees	76,249	78,702
Staff Wages and On costs	256,785	294,423
Event Expenses	-	946
Program Expenses	11,195	19,579
Sector, Prof & Community Develop.	1,351	2,604
Marketing, Promotion and Fundraising	15,582	10,746
Administration and Infrastructure	61,545	62,471
Depreciation	6,688	2,410
	<u>429,375</u>	<u>471,861</u>
Surplus from Ordinary Activities	(15,757)	2,655
Retained Surplus at the beginning of the financial year	<u>50,321</u>	<u>47,666</u>
Retained Surplus at the end of the financial year	<u>34,564</u>	<u>50,321</u>

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S A WRITERS' CENTRE INC
ASSETS AND LIABILITIES STATEMENT
AS AT 31 DECEMBER 2017

	<u>Note</u>	<u>2017</u> \$	<u>2016</u> \$
<u>CURRENT ASSETS</u>			
Cash and Cash Equivalents	2	130,522	86,198
Trade and Other Receivables	3	-	880
		-----	-----
TOTAL CURRENT ASSETS		130,522	87,078
		-----	-----
<u>NON CURRENT ASSETS</u>			
Plant and Equipment	4	6,968	11,802
		-----	-----
TOTAL ASSETS		137,490	98,880
		-----	-----
<u>CURRENT LIABILITIES</u>			
Trade and Other Payables	5	16,193	12,146
Income In Advance		65,000	20,000
Employee Provisions	6	21,733	16,413
		-----	-----
TOTAL CURRENT LIABILITIES		102,926	48,559
		-----	-----
TOTAL LIABILITIES		102,926	48,559
		-----	-----
<u>NET ASSETS</u>		34,564	50,321
		-----	-----
 <u>MEMBERS FUNDS</u>			
Retained Surplus		34,564	50,321
		-----	-----
TOTAL MEMBERS FUNDS		34,564	50,321
		-----	-----

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S A WRITERS' CENTRE INC
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from Customers		413,763	472,762
Interest Received		715	894
Payments to Suppliers and Employees		(368,320)	(464,470)
		-----	-----
Net Cash Provided By / (Used in) Operating Activities		46,178	9,186
		-----	-----
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Payment for Plant and Equipment		(1,854)	(1,758)
		-----	-----
Net Cash (Used) in Investing Activities		(1,854)	(1,758)
		-----	-----
Net Increase/ (Decrease) in Cash held		44,324	7,428
Cash at the Beginning of the Year		86,198	78,770
		-----	-----
Cash at the End of the Year	2	130,522	86,198
		*****	*****
<u>RECONCILIATION OF CASH FLOWS FROM OPERATIONS WITH SURPLUS FROM ORDINARY ACTIVITIES</u>			
Surplus from Ordinary Activities		(15,757)	2,655
Non Cash flows in Ordinary Activities			
- Depreciation		6,688	2,410
Changes in Assets and Liabilities			
(Increase)/Decrease in Trade and Other Receivables		680	(680)
Increase/(Decrease) in Trade and Other Payables		4,047	5,142
Increase/(Decrease) in Amounts in Advance		45,000	(6,000)
Increase/(Decrease) in Provisions		5,320	5,859
		-----	-----
CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES		46,178	9,186
		*****	*****

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 1 : SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act 1985 (as amended). The members of the Board have determined that the association is not a reporting entity.

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

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

Income Tax

Under section 50.10 of the Income Tax Assessment Act 1997, the association is exempt from income tax.

Plant and Equipment

Plant and Equipment are carried at cost less, where applicable, any accumulated depreciation. The carrying amount of plant and equipment is reviewed annually by the board to ensure that it does not exceed recoverable amount.

The depreciable amount of all fixed assets are depreciated on a Diminishing Value basis over the useful lives of the assets in the association commencing from the time the assets is held ready for use.

Employee Entitlements

Employee Provisions represent liabilities for Annual Leave owing to employees including on costs and Long Service leave as at 31 December 2017. Long Service Leave is accrued from when an employee reaches five years of service.

Going Concern

The financial report has been prepared on a going concern basis as the board have been assured continued financial support from grant funding organisations and the board believe that such support will continue to be made available to the association.

Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 2 : CASH AND CASH EQUIVALENTS	2017	2016
	\$	\$
Cash on Hand	-	318
Cash at Bank – Bendigo Bank	90,123	37,329
Fundraising Account	-	32,166
People's Choice Term Deposit	-	16,385
Bendigo DGR Account	40,399	-
	<u>130,522</u>	<u>86,198</u>
NOTE 3 : TRADE AND OTHER RECEIVABLES		
Trade Debtors	-	880
	<u>-</u>	<u>880</u>
NOTE 4 : PLANT AND EQUIPMENT		
Office Equipment – at cost	8,567	13,372
Less: Accumulated Depreciation	(1,957)	(2,169)
	<u>6,610</u>	<u>11,203</u>
Computer Equipment – at cost	1,454	1,454
Less : Accumulated Depreciation	(1,096)	(855)
	<u>358</u>	<u>599</u>
Total Property Plant and Equipment	<u>6,968</u>	<u>11,802</u>
NOTE 5 : TRADE AND OTHER PAYABLES		
GST Payable	12,722	7,583
PAYG Withholding	2,338	2,923
Superannuation	1,133	1,640
	<u>16,193</u>	<u>12,146</u>
NOTE 6 : EMPLOYEE PROVISIONS		
Provision for Annual Leave	9,413	9,413
Provision for Long Service Leave	12,320	7,000
	<u>21,733</u>	<u>16,413</u>

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S A WRITERS' CENTRE INC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 7: RELATED PARTY TRANSACTIONS

During the year the association had a contract with Fiona Smith to provide accounting and book keeping services to the association. Fiona Smith is a board member of the association. During the year \$33,000 was paid to Fiona Smith for her services

The association also paid consulting fees to the following board members during the year:

Patrick Allington	\$1,500
Victoria Purman	\$4,180
Amy Matthews	\$450

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S A WRITERS' CENTRE INC

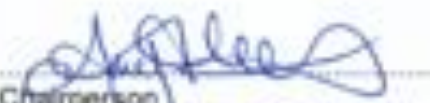
STATEMENT BY THE MEMBERS OF THE BOARD

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

In the opinion of the members of the Board the financial report as set out on pages 2 to 7:

1. Presents fairly the financial position of S A Writers' Centre Inc as at 31 December 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that S A Writers' Centre 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 members of the Board and is signed for and on behalf of the members of the board by:


Chairperson


Treasurer

Dated this 9 day of May 2018.

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INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
SA WRITERS' CENTRE INC

Opinion

We have audited the financial report of SA Writers' Centre Inc which comprises the asset and liabilities statement as at 31 December 2017, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information and the statement by members of the board.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of SA Writers' Centre Inc at 31 December 2017 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporations Act 1985 (as amended).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporations Act 1985 (as amended). As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Council for the Financial Report

The Council is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporations Act 1985 (as amended) and for such internal control as the council determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the council is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the council either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

The council is responsible for overseeing the association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or

in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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S P GRAETZ
Adelaide



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MESSENGER ZERNER PTY LTD
Chartered Accountants

Dated 20 day of May 2018