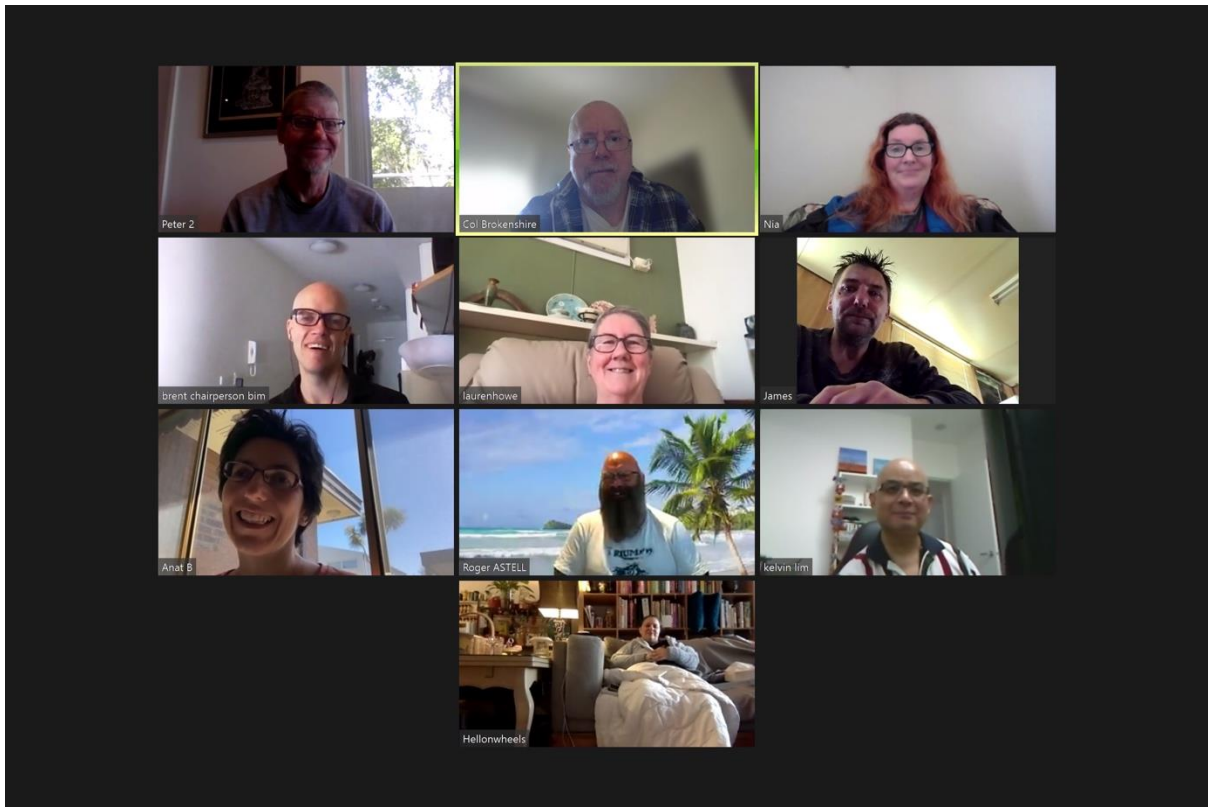




BRAIN INJURY MATTERS ANNUAL REPORT 2020-2021



Chairpersons Report

BIM has achieved much this year despite another challenging year of living and working within Covid 19 restrictions. The Committee of Management and staff at BIM have mostly worked remotely with a small number of in person meetings at Ross House. The use of Zoom has allowed the continuation of COM, staff, and Peer Support Group meetings. During non-lockdown periods the Peer Support Groups met in person at Neighbourhood Houses, cafes and went on outings, including Puffing Billy and Bowling.

BIM membership has grown enormously in the last twelve months. In recognition of the increased workload DHHS has given additional core funding to cover the extra costs. The ILC project funded by the NDIA has six staff members, their work has increased the capacity of BIM exponentially. The details of that project are provided elsewhere in this Annual Report. The current project staff are Peter, Yannick, Fiona, Sally, Fraser, and Sonia. The project runs Six Peer Support groups every week.

The ILC project has addressed social isolation with social engagement through the peer support groups, information provision, together with self-advocacy skills development within a widely dispersed group of people living with ABI across the metropolitan area. The Covid 19 restrictions have halted the creation of the regional Victoria Peer Support Groups for now.

This year BIM:

- Launched a new website with much greater accessibility for people with disability. The website has been getting many more daily hits. There are over three thousand Members and Followers of BIM on all our platforms.**
- Completed the yearly Survey of Members, and several specific surveys about how BIM is meeting member's needs, and what could be improved. Changes based on members feedback have been implemented.**
- Updated multiple policies included a Complaints Policy**
- Improved the content on the ABI Wise App. thanks to the ongoing hard work from Larissa McFarlane and Col Brokenshire.**
- Successfully applied for funding from the Nab Foundation to produce a new module to be added to the App.**

**Brent Alford
Chairperson**

**Treasurers Report
for Financial Year Ending 30th June 2021**

Well, another year of Lockdown's, unknowns, and surprises for Brain Injury Matters (BIM). As a team each and every one of us have contributed greatly with ideas and actions which have provided us with positive momentum to achieve our goals for the organisation throughout the year!

This Financial Year (20/21) we worked through 144 days of Lockdowns though 3 separate periods:

- Melbourne Lockdown 2 (Thursday 9th July 2020 to Tuesday 27th October 2020). A total of 111 calendar days**
- Melbourne Lockdown 3 (Saturday 13th February 2021 to Wednesday 17th February 2021). A total of 5 calendar days.**
- Melbourne Lockdown 4 (Friday 28th May 2021 to Thursday 10th June 2021). A total of 14 calendar days.**

Our office at Ross House, wasn't utilised to its full extent but this didn't affect our ability to create and deliver outcomes against plans and budget considerations where we were able to trade within our cash flow forecasts through the year albeit with some decisions required along the way.

- For the 12 months ending 30th June 2021 we ended with \$180,660 held in our accounts.**
- Our financials were audited by Frederik R.L. Eksteen Collins & Co Audit Pty Ltd at a cost of \$1,980. The full report and Audit Statement can be seen at the end of this document.**
- Operating expenses increased by \$78,811 (31.6%) from the previous year. This increase was in line with expectations.**
- Income was again a standout factor due to increases (Accruals Basis) by 38.4% from the previous year by \$111,700 mainly due to funding from the Information Linkages & Capacity Building Grant (ILC) and government support in response to Covid 19.**

Additional support was given both by the Federal Government in Support of BIM for \$38,219.

**These funds assisted all of us to continue to "Work from Home".
Increases to expenditure >\$500 from last financial year 2020 costs were:**

EXPENSE	2021	2020	Increase	Percentage
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Office Expenses	\$2,507.71	\$1,928.34	-\$ 579.37	-30.0%
Website	\$891.39	\$260.00	-\$ 631.39	-242.8%
Insurance	\$3,760.06	\$2,977.47	-\$ 782.59	-26.3%
SARU SMG Expense	\$2,000.00	\$1,200.00	-\$ 800.00	-66.7%
Executive Monthly Cost Reimbursement	\$4,110.00	\$419.09	-\$ 3,690.91	-880.7%
Long Service Leave	\$6,952.80	\$0.00	-\$ 6,952.80	100%
Superannuation	\$23,172.36	\$16,050.66	-\$ 7,121.70	-44.4%
Wages and Salaries	\$250,045.14	\$175,285.39	-\$ 74,759.75	-42.7%

As previously stated, increases were budgeted and planned for. On a whole compared to the previous financial year, costs were contained within planned expenditure with one outlier which was not, being the Long Service Leave. This component (\$6,952) was not previously budgeted for in past Financial Years. This will now facilitate BIM to provide paid Long Service Leave and or allow staff to “Transport” their accrued Long Service Leave to other Employers within their respective conditions of employment. These funds were a welcome relief as we would have had to fund these from our existing core account balances.

Forecast

This factor continues to provide a challenge for us alike with other organisations that rely on funding via grants, donations, or other methods of support.

For the 2021/22 Financial Year we continue to operate on the funding for the following periods:

1. **Community Inclusion Capacity Development Program 2019-2020**
\$218,732. 15 months, Commenced August 2019, concludes October 2020
2. **Information, Linkages and Capacity Building - Individual Capacity Building 2020-2021** \$501,066 - 2-year program Commenced 19/10/2020, concludes 30/06/2022. Focus for the 2021 /2022 Financial Year is sourcing funding from multiple sources either via Government Grants (large or Small) Corporate

Donations from their community support and the like. We obviously need to continue to cast our net far and wide to ensure we attain funding to continue to support and achieve outcomes for our members.

REACH

COVID 19 appears to have had a POSITIVE effect on membership and reach of BIM through communities. This is of note as we had been unable to meet face to face and have utilised “electronic” meets via computers and or phone, this has enabled us to both reach out and assist others with ABI’s through communities. Notwithstanding we may have not reached this growth if not for the work and perseverance of our Information Linkages and Capacity Building Project & Funding by the State Government at the perfect time within our community.

We expect that this Membership and Reach will continue to grow throughout 2022 as both our experience and “word of mouth” of members experience’s. The following numbers speak for themselves:

	<u>As at the 14th of JULY 2020</u>	<u>As at the 8th JULY 2021</u>	<u>MOVEMENT FROM 14th July 2020</u>
BIM Number of Members	<u>152</u>	<u>208</u>	+56 (+36%)
INSTAGRAM - FOLLOWERS	<u>1071</u>	1660	+589 (+55%)
<u>Facebook Followers</u> https://www.facebook.com/groups/693992393986515 .	<u>118</u>	142	24 (+20%)
<u>Facebook Followers</u> https://www.facebook.com/BraininjurymattersBIM .	697	699	+2 (+0.14%)
ABI WISE APP	Android N/A Apple, N/A	Android 246 Apple 581	Total 827



**BRAIN INJURY
MATTERS INC
A.B.N. 64 214 940
427**

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

Opinion

I have audited the accompanying financial report of Brain Injury Matters Inc (the Association), which comprises the balance sheet as at 30 June 2021, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the members of the Board.

In my opinion, the financial report of the Association is in accordance with *the Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*, including:

- i. giving a true and fair view of the Association's financial position as at 30 June 2021 and of its performance for the year ended; and
- ii. complying with Australian Accounting Standards as per Note 1, *the Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. I am 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 my audit of the financial report in Australia. I have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Brain Injury Matters Inc to meet the requirements of the *Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management 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, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

My 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 the financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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 registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities.
- Conclude on the appropriateness of the responsible entities 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 registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity 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.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that I identify during my audit.

Auditor: Frederik Ryk Ludolf Eksteen

ASIC Registration

Number: 421448**Address:**

Collins & Co Audit Pty

Ltd, 127 Paisley Street, FOOTSCRAY VIC 3011



Signature:

Date: 21 September 2021

Thanks again to all for the Year and here is to an even better one leading into 2022 and beyond.

**Roger Astell
Treasurer**

The Victorian ABI Support Network Project Information, Linkages and Capacity Building (ILC) Projects

The focus of our key projects in 2019/2020, funded under the NDIS, has been on linking people with an acquired brain injury (ABI) to address isolation and build their skills and confidence. Brain Injury Matters (BIM) believes in supporting people so they can advocate for themselves, and that peer support groups (PSG) play a key role in building self-advocacy. PSG should be seen as part of the suite of supports that result in the meaningful inclusion of people with disability in the community. Our work and the role of PSG complements family and carers, clinical and professional support, disability supports and mainstream services.

The first project, which commenced in the previous financial year, concluded in October 2020, because of a no-cost extension due to COVID-19. As with our subsequent ILC project, this project took place during the series of COVID-19 lockdowns in Melbourne. The 'Victorian ABI Support Network' project created the foundation through improved organisational capacity, to then go on and form peer support groups.

The project:

- assisted the Committee of Management (COM) and BIM members to develop its two-year strategic direction;
- drafted new, and update existing, policies;
- provided training to COM on areas such as financial literacy and risk management;
- established the BIM Annual Needs Survey; and
- provided individual skills building training to 44 people with ABI.

Following the first ILC project with its focus on consolidating and improving our organisation, BIM successfully applied for its second ILC project – 'Engage-Link-Empower.' The primary focus of this project, which commenced in October 2020, is to assist people with ABI build their skills and to connect people with each other through peer support groups.

The project concludes in June 2022. Despite the repeated lockdowns, the project has:

- set up and run four peer support groups which meet weekly (face to face, and/or by ZOOM). These PSG supported 96 people;
- employed of four people with ABI;

- **connected with allied health professionals and NDIS Support Coordinators across Melbourne and the regions as key recruitment points for PSG;**
- **conducted digital skills training to 14 people.**
- **provided project management and digital skills training to the BIM COM;**
- **connected with two Neighbourhood Houses where face-to-to PSG meetings take place; and**
- **held two By Accident workshops, which explore the journey of ABI based on the lived experience.**

There have been other achievements such as the contribution of the project team to the redevelopment of BIM website, launched in June 2021 and conducting the second annual BIM Needs Survey. These two tasks demonstrate BIM's commitment to firstly provide better information to people with ABI from a lived experience perspective and secondly to ask people with ABI what are the key issues in their lives.

The year 2019-2020 had many challenges at an individual level as we worked from home to get this project up and running. But there has been an unseen benefit to COVID-19 – ZOOM! Our eyes were opened to another way of working, in addition to the traditional face-to-face approach. The success of our two ZOOM-only PSG demonstrates this. The project team looks forward to the final 12 months of the project with a sense of optimism and purpose.

Thank you to the COM, BIM members and colleagues for your support and encouragement.

**Fiona, Fraser, Peter, Sally and Yannick
Project Team**

Information Technology Report

With the introduction of the new web site, BIM has been pretty busy updating it, as well as the Facebook page and the ABI Wise app. And with the new web site we have introduced many new areas so as to provide the BIM Membership with as many features and as much information as we can. If you have any information that you would like included, hop on over to the site and leave some feedback via the “contact us” page.

**Col Brokenshire
IT Subcommittee**

Support and Coordination Worker

My role is to coordinate the BIM office two days a week and support the Committee of Management Executive in their very important work running BIM. I am pleased to say our team has done great work together this year.

COVID, what COVID?

Of course, we have all been impacted in different ways by the Pandemic. BIM had to change the way we worked – and it Worked! -BIM grew in members and services this year. Members, staff, and the Committee of Management embraced Zoom meetings and working from home.

The improvements to the BIM website made the membership process more streamlined resulting in a doubling of people with ABI becoming part of the BIM family this year. Many professionals: Occupational Therapists, Physiotherapists, NDIS providers, Social Workers and Community Health workers also joined as non-voting ‘Friends of BIM’. The ILC project team ran six Peer Support Groups that were well attended and gained new members almost every week.

BIM answered many email and phone enquiries from people with ABI, friends, and family members of people with ABI, plus lots of professionals. We have networked with many organisations to support diverse projects. BIM is moving toward 2022 with great hope and enthusiasm.

Lauren Howe

