

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

**Financial Report For The Year Ended
30 June 2017**

HOUSTON & CO PTY LIMITED

Chartered Accountant

Diplomacy Training Program Limited

ABN: 31 003 925 148

Financial Report For The Year Ended 30 June 2017

CONTENTS	Page
Directors' Report	3
Auditor's Independence Declaration	6
Statement of Comprehensive Income	7
Statement of Financial Position	8
Statement of Changes in Equity	9
Statement of Cash Flows	10
Notes to the Financial Statements	11
Directors' Declaration	19
Independent Audit Report	20

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
DIRECTORS' REPORT

Your directors present this report on the company for the financial year ended 30 June 2017.

Directors

The names of each person who has been a director during the year and to the date of this report are:

Paul Redmond appointed (26/10/1998)
Dr John Pace appointed (28/08/2001)
Philip Chung appointed (28/08/2001)
Andrew Byrnes appointed (24/07/2006)
Megan Davis resigned (7/11/2017)
Suwanee Dharmalingam appointed (24/06/2013)
Michael do Rozario appointed (25/06/2015)
Kenneth Woo appointed (25/06/2015)
Justine Nolan appointed (25/06/2015)
Dr Caroline Aebersold appointed (25/06/2015)

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Principal Activities

The principal activities of the company during the financial year were:

- Developing and facilitating human rights training programs for human rights defenders from countries in the Asia-Pacific region
- Delivering programs focused on the challenges of implementing agreed international human rights and labour rights standards to ensure migrant workers are treated with respect for their dignity and rights
- Delivering programs aimed at providing opportunities for Aboriginal and Torres Strait Islander peoples from regional and remote locations to access human rights and advocacy training.
- Seeking funding to continue organising the Diplomacy Training Program's flagship annual training program
- Engaging with annual human rights defenders program and programs with Indigenous peoples organisations alumni in specific countries – including with the assistance of Australian diplomatic missions that have hosted receptions for alumni

Short-term and Long-term Objectives

The company's short and long term objectives are to:

- To build the knowledge and skills of human rights defenders to be more effective in their work to protect and promote human rights in the Asia-Pacific region
- To contribute development of regional human rights movements
- To contribute development of Australian and movements for the rights of Indigenous peoples.
- To build and sustain diversified funding sources.

Strategies

To achieve its stated objectives, the company has adopted the following strategies:

- Providing programs for skill development and knowledge transfer and network building.
- Building and maintaining alumni networks.
- Building broader awareness of human rights.
- Providing specialist programs.
- Providing human rights advocacy programs.
- Engaging interns and volunteers in its activities.
- Maintaining existing relationships with partners, alumni, funders and others engaged in promotion and protection of human rights.
- Developing new relationships based on shared commitment to human rights values.

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

DIRECTORS' REPORT

Information on Directors

Emeritus Professor Paul Redmond AM	—	Chair
Qualifications	—	BA LLB LLM
Experience	—	tertiary legal education and academic administration
Dr John Pace	—	Director
Qualifications	—	BA LLD
Experience	—	international human rights protection and advocacy
Associate Professor Philip Chung	—	Director
Qualifications	—	BEC LLB PhD
Experience	—	legal education, information technology including as Executive Director, Australasian Legal Information Institute (AustLII)
Professor Andrew Byrnes	—	Director
Qualifications	—	B.A LLB ANU LLM (Harv) and LLM(Columbia)
Experience	—	international human rights scholarship and training and tertiary legal education
Professor Megan Davis	—	Director
Qualifications	—	BA LLB LLM GDLP PhD
Experience	—	Chair of United Nations Permanent Forum on Indigenous Issues, tertiary legal education and Indigenous Peoples rights, including as Director, Indigenous Law Centre, Faculty of Law, UNSW
Suwanee Dharmalingam	—	Director
Qualifications	—	B Comm (Accounting and Finance), LLB
Experience	—	managing wealth and investment strategies for various sectors including not-for-profit, families, medical specialists, businesses, executives and retirees, domestic and overseas
Michael do Rozario	—	Director
Qualifications	—	B Inf Tech, LLB
Experience	—	Partner in the Litigation Division of Corrs Chambers Westgarth in Sydney, experience in product liability law, inquiries and investigations, commercial litigation, constitutional law, administrative law, insurance, insolvency and privacy, coordinator of the pro-bono practice.
Kenneth Woo	—	Director
Qualifications	—	BCom LLB.
Experience	—	Partner in PricewaterhouseCoopers Australia, specialising in asset management, main specialities are industry trends, tax and superannuation, global networks, product design and innovation, operational tax risk, investment structures and vehicles, fund reporting and compliance.
Associate Professor Justine Nolan	—	Director
Qualifications	—	BSc LLB (Hons) ANU, MPP University of California, Berkeley
Experience	—	private and public sectors law, tertiary legal education and business and human rights, including as Deputy Director of the Australian Human Rights Centre.
Dr Caroline Aebersold	—	Director
Qualifications	—	SJD, BA (Sociology), BA BSc (Hons, Psychology), MAICD
Experience	—	not-for-profit strategy and governance, human rights and foreign investment, fundraising including as Chief Executive Officer of The Song Room and Deputy Chair of Suicide Prevention Australia

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

DIRECTORS' REPORT

Meetings of Directors

During the financial year, 4 meetings of directors were held. Attendances by each director were as follows:

	Directors' Meetings	
	No. eligible to attend	No. attended
Paul Redmond	4	4
Dr John Pace	4	3
Philip Chung	4	2
Andrew Byrnes	4	4
Megan Davis	1	-
Suwanee Dharmalingam (Leave of absence)	-	-
Michael do Rozario	4	4
Kenneth Woo	4	3
Justine Nolan	4	3
Caroline Aebersold	4	4

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$2 each towards meeting any outstanding obligations of the company. At 30 June 2017, the total amount that members of the company are liable to contribute if the company is wound up is \$2(2016: \$2).

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 30 June 2017 has been received and can be found on page 6 of the financial report.

This directors' report is signed in accordance with a resolution of the Board of Directors.

Director



Paul Redmond (Chair)

Dated this 7th November 2017



HOUSTON & CO Pty Limited
Chartered Accountant

Owen Houston CA

Suite 4, 113 Willoughby Road
Crows Nest NSW 2065

PO Box 871 Crows Nest NSW 1585

T. 9906 2088 • F. 9906 1909

E. owen@houstonco.com.au

www.houstonco.com.au

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

**AUDITOR'S INDEPENDENCE DECLARATION UNDER S 307C OF
THE CORPORATIONS ACT 2001 TO THE DIRECTORS OF DIPLOMACY TRAINING PROGRAM LIMITED**

In accordance with the requirements of section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012, as lead auditor for the audit of Diplomacy Training Program Limited, I declare that, to the best of my knowledge and belief, during the year ended 30 June 2017 there have been no contraventions of:

- (i) the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012; and
- (ii) any applicable code of professional conduct in relation to the audit.

Name of Firm Houston & Co Pty Limited

Name of Partner Owen Houston

Date 15th November 2017

Address Suite 4, 113 Willoughby Road

Crows Nest NSW 2065

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2017

	Note	2017 \$	2016 \$
REVENUE			
Donations and gifts	2		
- monetary		75,083	80,410
- non-monetary		95,983	103,204
Grants	2		
- Department of Foreign Affairs and Trade		165,000	273,056
- Other Australian		50,447	60,990
- Other overseas		434,463	267,681
Investment income		3,718	6,704
Other income	2	36,899	35,194
TOTAL REVENUE		<u>861,593</u>	<u>827,239</u>
EXPENDITURE			
International Aid and Development Programs Expenditure			
- International programs			
- Funds to international programs		(656,237)	(583,357)
- Fundraising costs			
- Public		(8,293)	(15,964)
- Government & multilateral and private		-	(245)
- Accountability and Administration		(64,391)	(22,317)
- Non - Monetary Expenditure		<u>(53,659)</u>	<u>(37,726)</u>
Total International Aid and Development Programs Expenditure		<u>(782,580)</u>	<u>(659,609)</u>
Domestic Programs Expenditure			
- Domestic programs			
- Funds to domestic programs		(7,569)	(143,680)
- Accountability and Administration		(44,558)	(26,354)
- Non - Monetary Expenditure		<u>(42,324)</u>	<u>(65,478)</u>
Total Domestic Programs Expenditure		<u>(94,451)</u>	<u>(235,512)</u>
TOTAL EXPENDITURE		<u>(877,031)</u>	<u>(895,121)</u>
EXCESS/(SHORTFALL) OF REVENUE OVER EXPENDITURE		<u>(15,438)</u>	<u>(67,882)</u>

Notes:

1. The accompanying notes form part of these financial statements.
2. During the financial year, the signatory organisation had no transactions in the following categories:
 - Requests and Legacies revenue
 - Revenue for International Political or Religious Adherence Promotion Programs
 - International programs- Program support costs
 - International Aid and Development Programs Expenditure – Community education costs
 - International Political or Religious Adherence Promotion Programs Expenditure
 - Domestic programs – Program support costs
 - Domestic programs – Community education
 - Domestic programs - Fundraising costs

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2017

	Note	2017 \$	2016 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	466,458	244,976
Trade and other receivables	5	25,925	292,723
TOTAL CURRENT ASSETS		<u>492,383</u>	<u>537,699</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	-	-
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>492,383</u>	<u>537,699</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	155,273	201,484
Employee provisions	8	84,381	68,048
TOTAL CURRENT LIABILITIES		<u>239,654</u>	<u>269,532</u>
TOTAL LIABILITIES		<u>239,654</u>	<u>269,532</u>
NET ASSETS		<u>252,729</u>	<u>268,167</u>
EQUITY			
Reserves		141,266	141,266
Retained earnings		111,463	126,901
TOTAL EQUITY	13	<u>252,729</u>	<u>268,167</u>

1. The accompanying notes form part of these financial statements.
2. During the financial year, the signatory organisation had no transactions in the following categories:
 - Current assets- Inventories
 - Current assets- Assets held for sale
 - Current assets - Other financial assets
 - Current Liabilities - Borrowings
 - Current Liabilities - Other financial liabilities
 - Current Liabilities - Other
 - Non-Current Liabilities

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2017

Note	Retained earnings		Gift Fund Reserve	Total
	Restricted funds	Unrestricted funds		
	\$	\$	\$	\$
Balance at 1 July 2015	218,516	(23,733)	141,266	336,049
Comprehensive Income				
Excess/(shortfall) of revenue over expenses	(88,650)	20,768		(67,882)
Transfer from restricted to unrestricted				-
Total other comprehensive income	(88,650)	20,768	-	(67,882)
Total comprehensive income	(88,650)	20,768	-	(67,882)
Balance at 30 June 2016	129,866	(2,965)	141,266	268,167
Comprehensive Income				
Excess/(shortfall) of revenue over expenses	(13,964)	(1,474)		(15,438)
Transfer from Gift Fund reserve		70,720	(70,720)	-
Total comprehensive income	(13,964)	69,246	(70,720)	(15,438)
Balance at 30 June 2017	115,902	66,281	70,546	252,729

For a description of each reserve, refer to Note 13.

The accompanying notes form part of these financial statements.

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2017

	Note	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from donations, bequests and raffles		274,912	383,002
Receipt of government grants		165,000	-
Receipt of international corporate grants		701,261	
Interest received		3,718	6,704
Payment of program and operating expenditures		(649,794)	(718,539)
Payment to employees		(273,615)	(272,910)
Net cash generated from operating activities	11	<u>221,482</u>	<u>(250,764)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		-	-
Net cash used in investing activities		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash used in financing activities		<u>-</u>	<u>-</u>
Net increase in cash held		221,482	(250,764)
Cash on hand at beginning of the financial year		244,976	495,740
Cash on hand at end of the financial year	4	<u><u>466,458</u></u>	<u><u>244,976</u></u>

The accompanying notes form part of these financial statements.

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

The financial statements cover Diplomacy Training Program Limited as an individual entity, incorporated and domiciled in Australia. Diplomacy Training Program Limited is a company limited by guarantee.

Note 1 Summary of Significant Accounting Policies

Basis of Preparation

These general purpose financial statements have been prepared in accordance with the requirements of the Diplomacy Training Program Limited, Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board, the Charitable Fundraising Act 1991 and the Australian Council for International Development Code of Conduct (ACFID) financial reporting format. The Company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on 15th November 2017 by the directors of the Company.

Accounting Policies

(a) Revenue

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Diplomacy Training Program Limited receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of comprehensive income.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax (GST).

(b) Fair Value of Assets and Liabilities

The company measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

Fair value is the price the company would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (ie the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset or minimises the payments made to transfer the liability, after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

The fair value of liabilities and the entity's own equity instruments (excluding those related to share-based payment arrangements) may be valued, where there is no observable market price in relation to the transfer of such financial instrument, by reference to observable market information where such instruments are held as assets. Where this information is not available, other valuation techniques are adopted and, where significant, are detailed in the respective note to the financial

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

(c) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, accumulated depreciation and impairment losses.

Plant and Equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(f) for details of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss in the financial period in which they are incurred.

Plant and equipment that have been contributed at no cost, or for nominal cost are recognised at the fair value of the asset at the date it is acquired.

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	20 - 33.33%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

(d) Employee Provisions

Short-term employee provisions

Provision is made for the company's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Other long-term employee provisions

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The company's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the company does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(e) Cash on Hand

Cash on hand includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(f) Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less any provision for impairment. Refer to Note 1(f) for further discussion on the determination of impairment losses.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

(h) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

(i) Provisions

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

(j) Comparative Figures

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

When the company retrospectively applies an accounting policy, makes a retrospective restatement or reclassifies items in its financial statements, a third statement of financial position as at the beginning of the preceding comparative period in addition to the minimum comparative financial statements must be disclosed.

(k) Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(l) Critical Accounting Estimates and Judgments

The directors evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

Key Estimates

(i) Employee benefits

For the purpose of measurement, AASB 119: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. The company expects most employees will take their annual leave entitlements within 24 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave entitlements.

(m) Economic Dependence

Diplomacy Training Program Limited is dependent on the donors for the majority of its revenue used to operate the business. At the date of this report the Board of Directors has no reason to believe the donors will not continue to support Diplomacy Training Program Limited.

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Note 2 Revenue and Other Income

	2017	2016
	\$	\$
Revenue		
Revenue from (non-reciprocal) government grants and other grants		
— Donations and gifts	-	-
— State government grants – operating	-	-
— Local government grants – operating	-	-
- monetary	75,083	80,410
- non-monetary	95,983	103,204
— Grants - Australian	50,447	60,990
— Grants - Overseas	434,463	267,681
— DFAT	165,000	273,056
	<u>820,976</u>	<u>785,341</u>
Other revenue		
— Interest received on investments in government and fixed interest securities	3,718	6,704
	<u>3,718</u>	<u>6,704</u>
Total revenue	<u>824,694</u>	<u>792,045</u>
Other income		
— Other	36,899	35,194
Total other income	<u>36,899</u>	<u>35,194</u>
Total revenue and other income	<u>861,593</u>	<u>827,239</u>

Note 3 Surplus for the Year

	2017	2016
	\$	\$
(a) Expenditure		
International Aid and Development Programs Expenditure:		
— Funds to international programs	656,237	583,357
— Fundraising costs - public	8,293	15,964
— Fundraising costs - Government multicultural	-	245
— Accountability and administration - International	64,391	22,317
— Non-monetary	53,659	37,726
Total International Aid and Development Programs Expenditure	<u>782,580</u>	<u>659,609</u>
Domestic Programs Expenditure		
— Domestic programs	7,569	143,680
— Accountability and administration - Australia	44,558	26,354
— Non-monetary	42,324	65,478
Total Domestic Programs Expenditure	<u>94,451</u>	<u>235,512</u>
Depreciation and amortisation:		
— furniture and equipment	1,243	1,424
Total depreciation and amortisation	<u>1,243</u>	<u>1,424</u>
Auditor fees		
— audit services	5,100	5,100
Total Audit Remuneration	<u>5,100</u>	<u>5,100</u>

Note 4 Cash on Hand

	2017	2016
	\$	\$
CURRENT		
Cash at bank	465,785	244,806
Cash float	673	170
Total cash and cash equivalents as stated in the statement of financial position	<u>466,458</u>	<u>244,976</u>
Total cash and cash equivalents as stated in the cash flow statement	<u>466,458</u>	<u>244,976</u>

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Note 5 Accounts Receivable and Other Debtors

	Note	2017 \$	2016 \$
CURRENT			
Accounts receivable		25,925	292,723
Total current accounts receivable and other debtors	12	25,925	292,723

Note 6 Property, Plant and Equipment

		2017 \$	2016 \$
PLANT AND EQUIPMENT			
Plant and equipment			
At cost		19,661	19,661
Less accumulated depreciation		(19,661)	(19,661)
		-	-
Total property, plant and equipment		-	-

Note 7 Accounts Payable and Other Payables

	Note	2017 \$	2016 \$
CURRENT			
Accounts payable		5,175	13,086
Deferred income		137,899	177,331
Other current payables		12,199	11,067
		155,273	201,484

Note 8 Employee Provisions

		2017 \$	2016 \$
CURRENT			
Short-term Employee Benefits			
Opening balance at 1 July 2016		68,048	59,104
Additional provisions raised during year		16,333	8,944
Amounts used		-	-
Balance at 30 June 2017		84,381	68,048

Analysis of Employee Provisions

		2017 \$	2016 \$
Current		84,381	68,048
Non-current		-	-
		84,381	68,048

Provision for Employee Benefits

Provision for employee benefits represents amounts accrued for annual leave and long service leave. The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience the company does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the company does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

Note 11 Cash Flow Information

		2017 \$	2016 \$
Reconciliation of Cashflow from Operating Activities with Current Year Surplus			
Excess/Shortfall		(15,438)	(67,882)
Changes in assets and liabilities			
(Increase)/decrease in accounts receivable and other debtors		266,798	(189,758)
Increase/(decrease) in accounts payable and other payables		(46,211)	(2,068)
Increase/(decrease) in provisions for employee benefits		16,333	8,944
		221,482	(250,764)

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Note 12 Financial Risk Management

The company's financial instruments consist mainly of deposits with banks, local money market instruments, short-term and long-term investments, receivables and payables, and lease liabilities.

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2017 \$	2016 \$
Financial assets			
Cash on hand	4	466,458	244,976
Accounts receivable and other debtors	5	25,925	292,723
Total financial assets		492,383	537,699
Financial liabilities			
Financial liabilities at amortised cost			
— accounts payable and other payables	7(a)	155,273	201,484
Total financial liabilities		155,273	201,484

Financial Risk Management Policies

The finance committee is responsible for monitoring and managing the company's compliance with its risk management strategy and consists of senior Board members. The finance committee's overall risk management strategy is to assist the company in meeting its financial targets whilst minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the finance committee on a regular basis. These include credit risk policies and future cash flow requirements.

Specific Financial Risk Exposures and Management

The main risks the company is exposed to through its financial instruments are credit risk, liquidity risk and market risk relating to interest rate risk and other price risk. There have been no substantive changes in the types of risks the company is exposed to, how these risks arise, or the Board's objectives, policies and processes for managing or measuring the risks from the previous period.

(a) Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the company.

The company does not have any material credit risk exposures as its major source of revenue is the receipt of grants.

Credit Risk Exposures

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

Accounts receivable and other debtors that are neither past due nor impaired are considered to be of high credit quality. Aggregates of such amounts are detailed at Note 5.

The company has no significant concentrations of credit risk with any single counterparty or group of counterparties. Details with respect to credit risk of Accounts Receivable and Other Debtors are provided in Note 5.

Credit risk related to balances with banks and other financial institutions is managed by the finance committee in accordance with approved Board policy. Such policy requires that surplus funds are only invested with counterparties with a Standard and Poor's rating of at least AA-. The following table provides information regarding the credit risk relating to cash and money market securities based on Standard and Poor's counterparty credit ratings.

	Note	2017 \$	2016 \$
Cash on hand			
— AA Rated		466,458	244,976
	4	466,458	244,976

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Note 13 Equity

	2017	2016
(a) Unrestricted funds		
Unrestricted funds are not restricted or designated for use in particular programs or some other defined or designated purpose. These funds are available to be allocated according to the discretion of the directors.	66,281	(2,965)
(b) Restricted funds		
Restricted funds are tied to particular purposes specified by donors or as identified at the time of a public appeal; but no obligation to return unspent funds to donors. They are not available for use in other Diplomcy Training Program work.	115,902	129,866
(c) Gift fund reserve		
The gift fund reserve records funds set aside for the contingency in case of late payment of grants or serious income shortfalls.	70,546	141,266
	252,729	268,167
	252,729	268,167

Note 14 Volunteer services and donations in-kind

For the purpose of claiming Department of Foreign Affairs and Trade "DFAT" Recognised Development Expenditure "RDE" the following information has been prepared in accordance with rates approved by DFAT.

	2017	2016
	\$	\$
Volunteer services related to RDE	12,324	7,577
Gifts in kind related to RDE		13,379
Other in kind support not related to RDE	37,000	31,770
	49,324	52,726
Total non-monetary expenditure for international aid and development	49,324	52,726

Note 15 Information required by the NSW Charitable Fundraising Act 1991

a. Details of aggregate gross income and total expenditure of fundraising appeals

	2017	2016
	\$	\$
Donations	171,066	183,614
Functions & Special Events	-	-
Gross Proceeds from Fundraising Appeals	171,066	183,614
Functions & Special Events	8,293	15,964
Cost of raising multilateral and private	-	245
Direct Costs of Fundraising Appeals	8,293	16,209
Net Surplus from Fund Raising Appeals	162,773	167,405

b. Statement showing how funds received are applied for Charitable Purposes

Net Surplus obtained from Fundraising Appeals	162,773	167,405
Applied for Charitable Purposes as follows:		
Donated Funds to overseas projects	656,237	583,357
Donated Funds: Other Project Costs	7,569	143,680
Accountability and administration	108,949	48,671
Non-monetary expenditure	95,983	103,204
Total Expenditure	868,738	878,912
Surplus/(Shortfall)	-705,965	-711,507
Shortfall was met by the following sources		
DFAT grants	165,000	273,056
Other Australian grants	50,447	60,990
Other overseas grants	434,463	267,681
Other income	40,617	41,898
	690,527	643,625

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148

Net surplus transferred to accumulated funds	-15,438	-67,882
----------------------------------------------	---------	---------

Comparison by Monetary Figures & Percentages

Gross Income from fundraising appeals	171,066	183,614
Total direct cost of fundraising appeals	8,293	16,209
Total direct cost of fundraising as a percentage of gross income from fundraising appeals	4.85%	8.83%
Net surplus from fundraising appeals	162,773	167,405
Net surplus from fundraising as a percentage of gross income from fundraising appeals	95.15%	91.17%
Total cost of direct services	663,806	727,037
Total expenditure (excluding direct cost of fundraising appeals)	868,738	878,912
Total cost of direct services as a percentage of total expenditure	76.41%	82.72%
Total Income received (including net profit from fundraising appeals)	853,300	811,030
Total cost of direct services as a percentage of total income received	77.79%	89.64%

Note 16 Entity Details

The registered office of the entity is:

Diplomacy Training Program Limited
Faculty of Law University of New South Wales NSW 2052

The principal place of business is:

Diplomacy Training Program Limited
Faculty of Law University of New South Wales NSW 2052

Note 17 Members' Guarantee

The entity is incorporated under the Corporations Act 2001 and is an entity limited by guarantee. If the entity is wound up, the constitution states that each member is required to contribute a maximum of \$2 each towards meeting any outstandings and obligations of the entity.

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
DIRECTORS' DECLARATION

In accordance with a resolution of the directors of Diplomacy Training Program Limited, the directors of the company declare that:

1. The financial statements and notes, as set out on pages 7 to 18, are in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and:
 - (a) comply with Australian Accounting Standards(including the Australian Accounting Interpretations) and the Australian Charities and Not-for-profits Commission Regulation 2013; and
 - (b) give a true and fair view of the financial position of the company as at 30 June 2017 and its performance for the year ended on that date.
2. In the directors' opinion there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

Director



Paul Redmond (Chair)

Dated this

15th
7th

November 2017





HOUSTON & CO Pty Limited

Chartered Accountant

Owen Houston CA

Suite 4, 113 Willoughby Road
Crows Nest NSW 2065

PO Box 871 Crows Nest NSW 1585

T. 9906 2088 • F. 9906 1909

E. owen@houstonco.com.au

www.houstonco.com.au

DIPLOMACY TRAINING PROGRAM LIMITED
ABN: 31 003 925 148
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
DIPLOMACY TRAINING PROGRAM LIMITED

Report on the Financial Report

We have audited the accompanying financial report of Diplomacy Training Program Limited, which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the directors' declaration.

Directors' Responsibility for the Financial Report

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the directors also state, in accordance with Accounting Standard AASB 101: Presentation of Financial Statements, that compliance with the Australian equivalents to International Financial Reporting Standards (IFRS) ensures that the financial report, comprising the financial statements and notes, complies with IFRS.

Auditor's Responsibility

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

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

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

Independence

In conducting our audit, we have complied with the independence requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Opinion

In our opinion, the financial report of Diplomacy Training Program Limited is in accordance with Australian Charities and Not-for-profits Commission Act 2012 including:

- (i) giving a true and fair view of the company's financial position as at 30 June 2017 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Act 2012.



HOUSTON & CO Pty Limited

Chartered Accountant

Owen Houston CA

Suite 4, 113 Willoughby Road
Crows Nest NSW 2065

PO Box 871 Crows Nest NSW 1585

T. 9906 2088 • F. 9906 1909
E. owen@houstonco.com.au

www.houstonco.com.au

DIPLOMACY TRAINING PROGRAM LIMITED

ABN: 31 003 925 148

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DIPLOMACY TRAINING PROGRAM LIMITED

Report on the requirements of the NSW Charitable Fundraising Act 1991 and the NSW Charitable Fundraising

We have audited the financial report as required by Section 24(2) of the NSW Charitable Fundraising Act 1991. Our procedures included obtaining and understanding of the internal control structure for fundraising appeal activities and examination, on a test basis of evidence supporting compliance with the accounting and associated record keeping requirements for fundraising appeal activities pursuant to the NSW Charitable Fundraising Act 1991 and the NSW Charitable Fundraising Regulations 2015.

Because of the inherent limitations of any assurance engagement, it is possible that fraud, error or non compliance may occur and not be detected. An audit is not designed to detect all instances of non compliance with the requirements described in the above mentioned Act(s) and Regulations as an audit is not performed continuously throughout the period and the audit procedures performed in respect of compliance with these requirements are undertaken on a test basis. The audit opinion expressed in this report has been formed on the above basis.

Opinion

In our opinion, the financial report of Diplomacy Training Program Limited has been properly drawn up and associated records have been properly kept during the financial year ended 30 June 2017, in all material respects, in accordance with:

- a sections 20(1), 22(1-2), 24(1-3) of the NSW Charitable Fundraising Act 1991;
- b sections 10(6) and 11 of the NSW Charitable Fundraising Regulations 2015

Report on the Australian Council for International Development (ACFID) Code of Conduct Summary Financial Report

We have audited the Report of the Company, which comprises the statement of financial position as on 30 June 2017 and the income statement, statement of comprehensive income, statement of changes in equity for the year ended on the date and the directors declaration. The directors of the Company are responsible for the preparation and presentation of the Report in accordance with section C.2.2 of the Australian Council for International Development (ACFID) Code of Conduct. Our responsibility is to express an opinion on the Report based on our audit conducted in accordance with the Australian Auditing Standards.

Opinion

In our opinion, The Australian Council for International Development (ACFID) Code of Conduct Summary Financial Report of The Australian Foundation For The Peoples Of Asia And The Pacific Limited for the year ended 30 June 2017 complies with section C.2.2 of the Australian Council for International Development (ACFID) Code of Conduct.

Name of Firm: Houston & Co Pty Limited

Name of Partner Owen Houston

Address: 4/113 Willoughby Road, Crows Nest NSW 2065

Dated this 15th November 2017