



Hardworking
Independent
Happy
Adventurous
Supportive
Trainer
Coach
Companion

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Vision

Our Vision is to maximise choice and inclusion for people with intellectual disability to achieve their aspirations.

Mission

We create the environment for people with intellectual disability to lead valued and fulfilled lives.

Performance

Accountability is crucial to the achievement of our Vision and Mission.

Values

Our principal values are Respect, Inclusion and Choice for the people we work with the people we work for, and their rights and responsibilities.

Patron

Her Excellency
Mrs Marjorie Jackson-Nelson AC CVO MBE
Governor of South Australia

Board of Minda Association

Mr Roy Arnold
President
Mr Peter Davidge
Vice President
Mr Wes Ashman
Mr Steven Bernath
Mr Mick Bower
Ms Rosemary Clancy
Mr Kym Hancock
Mrs Lyn Magee
Mr David Zwolak

Management

Mr Philip Martin
Chief Executive Officer
Mr Chris Bleckly
Executive Manager, Finance
Ms Debbie Knowles
Executive Manager, Accommodation Services
Mr John Kurz
Executive Manager, Business Services
Mr Ian Thompson
Executive Manager, Client Services
Ms Sue Delfos
Executive Manager, Organisational Development

Minda Incorporated

Registered in South Australia under the Associations Incorporation Act 1956-1965 (as amended). A Registered Charitable Organisation, first registered under the 1890 Act on 6 January 1899.

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Notice of Annual General Meeting

Minda Incorporated
Annual General Meeting
23 October 2005

Minda is an Aboriginal word, meaning 'Place of shelter and protection'.

Acknowledgement

Minda acknowledges and honours the Kaurna people's traditional ownership, their living culture, and the unique role they have played in the life of this region. Adelaide and its surrounds, including Brighton, are nestled within the lands traditionally owned and protected by the Kaurna people and their forebears for many thousands of years.

Printed by an ISO14001 accredited printer using environmentally friendly printing techniques on chlorine free stock milled from sustainable forests.

At Minda we're used to
a bit of name calling...

thankfully,
some names stick

This year's Annual Report has adopted the theme developed
for Minda's involvement in Channel 9 Telethon 2005.

Our Patron



As Patron of Minda Incorporated, I am proud to commend to you the work of such a reputable South Australian organisation which has been providing outstanding services to people with intellectual disability and their families for more than 100 years.

In 2004-2005, Minda has continued to maintain an excellent standard of service that offers clients the opportunities necessary for them to lead valued and fulfilling lives. Minda continues to introduce innovative programs to enhance the quality of life for clients and their families.

Minda relies on the people of South Australia for financial assistance. These funds enable Minda to develop programs and purchase new equipment.

They work closely with the State and Commonwealth Governments, Family and Community Services and the Disability Services to maximise both the quantity and quality of these services within limited resources.

Minda has a wonderful base of more than 200 volunteers who volunteer their time willingly to help wherever they can and play a vital role in the development of Minda's services. Other volunteers assist with fundraising activities which include helping out at special events such as the Family Day and selling lottery tickets. Minda recognises their importance to the organisation and has a thank you function each year to acknowledge this support.

I am delighted to be involved with such a worthy South Australian organisation and I wish them every success for the future.

Her Excellency The Governor
Marjorie Jackson-Nelson AC CVO MBE



GOVERNMENT HOUSE
ADELAIDE

Our President



I am pleased to report that Minda continues to be in a sound financial position after another challenging but successful year.

As part of your Board's continuing task of ensuring good governance, we facilitated a comprehensive review of the Rules of the Association and in the process carried out extensive consultation with all stakeholders. The proposed changes were endorsed at the Mid Year Association Meeting and I believe they will assist us to ensure we are abreast of the legislative and statutory requirements of 2005. Acknowledgement is due to the active participation of the Minda Association Advocacy Group (MAAG) and other Association members in ensuring a good result with the Rules changes, and it is also appropriate at this time to acknowledge the vigorous efforts of MAAG over the past year and say we look forward to its continuance in the future.

The Board discharges its responsibilities for good governance of Minda by planning an annual agenda which seeks to achieve an appropriate balance between its responsibilities of monitoring the activities of management and its duty to ensure that the strategic direction of Minda is in line with its Objective, which is

"...to provide and assist in the provision of services and facilities that will enhance the wellbeing of people with intellectual disability, enabling them to be treated with respect and dignity and assisting them to lead valued and fulfilling lives, while encouraging the involvement and support of families, advocates and volunteers in matters affecting the quality of their lives."

These activities require considerable work by the Board and to assist it in this the Board has two subcommittees: the Finance and Audit Committee and the Strategy and Planning Committee, which handle some of the immense detail of

an operation the size of Minda. I wish to acknowledge the excellent input from all Board members through the year. All Board members participate in committees as well as Board meetings, which results in a heavy meeting schedule as well as considerable reading.

Members of the Association should also be aware that, in addition to the increasing complexity of legal and regulatory requirements, the escalating demands of managing our service and employment activities plus the development activities at Blackwood and elsewhere, put increasing burdens on the Board, particularly a Board of volunteers working on a pro bono basis. To assist us with this task the change in the Rules to bring in two additional Board members at the Board's discretion, with specialist skills, is most beneficial.

The Board endorsed Strategic Plan continues to provide a sound basis for our progress over the coming years. The overarching theme of *Helping people help themselves* and our corporate values of *Respect, Inclusion and Choice* provide an excellent basis to continually improve services to our clients and supported employees.

The Board has received representations on the implementation of Minda's strategic initiatives. The CEO provides updates on these and other governance matters on a monthly basis and we have facilitated reports from each of the Executive managers into the Board meetings. This helps to ensure that your Board is providing the governance input to these vital sessions.

The Board has continued preliminary work on establishing a long term plan for the Brighton campus. This work is essential to make sure that we are able to carry out capital works in a planned and orderly fashion to achieve our objective of best quality service for present and

future clients. We have engaged external consultants with the appropriate expertise to facilitate the establishment of a Master Plan for the Brighton campus and a draft of this Plan has just been received. The next stage is for this draft to be reviewed by Board and management and once consensus is achieved at that level the matter will be tabled for consultation with all stakeholders but primarily members of the Association. Until such time as this has been done no decisions will be taken on major capital works on the Brighton campus.

In our other major property area, Blackwood Park, together with the Adelaide Development Company we have laid plans before the Mitcham Local Authority for the Stage II development. At the time of writing this application had not received approval but we are hopeful that the few remaining issues can be resolved. With Stage I now fully complete, the delay has been disappointing but the Board understands that with major developments such as this the process of decision making by the planning authorities must be painstaking and thorough. However, we do hope for the sake of our clients that we can soon proceed. The income generated from the investment portfolio, which in turn arises from the funds received from these investments, is significant in that the support Minda gives to augment the funds received from Government amounted to almost \$1.8 million in the 2004-05 financial year.

We should acknowledge the extensive support given to us by the State Government and, in particular, the extensive funding for additional services received in the State Budget in May 2005. This funding will assist us to significantly extend some of our programs and help to service unmet need.

The Board has been pleased to see that Minda's leadership team has been prepared to share its knowledge and skills with other providers, and also to fulfil the role of community advocate as Minda strives to influence and improve the circumstances of the services to people with intellectual disability in our community. This occurs through many activities, including leadership roles on the Board and Executive of the national peak disability body ACROD. There was also participation at both State and national committee levels in accommodation, employment and clients' social activities and through participation in Angosa (the Association of Non Government Organisations of South Australia). All of these groups have a significant influence on disability services and in many ways complement the activities of Minda as we collectively work toward a better society with greater participation by people with disability.

While these high level activities are essential, we should remind ourselves constantly that the real function of Minda is service to clients. Personally, I enjoy opportunities to participate in activities which remind me of this and a good example was when I had the opportunity this year to present certificates of competency to staff and clients at a ceremony in Isabel's. The enthusiasm with which these proofs of educational achievement were received was heart warming and a tribute to Minda's excellence as a teacher as well as a carer. Long may it continue.

Roy Arnold

President

Our Chief



Minda's great strengths include the hard work, commitment and dedication of our staff, Board, families and volunteers to achieve the best possible care and support for our clients and supported employees.

Over the past twelve months Minda has worked hard to progress our vision and to make sure all our services live by the core values of *Respect, Inclusion and Choice*. Our services have contributed to this by dedication and commitment as well as by developing links and partnerships with the community. In many instances these partnerships have been instrumental in assisting people to achieve their personal goals.

The demand for our services continues to be far greater than we can supply, particularly in the areas of Accommodation, Day Options and Respite and the high level of unmet need continues to be of concern. During the year we were successful in responding to this unmet need by developing a new Accommodation Service for teenagers, establishing a new day program for up to twenty school leavers and expanding respite options through a community based respite service. It is pleasing to report that our services have been accredited (or reaccredited) in each aspect of quality assurance compliance expected from both Commonwealth and State Governments.

The considerable hard work, training and support that resulted in the successful achievement of Disability Employment Services Quality Assurance has been excellent. This has independently confirmed that Minda Business Services is operating at a quality level. More importantly, we have gained acceptance of a wage assessment tool which will enable us to accurately assess the skill of supported employees and pay them an agreed proportion of a full wage. This will result in a considerable culture shift at Minda as 309 clients must be recognised as supported

employees with award wages, conditions and expectations.

Our aged care facility continues to achieve high ratings in Quality Assessment and this service is to be congratulated on its ongoing success.

The State Government's Service Excellence Framework has provided a comprehensive independent assessment of our Accommodation, Day Services and Respite. It was terrific to have this recognised at Foundation level and is a great result for all concerned.

The Consumer Reference Group meets monthly with the CEO to consider key developments and issues from the perspective of a client or supported employee. The representatives meet regularly within their work or living areas to present issues. The group developed excellent documents in plain English, including a version of the Strategic Plan and clearly understandable documents on Disability Standards and Safety.

Corporate sponsorship and donations enabled us to respond to unmet need in a variety of ways. We took a decision to increase our fundraising activities and we joined Channel 9 Telethon as well as specifically promoting Minda's excellent work and the great employment opportunities we offer.

I would like to thank all of our hardworking people for their commitment to Minda. Without their commitment, our success in helping people help themselves would not be possible.

Looking forward, we are committed to realising our values of respect, inclusion and choice for people with intellectual disability.

Phil Martin
Chief Executive Officer

Corporate

Accreditation

Minda achieved Foundation level in the Service Excellence Framework a quality initiative of the SA Government.

Minda continues to be an accredited aged care provider and successfully passed an audit of these services in March. Extensive work in the Business Services area resulted in a certificate of approval representing successful completion of all requirements of the Commonwealth Government's service delivery accreditation standard.

Staff Deployment

Restructuring has brought together the functions of Employee Services, Risk Management, Quality Assurance, OHS&W, Training and Development and the multi-disciplinary Resource Team within one department. All of these support services have a critical role in supporting, monitoring and assisting in continuously improving models of service delivery.

Department	FTE	%
CEO, Planning, Public Relations and Fundraising	5.24	.84
Finance, Administration and IT	16.15	2.58
Organisational Development and Specialist Resource Services	35.28	5.64
Accommodation Services	376.58	60.21
Client Services	89.55	14.32
Business Services	102.62	16.41
Total	625.42	100.00

Staff Characteristics

Employment type	Male	Female	Total
Casual	43	93	136
Full Time	174	172	346
Part Time	81	292	373
Supported Employees	183	126	309
Total	481	683	1164

Service Delivery Data

Accommodation (105% occupancy)	637
Brighton Campus	304
Community	220
Living independently	113
Day services (108% occupancy)	311
Open employment positions	71
Outreach, in-home support	77
Recreation	360
Respite nights provided to 181 families (86% occupancy)	5142



Occupational Health and Safety

The safety of all of our employees, clients and visitors continues to be a very important principle for Minda. The prevention of injuries continues to be the starting point in this system and there was extensive training in Behaviour Support, Manual Handling, Fire and Emergency, Cleaning, Food Handling and the introduction of an independent confidential Employee Assistance Programme.

Managers and supervisors were provided with on-line training through an independent accredited training facility. This assisted in raising the awareness of OHS issues for any employee in a supervisory role - front line managers to Executive.

Regretfully there are occasions when people get injured and our claim/rehabilitation team at Minda has worked very hard to ensure successful recovery and a return to work as soon as possible. These processes, combined with an enhanced internal audit will continue as we fully integrate Occupational, Health and Safety systems throughout the organisation.

Risk Management

Minda Incorporated recognises that Risk Management is an integral part of sound management practice.

In supporting the Minda Incorporated Vision and Mission statements and key objectives identified in the 2005-2010 Strategic Directions, Minda has developed a policy and supporting strategies that takes a holistic approach to managing risk across the organisation, addressing administrative, cultural, financial, asset management, staffing and business risks and identifies the need for all parts of the organisation to be involved.

The Risk Management process is designed to ensure that services are sustainable and managed effectively to meet the needs and expectations of clients/residents, their families, employees and government legislation. The Minda Board is ultimately responsible and accountable for the implementation of the Risk Management policy and supporting strategies. Responsibility for the coordination of Risk Management activities has been delegated to the Chief Executive Officer, accountable to the Board.

Minda has written its own Risk Management process based upon a combination of the Department of Family and Community Services Risk Management System, the Australian and New Zealand Risk Management Standard 4360:2004 with attached Guidelines and the National Institute

of Accountants (NIA) Strategic Risk Analysis & Management Manual.

A Risk Management Group has been established to maintain the organisation's Risk Management process, which includes the systematic management of policies, procedures and practices. The Group has membership representation from Accommodation Services, Business Services, Client Services, Organisational Development and Finance in order to communicate and consult with stakeholders about the process throughout Minda.

In 2005-2006 Minda will further integrate Risk Management into planning and management systems. Continuity plans will be improved so that Minda Strategic Directions are not jeopardised and assets are protected to maintain key services for clients. Minda will promote best practice initiatives in the management of risks and make recommendations to ensure that services are maintained at the highest standard for all clients and key stakeholders.

Our Clients, Our Staff, Our Work

Hardworking

- Minda employees work side by side with hard working and committed supported employees in units and houses across Accommodation Services. We acknowledge the tremendous effort of all of our employees in assisting Accommodation to achieve the highest standard of service delivery to the residents who reside in Accommodation.
- The supported employees in Business Services play a major part in the smooth running of the Minda Campus. Our Kitchen delivers almost 6000 meals a week for our residents. The Laundry handles twelve tonnes of product each week and our Grounds crews work hard to maintain the campus to its high standard. Of the 342 available supported employee placements 125 presently provide assistance to our staff in these areas and those in the Cleaning crews work very hard to maintain our overall high standards.
- Minda recognises the diligence of our supported employees who hold various roles in the Aquatic Centre, Outreach Services, Retirement Lifestyle Services, The Day Centre and Building Abilities. Supported employees are an important part of keeping Minda on the move.
- Tutti Arts, a group of nine clients under the artistic direction of Pat Rix, has performed at many functions throughout the year. The team of talented musicians, singers, actors and dancers has received standing ovations for every performance. Tutti Arts showcases the ability of each individual.
- With considerable behind the scenes effort by supportive staff, an eye catching array of paintings by artists from the Leverington day options service were publicly displayed on the concourse of the Adelaide Railway Station. Many of the works were purchased by members of the public, adding to the recognition of effort by the artists involved.





- Through the combined efforts of IDSC and Minda, a total of nine clients from the Urgent Waiting List have been offered accommodation in this financial year.
- At MJP Employment Services, clients who have developed their work skills seek to be independent workers. Our aim is to build on their career development goals to become valued workers in the community.
- Accommodation Services is committed to working in partnership with the Intellectual Disability Services Council (IDSC) in addressing the needs of clients on the Urgent Accommodation Waiting List and their families. Some placements have resulted in young people having the opportunity to live independently in their own tenancies whilst being supported by Minda's Independent Support Service. This joint partnership with IDSC promotes the concept of working together to promote independence and positive outcomes for clients and their families.
- After conducting an Independent Living Skills Workshop for ten clients in late 2004, the Outreach Services team was pleased to hear that four of the participants are now living independently.
- Having attended an Ageing Well course, facilitated by the ACH group, clients of Retirement Lifestyle Services have been able to make more informed life choices as they enter retirement.

Independent

Coach

- Our team at Craighburn Nursery has ensured that Craighburn continues to operate as the major fern nursery in South Australia. It has been the coaching skills of staff at Craighburn who have trained and continue to coach the supported employees to ensure only the best plants are delivered to their final destinations.
- In the second half of 2004, the Specialist Resource Team ran a training course for a number of new employees who had recently left school and began working in Brighton Supported Jobs. The course aimed to assist participants to make the transition from school to work and adjust to the expectations of the adult working world. The group continues to work on interpersonal and emotional issues in adult life.
- The Quality Team continues to provide excellent support to the organisation with the Service Excellence Framework, Aged Care Accreditation, Disability Employment Service Quality Assurance and Workplace Safety. Minda has maintained and improved compliance in all audits. The team has been very successful in coaching others.
- Redman was refurbished this year to enable clients living in Violet Clark Cottage and Galway to move to a more appropriate accommodation setting. Clients who live in Redman require a distinct and specialised model of service. They have intellectual disability with associated challenging behaviours and increasing health and physical support needs. Staff support and coach the clients to understand and take control of their own feelings by offering relevant strategies that work for each individual.
- Outreach services combined with IDSC staff worked with parents of young people with intellectual disability who were considering living independently. Staff worked through the issues parents have when a child leaves home.





- Minda is grateful to have more than 200 volunteers who provide companionship to individual clients, visiting them on a regular basis and engaging in various activities.
- Leisure Options activities provide many opportunities for participants to develop long term mutually supportive relationships. There are a number of volunteers who participate in Leisure Options activities who have developed long term friendships with clients they are supporting. One volunteer began by supporting one client to participate in Pines Club activities on Thursday nights, and now two years later he supports several clients with an enthusiasm that knows no bounds. Another volunteer has been active with the East End Art Group for almost three years.
- Minda's Nursing Home (The Pat Kaufmann Centre) accommodates 55 clients and has thirty Nursing Home Licences. Accommodation Services is exploring options for further accommodation and support for clients who are ageing and require Nursing Home Care. Government funding will ensure that further Nursing Home Licences are accessed for The Pat Kaufmann Centre in the near future.
- Tutti Ensemble brings together people from all sections of the community, and they are always supportive of each other as they strive for personal, artistic and social expansion.
- The Sunday Church Services involve a large number of volunteers who have been volunteering their time for many years, and they have also established many friendships with clients.

Companionion



- A group of young adults have happily transitioned from school due to the establishment of Chuaninga, a new centre based day options service funded by the State Government. Chuaninga, which is an Aboriginal word meaning mates or friends, was Minda School's name for the building now occupied by the service. Plenty of fresh paint, inside and out, a new toilet block, and enthusiastic, dedicated staff saw the building transform from Greening Australia's administration area to a vibrant and exciting base for learning new skills and experiencing post school activities.
- Twelve months after the official opening of the new children's respite house, Variety House, feedback from parents of children accessing the service indicates that children are happier to visit the house and parents are more relaxed about leaving their children at this very welcoming facility.
- Retirement Lifestyle Services has been offering a wider range of activities for clients who have retired. The increase in activity options provides real choice for our older clients.
- An exciting new service was established this year providing accommodation placements and support for four teenagers with urgent accommodation needs. The newly established staff team has worked closely with the clients' families and the clients to help them settle into their new home and to get to know their individual likes and dislikes.
- The team in the Minda Laundry is delighted that work has commenced on the new laundry and completion is scheduled for November. The laundry has been designed to give all employees more space and better equipment to enable them to maintain the high standard they have always strived to achieve. A 50% greater capacity also means that we can offer this service to outside organisations, which will present opportunities for the employment of workers with intellectual disability.
- The Vacation Care Program for school aged children with intellectual disability was reviewed and is now operating from Ashford Special School, under the auspices of Minda's Respite Services. The venue provides a safer site and greater scope for outdoor play and indoor activities.





- Clients living within the Blackwood area enjoy many social activities and are highly active within their community including line dancing, gym, super circuits, athletics and rock 'n' roll dancing.
- Two modern 5-bedroom houses were purchased in Blackwood Park. The people living in the houses are extremely house proud and enjoy socialising in their own homes with families and friends. The houses are also closer to local amenities enabling clients easy access to, and feeling part of their local community.
- Maintaining a herd of beef cattle is not always an easy task, particularly when the weather is wet and the ground mountainous, which it mainly is at Blackwood and Acklands Hill. Regardless of the conditions, our Farm crew keep the cattle moving around to where the pasture is best. On those slopes our ever willing crew has to be both strong and courageous as they go about their daily business.
- Leisure Options has provided clients with exciting recreation opportunities such as Sailability at Port Adelaide, Kuitpo Forest walks, attending speedway meets and checking out the wildlife at Monarto Zoo.
- Tutti Ensemble has performed to a collective audience of more than 15 000 people in the last twelve months. One of the many highlights has been performing with the Adelaide Symphony Orchestra at the Bundaleer Forest.
- The Aquatic Centre has hosted a number of pool parties throughout the year, each having a particular theme, inspiring clients to use the pool in a purely fun way.
- Lifestyle Services participants had the opportunity to experience motor racing up close and personal, with Variety supporting a Big Day Out at Mallala Raceway in May. Adventurous clients and staff were thrilled by a 'hot lap' of the circuit in V8 Utes, with many clients quickly lining up for further laps.

Adventurous

Supportive

- Respite Service have supported nine clients who became homeless (due to a number of circumstances) throughout the year. Some of these clients moved to the new adolescent accommodation service at Minda, whilst others were helped to move to accommodation with other services.
- It has been twelve months since the refurbishment of the Waterhouse Complex. As with any changes to a service model it has taken time to show the total impact on the clients and the staff who support them. Waterhouse was previously home to 48 clients living in congregate care, in two units. The complex now operates as six separate units with an average of seven clients in each unit, each with a unique model of service designed to meet the individual and collective needs of the clients. All clients have very high support needs, many have multiple disabilities, including intellectual, physical and psychiatric disorders, as well as high health supports. Many benefits to both clients and staff are evident now that the model has been refined and is fully operational. Staff are now able to spend more time with each individual during client care, interacting and observing each client, and allowing clients more opportunities with choice and decision making as well as using and increasing independent skills.
- MJP Employment Services' primary function is to provide ongoing support in finding and keeping award paying jobs in the general labour market. Our efforts in coordinating the transition programs from school to work or from Business Services to open employment on behalf of our clients has been very positive.





- News released during this year's State Budget in relation to the allocation of resources to provide opportunities for clients who choose to live in the community, has given surety to the future of Project 105. The project involved 105 individuals who are seen to have the ability, and who would benefit from living in the community under one of Minda's current or planned accommodation service models. These resources will enable Minda to purchase community properties and land in the Southern suburbs. Clients will receive training in independent living skills and encouraged to be involved in cooking, shopping and household chores whilst being supported to the level of their individual need.
- The Rotary Club of Somerton Park has always been a supporter of Trak Furniture and has stayed with us when Trak moved to Lonsdale. At this year's Pride of Workmanship Award which was held in Isabel's and attended by more than 120 employees, families and Rotarians, John Wright was presented with the award for the greatest contribution made by an employee to the success of Trak and Andreas Oest, Manager of Trak Furniture, was presented with a Rotary Centenary Year Award for his contribution to training.
- Outreach Services has achieved some fantastic results with families, helping parents to train their son/daughter in new and various skills. In particular, the success in toilet training young children has continued through the use of Tom's Toilet Triumph, a video and resource package for parents.
- MJP Employment Services runs training sessions for our clients in work preparation by holding regular informal job search groups. Topics cover interview preparation, expectations of the employer, job seeking skills and communication skills. In addition, structured work placements (including on the job support) are a great opportunity for job seekers to discover whether the work is suitable and to identify future training or support needs. For many of our job seekers, it also leads to employment.
- During the year the Learning and Development Team and many members of staff from across the organisation provided training within Certificate III/IV in Disability Work to 55 participants and provided training in Certificate IV in Assessment and Workplace Training to 42 participants.

- Many clients have used their individual talents by joining and participating in Art Classes and attending, and graduating from selected TAFE courses.
- MJP Employment Services collaborated with Group Training Organisations to increase employment opportunities and community awareness for our clients to gain recognised vocational qualifications through traineeships. Ten clients graduated with Certificate 2 in Retail, Furnishing or Horticulture and are now working in the open labour market.
- MJP Employment Service hosted a seminar with 35 job seekers attending from the Disability Employment Network. Topics covered self esteem, personal stories, traditional versus non traditional jobs, safety and harassment in the workplace.
- Paintings by clients who are supported in community accommodation were on show at the Pepper Street Arts Centre with Community Bridging Services (CBS) Inc and Arts in Action Peace Plant in February.
- The Stepping Stones outreach literacy class from Building Abilities attended a presentation held at Glandore Community Centre as part of Adult Learners Week, where the clients received a certificate for their efforts in attending the program.
- At the Certificate Presentation in March, seven different certificates were presented to more than eighty graduates. They were

Community Services Certificate III in Disability Work

Community Services Certificate IV in Disability Work

Certificate III in Health Service Assistance (Allied Health Assistance)

Preparatory Education:
Rights and Responsibilities at Work

Preparatory Education:
Workplace Documentation

Preparatory Education:
Computing Modules

Preparatory Education:
Apply Basic Food Safety Practices

Minda Incorporated is nationally accredited to deliver and assess the Certificate III and IV in Disability Work

Certificate III Disability Work is a comprehensive training program which focuses on the provision of quality services to people with intellectual disability and their families. It provides direct care workers with the skills, knowledge and attitudes to be able to skilfully perform duties in accordance with organisational principles, objectives, and current philosophies and within legislative requirements whilst promoting the rights of people with disability. There were eleven Graduates of Certificate III this year, eight from Minda and three from other agencies.

Certificate IV Disability Work provides students with similar competencies as Certificate III, but does contain some units that concentrate on leadership and advanced communication skills. These competencies will assist the graduates to gain promotion and further their career in the industry. There were 33 Graduates of Certificate IV this year.



Minda Client Reference Group

The Client Reference Group is made up of clients with intellectual disability representing all areas of Minda. The group provides information and feedback directly to the CEO and discusses service delivery, issues, policies, procedures, service enhancement and organisational changes that may impact directly on clients. Minda ensures that clients' goals and complaints are acknowledged and appropriate action is taken to continuously improve client outcomes in all service delivery areas.

Members of the Client Reference Group pictured opposite.



Our Supporters

Aartsen	Mr & Mrs M
Adams	Mr JC
Adams	Mrs EM
Adelaide Development Company	
Adelaide Rostrum Club No3	
Adtrans Automotive Group Pty Ltd	
Advertiser Sunday Mail Foundation	
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Brown	Mr & Mrs W
Browning	Mrs JJ
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Brummitt	Dr P
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Burge	Mr & Mrs N
Burns	Mr R
Buttery	Mr R

Byrne	Mr D
Campbell	Mr & Mrs MG
Campbell-Brennan	Mrs WL
Case	Ms DJ
Catalyst Marketing & Communications	
Catt	Mr & Mrs S
Cellier	Mr KM
Channel 9 Telethon	
Channel 9	
Chatterton	Mrs H
Chuck	Mrs GM
Churches of Christ Brighton	
City Holden - Management and Staff	
City of Holdfast Bay	
CJT Resources	
Claridge	Mr & Mrs R
Clarke	Mr J
Clarke	Mr RH
Cleaveley	Mr & Mrs C & S
CMV Foundation	
Coast Protection Branch	
Coles Supermarkets	
Collins	Mr & Mrs K
Community Business Bureau Inc	
Cooke	Mrs B
Cooper	Mr B
Cornes Toyota	
Corporate Express	
Craven	Drs D & D
Crawford	Mrs A
Crosbie	Mrs P
Dairy Farmers	
Dally	Mr T
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Day	Mr G
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Denton	Mr & Mrs G & M
Dewar	Mr G
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Dowsett	Mrs P
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Dunsford	Mr & Mrs R
Dunsford	Mrs L
Eccles	Mr & Mrs D & J
Edwards	Mr J
Ellison	Mr & Mrs E
Ellison	Mr M
Elsy	Ms C
Evans	Mr J C
Evans	Mrs J
Evans	Mr & Mrs A
Events Corp SA	
Farmer	Mrs J W
Fassina	Mr & Mrs E

Fassina - S.A. Family Liquor Merchants	
Feltus	Mr H
Fitzgerald	Ms K
Fleming	Mr PN
Forbes	Mrs L
Frontier Software	
Fryer	Mr & Mrs K
Gabrsek	Mr & Mrs S
Gaffney	Mr RB
Gilchrist	Mrs R
Glenelg Golf Club	
Glenelg Golf Club Ladies Committee	
Gloyn	Mrs DJ
Golding	Mr I
Gourlay	Mrs R
Gove	Mrs M E
Grigoris	Mr & Mrs G
Groves	Mr & Mrs E & R
Hains	Mrs VP
Haigh's Chocolates	
Hajszky	Mr C
Halliday	Mr MJ
Halliday	Mr WB
Hams	Mr K
Hancock	Mr & Mrs RJ
Haratsis	Mr & Mrs G
Hardy	Mrs B
Harmon	Mr & Mrs M & R
Harrison	Mrs L
Hastwell	Mr & Mrs R
Heard	Mr & Mrs J & J
Heywood-Smith	Mr & Mrs R
Higgins	Mr & Mrs L
Higgins	Mr & Mrs R
Hodge	Ms LJ
Hooper	Mrs L
Hogan	Mr & Mrs JF
Holco Meat Supplies	
Holst	Mr & Mrs D
Humphries	Mr PR
Hutchinson	Mrs E
Ibberson	Mr P
Intensive Farming Supplies	
Jamieson	Prof & Mrs G
Jeffrey	Mrs G
Jones	Mrs V
Kauffman	Mr & Mrs L & J
Kelly	Mrs H
Kelly & Co.	
Kennare	Dr TJ
Kirk, Roberts & Co.	
Klau	Mrs E
Knight	Mr & Mrs D
Knightly	Ms T
Kokke	Mr & Mrs L
Krieg	Mrs MJ
Kuster	Mr & Mrs A

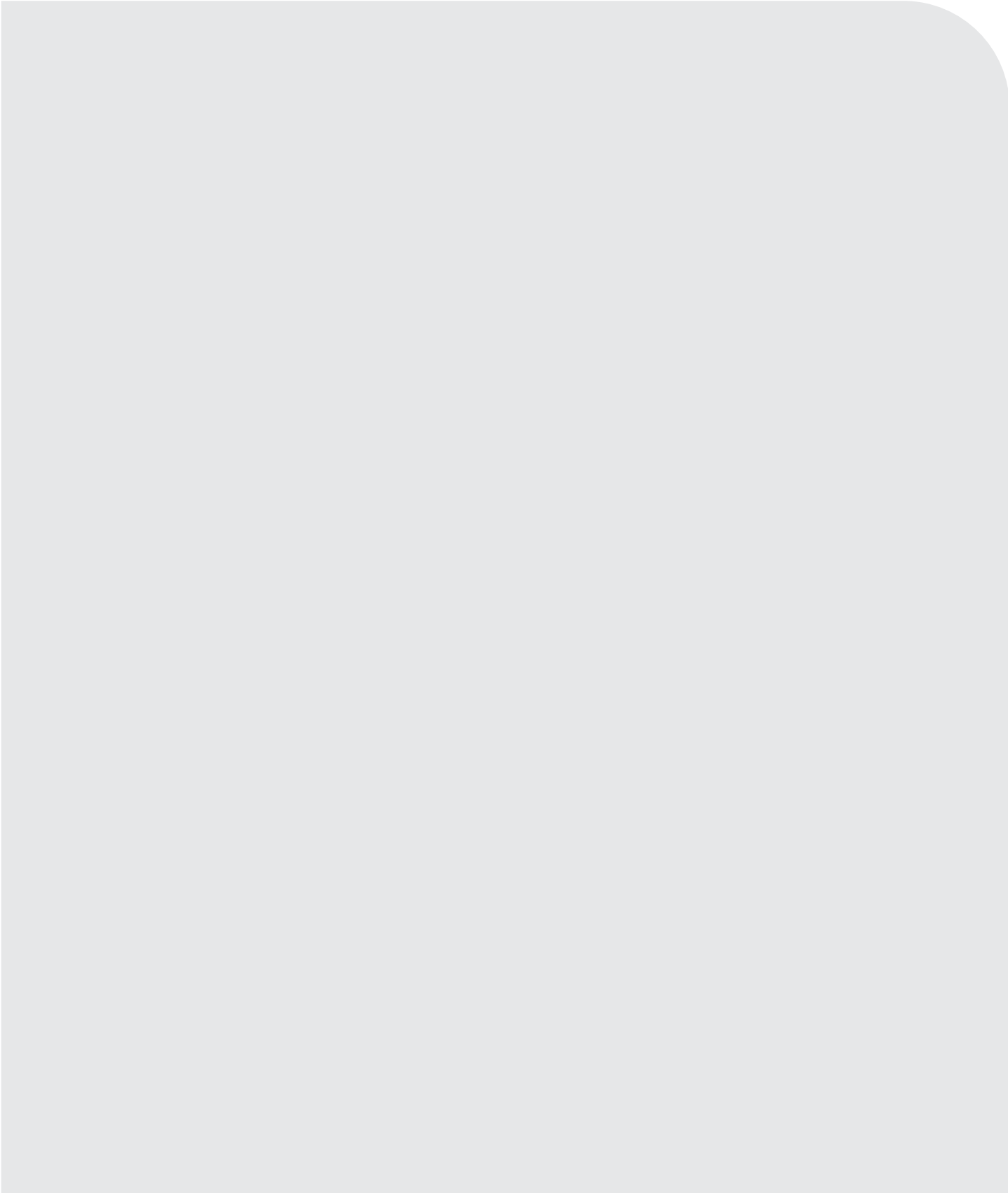
Lah	Mr & Mrs A	Nelson	Mr J	Samex Australian Meat Co. Pty. Ltd.	
Lake	Mr & Mrs AW	Nelson	Mrs B	Scheerhoorn	Mr & Mrs GCJ
Lane and Biggins	Mr & Mrs	Nelson Architects Pty Ltd		Schneider	Mr & Mrs L & W
Langsford	Mrs V	Noble	Mr & Mrs J	Scholefield	Mr R
Laslett	Mr & Mrs I & W	Nolan	Mr J	Schrapel	Mr & Mrs J & A
Lawson	Mrs R	Nordin	Mr & Mrs AW	Seymour	Mrs H
Lee	Mr & Mrs A	Northern Plumbing Supplies Pty. Ltd.		Shearman	Mr & Mrs J & J
Letcher	Mr D	Norton	Mr & Mrs R & M	Sigston	Mrs DJ
Lewis	Mr R	Nourse	Mr HC	Skeggs	Mrs K
Liebelt	Mrs P	Noyce	Mr WD	Slovenian Club	
Lighthouse Community Baptists Church Brighton		Obst	Mr & Mrs C & O	Smith	Mr BE
Lillywhite	Miss M	O'Donnell	Mr & Mrs M & M	Smith	Mrs B
Lions Club of Brighton		OEM Agencies Pty Ltd		Smyth	Mr & Mrs EB
Little	Mr C	OfficeMax		Southcott, MP	Dr Andrew
Lobban	Mr & Mrs B	Office of the Premier		South West Masonic Trust	
Locher		Oldfield	Mrs K	Stahl	Mrs E
Lomax	Mr & Mrs	Olds	Mrs A	Stevens	Mrs B
Longmire	Mr F	O'Loughlan	Mr & Mrs B & J	Stillwell Adtrans Automotive Group Pty Ltd	
Lowe	Mr J	O'Shaughnessy	Mr M	Store It Yourself	
Lunnay	Mr & Mrs R & E	Owens	Mr D	Strain	Mr I
Lutheran Church Glenelg		Oxoid Australia		Stuart	Mr & Mrs R
Lymn	Mr & Mrs D	Paleg	Professor LG	Stubbs	Mr & Mrs R
Macquarie Private Portfolio Management Pty Ltd		Palm	Mrs L	St Joseph's Catholic Church Brighton	
Mahood	Mr M	Palmer	Mrs L	St Jude's Anglican Church Brighton	
Mallen Nominees Pty Ltd		Panazzolo	Mr & Mrs A	St Phillips Anglican Church Brighton	
Mangelsdorf	Mrs BJ	Parente	Mr D	Sturt Cottage Craft	
Mansfield	Ms C	Pearce	Mr & Mrs ML	Surf Life Saving SA	
Marshall	Ms L	Pedersen	Mr J	Swain	Mr J
Masters	Mr GR	Penhale	Mrs A	Taylor	Mr & Mrs A & J
Masters	Mr RE	Penn	Mrs L	The Gully Club	
Matthews	Ms C	Peter F Burns Real Estate		Thiele	Mrs K
Matthews	Mrs RE	Pfeiffer	Ms S	Thompson	Mr B
McDonald	Mr & Mrs L	Phil Hoffmann Travel		Thomson Playford	
McDougall	Ms JH	Phil McMahon Real Estate		Tietjens	Ms P
McFarlane	Mr T	Phillips	Mrs B	Tregloans Chartered Accountants	
Menz	Mr & Mrs BF	Phillips	Mrs S	Tyler	Mr RJ
Mercuri	Mr & Mrs A & G	Plane	Ms J	Veitch	Mrs R
Meyer	Mr & Mrs R	Potts	Miss B	Vinall	Mrs H
Midstar Australia Pty Ltd		Potts	Mrs D	Von Sanden	Mr T
Miller	Mr/Ms JM	Pratt	Mr & Mrs	W.F. Vigar & Son	
Miller	Mr O	Prider	Mr & Mrs C & J	Walker	Mrs B
Mills	Mr G	Pugh	Mr J	Walker	Mrs C
Minda Association Advocacy Group		Quondong Indoor Bowls Club		Wall	Mr & Mrs I
Minda Auxiliary		Rawnsley	Mrs J	Watts	Ms J
Minda Op Shop		Reade	Mr & Mrs D & B	Weiss	Mr & Mrs J & L
Minda Telethon Committee		Reid	Mrs S J	Williams	Mrs D
Minda Parent Groups, Families		Remilton	Mrs E	Winkler	Mrs B
Minda Volunteers		Roberts	Mrs P	Wormald & Family	Mr & Mrs MG
Mitchell	Mr A	Robinson	Mrs J	Worrall	Mr & Mrs C
Moffatt	Mrs EF	Robson	Mr J	Wright	Mrs EM
Mogg	Mrs C	Rotary Club Brighton		Wyld	Mrs P
Munro	Mrs J	Rotary Club Glenelg		Zafry	Mrs ME
Murphy	Mr & Mrs A	Rotary Club Kingston		Zippel	Mr & Mrs D
Mutual Community		Rotary Club Somerton Park			
Neate	Mr & Mrs	Rundle	Mr & Mrs P & J		
		SAI Private			
		Safcol			

Vale

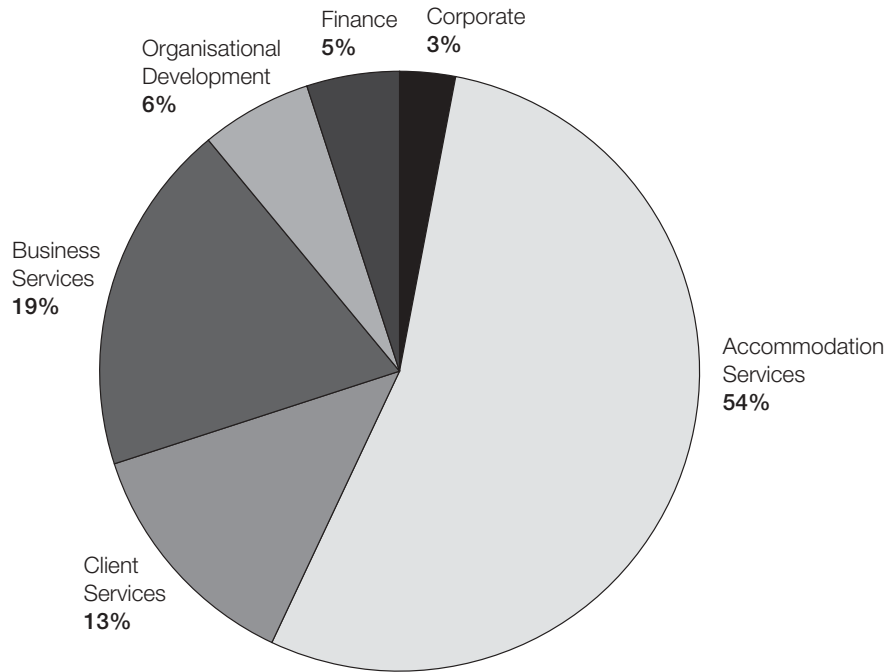
We regretfully advise the passing of

Avis Irene Lennard	28/08/04
Anne Beatrice Thackray	13/09/04
Maria Teresa Mazzeo	01/12/04
John Shannon Peake	11/12/04
Eileen (Betty) Elizabeth Mundy	26/12/04
Walter Dennis Parker	29/12/04
Betty Clara Turner	17/01/05
William John Powell	24/01/05
Reginald James Garland	11/02/05
Donald Allen	13/03/05
Linda Margaret Witchard	21/05/05
Mary Kathleen Hobby	04/06/05
Brendan Devitt	19/06/05

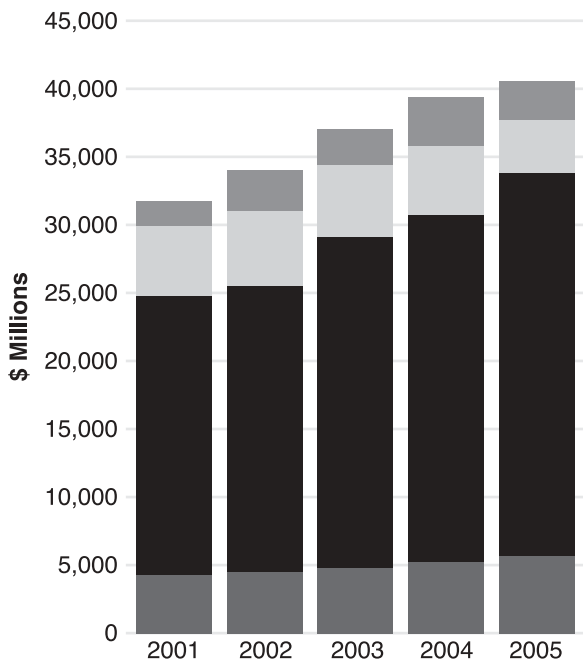
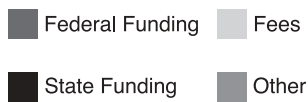
Minda Incorporated
Financial Report 04-05



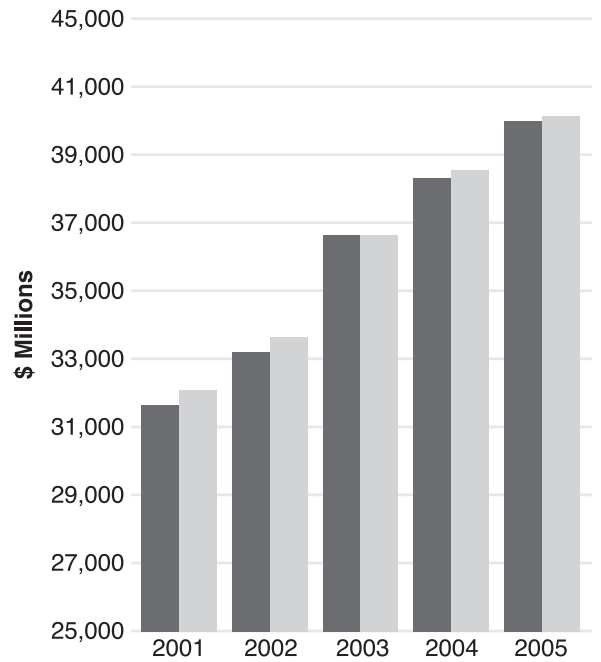
EXPENDITURE BY SERVICE TYPE



OPERATING FUND SOURCES OF INCOME – LAST 5 YEARS



OPERATING FUND TOTAL INCOME AND EXPENDITURE – LAST 5 YEARS



Statement of Financial Performance for the Year Ended 30 June 2005

	Notes	\$	2005 \$	\$	2004 \$
SERVICE FUND					
Operating Revenue	3				
Revenue from respite, rent and fee for service		276,815		708,413	
Revenue from board and lodging		4,158,552		5,306,231	
Revenue from State Government		27,074,708		25,203,171	
Revenue from Commonwealth Govt - business services		4,188,503		3,601,173	
Revenue from Commonwealth Govt - aged care		1,653,815		1,502,419	
Revenue from sales		1,146,783		1,016,222	
Other Revenue		1,420,725		1,084,477	
Total Operating Revenue			39,919,901		38,422,106
Operating Expenditure					
Direct Services					
Accommodation Services		22,727,575		22,142,170	
Client Services		5,315,478		5,021,100	
Business Services		7,817,176		7,370,834	
Total Direct Service Expenditure			35,860,229		34,534,104
Support Services					
Organisational Development		2,556,809		1,335,994	
Finance		2,034,980		1,745,449	
Corporate		1,277,325		953,933	
Total Support Services			5,869,114		4,035,376
Contribution from Foundation	1(j)		(1,774,816)	-	
Total Operating Expenditure			39,954,527		38,569,480
Operating Surplus / (Deficit)	15		(34,626)		(147,374)
FOUNDATION FUND					
Foundation Revenue	4				
Bequests and Fundraising		264,506		428,783	
Revenue from rent and board		2,568,016		-	
Revenue from Government Grants		102,838		-	
Investment Income		2,039,612		1,691,942	
Land Sales		126,049		5,929,989	
Other Income		397,202		1,084,294	
Total Foundation Revenue			5,498,223		9,135,008
Foundation Expenditure					
Salaries and wages		266,840		256,265	
Buildings / equipment and projects		2,250,038		1,338,501	
Contribution to Service	1(j)		1,774,816	-	
Total Foundation Expenditure			4,291,694		1,594,766
Foundation Surplus / (Deficit)	15		1,206,529		7,540,242

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the accounts set out on pages 26 to 32.

Statement of Financial Position as at 30 June 2005

	Notes	2005 \$	2004 \$
Current Assets			
Cash		7,595	6,890
Bank		598,690	517,446
Investments	5	7,052,128	12,203,300
Inventories	6	208,435	158,430
Receivables	7	16,411,547	748,469
Total Current Assets		24,278,395	13,634,535
Non Current Assets			
Investments	5	20,020,498	13,668,348
Freehold Land and Buildings	8	21,251,405	19,764,997
Plant Equipment and Furniture	8	1,545,414	1,452,029
Motor Vehicles	8	2,518,330	1,902,147
Total Non Current Assets		45,335,647	36,787,521
Total Assets		69,614,042	50,422,056
Current Liabilities			
Creditors and Borrowings	9	19,743,675	2,121,227
Provisions	10	6,172,282	5,766,366
Total Current Liabilities		25,915,957	7,887,593
Non Current Liabilities			
Provisions	10	419,957	428,238
Total Non Current Liabilities		419,957	428,238
Total Liabilities		26,335,914	8,315,831
NET ASSETS		43,278,128	42,106,225
Accumulated Funds			
Service Fund	15	5,781,408	5,816,034
Foundation Fund	15	37,496,720	36,290,191
TOTAL ACCUMULATED FUNDS		43,278,128	42,106,225

The Statement of Financial Position is to be read in conjunction with the notes to and forming part of the accounts set out on pages 26 to 32.

Statement of Cash Flows

for the Year Ended 30 June 2005

	Notes	2005 \$	2004 \$
Cash Flows from Operating Activities			
Receipts - Grants, Fees, Sales etc		57,786,221	41,570,998
Payments - Employees, Goods & Services		(39,832,841)	(41,821,019)
Interest received		729,876	714,830
Net cash provided by / (used in) Operating Activities	11	18,683,256	464,809
Cash Flows from Investing Activities			
Acquisition of property, plant & equipment		(3,475,275)	(3,270,290)
Proceeds from sale of property, plant & equipment		396,747	1,069,273
Proceeds from sale of land held for resale		126,049	5,929,989
Payments for investments		(5,198,829)	(1,500,000)
Payments for Investment Loan		(15,600,000)	-
Net cash provided by / (used in) Investing Activities		(23,751,308)	2,228,972
Net increase / (decrease) in cash held		(5,068,052)	2,693,781
Add opening cash brought forward		12,724,336	10,030,555
Closing cash carried forward	12	7,656,285	12,724,336

The Statement of Cash Flows is to be read in conjunction with the notes to and forming part of the accounts set out on pages 26 to 32.

Notes to and forming part of the accounts for the year ended 30 June 2005

1. Statement of Accounting Policies

The principal accounting policies of Minda Incorporated are as follows:

(a) Basis of preparation

The financial report is a general purpose financial report which has been prepared in accordance with the disclosure requirements of the Australian accounting bodies, the Associations Incorporation Act, applicable Accounting Standards and the requirements of law.

It has been prepared on the basis of historical costs and except where stated, does not take into account changing money values or fair values of non-current assets.

The accounting policies adopted are consistent with those of the previous year unless otherwise specified.

(b) Depreciation

All assets have limited useful lives and are depreciated using the straight line method, over their estimated useful life, with the exception of freehold land and community houses, as they are considered investment properties. Fixed assets are first depreciated either in their year of acquisition or in the following year depending on the class of assets concerned.

The depreciation rates used for each class of assets are as follows;

Land and Buildings (except for freehold land and community houses)	2005 2%	2004 2%
Plant, Equipment and Furniture	10% - 20%	10% - 20%
Motor Vehicles	10% - 20%	10% - 20%
Computers	33.3%	33.3%

(c) Provision for employee entitlements

Liabilities for employee benefits for wages, salaries, annual leave and sick leave expected to be settled within 12 months of the year-end represent present obligations resulting from employees' services provided to reporting date, calculated at undiscounted amounts based on remuneration wage and salary rates that Minda expects to pay as at reporting date including related on-costs.

The provision for employee benefits for long service leave represents the present value of the estimated future cash outflows to be made resulting from employees' services provided to reporting date.

The provision is calculated using expected future increases in wage and salary rates including related on-costs and expected settlement dates based on turnover history and is discounted using the rates attaching to national government bonds at reporting date which most closely match the terms of maturity of the related liabilities. The unwinding of the discount is treated as long service leave expense.

(d) Inventory

Inventory, with the exception of livestock which is valued at market rates, is valued at the lower of cost and net realisable value.

(e) Craigburn Land held for resale

Recognition of Income:

Income from sales is recognised when the sales proceeds are received.

(f) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(g) Comparatives

Where necessary comparatives have been restated to provide more useful information to users of these accounts.

(h) Recoverable amount of non-current assets valued on cost basis

The carrying amounts of non-current assets valued on the cost basis are reviewed to determine whether they are in excess of their recoverable amount at balance date.

If the carrying amount of a non-current asset exceeds its recoverable amount, the asset is written down to the lower amount.

The write down is expensed in the reporting period in which it occurs.

Land and buildings are valued at cost.

In assessing recoverable amounts of non-current assets, the relevant cash flows have not been discounted to the present value, except where specifically stated.

Cost versus Fair Value

Except where specifically stated, non-current assets are recorded at the lower of cost and recoverable amounts.

(i) Adoption of Australian Equivalents to International Financial Reporting Standards

During the year Minda Incorporated has continued with its transition process from Australian GAAP to Australian equivalents to International Financial Reporting Standards (AIFRS).

The implementation project is achieving its scheduled milestones with the key areas of impact and choice of accounting policies identified. The next priority is preparation of the opening AIFRS balance sheet as at 1 July 2004.

Minda Incorporated is expected to be in a position to fully comply with the requirements of AIFRS for the 30 June 2006 year.

As at 30 June 2005 the key areas identified as being impacted and the choice of accounting policy associated with those areas are listed below. The financial impacts on the financial report had it been prepared under AIFRS can not yet be reliably estimated and therefore have not been included in this report.

- Impairment of Assets

The recoverable amount of an asset is currently determined on the basis of undiscounted net cash flows that will be received from the assets use and subsequent disposal. In terms pending AASB136 Impairment of Assets, the recoverable amount of an asset will be determined as the higher of fair value less costs to sell and value in use. It is likely that this change in accounting policy may lead to impairments being recognised more often than under the existing policy.

- Non-current Investments

Current accounting policy is to measure non-current investments at cost, with an annual review to ensure that the carrying amounts are not in excess of the recoverable value of the instrument.

Under the pending AASB139 Financial Instruments: Recognition and Measurement, financial instruments that are classified as available for sale instruments must be carried at fair value. Unrealised gains or losses may be recognised directly to equity. Under AIFRS Minda Incorporated will be classifying non-current investments as available for sale.

- Community Houses

Minda's community houses are currently classified as investment properties and hence not depreciated. Under AIFRS, these properties do not satisfy the definition of investment properties. They will therefore be valued at historical cost and depreciated from date of purchase over their estimated useful life.

- Government Funding

At the time of these accounts the interpretation of accounting treatment for government funding under AIFRS is not final. Minda has recorded capital government funding in the Statement of Financial Position with the intention of matching this income against related costs in the period in which the costs are incurred. This decision will be finalised with the final determination of the relevant AIFRS standards.

(j) Contribution from Foundation Fund to Service Fund

On 1 July 2004 Minda introduced a new internal reporting practice for the use of land and buildings. Up until 30 June 2004 all income and expenditure related to the use of land and buildings were reported within the Operating Fund. From 1 July 2004 the Operating Fund has been renamed the Service Fund and the Projects Fund has been renamed the Foundation Fund.

One of the key changes accompanying this is the change in accounting for all income and expenditure related to the use of land and buildings from the Service Fund to the Foundation Fund. The Foundation is now the formal accounting mechanism for all activities in relation to Minda's land and buildings as well as donations, bequests and fundraising. The Service Fund becomes the formal accounting mechanism for all activities in relation to the service support provided for people with an intellectual disability. This also provides a clear accountability distinction between the services purchased by clients and funded by Governments (Service) separate to the property management and public relations functions of Minda Inc. (Foundation).

The intention of this new reporting practice is to improve accountability, to provide more useful information regarding the true costs of providing service to clients and the Foundation's contribution toward those costs.

(k) Commercial Rent

On 1 July 2004 Minda introduced an internal commercial rent charge by the Foundation against the Minda service occupying the property. This excludes properties where clients live as the client pays rent. The commercial rent is a book entry only resulting in an expense to the Service and income to the Foundation. The intention of this charge is to provide accountability for the cost of the use of assets. The value of this rent expense in the Service and the corresponding rental income in the Foundation is \$895,571.

2. Economic Dependency

Approximately 80% of the operating income of Minda is received in the form of government grants, virtually all being recurrent grants. The extent to which Minda will be able to continue the provision of services to people with an intellectual disability is dependent on the continuation of appropriate levels of government funding.

3. Service

The Service reflects all revenues and expenses related to the provision of the ongoing business of Minda in supporting people with an intellectual disability.

Notes to and forming part of the accounts for the year ended 30 June 2005

	2005	2004
	\$	\$
Revenue from ordinary activities		
Other revenues:		
From operating activities		
Interest from other parties	349,711	326,576
From outside operating activities		
Rental revenue	21,153	24,099
Sundry	187,636	182,815
Gross proceeds from the sale of fixed assets	862,225	550,987
Total other revenue	<u>1,420,725</u>	<u>1,084,477</u>

Operating surplus/(deficit) from ordinary activities has been arrived at after charging/(crediting) the following items:

Depreciation of:		
Plant, equipment & furniture	488,975	398,014
Motor Vehicles	345,437	317,587
	<u>834,412</u>	<u>715,601</u>
Net expense from movements in provision for:		
Doubtful debts	(3,827)	-
Employee provisions	397,636	85,889
Net (gain)/loss on disposal of non current assets	26,551	16,110

4. Foundation Fund

The Foundation Fund has two main purposes.

Firstly, it receives revenues from donations, bequests and fundraising. These funds are used for special projects, equipment etc.

Secondly, it records activities in relation to land and buildings. Therefore, accumulated funds in this account (including cash from the sale of land at Craighburn) are reserved for the current and future building and capital needs of Minda and the people it supports.

	2005	2004
	\$	\$
Revenue from ordinary activities		
Other revenues:		
From outside operating activities		
Gross proceeds from land sales	126,049	5,929,989
Gross proceeds from the sale of fixed assets	290,000	1,067,500
Foundation surplus/(deficit) from ordinary activities has been arrived at after charging/(crediting) the following items:		
Net expense from movements in provision for:		
Write back of investments	-	(205,612)
Depreciation of :		
Buildings **	218,668	174,113
Plant, equipment & furniture	5,255	
Motor Vehicles	3,502	
	<u>227,425</u>	
Net (gain)/loss on disposal of non current investments	(54,560)	45,550
Net (gain)/loss on disposal of fixed assets	(205,831)	(756,438)

** In 2005 all depreciation on buildings was transferred from the Service to the Foundation. Therefore the 2004 year comparative for depreciation on buildings has been moved from Note 3 to Note 4 to enable a more meaningful comparison to be made.

	2005 \$	2004 \$
5. Investments		
Current		
Term Deposits	7,050,000	12,200,000
Shares, Debentures & Bonds	2,128	3,300
Total Current	7,052,128	12,203,300
Bank, short-term deposits mature within 14 - 90 days (2004 : 14 - 90 days) and paying interest at an average interest rate of 5.43% (2004 : 4.72%)		
Non Current		
Investments in other entities		
Listed shares and managed funds at cost less Provision for Diminution	20,020,498	13,668,348
	-	-
Total Non-Current	20,020,498	13,668,348
Total	27,072,626	25,871,648

6. Inventories

Current		
Livestock	90,892	87,790
Finished Goods	52,945	45,363
Work in progress	16,022	14,952
Raw Materials	48,576	10,325
Land held for re sale	0	0
Total Current	208,435	158,430
Total	208,435	158,430

7. Receivables

Current		
Fees, Supported Employment less Provision for Doubtful Debts	296,827 (8,386)	221,371 (12,243)
	288,441	209,128
Other Debtors and Prepayments	523,106	539,341
Investment Loan *	15,600,000	
Total	16,411,547	748,469

* Minda Incorporated invested \$15,600,000 of the State Government capital funding received in June 2005 with an investment fund manager in the form of a capital guaranteed loan with a maximum term of 12 months.

Notes to and forming part of the accounts for the year ended 30 June 2005

8. Property, Plant & Equipment, Motor Vehicles

	2005 \$	2004 \$
Non Current		
Freehold Land and Buildings		
At Cost	22,753,385	21,048,310
less Accumulated Depreciation	(1,501,980)	(1,283,313)
Total	21,251,405	19,764,997
Plant Equipment and Furniture		
At Cost	3,387,592	2,899,599
less Accumulated Depreciation	(1,842,178)	(1,447,570)
Total	1,545,414	1,452,029
Motor Vehicles		
At Cost	3,081,800	2,468,497
less Accumulated Depreciation	(563,470)	(566,350)
Total	2,518,330	1,902,147
Reconciliations of the carrying amounts for each class of property, plant and equipment are set out below:		
Freehold Land and Buildings		
Carrying amount at beginning of year	19,764,997	17,883,053
Additions	1,016,981	2,367,118
Building WIP	765,417	
Disposals	(77,322)	(311,061)
Depreciation	(218,668)	(174,113)
Carrying amount at end of year	21,251,405	19,764,997
Plant, Equipment and Furniture		
Carrying amount at beginning of year	1,452,029	1,307,743
Additions	604,581	555,422
Disposals	(16,967)	(13,122)
Depreciation	(494,230)	(398,014)
Carrying amount at end of year	1,545,413	1,452,029
Motor Vehicles		
Carrying amount at beginning of year	1,902,147	1,876,741
Additions	1,843,778	896,967
Disposals	(878,656)	(553,974)
Depreciation	(348,939)	(317,587)
Carrying amount at end of year	2,518,330	1,902,147

9. Creditors and Borrowings

	2005 \$	2004 \$
Current		
Trade Creditors	226,134	366,280
Accrued Expenses	921,155	186,534
Client Trust Accounts	6,885	6,622
Prepaid Income	134,136	246,950
Unearned Income *	16,763,251	857,142
Other Creditors	1,692,114	457,699
Total	19,743,675	2,121,227

* In June 2005 Minda Incorporated received \$15,650,000 from the State Government to fund capital expenditure in aged care and community services. The funding has been deferred in full in the 2005 financial year and capital projects associated with the funding will commence in the next 12 months.

10. Provisions

Current		
Annual Leave	3,607,584	3,180,897
Long Service Leave	2,278,407	2,214,291
Day in Lieu	286,291	371,178
Total Current	6,172,282	5,766,366
Non-Current		
Long Service Leave	419,957	428,238
Total Non-Current	419,957	428,238
Total	6,592,239	6,194,604

Number of employees at year end (Full Time Equivalents)	652	632
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11. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/ (Deficit)

Operating Surplus / (Deficit) Service Fund	(34,626)	(147,374)
Operating Surplus / (Deficit) Foundation Fund	1,206,529	7,540,242
Total Operating Surplus / (Deficit)	1,171,903	7,392,868
Add / (less) items classified as investing activities:		
(Profit) / Loss on sale of land held for resale	(126,049)	(5,929,989)
Interest / Dividends / Distributions reinvested	(1,152,154)	(833,626)
Add / (less) non cash items		
Depreciation	1,061,835	889,711
(Profit) / Loss on sale of fixed assets	(179,280)	(740,332)
Net cash provided by operating activities before changes in assets & liabilities	776,255	778,632
Changes in assets & liabilities:		
(increase) / decrease in inventories	(50,005)	82,756
(increase) / decrease in receivables	(63,078)	99,001
increase / (decrease) in creditors & borrowings	17,622,449	(375,857)
increase / (decrease) in provisions	397,635	(119,723)
Net Cash provided by Operating Activities	18,683,256	464,809

Notes to and forming part of the accounts for the year ended 30 June 2005

12. Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the Statement of Financial Position as follows:

	2005 \$	2004 \$
Cash	7,595	6,890
Bank	598,690	517,446
Deposits at call	7,050,000	12,200,000
Closing cash balance	7,656,285	12,724,336

13. Commitments

Capital expenditure commitments

Contracted commitment payable within one year	1,674,095	-
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14. Related Party Transactions

Board of Minda

The names of each person who held office as a Board Member during the year and the dates of any changes to the Board are:

Ms Rosemary Clancy	Mr Kym Hancock
Mr Michael Bower	Mrs Lyn Magee
Mr Peter Davidge	Mr Wesley Ashman
Mr Roy Arnold	Mr Steven Bernath
Mr David Zwolak	

No officer above received directly or indirectly any payment or other benefit, other than Mr David Zwolak and Mr Michael Bower who receive remuneration in the normal course of their employment and are staff elected Board members.

In addition to the above, Mr P Martin, Chief Executive Officer of Minda Incorporated, attends all meetings of the Board. The Chief Executive Officer receives a remuneration package which has been approved by the Board after consideration of general market conditions.

15. Accumulated Funds Reconciliation

Service Fund

Service Fund accumulated funds at beginning of year	5,816,034	5,963,408
Total changes in accumulated funds recognised in Statement of Financial Performance	(34,626)	(147,374)
Service Fund accumulated funds at end of year	5,781,408	5,816,034

Foundation Fund

Foundation Fund accumulated funds at beginning of year	36,290,191	28,749,949
Total changes in accumulated funds recognised in Statement of Financial Performance	1,206,529	7,540,242
Foundation Fund accumulated funds at end of year	37,496,720	36,290,191

16. Auditors Remuneration

Audit services:

Auditors of Minda - KPMG	22,000	20,500
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Other services:

Auditors of Minda - KPMG	3,560	14,139
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Statement by the Board of Management

1. In the opinion of the Board of Management of Minda Incorporated :
 - (a) the financial statements, set out on pages 23 to 33, are drawn up so as to present fairly the results and cash flows for the financial year ended 30 June 2005, and the state of affairs at 30 June 2005; and
 - (b) at the date of this statement, there are reasonable grounds to believe that Minda Incorporated will be able to pay its debts as and when they fall due.
2. Since the end of the previous financial year no Officer of Minda Incorporated, no firm of which an Officer is a member, and no body corporate in which an Officer has a substantial financial interest, has received or become entitled to receive any benefit as a result of a contract between the Officer, firm or body corporate and Minda Incorporated.
3. Since the end of the previous financial year no Officer of Minda Incorporated has received directly or indirectly, any payment or other benefit of a pecuniary value.
4. The financial statements have been made out in accordance with the accounting standards and disclosure requirements of the Australian accounting bodies, the provisions of the Associations Incorporation Act and the requirements of law.

Dated at Adelaide this Fifth day of September 2005.

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



R Arnold
President



P Davidge
Vice President

Independent Auditors' Report to the Members of Minda Incorporated

Scope

The financial report and directors' responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, and the Board of Management declaration for Minda Incorporated (the "Association"), for the year ended 30 June 2005.

The Board of Management are responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Association. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Associations Incorporation Act, Australian Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed an audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Board.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Associations Incorporation Act.

Audit Opinion

In our opinion, the financial report of Minda Incorporated is properly drawn up:

- (a) so as to present fairly the state of affairs of the Association at 30 June 2005 and the results and cashflows of its operations for the financial year ended on that date;
- (b) in accordance with the Associations Incorporation Act as amended; and
- (c) in accordance with Accounting Standards and other mandatory professional reporting requirements.

Dated at Adelaide this Fifth day of September 2005.



KPMG



P Robertson
Partner

