

Alpine Valleys Community Leadership

Bookkeeping scope of work/EOI

Background

Based in Wangaratta Alpine Valleys Community Leadership Inc is a not for profit, Incorporated Association (under the Victorian Associations Incorporation Reform Act 2012) and is registered with the ACNC as a Charitable Institution. It is governed by a nine-member volunteer Board of Management.

Since its inception in 1998 its main business activity has been the delivery of its signature Annual Program. To date, over 390 residents of North East Victoria and its border regions have graduated from this highly regarded program.

Following a restructure of the organisation in 2016, the business of Alpine Valleys Community Leadership is growing. The strategic direction that the organisation is taking includes expanding the delivery of a range of leadership training offerings, including short courses, skills workshops and bespoke training for community, business and government organisations. These offerings are delivered by a staffing component of 2.5 EFT along with a range of contractors that are employed from time to time as sessional trainers. Of all the core values that the organisation works to, the values of excellence and innovation are driving the growth of the entity.

The organisation

Entity Name: Alpine Valleys Community Leadership Inc.

ABN: 92 898 017 210

Registered Association Number: A0024418X

Victorian Business Registration Name: Alpine Valleys Community Leadership Program

Registered with the ACNC

Current Staffing:

- Executive Officer .9 EFT
- Annual Program Coordinator .9 EFT
- Project Officer Casual- averages .4EFT
- Bookkeeper .1 EFT
- Program contractors for delivery of programs on demand

Business activity

- Delivery of the Alpine Valleys Community Leadership Program- 10-month program
- Skills workshops (each month, half day courses)
- Tailored Leadership Programs for industry sectors eg:
 - Landcare Leadership Program
 - Governance training for Health Boards
 - Governance training for DELWP Committees of Management
 - CFA volunteer training
- Board and Committee of Management “in-house” Governance training
- Short course Community Leadership Courses (4-7-day programs)

Present turnover of approximately \$550,000 per annum. Anticipated growth of about 20% each year over the next three years.

Major income source is the Victorian State Government through a grant from Regional Development Victoria. Further income sources include participant fees, fee for service short courses and other State and Federal Government grants.

Financial Year reporting

- AVCL works to a financial year.
- Its AGM is held on the third Tuesday of October, where the financial audit forms part of its Annual Report presented at the AGM
- The Victorian State Government grant acquittal is due at the end of October and includes the requirement of an audit opinion signed by an independent auditor

Accountant

Alpine Valleys Community Leadership currently engages VIVID Accountants and Financial Advisors, based in Wodonga to fulfil our Accounting and Auditing requirements.

Our organisation's values:

Excellence	In the development and delivery of our activities
Agility	Being proactive and relevant to the changing needs of our communities
Innovation	Fostering creative ideas and identifying opportunities to strengthen our communities
Collaboration	Building relationships and partnerships that deliver mutual benefit and value
Integrity	Displaying transparency and accountability to our stakeholders
Respect	Conducting our relationships with honesty, trust and compassion

Bookkeeping Services

Commencing from July 1st 2018, Alpine Valleys Community Leadership requires book keeping services of an Accredited BAS agent with demonstrated expertise in the MYOB accounting system to undertake the following:

Bookkeeping

- Preparation and processing of accounts receivable and payable
- Monthly reconciliation of Accounts
- Administration of Term Deposits

Financial statements

- Preparation of monthly Board financial reports
- Preparation of Annual Financial Statements
- Maintenance of depreciation schedules
- Preparation of accounts for end of year audit and various grant acquittals
- Budget preparation, tracking and forecasting

Payroll

- Preparation of payroll, including travel costs and reimbursements
- Calculation, preparation and lodgement of monthly Superannuation contributions

Other

- Preparation and submission of quarterly BAS statements
- Preparation of staff Annual Group Certificates
- Further services by negotiation

You may like to quote on full service delivery or take up the option of our staff entering data for accounts receivable and payable with your service providing higher level bookkeeping services.

We look forward to receiving a proposal from you for the delivery of these services.

For further information, please contact

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