



Dear Service Provider

I am writing to you regarding the 2009/10 annual accountability process which is due to be completed by 31 October 2010. The process is based on the requirements set out in the 2009/10 Service Agreement which you have entered into with Community Services for the provision of service/s funded by Community Services.

The annual accountability process involves two kinds of reporting: an annual performance report and a financial report on the funding received from Community Services for 2009/10.

### Annual Performance Report

The annual performance report format differs from program to program. To guide you in your selection of the appropriate format, please refer to the table which follows.

You will note that the table also contains the location of the relevant forms.

Program	Templates for 2009/2010 annual performance reporting	Location on Community Services internet site
OOHC	<ul style="list-style-type: none"> <li>High Needs Kids providers only - Self Assessment template (PMF)</li> <li>Other OOHC service providers are not required to submit annual performance reports</li> </ul>	<ul style="list-style-type: none"> <li>Template will be provided directly to High Needs Kids service providers</li> <li>Nil</li> </ul>
SAAP	Self Assessment template (PMF)	<a href="http://www.community.nsw.gov.au/for_agencies_that_work_with_us/saap_services.html">http://www.community.nsw.gov.au/for_agencies_that_work_with_us/saap_services.html</a>
AODP	Self Assessment template (PMF)	<a href="http://www.community.nsw.gov.au/for_agencies_that_work_with_us/our_funding_programs/performance_framework.html/AODP_user_guide">http://www.community.nsw.gov.au/for_agencies_that_work_with_us/our_funding_programs/performance_framework.html/AODP_user_guide</a>
Children's Services	Annual Data Collection in representative fortnight 9-20 August 2010.	Service providers will receive written advice about this process prior to 9 August 2010
Families NSW	Self Assessment template (PMF)	<a href="http://www.community.nsw.gov.au/for_agencies_that_work_with_us/our_funding_programs/performance_framework.html">www.community.nsw.gov.au/for_agencies_that_work_with_us/our_funding_programs/performance_framework.html</a> Families NSW user guide
Brighter Futures	Self Assessment template (PMF)	Self assessment template has been emailed to service providers
CSGP	Annual Performance Report template (Tab 1a)	Annual Performance Report will be emailed to service providers by Regions (regional services) and Head Office Program Managers (state-wide services)
KTS - Child Protection	Annual Performance Report template (Tab 1a)	Annual Performance Report will be emailed to service providers by Head Office Program Managers (State-wide services)

Should you have any difficulties in locating these forms, please do not hesitate to contact your local Community Program Officer (CPO) (for regionally managed services) or a Head Office based Senior Project Officer (for services managed by Head Office).

## Financial report

The 2009/10 Service Agreement explains financial reporting requirements in section 7: *Financial Reporting Requirements*, and in Attachment 1: *Financial Management and Financial Reporting Requirements*. A service provider will fall into one of four groups: government service providers, or service providers receiving payments under \$25,000, or between \$25,000 and \$100,000, or more than \$100,000. Service providers should decide which of these groups their organisation falls into, and then apply the relevant requirements to financial reporting for 2009-10.

Alternatively, service providers can choose to apply the new financial reporting requirements set out in the Service Agreement for 2010-11. This document incorporates changed financial reporting requirements intended to reduce 'red tape' for funded service providers. Service providers that wish to apply these new requirements to reporting for 2009/10 can read about them in the guide that is attached to this letter. The guide is also available at:

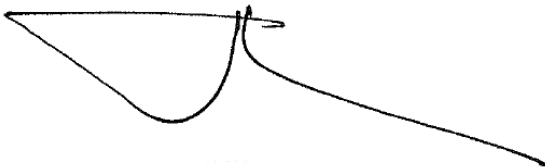
[www.community.nsw.gov.au/for\\_agencies\\_that\\_work\\_with\\_us/policies\\_and\\_procedures.html](http://www.community.nsw.gov.au/for_agencies_that_work_with_us/policies_and_procedures.html).

Please forward your completed performance report and financial information to:

Director, Partnerships and Planning at your local Network Office (for Regionally managed services), or

Director, Funding Support Unit, Locked Bag 4028, Ashfield NSW 1800 (for services managed by Community Services' Head Office).

Yours sincerely



John Tansey  
**Executive Director, Funding & Contracting Strategy and Reform**

### Attachments:

**Tab 1a** - [Annual performance report template](#)

**Tab 1b** - Financial reporting certificate template

**Tab 1c** - [A guide for service providers to changes to the 2010/11 Service Agreement](#)