

## STORY OF THE SERVICE

Responding to the need of our members, Community Legal Centres NSW established the Financial Service in 2016 to provide expert financial services, efficiencies and budgeting peace of mind to community organisations.

We currently provide continuity, reliability and quality services to seven regular subscribers and have helped many other organisations with targeted one-off financial assistance.

“Having the CLCNSW Financial Service staff available to answer questions at almost any time has been a massive improvement compared to a one-day a week bookkeeper. I now feel like I understand the centre’s finances a lot more than previously as they take time to explain things and make sure we understand. Our processes have been streamlined and there is less paper needed.”

**Arlia Fleming,**  
**Managing Principal Solicitor**  
*Elizabeth Evatt Community Legal Centre*

“NSW Financial Service have freed up both my own and my Administration Manager’s time to focus on supporting our legal service and day to day operations.

The Financial Service has allowed us to develop clear and accountable systems for our financial management. The team are always available to answer questions and have provided me with invaluable support when compiling budgets and reviewing expenditure.”

**Deborah Macmillan, CEO**  
*Central Coast Community Legal Centre*

## GET IN TOUCH

Our team of a service manager, experienced bookkeepers and specialist contractors as required are based at the Community Legal Centres NSW office in Surry Hills.

### **CLCNSW Financial Service**

102/55 Holt Street, Surry Hills NSW 2010 Australia  
02 9212 7333 | [financialservice@clcnsw.org.au](mailto:financialservice@clcnsw.org.au)

**Get in touch for a chat about the financial needs of your organisation today.**

[www.clcnsw.org.au/financial\\_service](http://www.clcnsw.org.au/financial_service)

# Community Legal Centres NSW Financial Service

SUPPORTING  
COMMUNITY ORGANISATIONS  
WITH RELIABLE, EXPERT  
FINANCIAL SERVICES

CLCNSW  
Financial  
Service

“The CLCNSW Financial Service has worked really well for our centre. The systems it has set up are easy to follow as well as the financial reports. They are professional and adaptable, which was very important during the transition period when we moved to their new service. They understand our funding situation and reporting requirements, and most importantly understand CLCs and what they do. We would recommend them to any CLC in NSW”.

**Katherine Boyle, Coordinator**

*Welfare Rights Centre*

## FREE MEMBER SUPPORT

We provide free support to the community legal centre sector as a whole, including:

- Delivering training to finance officers, administrators, coordinators and community legal centre Board treasurers through quarterly sector events and/or webinars;
- Developing template financial policies and procedures; and
- Providing information to CLCs on particular financial issues such as changes in taxation, salary packaging, reporting to funders, financial reporting to ACNC, obligations of fundraising and more.

If your finance officer is not on our e-list, get in touch via [financialservice@clcnsw.org.au](mailto:financialservice@clcnsw.org.au)

## OUR STANDARD ACCOUNTING SERVICE

Our standard bookkeeping, financial management and advice service is tailored to the needs of subscribers, and includes:

- Paying bills and wages;
- Bookkeeping – data entry and maintaining financial records;
- Preparing budgets and financial reports to the Boards/Management Committees;
- Preparing acquittals to funding bodies;
- Assisting in the development of policies and procedures; and
- Managing audits.

When bringing on a new client, we discuss with each subscriber their specific needs, tailoring the Service Agreement (and costs) to reflect the level of service each subscriber requires.

## ONE-OFF SERVICES

We can help subscribers and other community organisations with the following:

- Locum cover for existing bookkeeping staff when they take extended periods of leave;
- Reviewing current financial systems and making recommendations for efficiencies;
- Setting up or reviewing MYOB or Xero accounting software;
- Moving to the National Standard Chart of Accounts for NFPs;
- Supporting the preparation of funder acquittals and budgets;
- Providing input regarding financial policies and procedures;
- Providing financial training to Board Committee members and key personnel;
- Supporting other financial reporting, such as historical payroll records, employee leave entitlements and more, that may be required by Boards or management.

Contact us for a quote on one-off services.