



Bookkeeping and Related Services

for

Community Housing Organisations

LIST OF SERVICE PROVIDERS

As at September 2006

Community Housing Council of SA Inc (CHCSA)
283-285 Payneham Road
Royston Park SA 5070
Ph. (08) 8362 1022 Fax. (08) 8362 1944
E-mail. info@chcsa.org.au Website. www.chcsa.org.au

Introduction

This list of people and organisations who provide bookkeeping and other administrative services to Community Housing Organisations (CHOs) has been developed in response to requests from the community housing sector. The list was compiled from knowledge already held by the Community Housing Council of SA Inc (CHCSA) and by advertising in our weekly E-Bulletin.

Information is correct as at September 2006. We would be glad to hear of any other service providers so we can add them to the list. Community Housing Council of SA Inc does not endorse any of the following providers – the onus is on the user of this document to make their own assessment of which provider, if any, they wish to engage.

Disclaimer

The Community Housing Council of SA Inc (CHCSA) does not make any express or implied warranty as to the accuracy of the information contained in this document. If you or your organisation chooses to use this information, CHCSA will not be held responsible or liable for any loss, damage, personal injury or death howsoever caused and whether or not due to negligence arising from the use or reliance on any information, data or advice provided herein.

The Providers

Name of Provider: Louise Frances
Contact Telephone: (08) 8323 8445
Contact E-Mail Address: lfrances@optusnet.com.au

"I have worked in the Housing Co-operative Sector managing rent and finance for small Housing Co-operatives, (under 40 houses), for the past 10 years. I offer a comprehensive service covering all aspects of rent and finance management, alleviating Co-operative Members of a large amount of stress. I have ongoing contracts with several Co-operatives, (over a number of years), and can provide referees from these Co-operatives.

I currently charge \$6 per house per week, (rent and finance inclusive), but can tailormake a contract to suit your needs. Please contact me for a detailed prospectus of my service."

Name of Provider: Lutheran Community Housing Support Unit Inc.
Contact Telephone: (08) 8332 4899
Contact E-Mail Address: admin@lchsu.on.net

"Lutheran Community Housing Support Unit (LCHSU) is experienced in managing over 200 properties for other Community Housing Organisations. LCHSU assists both Co-operatives and Associations to manage their organisations in the most efficient manner by providing a range of tenancy management, financial management and asset management services.

The CHCSA has a more comprehensive statement of services available upon request. To discuss fees, please contact the LCHSU direct".

Name of Provider: Not-For-Profit Accounting Services
Contact Telephone: (08) 8364 4744
Contact E-Mail Address: andrea@nfpas.com.au

"Not-For-Profit Accounting Services provides the following services to CHOs:

- Bookkeeping – cash payment; cash receipts; invoicing; bank reconciliation
- Accounting – monthly reporting; budgeting
- Payroll – payroll processing; annual reconciliation; set-up and training
- GST – GST Coding; BAS
- Auditing
- Fringe Benefits – Information sessions; Payroll Set-Up; reportable Fringe Benefits
- Rent Reviews
- Training – seminars; one-on-one
- Risk Management – facilitation; assessment
- Purchasing – discounts; purchasing officer

Please contact Andrea or Wendy to discuss services and fees in more details. Bookkeeping charges are \$45 per hour".

Name of Provider: Your Office in a Box
Contact Telephone: (08) 8363-7769
Contact E-Mail Address: joquick@youofficeinabox.com.au

"*Your Office in a Box*' is a unique bookkeeping system providing small business owners a simple, reliable and affordable compliance bookkeeping service. Our fees are \$45.00 per hour for basic bookkeeping and \$60.00 per hour for more comprehensive bookkeeping. Visit our website www.youofficeinabox.com.au for more information on the services we offer or contact Jo Quick on the number listed above".

Name of Provider: UrbanNet - Catherine Modra
Contact Telephone: 0405 924 024 (mobile) OR (08) 8341 7194
Contact E-Mail Address: cmodra@mail.rah.sa.gov.au

"Administration Services to Housing Co-operatives:

- Rent Co-ordination.
- Practical support & services for groups to apply their By-laws, Rules, Funding Agreement, South Australian Co-operative and Community Housing Act, Residential Tenancies Act, natural justice.
- Management Committee support, eg drafting of special general meeting agendas, notices to tenants
- Other services upon request, eg RTT representation & preparation.
- One-off support, whole of co-op contracts, or individual properties.

Fees:

- Rent co-ordination & management committee support services - \$7 per property p/w. (not necessarily as a rent levy).
- Services can be negotiated.
- For hourly rate services - \$25 to \$65 p/hr.

My assurance of relevant & professional services stems from having been a rent co-ordinator & manager for Ponderosa CHO since 2000 & having direct access to over 16 combined years experience in a community housing organisation which houses category 1-3 members.

My paid work experience is over 8 years in human resources, hospital department administration and office management & my near future work may involve clinical computer database co-ordination & training for a group of hospital departments.

I am presently looking to expand my private admin service client base within the co-op sector & welcome any enquiries from groups who think they may benefit from practical management committee support or rent/tenancy services".

Name of Provider: Community Business Bureau
Contact Telephone: (08) 8444 9700
Contact E-Mail Address:

"Since 1995, the Community Business Bureau (CBB) has been dedicated to empowering the Community Sector through the provision of a range of Financial Management and Bureau Services.

These include;

- Strategic and Business Planning....processes that are critical to an Organisations development
- Governance Training....increasing the awareness of Board Members responsibilities and corporate direction
- Risk Management.....building a frame work and a culture within which they can identify and develop workable strategies
- Recruitment....working closely with clients to ensure that the best possible result is achieved
- Financial Services....providing Services which assist organisations to manage their financial obligations in a professional and cost effective way
- Management Consultancy..... offering efficient, performance orientated methods of fulfilling specific management needs within an organisation.
- Payroll Outsourced.....the advantages include Reduce Costs, Ensuring Compliance, and Free up Staff time as well as saving Computer capacity.
- Human Resource Services....covering Workforce Planning, Performance Management, Organisational Development and changes to Industrial Relations policies.
- Salary Packaging.....for Public Benevolent Institutions (PBIs) within the sector, rewarding your employees without sinking your organisation

These services and many more are available exclusively to all Not for Profit Organisations within the Sector.

For more details please check out our website on www.cbb.com.au or phone us direct on the number listed above".

Name of Provider: McTavish-Cooke Services
Contact Telephone: (08) 8250 3412
Contact E-Mail Address: kayroger@bigpond.net.au

"McTavish-Cooke Services delivers financial management services to Community Housing Organisations as one of the products we offer to the public. We have been helping CHOs with their financial management for about seven years.

About the middle of last year we added a new member to our staff. Angela Brian-O'Brien joined us as an Associate and has taken on a sizeable portion of the tasks within our operation. The plan is for Angela to take over all CHO financial management services over an extended period of time culminating in our retirement. That, we see, is probably several years away. While Angela will ultimately operate from her own offices and may well adopt her own business name, the services offered to our CHO customers will not change.

We have invested heavily in hardware, software, office equipment and systems, and built a new office for the business. McTavish-Cooke Services offers a comprehensive financial management service relieving the Treasurer and Rent Co-ordinator of most of their tasks but none of their authority, leaving the decision making in their hands.

We have developed and are using new software for the new funding agreement. This system provides all standard letters and statutory reports, and manages all aspects of rents and finances.

Please be assured McTavish-Cooke Services is well and truly in business delivering financial management services of the highest quality to many CHOs. Our fee structure has not changed for many years and remains at \$6.00 per household per week.

We would be most happy to deliver a short presentation to any prospective customer's meeting where we can meet the people and they have an opportunity meet us and to ask questions".

Name of Provider: Housing Australia
Contact Telephone: 0401 384 695 (mobile)
Contact E-Mail Address: karenburnes@dodo.com.au

"Housing Australia is a not-for-profit incorporated association which is committed to working within the community sector, to offer encouragement, expertise and assistance to groups who may require additional support. We are aware of and endorse the Principles of Co-operation, and hope that our services may arrest the decline in the number of functioning housing co-operatives in this state today.

We specifically provide training & service provision to CHOs who may be in need of assistance & support in areas of rent, finance & tenancy management. We are committed to the premise that use of our services may be an ongoing commitment or may be for a period of time whereby appropriate people are trained up in relevant positions, and then the service provision may no longer be necessary.

Our services include rent &/or finance management by a well-known and respected member of the co-op sector or more comprehensive management which may include a combination of rent/finance/tenancy management with varying levels of liaison with the co-op. Our fees are charged by the hour or by the property on a weekly basis, depending on the service required and the co-op's preferences.

Contact details for Housing Australia are as follows;

- Postal address P.O. Box 248 WELLAND SA 5007,
- by e-mail on karenburnes@dodo.com.au, or
- via sms or mobile phone on 0401 384 695.
- Contact person for the sector is Karen Burnes.

Thank you for the opportunity to work within the community housing sector in South Australia".