



Australian Government
Australian Institute of Criminology

Telephone 02 6260 9200
Facsimile 02 6260 9201
GPO Box 2944
Canberra ACT 2601 Australia
www.aic.gov.au

12 July 2013

Australasian Juvenile Justice Administrators (AJJA)
Mark Collis
ACT Community Services Directorate
GPO Box 158
Canberra City ACT 2601

Dear Mark,

Re: Contract in relation to the organisation and delivery of the Australasian Youth Justice Conference 2013

The Institute was the contracted provider for both the organisation and delivery of the 'Australasian Youth Justice Conference' held on the 20th to 22nd May 2013. As you know over 240 attended for the three days, and the program included 6 keynote addresses – as well as over 60 concurrent papers workshops and symposia. The conference also provided an excellent networking opportunity for academics and practitioners from around Australia in this important field.

The Institute has now completed the financial analysis for this conference. The conference generated a financial surplus of \$30,150.00 which in accordance with clause 7.4 of the contract is to be shared by the AJJA (30%) and the Institute (70%). An invoice is required for payment of the share of profit to be made (Schedule 1 Item B.1.2). The amount to be invoiced is:

• 30% share of profit	\$ 9,949.50 (GST Inclusive)
• less catering for 8 guests at Welcome Dinner*	-\$ 860.00 (GST Inclusive)
• plus seeding funds	\$ 20,000.00 (GST Free)
Total Invoice	\$29,089.50 (includes GST of \$826.32)

If you have any queries in relation to this report please contact Colin Campbell on 02 6260 9244 or myself on 02 6260 9274. Thank you for your support and cooperation in the organisation and delivery of this conference.

*As agreed by email correspondence between Sally Ellemor and Kate Hancott during May 2013.

Yours faithfully

Brian Russell
CFO & A/g Deputy Director Corporate

cc: Sally Ellemor (AJJA Secretariat)

AIC / AJJA ACT Australasian Youth Justice Conference 2013 May (3 days)

Financial Outcome

Standard cost per delegate per day (GST exclusive) \$300

	BUDGET			ACTUAL		
	Quantity	Total (GST Exclusive)	Price (GST inclusive)	Quantity	Total (GST Exclusive)	Price (GST inclusive)
INCOME						
Registrations	180	\$123,408.00	\$135,749	242	\$160,305.00	\$176,335.00
Total Income		\$123,408.00	\$135,749		\$160,305.00	\$176,335.00
EXPENSES						
Event Mgt Fees		\$25,500.00			\$25,000.00	
Miscellaneous Administration		\$6,724.00			\$7,690.00	
Venue Expenses		\$32,909.00			\$40,749.00	
Catering Expenses		\$39,749.00			\$39,948.00	
Speaker and non-staff travel		\$23,091.00			\$12,837.00	
Advertising & Bank fees		\$4,320.00			\$3,931.00	
Total Expenses		\$132,293.00			\$130,155.00	
Gross Profit / (Loss)		(\$8,885.00)			\$30,150.00	

AJJA ACT Share of Profits						
30% Profit					\$9,045.00	\$9,949.50
Less Catering for 8 AJJA guests					-\$781.82	-\$860.00
Payment due					\$8,263.18	\$9,089.50



Australian Government
Australian Institute of Criminology

GPO Box 2944
CANBERRA ACT 2601 Australia
Telephone 02 6260 9216, Fax 6260 9218
ABN 63 257 175 248

Tax Invoice

To:

Australian Juvenile Justice Administrators
Youth Services
ACT Community Services Directorate
GPO Box 158
CANBERRA ACT 2601

Document Number: AIC004620

Date: 19/12/2012

Customer Number: 300027

Attention: Alison Grace

Description

Recovering cost for AJJA logo
Full logo design x 2-3

paid on 13/12/2013

NO STATEMENT ISSUED. PLEASE PAY ON INVOICE. TERMS 30DAYS

Payment must be made in AUSTRALIAN DOLLARS.

Please quote Invoice Number when paying.

Please make cheque payable to: Australian Institute of Criminology

Subtotal	\$598.00
GST	\$59.80
Total Due	\$657.80

OR Electronic Funds Transfer

Account Name: Australian Institute of Criminology

Branch Number: 062987 Account Number: 10001483

email remittance to: accounts@aic.gov.au

OR charge my

☐

Bankcard

☐

Mastercard

☐

Visa

☐

Amex

Card No:

- - - - / - - - - / - - - - / - - - - /

Expiry:

- - / - - - -

Name on Card:

Signature:

TAX INVOICE

whitefox
communications

Colin Campbell
Communications Manager |
Communications and Information Services
Australian Institute of Criminology
P: 6260 9244 M: 0418 159 525

07/09/12

INVOICE NUMBER 002465 – Logo (Australasian Youth Justice Conference)
+ Web header
+ Logo AJJA logo

Stage 01 – Design Concept

two - three designs will be produced based on the design brief. To demonstrate the scope and diversity of the design the following visuals will be produced.

- Full logo design x 2-3
- Full Banner x 2-3

\$598

Stage 02 – Design Refinement

Clients feedback will be taken into account and the following visuals will be produced for client approval.

- Full logo design
- Full Banner

\$298

Stage 03 – Artwork

Designs will be produced to final artwork

\$98

Stage 03 – AJJA logo

two - three designs will be produced based on the design brief. To demonstrate the scope and diversity of the design the following visuals will be produced.

- Full logo design x 2-3

\$598

Disbursements – colour copies, couriers/postage, boards, ect

Total Fees

+ GST @ 10%

Grand Total

Account: 11871 Section: C
Cost Centre: CT Proj: 0908
P/O Number: 80AV

Approval:

C. Campbell
Print Name

See attached

\$1592.00

\$159.20

\$1751.20

Amount owing

\$1751.20

Please Pay Directly:

whiteFox communications
9 clarkson street Pearce 2607
BSB:112 908 ACN:410 161 974