



2017
Dictionary of Sydney
Annual Report

1 July 2016 – 30 June 2017

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The Dictionary of Sydney

The Dictionary of Sydney was established as an independent organisation in 2006 by the City of Sydney Council. The organisation's main website www.dictionaryofsydney.org went live for the first time in November 2009 and has since become a trusted resource of free historical information about the greater Sydney region including the city and the surrounding metropolitan area, extending from the Hawkesbury River in the north to Port Hacking in the south and from the Blue Mountains in the west to the Pacific coast in the east.

The Dictionary works collaboratively with individuals and institutions, linking histories of people, places, events, artefacts, buildings and organisations to tell a bigger story about Sydney.

Accessible

Access to the Dictionary and its resources is free.

With more than 279,618 visits to the site between 1 July 2016 and 30 June 2017, our audience includes: citizens of Sydney; domestic and international visitors to Sydney and region; history enthusiasts; professional historians; specialists; writers; members of the heritage sector; educators; primary, secondary and tertiary students; arts and cultural industries and institutions; journalists and more.

Innovative

The Dictionary is like no other city encyclopedia in the world, with a digital collection of linked essays, multimedia, maps and facts about Sydney from over 400 contributors. These links and relationships create a unique data set about the history of Sydney.

The Dictionary has multiple platforms and channels:

- website with over 1.5 million items
- free app for mobile devices with downloadable tours
- education packages for teachers and students
- blog, newsletters and weekly local radio spots on 2SER
- active social media presence on Facebook and Twitter.

Collaborative

The Dictionary includes entries and contents from individuals and institutions large and small. Specialists and experts from the academic sector, public libraries, local history organisations and more have contributed content and their expertise to the Dictionary on a voluntary basis and as part of sponsored projects, making the Dictionary a truly collaborative project and building a resource that enriches public understanding and appreciation of Sydney's history.

Reliable

Our content is rigorously compiled and validated by an expert team of editorial staff and researchers. As a result, our readers trust the Dictionary as a source of reliable, accurate historical information about Sydney.

Our organisation

The Dictionary of Sydney is an independent, non-profit association with charitable gift recipient status.

The organisation is made up of a small team of part-time staff and an energetic and dedicated group of volunteers. A board of management oversees and supports our work.

Our board

Professor Paul Ashton (Chair); Professor Grace Karskens (Deputy Chair); Professor Michael Fraser AM; Dr Kate Harrington and Dr Suzanne Rickard.

Our staff

Linda Brainwood (Multimedia Editor & Managing Editor)

Jacqueline Spedding (Executive Officer and Editorial Coordinator)

Previous staff: Jenny McInerney (Research and Editorial Assistant); Dr Naomi Parry (Project Editor)

Contractors: Stewart Wallace (Technical Consultant), Kim Jackson (Technical Consultant), James Wu (Finance Manager)

Our volunteers

Nicole Cama, Dr Lisa Murray, Dr Neil Radford, Ross Coleman, Dr Catie Gilchrist, Karen Bryant, David Morgan. (Value in kind – staff \$54,600; Value in kind – other \$46,600). Most of the entries on the Dictionary are also contributions from external volunteers.



*Botanic Gardens Office Staff 1912, Courtesy The Royal Botanic Gardens and Domain Trust, A3/10 Staff and Others, ref no. 002070
<https://dictionaryofsydney.org/media/4775>*

Our partners

Major partners

The City of Sydney has been the Dictionary's major government partner from its inception until the end of 2016.

In 2015, the Dictionary formed a new partnership with the State Library of New South Wales to host the association's main web resource, www.dictionaryofsydney.org

In 2016 the Dictionary received funding from the City of Sydney to transfer its website to the SLNSW where it will be maintained through in-kind support and a part-time position supported by the Dictionary of Sydney while funds allow.

Community partnerships

The Dictionary has partnerships with local Sydney radio station 2SER involving weekly segments about Sydney's history live-to-air and segments on 2RPH with articles and content shared with sight impaired listeners.

We have reciprocal agreements with the City of Sydney and the NSW History Council to promote and share content and broaden our collective audience base.



*Ostriches on a farm near Sydney c1905, Underwood & Underwood, courtesy Private Collection
<https://dictionaryofsydney.org/media/5401>*

Our business

The Dictionary generates new content through grant-funded and fee-for-service projects, and volunteered contributions.

Grant funded projects

New opportunities arise annually for grant-funded projects. We work with local councils, state and federal government, and the history, heritage and arts sectors to develop new material for the Dictionary. In 2016-17, we undertook projects with:

- City of Sydney Council
- Transport Heritage NSW
- Parramatta City Council
- Stronger Communities

Fee for service

The Dictionary generates income in return for creating and uploading new content linked to the people, places, events, landmarks, artefacts and buildings of Sydney.

No fee for service projects were undertaken in 2017 while the Dictionary was transferred to a new platform at the State Library.

Volunteer contributions

The Dictionary has over 400 contributors including individuals and organisations. We regularly receive volunteered entries that are reviewed by an expert editorial team. Once accepted, the entries are edited and fact-checked to the highest standard.



Violet McKenzie reading c1915, courtesy of the Ex-Wrans Association NSW <https://dictionaryofsydney.org/media/3182>

2016-7 Highlights

There were significant changes to the Dictionary of Sydney in the 2016-2017 financial year as the sponsorship agreement with the City of Sydney came to an end.

System upgrade

In 2016-2017, a major technical project was undertaken as the Dictionary's content was migrated from its original operating system Heurist to a new, sustainable platform, Drupal, at the State Library of New South Wales.

A team of Dictionary staff, technical consultants and experts from the Library's Digital Experience Division worked on the transition across the year, ensuring continued access by readers to the Dictionary throughout the project and that core Dictionary functions were replicated in Drupal. The team comprised Stewart Wallace, Linda Brainwood, Kim Jackson, Jason Pascoe, Rob Johansyah, Peter Brotherton, Euwe Ermita and Kate Curr.

Drupal is an open source platform supported by the Library with a strong community of users around the world, making it a more secure platform and home for the Dictionary's content into the future and allowing the Library to preserve the Dictionary as part of the collection in the future.

This transition was made possible by the special grant from the City of Sydney and the partnership with the State Library of NSW.

Office space

In December 2016 the Dictionary of Sydney office in Benledi House closed as the partnership with the City of Sydney came to an end. The office was relocated to the Mitchell Division of the State Library of NSW in May 2017, thanks to support from the Library. Staff numbers were further reduced over the year, with one part time position continuing after June 2017.

Content

As of 30 June 2017, the Dictionary had 983 entries and more than 13,000 entities, 40,000 factoids, 32,000 annotations and 4,500 digital media items.

Audience

While the publication of new entries was on hold over the period of the data transition project, access to the site was maintained as data was prepared for migration. The Dictionary's regular weekly radio segments and blog posts continued as did engagement with readers via newsletters and social media. There were 57 blog posts and book reviews over this financial year.

According to Google analytics for the Dictionary's main website over the period 1 July 2016-30 June 2017, the site had 279,618 visitors with a total of 690,087 page views. Users spent an average time spent an average of 1.75 minutes per page.

The Dictionary also successfully partnered with the History Council of NSW on the promotion of History Week 2016.

Income

Grants received	\$198,330
Interest received	\$570
Donations received	\$5470

PRINCIPAL SPONSOR 2006-2016



PROJECT PARTNER



Dictionary of Sydney

c/- Mitchell Division
State Library of NSW
Macquarie Street
Sydney NSW 2000
p: 02 9273 1562

e: info@dictionaryofsydney.org

DICTIONARY OF SYDNEY INCORPORATED

ABN 49 956 844 044

FINANCIAL REPORT

30 JUNE 2017

DICTIONARY OF SYDNEY INCORPORATED

ABN 49 956 844 044

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DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Committee's Report

Your committee members submit the financial report of Dictionary of Sydney Incorporated for the year ended 30 June 2017.

Committee Members

The names of the committee members throughout the year and at the date of this report are:

Professor Paul Ashton
Dr Grace Karskens
Professor Michael Fraser
Dr Kate Harrington
Dr Suzanne Rickard

Principal Activities

The principal activities of the association during the financial year were to preserve and publish historical and cultural information about Sydney.

Significant Changes

No significant changes in those activities occurred during the year.

Operating Result

The result for the year amounted to a deficit of \$25,589 compared to a surplus of \$5,255 in 2016.

Signed in accordance with a resolution of the members of the committee.



Professor Paul Ashton
Member



Dr Grace Karskens
Member

Dated this 28th day of September 2017

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Income and Expenditure Statement for the year ended 30 June 2017

	Note	2017	2016
		\$	\$
Income			
Donations received		5,470	9,011
Grants received	2	185,066	266,836
Interest		570	1,527
Service Fees		0	3,526
Total Income		191,106	280,900
Expenses			
Administration expenses		4,704	5,973
Auditors' remuneration		1,800	1,300
Consultancy fees		193,432	248,024
Depreciation and amortisation expenses		14,916	13,255
Project expenses		0	19
Equipment and facilities expenses		1,843	7,074
		216,695	275,645
Current year (deficit)/surplus		(25,589)	5,255
Retained surplus at the beginning of the year		167,112	161,857
Retained surplus at the end of the year		141,523	167,112

The attached notes form part of these financial statements

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Statement of Assets and Liabilities as at 30 June 2017

		2017	2016
		\$	\$
ASSETS			
Cash and cash equivalents	3	130,251	167,648
Accounts receivable	4	7,187	11,000
Intangibles	5	24,374	37,629
Computer equipment	6	5,814	0
TOTAL ASSETS		167,626	216,277
 LIABILITIES			
Accounts payable and other payables	7	2,960	14,807
Grants received in advance	8	9,310	21,416
Employee provisions	9	13,833	12,942
TOTAL LIABILITIES		26,103	49,165
 NET ASSETS		141,523	167,112
 MEMBERS' FUNDS			
Retained Surplus		141,523	167,112
 TOTAL MEMBERS' FUNDS		141,523	167,112

The attached notes form part of these financial statements

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Statement of Cash Flow for the year ended 30 June 2017

	Note	2017	2016
		\$	\$
Cash Flow from Operating Activities			
Grants received		198,330	226,530
Interest received		570	1,527
Donations received		5,470	9,011
Payments to suppliers and employees		(234,292)	(249,702)
Net cash used in operating activities	11	(29,922)	(12,634)
Cash Flow from Investing Activities			
Payments for computer and equipment		(7,475)	0
Net cash used in investing activities		(7,475)	0
Net decrease in cash held		(37,397)	(12,634)
Cash at the beginning of the year		167,648	180,282
Cash at the end of the year	3	130,251	167,648

The attached notes form part of these financial statements

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Notes to the Financial Statements for the year ended 30 June 2017

Corporate Information

The Dictionary of Sydney Incorporated is a not-for-profit Association in New South Wales incorporated under the Associations Incorporation Act (NSW) 2009 (the Act) and Associations Incorporation Regulation (NSW) 2010.

Note 1 Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW) 2009 and Associations Incorporation Regulation (NSW) 2010. The Committee of Dictionary of Sydney Incorporated has determined that the Association is a non-reporting entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

1.1 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

1.2 New Australian Accounting Standards

Adoption of New Australian Accounting Standards

No accounting standard has been adopted earlier than the application date stated in the standard. The new accounting standards do not apply to the Association.

1.3 Expenditure

All expenditure is accounted for on an accrual basis and is classified under the heading that aggregates all costs relating to that category.

1.4 Income Tax

The Association is exempt from income tax by virtue of Subdivision 50-B of the Income Tax Assessment Act 1997.

1.5 Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

DICTIONARY OF SYDNEY INCORPORATED

ABN 49 956 844 044

Notes to the Financial Statements for the year ended 30 June 2017

	2017	2016
	\$	\$
Note 2: Revenue		
Grants received: -		
City of Sydney	164,000	200,000
Stronger Communities	7,666	0
Parramatta City	5,000	0
Transport Heritage NSW	900	0
Contractors Other	7,500	0
SMSA	0	5,530
Maritime Second Fleet	0	7,473
Anzac Project	0	10,700
DOS Review	0	10,450
Varuna Writers Centre	0	6,000
Marketing Development Manager	0	10,000
RAHS - Apps	0	3,000
Research Assistant	0	3,672
ARHS NSW	0	2,320
Randwick Project	0	6,600
Oral History	0	1,091
	<hr/>	<hr/>
Total grants received	185,066	266,836
Interest income	570	1,527
Donations	5,470	9,011
Service fees	0	3,526
Total revenue	<hr/>	<hr/>
	191,106	280,900

Accounting Policy

Revenue is measured at the fair value of the consideration received or receivable.

Grants and contributions are recognised when received.

Revenue from donations is recognised when received.

Interest revenue is recognised on an accrual basis using the effective interest method.

All revenue is stated net of goods and services tax.

	2017	2016
	\$	\$
Note 3: Cash and Cash Equivalents		
CBA - Society Cheque Account 10459685	40,526	51,248
CBA - Business Online Donations Account 10459714	64,465	96,914
CBA - Society Donations Account 10459706	24,960	19,486
	<hr/>	<hr/>
	130,251	167,648

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Notes to the Financial Statements for the year ended 30 June 2017

Accounting Policy

Cash is recognised at its nominal amount. Cash and cash equivalents include cash on hand and deposits with a maturity of three months or less.

	2017	2016
	\$	\$
Note 4: Other Receivables		
Grants receivable	4,400	11,000
GST receivable	2,787	0
	7,187	11,000
	7,187	11,000

Accounting Policy

Accounts receivable include amounts due from members and contributors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Note 5: Intangible Assets

Software at cost	132,550	132,550
Accumulated amortisation	(108,176)	(94,921)
	24,374	37,629
	24,374	37,629

Note 6: Computer and Equipment

Laptops and phones at cost	7,475	0
Accumulated depreciation	(1,661)	0
	5,814	0
	5,814	0

Note 7: Accounts Payable and Other Payables

Trade creditors	1,530	4,047
GST	0	3,130
PAYG	0	6,530
Accruals	1,430	1,100
	2,960	14,807
	2,960	14,807

Note 8: Income Received in Advance

Transport Heritage NSW	9,310	0
Parramatta City Council	0	5,500
Stronger Communities	0	7,666
Other contractors	0	8,250
	9,310	21,416
	9,310	21,416

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Notes to the Financial Statements for the year ended 30 June 2017

	2017	2016
	\$	\$
Note 9: Provisions		
Employee entitlements	12,206	11,420
Other	1,627	1,522
	13,833	12,942

Note 10: Remuneration of Auditors

Value of Services provided:		
Financial Statements audit services	1,300	1,300
Other services	500	0
Total remuneration of auditors	1,800	1,300

Note 11: Cash Flow Reconciliation

Operating (deficit)/surplus for the year	(25,589)	5,255
Non-cash flow in operating (deficit)/surplus: -		
Amortisation and depreciation	14,916	13,255
Provision for employee entitlement	891	10,284
Changes in assets and liabilities:		
Increase in other receivables	7,340	(10,000)
(Decrease)/increase in trade and other creditors	(15,374)	7,570
(Decrease)/Increase in income received in advance	(12,106)	(38,998)
Net cash used in operating activities	(29,922)	(12,634)

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044

Statement by Members of the Committee

In accordance with a resolution of the committee of Dictionary of Sydney Incorporated, the members of the committee declare that:

- The financial statements present a true and fair view of the financial position of Dictionary of Sydney Incorporated at 30 June 2017 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of *Associations Incorporation Act (NSW) 2009* and *Associations Incorporation Regulation (NSW) 2010*.
- At the date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

This statement is signed on and on behalf of the committee by:



.....
Professor Paul Ashton
Member



.....
Professor Grace Karskens
Member

Dated this 28th day of September 2017

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044**

Opinion

We have audited the accompanying financial report of Dictionary of Sydney Incorporated (the association), which comprises the balance sheet as at 30 June 2017, income and expenditure statement and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2017, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the requirements of *Association Incorporated Act NSW 2009*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Financial Report* section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Those charged with governance are responsible for the other information. The other information comprises the information included in the association's annual report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibility of Management and those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and for such internal control as the committee

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044**

determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act NSW 2009* and is appropriate to meet the needs of the members.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

Name of Firm: **STIRLING INTERNATIONAL**
Chartered Accountants



Name of Partner: _____
Address: Sydney
Dated this 29 of September 2017

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044
Detailed Income and Expenditure Statement

	2017	2016
	\$	\$
Income		
Grants received:		
City of Sydney	164,000	200,000
Stronger Communities	7,666	0
Parramatta City	5,000	0
Transport Heritage NSW	900	0
Contractors Other	7,500	0
SMSA	0	5,530
Maritime Second Fleet	0	7,473
Anzac Project	0	10,700
DOS Review	0	10,450
Varuna Writers Centre	0	6,000
Marketing Development Manager	0	10,000
RAHS - Apps	0	3,000
Research Assistant	0	3,672
ARHS NSW	0	2,320
Randwick Project	0	6,600
Oral History	0	1,091
	185,006	266,836
Service fees	0	3,526
Donations	5,470	9,011
Interest	570	1,527
	191,106	280,900
Expenditure		
<i>Administration expenses:</i>		
Audit and accounting fees	1,800	1,300
Bank charges	206	239
Depreciation and amortisation	14,916	13,255
Insurance	2,652	3,051
Filing fees	0	54
Postage, freight and courier	9	175
Project expenses	736	0
Printing, stationery and materials	36	229
Subscriptions	260	425
Sundry expenses	0	217
Telephone and fax	805	1,583
	21,420	20,528

DICTIONARY OF SYDNEY INCORPORATED
ABN 49 956 844 044
Detailed Income and Expenditure Statement

	2017	2016
	\$	\$
Equipment and Facilities		
IT Services	520	5,399
IT Software	191	189
Email and website	1,132	1,486
	1,843	7,074
Consultants and Contractors		
Consultants	111,703	119,708
Wages	73,622	99,495
Superannuation	6,652	9,419
Leave expenses	891	10,284
Workers compensation	519	558
Other staff expenses	45	1,060
Unspent contractors' fees	0	7,500
	193,432	248,024
Project Expenses		
Other	0	19
	0	19
Total Expenses	216,695	275,645
(Deficit)/Surplus	(25,589)	5,255