

ANNUAL REPORT

2022-2023



CALM
Child • Youth • Family

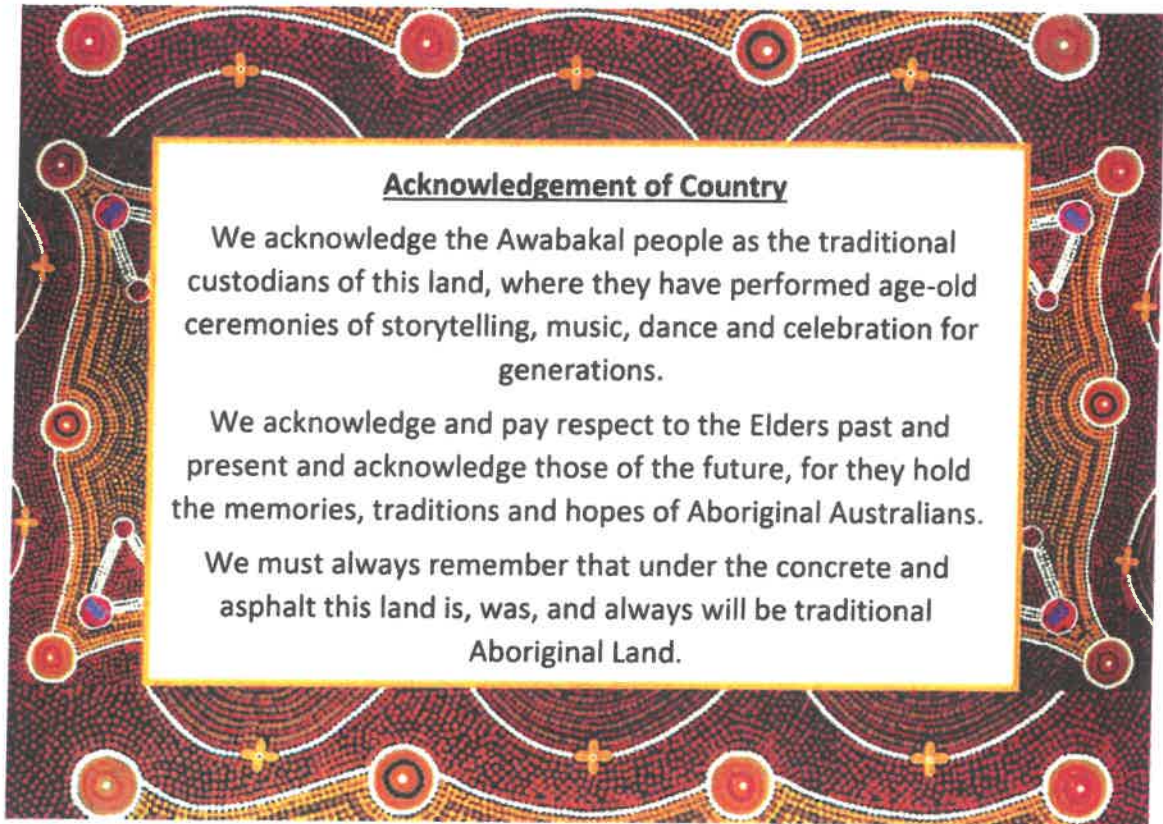
www.calm.org.au

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Empowering children,
young people and
families throughout our
communities.





2023 AGM Agenda

1. Welcome and Apologies- Garry Collins
2. Celebrating Impact- #wehearyou Youth Radio- Prue & Nic
3. Acceptance of Minutes 2021/22- Garry
4. Presentation of Presidents Report (CALM & Care)- Garry
5. Presentation of CEO Report(CALM & Care- Sheena (via video)
6. Presentation of Treasurers Report (CALM & Care)- Gemma
7. Introduction of Returning Officer- Ben McEwan
8. Nomination of Board Members (CALM & Care)- Ben
9. Appointment of Auditor 2023/24 (CALM & Care)- Chair
10. Appointment of Public Officer (CALM & Care)- Chair
11. General Business- any items received before 24/10/23
12. Closing Remarks- Prue Hughes



Combined Boards of CALM and CARE Activities

Annual General Meeting

Wednesday 26 October, 2022

MINUTES

Acknowledgement of Country: Garry Collins

1. **Welcome:** Meeting commenced 5.12 pm by Garry Collins

Present: Garry Collins, Sheena Harvey, Gwenda Brownell, Gemma Morgan, Terry Hardman, Prue Hughes, Emma Cook; Dayle Fogarty; Susan Shing; Allison Hillery; Luke Hughes; Sue Cook; Rochelle Mellows
By video link - Ben McEwan; Jacque McEwan; Kath Webb; Irene White; Amy Lamotte

Apologies: Nic Snellgrove; Amanda Morrison; Sinead Coakley

Presentation given by School Wellbeing Team following introduction by Prue; Sue in person and Meleaha by video recording.

Sheena makes presentation to Sue Cook on her retirement from CALM

2. **Business arising from previous minutes:**

CALM: Nothing raised. No comments or discussion on previous minutes.

MINUTES AGM 27.10.2021 ACCEPTED

Moved: Emma Cook

Seconded: Gwenda Brownell

CARRIED

CARE: Nothing raised. No comments or discussion on previous minutes.

MINUTES AGM 27.10.2021 ACCEPTED

Moved: Sheena Harvey

Seconded: Gwenda Brownell

CARRIED

3. **Presentation of reports:**

PRESIDENT (Garry):

With our new office established this year was to be one of consolidation. New projects kept coming and the team kept developing new programs and projects to help our community.

We were again impacted by COVID but more subtly than previously. Many staff succumbed at various stages and it is to skill and determination of our staff that services didn't cease. Reduction in numbers at our OOSH services impacted us financially but there was some recognition in compensation from the Government to alleviate the worst of those impacts. The Board has maintained its numbers and I'm grateful for the support shown by the Board members being available to assist staff when called on. This was especially so

when we elected to have a sub committee to oversee the financial issues affecting CARE activities. In conclusion my thanks to all the staff for their efforts this year and for making CALM and CARE very special organisations. I can't emphasise enough the Board's pleasure in the work that's done by all staff. We are absolutely gobsmacked and we continue to serve you to hopefully give you the best services that you can provide to the community

C.E.O. (Sheena) CALM- Opens with quote from Vince Lombardi "*The achievements of an organisation are the results of the combined efforts of each individual* " Nothing could be truer than that statement in the last year. To our individual staff and Board members, every single one of you through your level of commitment, passion and dedication has allowed us to achieve really significant milestones once again in our history and I'm extremely grateful. Each year in our Strategic Plan we try and choose a focus area and for this year we chose core focus so we consciously and strategically made every decision with children families and young people at the core and sometimes that actually meant saying thanks but no thanks to opportunities. We have continued to absolutely exceed our contract numbers. In the last year CALM staff have supported 1,337 children, young persons & families in the Lake Macquarie area. In addition we supported a whopping 17 additional small grant programs. We continued our commitment to staff in being able to provide a workplace which is supportive and progressive. It's hard to measure those goals, but here are my measures: I congratulate Kath on 10 years with CALM, Emma almost 10, and of course Sue with 13 years. I also look at our happiness ratings on Employment Hero and look at the comments: "*I feel like I have a work family*"; "*I miss the work environment and our people (during lock-down)*" and "*I love and enjoy what I do*". When I take the time to read those comments my heart is truly full. I'd like to thank the Board and Prue, our Manager People and Purpose, because you guys actually support that commitment to our staff and also to myself. So thank you sincerely, and the Board for supporting me for taking not once but twice unexpected & quite extensive leave. I knew when I made that phone call, particularly the last one that I didn't have to worry about a thing because you had it in hand. Whilst I wouldn't normally single out one person, this year I am. We began 2021/22 year in lock-down when we all packed up our personal belongings and left the Boulevard. Then on 15/9/21 staff began to return to our beautiful new and modern office facilities here at Leo Lewis Close. While the warehouse fit-out and the move to get here may have seemed seamless there was a lot of hard work that made that happen and it would not have run so

smoothly without Amanda, our Admin. Officer. I am really grateful for her "can do" attitude and for rolling up the sleeves to get the dirty work and heavy lifting done.

We continued to build and strengthen our external partnerships and one of my favourite moments this year was receiving this e-mail from Sinead at DCJ *"It's fantastic to see you and your team are kicking the ball out of the park with your service delivery. It's been a very challenging year for the community and I feel proud of CALM and the integrity in which you deliver your services"*

I extend that to each and everyone of you and again draw upon the Vince Lombardi quote. You guys are amazing and I thank you all. I believe we've set a really solid foundation for moving forward and I can't wait to see what opportunities we have for the 2022/23 year.

CARE :

Gives a definition of persistence - to continue doing something even though it's difficult - and attributes the staff and Board of CARE of definitely demonstrating persistence. Reflects on the year with lock-down and staff continuing to show up even when there were days with no children or perhaps 2 children; Amy had no canteen whatsoever at North for much of the year and at Salt Ash we were kicked out of half of our space; a massive turnover of staff including Meg our Manager and added to that the uncertain financial situation- it was exhausting. Staff showed signs of burnout and anxiety, but not once was there a drop in service standards.

After warmly welcoming children back after lock-down we had to close one of the services just two days later because a student tested positive - and so the pattern of uncertainty continued. To say we were heavily impacted by COVID is an understatement. Post recovery was, and continues to be an extremely difficult time to operate OOSH services and maintain quality employment;

We invested in our profile with a brand new philosophy; brand new web site, improved our I.T. so the team could share files and actually collaborate as a team even though they worked at very different centres. Our FaceBook became brand aligned to show consistency of the organisation but also to celebrate the individuality of services and it improved its following by 53% and extended our reach;

Again, need to call out individuals - Amy, supervisor extraordinaire at North Cardiff OOSH. Called on her expertise and guiding light throughout the year. We recognise Amy's ongoing commitment to the organisation, accepting the newly created role of WH&S officer, providing mentorship to new supervisors, not just once but on several occasions. Your commitment is exceptional and I sincerely thank you.

Carolyn - she has been the absolute rock at Morisset service, stepping up at every turn, every twist that the year threw up; Her commitment to the children, to the service, and the organisation are absolutely outstanding and we're eternally grateful. Thank you.

Luke, Gemma, Jacqui and Meg, thank you for your honest and at times very difficult discussions in forming our critical viability sub committee. With a significant focus on improving our viability by increasing income, trying to get more children through the door we established some utilisation targets and we were able to track those targets against actuals. You had robust and honest discussions in exploring alternative delivery & income streams. Together we're a true demonstration that many heads create better thinking and I'm very thankful for you coming together to help on that.

As we reflect on the final year of our Strategic Plan we have really achieved so much in the face of not ever being able to expect what was coming - we expanded our footprint with two new services, welcoming Morisset and Salt Ash; established systems across the organisation for consistency; restructured, left CALM, introduced a Manager role, implemented online rostering and time sheets, developed staff specialist roles for WH&S; aligned programming with my time our place, developed organisationally consistent position descriptions, improved brand awareness; re-built the web site and we jumped onto social media.

As we head into 2022/23 we do so knowing all our licences are renewed for 2 years; with 4 OOSH services and 3 V.C. services; with a stable supervisor team in Amy, Laura, Elouise and Tara and I look forward to working with them to develop a new Strategic Plan that will take us on whatever journey/era is next.

I'm exhausted. It's been a very challenging year but we've still been able to kick some pretty major goals across both organisations, so I'm truly grateful

TREASURER (Gemma):

CALM : Highlight of the year in July coming out of COVID., Budget was conservative but planned a road to recovery. August/September was a place of uncertainty - definitely financially. In 2022 we didn't actually receive the amount of Government support received in previous years (through job-keeper subsidies and cash flow boost). The financial position, with a profit of \$95k was a tremendous result - absolute recognition to Sheena and rest of the team for your commitment. A very strong balance sheet, with a lot of cash in the bank and going forward a great position to keep growing the brand and doing what we do. A very successful year for CALM.

CARE : Faced big hardship and the bounce back not as positive as what we saw with CALM. A loss of about \$65K not where we wanted to be but the community response to COVID meant loss of income and uncertainty for parents to get kids back. From my perspective, as a new Treasurer, I didn't really understand the way CARE worked. Jacqui & Sheena really put time and effort into bring about realistic reports and financial report each month and give me confidence to move forward. Grateful for Sheena's ability to work with the Department and get us some funding to keep us on our feet. The Board's perspective is very committed to keeping CARE growing. On behalf of myself and the Board I thank the teams of both organisations for a tremendous year. We wouldn't have had this result without the support of everyone.

4. **Election of Office Bearers and Board:**

Ben McEwan Returning Officer

5 nominations for each Board - one from Garry to meet requirement of Board members being elected every four years; one from Luke as ordinary member and three for the executive positions on the respective Boards of CALM & CARE

No opposition and as such those people will be elected. The executive positions for both

Boards are declared as:

Garry Collins	President
Terry Hardman	Secretary
Gemma Morgan	Treasurer

The position of Vice President remains vacant and will be reviewed during the year with a view to filling it.

5. **Appointment of Public Officer:**

Agreed that Terry Hardman continue in the role of Public Officer for both entities

6. **Selection of Auditor for 2022/2023:**

Agreed that McEwan and Partners remain auditors for 2022/2023 for both entities

7. **General Business:**

Nothing raised.

8. **Auditors Reports (Ben)**

Gemma's summary of both entities is quite well done and accurate.

CALM - profit \$95k down about 118k on last year but government subsidiary about 200k less. Balance sheet cash decline \$138k generally unusual when you have profit but mainly due to moving costs and some grants received last year recognised this year; saw receivables increase about 61k, largely due to CARE fees and Dept regional NSW, also rent

abatement due to water damage to new premises and also the security deposit for the new premises; With property plant & equipment - did increase 92k, primarily due to leasehold improvements in new premises. Also see that plant & equipment declined about 130k in cost and accumulated depreciation due to disposal of some assets no longer in use and no longer on premises;

An unqualified audit opinion issued.

Thanks to Sheena and the Board - once again myself and staff come to a very well organised and friendly environment. New premises are first class.

CARE - Loss similar to last year \$65k. Difficulties in relation to COVID & lockdown, sickness to children and staff. Balance sheet in reasonably good position. With hard work, quality of dedicated staff and assistance CARE has available to it, no reason strategies being put in place won't come to fruition in the near future. Once again, well done to all.

Congratulations.

Meeting closed: 6.10 pm

Minute Secretary: Terry Hardman

ACCEPTANCE OF MINUTES

These minutes are a true and accurate record of this meeting.

Chairman

Witness

Presidents Report 2023



On behalf of the Board, I would like to make special mention of the efforts that have been made by all our staff. The Board want to ensure CALM and CARE make a difference to our community and all our staff have made this a reality. Across all our endeavours, you have gone above and beyond our contracted requirements to make our organisations respected and sought after. Thank you.

Again, our management team has exceeded in ensuring the long-term stability of our organisations. When I look back at where we have come from, it gives me great pleasure to know the difference we are making.

We still have challenges ahead and we plan to keep on expanding our operations to better serve our community. With our committed staff and a supportive Board, we can make this happen.

Garry Collins
President- CALM Inc and Care Activities



Our Impact



SERVICE DELIVERY 2022/23

DCJ FUNDED PROJECTS- 2022/23 ACTUAL VS KPI

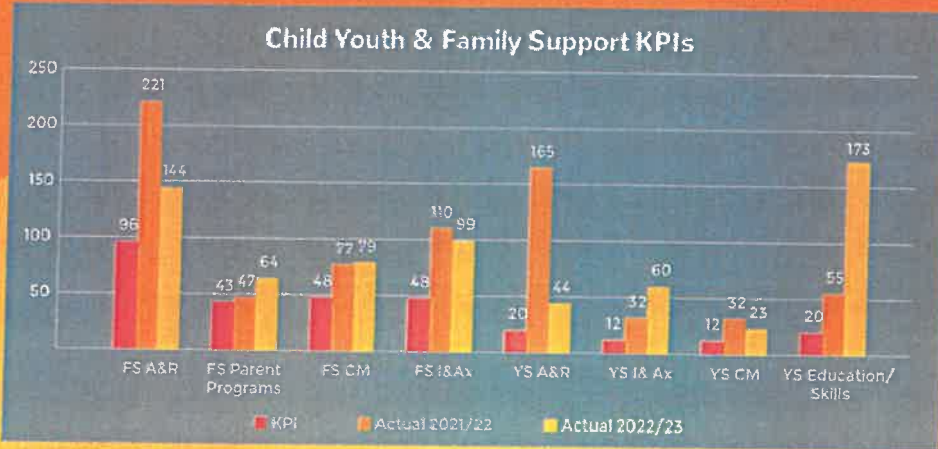
ITEM	KPI	2021/22	2022/23
FS A&R	96	221	144
FS Parent Programs	43	47	64
FS CM	48	77	79
FS I&Ax	48	110	99
YS A&R	20	165	44
YS I& Ax	12	32	60
YS CM	12	32	23
YS Education/ Skills	20	55	173
YDO Sector co-ord	40	1629	677
YDO IAR	2400	8662	8662
YDO Education Skills	20	39	32

OTHER SIGNIFICANT DATA

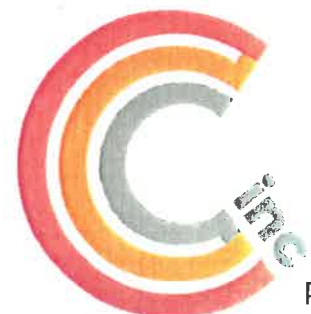
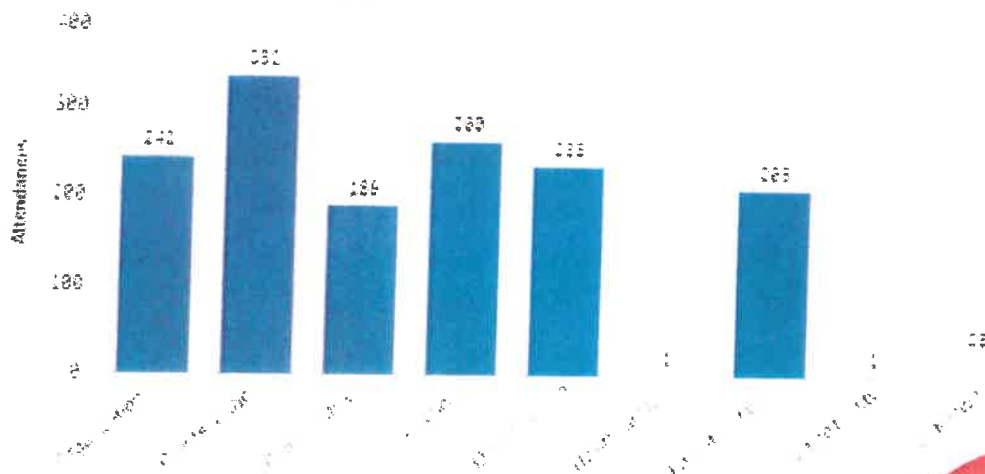
ITEM	KPI	2021/22	2022/23
Individual support	-	287	287
Unidentified	-	-	6245
Indigenous	-	12%	17%
Homeless	-	2.30%	3.80%
At Risk Homeless	-	5.60%	8%
Other homeless	-	23.50%	12.90%
Referrals to external	-	31.00%	35%

(Mental Health 16, Skills Training 16)

Referral Source	Self (103)	Education (49)	Health (42)
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Attendances per Service Setting



CEO Report



During the final year of our 2020-2024 Strategic plan, our strategic priority was on 'Core Focus', advocacy for children, young people, and families in the lead up to the NSW state election and in our everyday practices. I sincerely thank CALM staff for their professionalism as they continue to excel with limited time or energy from me throughout this period.

**'THIS, SERIOUSLY, IS
THE BEST PLACE TO
WORK!'
STAFF QUOTE**

Let's celebrate our 2022/23 highlights-

·**Our people!** Our average staff satisfaction for the year was 7.9/10, which showed we had some ups & downs, primarily stress within the sector. We have supporting staff with internal and external professional development, upskilling to take on new roles within the team, wage reviews to assist with cost-of-living challenges, workplace flexibility practices and provided access to Employee Assistance Program.

·**Smashing DCJ recurrent contract targets out of the park!** Our Child, Youth and Family Support (CYFS) team have exceeded all targets, while working with increased client complexity and service demand. They have been flexible in service- where and how they meet clients and including pre-recorded content.

·**YDO contract extended-** We were able to demonstrate the impact and need of the Youth Development Officer role to the Youth Work sector and delighted to have our YDO contract extended until 30 June 2025.

·**15 small, funded grant projects-** all identified by our communities including school holiday programs, Indigenous dance classes, car seat safety, youth podcasting, mental health in football training, and environmental grief programs, all fully subsidised and delivered by our small team on top of our recurrent funding workload.

·**Collaboration-** We continue to support Awesome Lake Mac with microgrant awesomeness and Lake Macquarie Domestic Violence Committee. We worked with Newcastle Podcast Station on #wehearyou Youth Radio, and Northern NSW Football on Mental Health Aware, and finally with our Leo Lewis buddies, headspace Newcastle.



·**Our community and financial supporters-** Our small organization would not be possible without thanking NSW Department of Communities and Justice, Rotary Toronto, Clubs NSW, NSW Office of Road Safety, Greg Piper MP, LMCC, Office of Regional Youth, NSW Department of Education.

There were some 2022/23 challenges, or as I prefer 'learning moments'.

·**Bonnells Bay Youth and Community Centre-** after numerous and costly acts of vandalism, a tenant dispute which placed CALM's reputation at risk we handed back the lease for BBYCC.

·**School Wellbeing contracts-** the final year of our school wellbeing contract has been challenging- articulating the valuable and unique role of School Wellbeing staff, recruiting qualified staff in partnership with individual Principals, and no additional funds allocated over its entire four years, financial viability of the program saw this year contracts reduced to 8 hours per school week per school. As I write the tender for 2024-2027 is open and although we know how immensely valuable School Wellbeing staff are, the contracts need serious consideration for our continuation with the program.

·**Compassion fatigue, financial strain, and burn out of staff-** at various times through the year our amazing, team with big hearts have reached out for support with compassion fatigue, financial strain, and burn out. CALM is committed to providing our staff with support, supervision, professional development, wage reviews, flexible work practices, access to EAP and just about anything else we can to offer support, the larger concern is that our sector is under immense stress.

·**Leo Lewis Close-** we love our modern, collaborate space but were heavily impacted by flooding in December and again in February and face the daily challenges of 'circus' antics in the car park and providing a safe entrance for our staff, clients, and visitors.

· **Organizational growth-** We have strong governance, a healthy budget, clearly articulated values, and professionalism, yet we are challenged by the 'small NGO glass ceiling'. A business development challenge, I as CEO am committed to focusing on in the year ahead.

What next?

In February we begin building our next strategic plan. An opportunity to celebrate amazing achievements of our 2020-2024- rebranding, relocation, new partnerships and continued financial stability, as we continue to be a well-respected Lake Mac local, for purpose organization in its 36th year.

I would like to thank the Board for supporting me to return my focus and energy to CALM in the coming year and am delighted to be working with new and existing Board members and staff in the years ahead.

Sheena Harvey (CEO)



Manager: People & Purpose Report



**“CHANGE IS
INEVITABLE.
GROWTH IS
OPTIONAL.”**

JOHN C MAXWELL.

The past year has been marked by significant changes in our staff team, as well as remarkable achievements in our mission.

This year, our organisation underwent several changes in our staff team. We farewelled Dayle Fogarty and Rochelle Mellows and warmly welcomed Allison Forsyth, Yolanda Bull, and Olivia Dominish, who have already proven to be valuable additions to our team, bringing fresh perspectives and expertise. While these transitions were undoubtedly challenging for the team they unsurprisingly rose to the occasion, demonstrating resilience and adaptability.

Our core focus has remained steadfast throughout the year – the delivery of programs and services that place children, families, and young people at the centre of our efforts. This unwavering commitment serves as the driving force behind our actions and decisions, ensuring that our organisation continues to make a meaningful impact in our community.

We have continued to work consistently on strengthening our partnerships and building our profile within our community. We have made new and strong connections with several local schools and have also welcomed a number of new local private providers into our collaborative spaces in the building. It has been lovely to receive incredibly positive feedback from within the sector that speaks to our excellent reputation not only as a provider of quality services but also as an employer of choice.

Once again, it is an honour to work alongside such a dedicated team of staff, our CEO & Board.

Prue Hughes
Manager – People & Purpose



Community Activities Lake Macquarie Inc.
ABN 65 323 033 457

Financial Report

30 June 2023

**Community Activities Lake Macquarie Inc.
Financial Report – 30 June 2023**

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Community Activities Lake Macquarie Inc.

Committee's report

Your committee members submit the financial report of Community Activities Lake Macquarie Inc. for the financial year ended 30 June 2023.

Committee Members

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

G Collins
T Hardman
G Brownell
L Hughes
G Morgan
I White Resigned on 26 October 2022

Principal activities

- (a) To be engaged in all necessary activities in the relief of social distress and deprivation in the Lake Macquarie area particularly with regard to:
- (i) Assisting families that are suffering from misfortune;
 - (ii) Provision of support services to underprivileged youth and professionals; and
- (b) At all times to carry out its activities in accordance with the Mission Statement.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Review of operations

	2023	2022
	\$	\$
Net Profit/(loss)	<u>(44,129)</u>	<u>95,754</u>

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


Garry Collins
Chairman


Terrence Hardman
Secretary/Public Officer

Toronto
8 September 2023

Income and Expenditure Statement

For the year ended 30 June 2023

	2023 \$	2022 \$
Income		
Christmas Party Income	-	18
Donations	10,412	48,234
Grant – Community Builders	114,563	108,590
Grant – Community Services Grants Program	359,400	340,661
Grant – Department of Education & Training	60,840	81,120
Grant – Lake Macquarie City Council	1,320	1,084
Grant – One-off	139,938	274,904
Grant – Toronto Diggers Club	-	5,500
Interest	4,759	442
Management and administration fees	308,149	311,811
Motor vehicle use	4,018	2,663
Recoupments	3,651	-
Rental income	71,760	88,285
Sundry	8	2,024
Training Delivered	19,088	8,145
Total Income	1,097,906	1,273,481
Expenses		
Accounting fees	14,335	12,340
Advertising and promotion	1,106	10,827
Allowances	41	-
Assets purchases	999	2,898
Audit fees	5,882	5,635
Bad debts	7,351	1,696
Bank charges	671	444
Badges	29	113
Business Planning Costs	3,816	1,694
Cleaning and pest control	9,291	13,875
Client support services	4,452	11,630
Computer expenses	9,488	14,574
Consultancy fees	42,619	11,880
Depreciation	25,191	17,705
Donations	-	150
Employment Support & Super	2,378	971
Equipment hire/lease	1,876	874
Fees and Permits	16	-
Flowers and gifts	755	688
Health and safety	4,008	2,210
Insurance	26,134	32,188
Internet	1,706	2,263
Legal fees	3,925	2,263
Loss - Sale of Non-Current Assets	-	7,191
Management and administration fees	164,131	150,818
Meeting expenses	3,515	170
Membership and subscriptions	6,000	4,844
Motor vehicle expenses	8,536	5,037
Postage, freight and couriers	332	820
Printing and stationery	3,453	3,114
Project support services	17,580	8,279
Rates and utilities	255	5,146
Refund – fees	85	400
Rent	69,462	96,833
Repairs and maintenance	1,051	5,321

Balance Sheet

As at 30 June 2023

	Notes	2023 \$	2022 \$
Current assets			
Cash and cash equivalents	2	830,252	855,937
Trade and other receivables	3	25,314	84,411
Other	4	1,797	13,138
Total current assets		857,363	953,486
Non-current assets			
Intangibles	5	13,220	13,220
Property, plant and equipment	6	119,205	117,360
Total non-current assets		132,425	130,580
Total assets		989,788	1,084,066
Current liabilities			
Trade and other payables	7	72,384	90,496
Interest bearing liabilities	8	-	713
Provisions	9	53,899	57,501
Other	10	20,000	38,870
Total current liabilities		146,283	187,580
Non-current liabilities			
Provisions	11	14,783	23,635
Total non-current liabilities		14,783	23,635
Total liabilities		161,066	211,215
Net assets		828,722	872,851
Members' Funds			
Retained profits	12	828,722	872,851
Total Members' funds		828,722	872,851

The above balance sheet should be read in conjunction with the accompanying notes.

Community Activities Lake Macquarie Inc.

Income and Expenditure Statement

For the year ended 30 June 2023 (continued)

Salaries and wages	690,545	719,941
Security expenses	1,267	5,122
Staff amenities	627	1,110
Sundry expenses	-	194
Telephone and fax charges	4,065	9,260
Training and development	4,474	6,463
Travel and accommodation	588	746
Total Expenses	1,142,035	1,177,727
Net Profit/(loss) before income tax	(44,129)	95,754
Income tax expense	-	-
Net Profit/(loss)	(44,129)	95,754

The above income and expenditure statement should be read in conjunction with the accompanying notes.

Community Activities Lake Macquarie Inc.

Statement of Changes in Equity

For the year ended 30 June 2023

	Notes	2023 \$	2022 \$
Total members' funds at the beginning of the financial year		872,851	777,097
Total recognised income and expense for the year	12	(44,129)	95,754
Total members' funds at the end of the financial year	12	828,722	872,851

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Cash Flow Statement

For the year ended 30 June 2023

	Notes	2023 \$	2022 \$
Cash flows from operating activities			
Receipts from customers (inclusive of goods and services tax)		1,241,271	1,306,308
Payments to suppliers and employees (inclusive of goods and services tax)		(1,243,966)	(1,315,587)
		(2,695)	(9,279)
Interest received		4,759	442
Net cash inflow (outflow) from operating activities	13	<u>2,064</u>	<u>(8,837)</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(27,036)	(116,316)
Payments for intangibles		-	(13,220)
Net cash inflow (outflow) from investing activities		<u>(27,036)</u>	<u>(129,536)</u>
Net increase (decrease) in cash held		(24,972)	(138,373)
Cash at the beginning of the financial year		855,224	993,597
Cash at the end of the financial year	2	<u>830,252</u>	<u>855,224</u>

The above cash flow statement should be read in conjunction with the accompanying notes.

Notes to the Financial Statements

30 June 2023

Note 1. Summary of significant accounting policies

This financial report is for Community Activities Lake Macquarie Inc. (the Association) and is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *NSW Associations Incorporation Act 2009* and the *Australian Charities and Not-for-profits Commission Act 2012*. The association is a not-for-profit entity. The committee has determined that the association is not a reporting entity as the users of the financial statements are able to obtain additional information to meet their needs.

Statement of Compliance

The financial report has been prepared in accordance with the *NSW Associations Incorporation Act 2009* and *Australian Charities and Not-for-profits Commission Act 2012*, and the basis of recognition and measurement specified by all relevant Australian Accounting Standards and Interpretations.

Basis of Preparation

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Income tax

The association is exempt from income tax under Australian taxation laws in accordance with section 50-65 of the *Income Tax Assessment Act 1997*. The association is not liable for income tax therefore no provision is made.

(b) Property, Plant and Equipment

Leasehold improvements, motor vehicles and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Any assets purchased for projects will be expensed to the specific project immediately.

Leasehold improvements are amortised on a straight-line basis over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) Intangible Assets

Brand and logo development is recorded at cost. It has an infinite life and is carried at cost. It is assessed for impairment annually.

(d) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in the income and expenditure statement.

(e) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(f) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(g) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of 3 months or less.

(h) Trade and other receivables

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. 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.

Notes to the Financial Statements

30 June 2023 (continued)

Note 1. Summary of significant accounting policies (continued)**(i) Revenue and other income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax (GST).

(j) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). 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 balance sheet.

(k) Trade and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Note 2. Current assets – Cash and cash equivalents

	2023 \$	2022 \$
Cash at bank and on hand	250	250
Cash Management account	639,075	740,165
Cheque Account	74,824	-
Term deposits	116,103	115,522
Total cash and cash equivalents	<u>830,252</u>	<u>855,937</u>

The above figures are reconciled to cash at the end of the financial year as shown in the cash flow statement as follows:

Balances as above	830,252	855,937
Less: Bank overdrafts	-	(713)
Balances per cash flow statement	<u>830,252</u>	<u>855,224</u>

Note 3. Current assets – Trade and other receivables

	2023 \$	2022 \$
Trade debtors	10,659	41,153
Loan – Care Activities	2,198	5,205
Other receivables	2,290	315
Rent Abatement	-	27,571
Security Deposit	10,167	10,167
	<u>25,314</u>	<u>84,411</u>

Notes to the Financial Statements

30 June 2023 (continued)

Note 4. Current assets – Other

	2023	2022
	\$	\$
Prepayments	1,797	13,138

Note 5. Non-current assets – Intangibles

	2023	2022
	\$	\$
Brand and Logo Development	13,220	13,220

Note 6. Non-current assets – Property, plant and equipment

	2023	2022
	\$	\$
Leasehold improvements		
At cost	106,047	106,047
Less: Accumulated depreciation	(29,645)	(12,451)
Total buildings and improvements	76,402	93,596
Plant and equipment		
At cost	134,845	107,809
Less: Accumulated depreciation	(92,042)	(84,045)
Total plant and equipment	42,803	23,764
Total property, plant and equipment	119,205	117,360

Note 7. Current liabilities – Trade and other payables

	2023	2022
	\$	\$
Trade creditors	28,672	46,229
Accruals	31,085	31,720
Credit card	29	2,424
Net BAS payable	12,598	10,123
	72,384	90,496

Note 8. Current liabilities – Interest bearing liabilities

	2023	2022
	\$	\$
Bank overdraft	-	713

Note 9. Current liabilities - Provisions

	2023	2022
	\$	\$
Employee entitlements	53,899	57,501

Notes to the Financial Statements

30 June 2023 (continued)

Note 10. Current liabilities - Other

	2023	2022
	\$	\$
Income in advance – Grants in advance	<u>20,000</u>	<u>38,870</u>

Note 11. Non-current liabilities - Provisions

	2023	2022
	\$	\$
Employee entitlements	<u>14,783</u>	<u>23,635</u>

Note 12. Members' Funds

	2023	2022
	\$	\$
Retained profits		
Retained profits at the beginning of the financial year	872,851	777,097
Net Profit/(loss)	(44,129)	95,754
Retained profits at the end of the financial year	<u>828,722</u>	<u>872,851</u>

Note 13. Reconciliation of net profit/(loss) to net cash inflow (outflow) from operating activities

	2023	2022
	\$	\$
Net profit/(loss)	(44,129)	95,754
Depreciation and amortisation	25,191	17,705
Loss/(profit) on disposal of property, plant and equipment	-	7,191
Change in operating assets and liabilities:		
(Increase)/Decrease in trade and other receivables	59,097	(60,665)
(Increase)/Decrease in prepayments	11,341	(317)
Increase/(Decrease) in trade and other payables	(18,112)	18,901
Increase/(Decrease) in other operating liabilities	(12,454)	(98,249)
Increase/(Decrease) in provisions	(18,870)	10,843
Net cash inflow (outflow) from operating activities	<u>2,064</u>	<u>(8,837)</u>

Community Activities Lake Macquarie Inc.


Statement by Members of the Committee

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 10:

1. Presents a true and fair view of the financial position of Community Activities Lake Macquarie Inc. as at 30 June 2023 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Community Activities Lake Macquarie Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:


Garry Collins
Chairman


Terrence Hardman
Secretary/Public Officer

Toronto
8 September 2023

Independent Audit Report to the Members of Community Activities Lake Macquarie Inc.

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report as set out on pages 1 to 11, being a special purpose financial report, of Community Activities Lake Macquarie Inc. (the Association), which comprises the committee's report, the income and expenditure statement for the year 30 June 2023, the balance sheet as at 30 June 2023, the statement of changes in equity as at 30 June 2023, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

In our opinion, the financial report gives a true and fair view, in all material respects, the financial position of Community Activities Lake Macquarie Inc. as at 30 June 2023 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *NSW Associations Incorporation Act 2009* and the *Australian Charities and Not-for-profits Commission Act 2012*.

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 Audit of 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.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the *NSW Associations Incorporation Act 2009* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *NSW Associations Incorporation Act 2009* and the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

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 the 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 this financial report.

**Independent Auditor's report to the Members
of Community Activities Lake Macquarie Inc. (continued)**

Auditor's Responsibilities for the Audit of the Financial Report (continued)

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Ben McEwan CA
Registered Company Auditor

Newcastle
8 September 2023

McEwan and Partners Pty Ltd
Chartered Accountants

Community Activities Lake Macquarie Inc.

Certificate by the Members of the Committee

I, Garry Collins of 12 Biddabah Avenue, Warners Bay, NSW 2282 and I, Terrence Hardman of 8 Syltone Close, Highfields, NSW 2289 and certify that:

- (a) I attended the annual general meeting of the association held on 25 October 2023.
- (b) The financial statements for the year ended 30 June 2023 were submitted to the members of the association at its annual general meeting.


Garry Collins
Chairman


Terrence Hardman
Secretary/Public Officer

Toronto
8 September 2023