

CEREBRAL PALSY SUPPORT NETWORK INC.

Registration number A0035517V

Financial Report for the year ended 30 June 2018

Cerebral Palsy Support Network Inc.
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For the year ended 30 June 2018

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**Cerebral Palsy Support Network Inc.
Members of the Board of Management Report
30 June 2018**

The Members of the Board of Management submit their report, together with the financial statements, on the Association for the year ended 30 June 2018.

Board Members

President	Jayne Ward
Vice President	Cadeyrn Gaskin
Treasurer	Richard Halpin
Secretary	Claire Macfarlane
General Member	Mathew Tsang

Cerebral Palsy Support Network Inc., incorporated and domiciled in Australia, is an Association. The address of the registered office and principal place of business is Shop 3, 225-227 Sydney Road, Coburg.

Principal activities

The Cerebral Palsy Support Network Inc. provides a vital link to information and support for parents and carers of people living with cerebral palsy across Melbourne and Victoria.

The Cerebral Palsy Support Network Inc. membership services extend across 63 local government areas throughout Victoria, rural and metropolitan regions.

The Cerebral Palsy Support Network provide essential support services and help to empower parents and carers of individuals with cerebral palsy to exercise choice and control in their lives.

The ongoing objective of the Association is to share knowledge, create connections and provide support in partnership with our members leading to enriched lives for all. The CPSN is continually striving to change attitudes towards cerebral palsy through awareness campaigns within the wider community; by promoting events such as CP Awareness Week and World CP Day.

Significant changes

There were no significant changes in the nature of these activities during the year.

Post reporting date events

No matters or circumstances have arisen subsequent to the end of the financial year which significantly affected or may significantly affect the operations of the Association and the results of those operations.

Likely developments in the operations

Likely developments in the operations of the Association and the expected results of those operations in future financial years have not been included in this report as the inclusion of such information is likely to result in unreasonable prejudice to the Association.

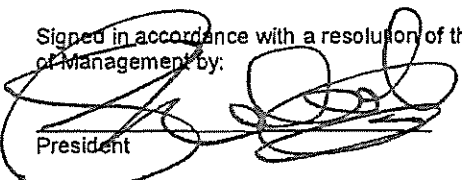
Operating result

The Association generated a profit/(loss) for the year ended 30 June 2018 which amounted to \$109,301.

The Association's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No person has applied for leave of Court to bring proceedings on behalf of the Association or intervene in any proceedings to which the Association is a part for the purpose of taking responsibility on behalf of the Association for all or any part of those proceedings. The Association was not party to any such proceedings during the year.

Signed in accordance with a resolution of the of the Members of the Board of Management and on behalf of the Board of Management by:


President


Vice President

Dated: 26 September 2018

Cerebral Palsy Support Network Inc.
Statement of Profit or Loss and other Comprehensive Income
For the year ended 30 June 2018

	2018 \$	2017 \$
Income		
Sales	6,662,363	4,535,602
Donations	7,208	18,113
Interest received	236	9,822
Grants – Department of Human Services	54,151	62,534
Grants – Other	-	20,372
Memberships	-	250
Programs	-	157,719
Total income	<u>6,723,958</u>	<u>4,804,412</u>
Expenses		
Accounting and Audit fees	3,000	2,900
Advertising and Promotion	24,085	24,689
Bank fees and charges	3,314	3,077
Committee /AGM Expenses	4,602	3,778
Depreciation – plant	15,406	12,565
Depreciation – Website	16,705	-
CRM	57,290	-
Insurance	504	730
IT and Telecommunication	46,502	66,172
Office Supplies	11,787	8,109
Postage and delivery	3,257	472
Printing	5,662	4,372
Occupancy costs	92,095	60,098
Care Centre Costs	5,514	-
Staff amenities	5,601	3,729
Staff training	20,244	20,648
Subscriptions	-	1,050
Sundry expenses	6,087	12,663
Superannuation	501,862	338,298
Wages and salaries	5,662,407	4,086,010
Workcover	107,426	150,768
Quality Audit	855	-
Leave liability	(17,006)	42,282
Legal	2,945	7,483
Relocation costs	19,362	-
Recruitment	21,079	6,614
Programs	-	64,300
Provision for Impairment of receivables	(5,928)	1,381
Total expenses	<u>6,614,657</u>	<u>4,944,188</u>
(Loss)/Profit for the year	<u>109,301</u>	<u>(117,776)</u>
Retained profits at the beginning of the financial year	<u>759,772</u>	<u>877,548</u>
Total comprehensive Income for the financial year	<u><u>869,073</u></u>	<u><u>759,772</u></u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Financial Position
As at 30 June 2018

	Note	2018 \$	2017 \$
Assets			
Cash and cash equivalents	2	660,701	463,191
Receivables	3	649,380	765,511
Other assets	4	91,251	7,652
Total current assets		<u>1,401,332</u>	<u>1,236,354</u>
Non-current assets			
Property, plant and equipment	5	91,768	17,703
Intangible asset –CRM/software	5a	45,649	39,695
Total non-current assets		<u>137,417</u>	<u>57,398</u>
Total assets		<u>1,538,749</u>	<u>1,293,752</u>
Liabilities			
Current liabilities			
Trade and other payables	6	136,878	103,583
Other liabilities	7	404,186	335,588
Provisions	8	77,802	94,809
Amounts received in advance	9	50,810	-
Total current liabilities		<u>669,676</u>	<u>533,980</u>
Total liabilities		<u>669,676</u>	<u>533,980</u>
Net assets		<u>869,073</u>	<u>759,772</u>
Members' Funds			
Retained earnings		<u>869,073</u>	<u>759,772</u>
Total members' funds		<u>869,073</u>	<u>759,772</u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Members' Funds
For the year ended 30 June 2018

	Retained	
	Earnings	Total
30 June 2018	\$	\$
Balance at 1 July 2017	759,772	759,772
Profit for the year	109,301	109,301
	<hr/>	<hr/>
Balance at 30 June 2018	869,073	869,073
	<hr/>	<hr/>

	Retained	
	Earnings	Total
30 June 2017	\$	\$
Balance at 1 July 2016	877,548	877,548
Loss for the year	(117,776)	(117,776)
	<hr/>	<hr/>
Balance at 30 June 2017	759,772	759,772
	<hr/>	<hr/>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Cash Flows
For the year ended 30 June 2018

	Note	2018 \$	2017 \$
Cash flows from operating activities			
Receipts from customers		6,792,715	4,453,786
Payments to suppliers and employees		(6,483,311)	(4,886,287)
Interest received		236	9,822
Net cash (used in)/generated from operating activities		<u>309,640</u>	<u>(422,679)</u>
Cash flows from investing activities			
Payments for property, plant and equipment		<u>(112,130)</u>	-
Net cash used in investing activities		<u>(112,130)</u>	-
Net (decrease)/increase in cash and cash equivalents		197,510	(422,679)
Cash and cash equivalents at the beginning of the financial year		<u>463,191</u>	<u>885,870</u>
Cash and cash equivalents at the end of the financial year	2	<u>660,701</u>	<u>463,191</u>

The accompanying notes form part of this financial report

Note 1. Statement of significant accounting policies

General information

Cerebral Palsy Support Network Inc. is an Association incorporated under the *Associations Incorporation Reform Act 2012*.

Cerebral Palsy Support Network Inc. is a not-for-profit organisation providing information and support services to people living with cerebral palsy and their families.

The financial statements for the year ended 30 June 2018 were approved and authorised for issue by the Board of Management.

Financial reporting framework

This financial report is a special purpose financial report prepared to satisfy the financial reporting requirements of the Australian Accounting Standards and the *Associations Incorporation Reform Act 2012*. The Board of Management has determined that Cerebral Palsy Support Network Inc. (the Association) is not a reporting entity.

Statement of compliance

The financial statements have been prepared in accordance with the requirements of the *Associations Incorporation Reform Act 2012*, the recognition and measurement requirements specified by Australian Accounting Standards and Interpretations. The following Accounting Standards and Interpretations have been applied for the Special Purpose Financial Reporting for 2018:

- AASB 101 Presentation of Financial Statements
- AASB 107 Statement of Cash Flows
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1048 Interpretation of Standards
- AASB 1053 Application of Tiers of Australian Accounting Standards
- AASB 1054 Australian Additional Disclosures
- AASB 1057 Application of Australian Accounting Standards.

New and amended standards adopted by the association

A number of Australian Accounting Standards and Interpretations are in issue but are not effective for the current year end. The reported results and position of the Association will not change on adoption of these pronouncements as they do not result in any changes to the Association's existing accounting policies. Adoption will, however, result in changes to information currently disclosed in the financial statements. The Association does not intend to adopt any of these pronouncements before their effective dates.

Basis of preparation

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

All amounts are presented in Australian dollars, unless otherwise stated.

In the application of the association's accounting policies, the Board of Management are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

The following significant accounting policies have been adopted in the preparation and presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Property, Plant and equipment

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

The depreciable amount of all property, 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.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The following rates of depreciation have been applied:

- . Office equipment and computers 33.3%
- . Leasehold improvements 20%
- . Website 33.3%
- . Software 33.3%
- . CRM 33.3%

(b) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits on call with banks, and other short-term liquid investments with original maturities of three months or less.

(c) Income tax

No provision for income tax has been made as the Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(d) Accounts Receivable and Other Receivables

Accounts receivable and other receivables include amounts due from the families. 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.

(e) 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 revenues 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.

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

(f) 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 Statement of Financial Position.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

30 June 2018

(g) Accounts Payable and Other Payables

Trade 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, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(h) 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 using the best estimate of amounts required to settle the obligation at the end of the reporting period.

(i) Employee provisions

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.

(j) Impairment of assets

At each reporting date, the association reviews the carrying values of its tangible 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 expensed to the Statement of Profit or Loss and Other Comprehensive Income.

(k) Leases

Leases of Property, plant and equipment, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as an expense in the period in which they are incurred.

(l) Current and non-current classification

Assets and liabilities are presented in the Statement of Financial Position based on current and non-current classification.

An asset is classified as current when:

- . it is either expected to be realised or intended to be sold or consumed in the normal operating cycle;
- . it is held primarily for the purpose of trading;
- . it is expected to be realised within 12 months after the reporting period; or
- . the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period.

All other assets are classified as non-current.

A liability is classified as current when:

- . it is either expected to be settled in the normal operating cycle;
- . it is held primarily for the purpose of trading;
- . it is due to be settled within 12 months after the reporting period; or
- . there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period.

All other liabilities are classified as non-current.

(m) Comparative information

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

(n) Significant accounting judgements, estimates and assumptions

The preparation of the financial statements requires the committee of management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The Board of Management continually evaluates its judgements and estimates in relation to assets, liabilities, revenue and expenses. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

. *Estimation of useful lives of assets*

The Association determines the estimated useful lives and related depreciation charges for its plant and equipment. The depreciation charge will change where the useful lives are more or less than previously estimated or where assets that have been abandoned or sold will be written off or written down.

. *Provision for employee benefits*

The liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements
30 June 2018

(o) Going Concern

The financial statements have been prepared on a going concern basis which contemplates the continuity of normal operations and recognition of assets and liabilities in the ordinary course of business. For the year ended 30 June 2018 the Association has a positive net asset value of \$869,073. The association has reflected a profit in the current year of \$109,301. The Board of Management are of the opinion that the Association is able to continue to fund its operations and that the preparation of the financial statements on a going concern basis is appropriate.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements
30 June 2018

	2018	2017
	\$	\$
Note 2. Cash and Cash equivalents		
Cash at bank	660,701	462,691
Cash on hand	-	500
	<u>660,701</u>	<u>463,191</u>
	2018	2017
	\$	\$
Note 3. Receivables		
Trade receivables	649,380	780,655
Less: Provision for impairment of receivables	-	(15,144)
	<u>649,380</u>	<u>765,511</u>
	2018	2017
	\$	\$
Note 4. Other assets		
Security deposits /prepayments	91,251	7,652
	<u>91,251</u>	<u>7,652</u>
	2018	2017
	\$	\$
Note 5. Property, plant and equipment		
Leasehold Improvements - at cost	90,100	22,000
Less: Accumulated depreciation	(24,270)	(17,184)
	<u>65,830</u>	<u>4,816</u>
Plant and Equipment- at cost	44,438	23,480
Less: Accumulated depreciation	(18,500)	(10,593)
	<u>25,938</u>	<u>12,887</u>
Total Property, plant and equipment	<u>91,768</u>	<u>17,703</u>
Note 5.a Intangible assets		
Website /Software – at cost	48,548	43,826
Less: Accumulated depreciation	(44,800)	(43,826)
	<u>3,748</u>	<u>-</u>
RM – at cost	65,450	47,100
Less: Accumulated depreciation	(23,549)	(7,405)
	<u>41,901</u>	<u>39,695</u>
Total Intangible assets	<u>45,649</u>	<u>39,695</u>
Total Plant, Plant and Equipment and Intangibles	<u>137,417</u>	<u>57,398</u>
	2018	2017
	\$	\$
Note 6. Payables		
Trade payables	115,989	103,583
Accruals	20,889	-
	<u>136,878</u>	<u>103,583</u>

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements
30 June 2018

	2018	2017
	\$	\$
Note 7. Other Liabilities		
GST payable	-	1,818
Family funds/excess	358,547	278,527
Other payables	45,639	55,243
	<u>404,186</u>	<u>335,588</u>

	2018	2017
	\$	\$
Note 8. Provisions		
Employee benefits provision	74,802	91,809
Sundry Provisions	3,000	3,000
	<u>77,802</u>	<u>94,809</u>

	2018	2017
	\$	\$
Note 9. Amounts received in advance		
Income in Advance	50,810	-
	<u>50,810</u>	<u>-</u>

Note 10. Events after the reporting date

There are no other matter or circumstance that have arisen since 30 June 2018 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

Note 11. Remuneration of Auditors

During the financial year, the following fees (excluding GST) were paid or payable for services provided by Kidmans Partners Audit Pty Ltd:

	2018	2017
	\$	\$
<i>Audit services – Kidmans Partners Audit Pty Ltd</i>		
Audit of the financial statements	3,000	3,000
Other services	-	-
Total	<u>3,000</u>	<u>3,000</u>

Cerebral Palsy Support Network Inc.
Statement by Members of the Board of Management

The Board of Management 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 Board of Management the Statement of Profit or Loss and other Comprehensive Income, Statement of Financial Position, Statement of Cash Flows, and notes to the Financial Statements:

1. Presents fairly the financial position of Cerebral Palsy Support Network Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this Statement, there were reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

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

President

Treasurer

Dated:

September 25, 2018

**Cerebral Palsy Support Network Inc.
Certificate by Member of the Board of Management
For the year ended 30 June 2018**

I.....of
.....

Certify that:

1. I attended the annual meeting of the Association held on the/...../.....
2. The financial statements for the year ended 30 June 2018 were submitted to the members of the Association at its annual meeting.

Dated

Board of Management Member

