Crowe Horwath

TELOPEA PARK SCHOOL P & C ASSOCIATION
BEFORE AND AFTER SCHOOL PROGRAM

Financial Statements Including Audit Report

For the year ended 31 December 2013

Telopea Park School P & C Association Before and After School Program

Contents

For the Year Ended 31 December 2013

Telopea Park School P & C Association Before and After School Program

Committee's Report

31 December 2013

The committee members submit the financial report of the Program for the financial year ended 31 December 2013.

1. General information

Committee members

The names of committee members throughout the year and at the date of this report are:
Andrea Grazziadelli
Sally Alpin
Corrine Horton

Principal activities

The principal activities of the Program during the financial year were to provide out of school hours child care.

Significant changes

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

2. Operating results and review of operations for the year

Operating result

The profit of the Program for the financial year after providing for income tax amounted to $ 75,800(2012: $ 30,201).

Signed in accordance with a resolution of the Members of the Committee:

Committee member: .... Andrea Grazziadelli

Committee member: .... Sally Alpin

Dated

Telopea Park School P & C Association Before and After School Program

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 31 December 2013

	Note	2013 $	2012 $
Fees		**602,814**	454,789
Other income		**280**	308
Total Revenue		**603,094**	455,097
Accounting fees		**(3,697)**	(9,331)
Advertising		**-**	(237)
Employee benefits expense		**(303,033)**	(291,188)
Bad debts		**(331)**	(102)
Depreciation and amortisation expense		**(1,716)**	(2,089)
Bank charges		**(5,270)**	(4,136)
Computer expenses		**(2,164)**	(1,687)
Consumables		**(35,187)**	(29,927)
Donations		**(65,190)**	(10,000)
Equipment < $300		**(2,234)**	(502)
ECA		**(53,726)**	(38,105)
Insurance		**(4,579)**	(6,259)
Art & Craft		**(6,975)**	-
Printing and stationery		**(1,185)**	(2,146)
Repairs and maintenance		**(1,671)**	(236)
Rent		**(23,925)**	(21,991)
Staff amenities		**(9,918)**	(3,478)
Traning		**(2,613)**	(155)
Utilities		**(3,114)**	(2,984)
Other operating expenses		**(480)**	(343)
Loss on disposal of assets		**(286)**	-
Total Expenses		**(527,294)**	(424,896)
Profit before income tax		**75,800**	30,201
Income tax expense	1(b)	**-**	-
Total comprehensive income for the year		**75,800**	30,201

The accompanying notes form part of these financial statements.

Telopea Park School P & C Association Before and After School Program

Assets and liabilities statement

31 December 2013

	Note	2013 $	2012 $
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	**148,198**	81,256
Trade and other receivables	3	**740**	2,743
Prepayments		**3,844**	3,903
TOTAL CURRENT ASSETS		**152,782**	87,902
NON-CURRENT ASSETS			
Plant and equipment		**10,300**	3,418
TOTAL NON-CURRENT ASSETS		**10,300**	3,418
TOTAL ASSETS		**163,082**	91,320
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables		**3,635**	6,928
Employee benefits		**9,397**	10,142
TOTAL CURRENT LIABILITIES		**13,032**	17,070
NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		**13,032**	17,070
NET ASSETS		**150,050**	74,250
MEMBERS' FUNDS			
Retained profits		**150,050**	74,250
TOTAL MEMBERS' EQUITY		**150,050**	74,250

The accompanying notes form part of these financial statements.

Telopea Park School P & C Association Before and After School Program

Statement of Changes in Equity
For the Year Ended 31 December 2013

2013

	Note	Retained Earnings $	Total $
Balance at 1 January 2013		**74,250**	**74,250**
Profit for the year		**75,800**	**75,800**
Balance at 31 December 2013		**150,050**	**150,050**

2012

	Note	Retained Earnings $	Total $
Balance at 1 January 2012		44,049	44,049
Profit for the year		30,201	30,201
Balance at 31 December 2012		74,250	74,250

The accompanying notes form part of these financial statements.

Telopea Park School P & C Association Before and After School Program

Statement of Cash Flows
For the Year Ended 31 December 2013

	Note	2013 $	2012 $
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		**604,818**	468,328
Payments to suppliers and employees		**(529,273)**	(435,720)
Interest received		**280**	308
Net cash provided by (used in) operating activities		**75,825**	32,916
CASH FLOWS FROM INVESTING ACTIVITIES:			
Proceeds from sale of plant and equipment		**(286)**	-
Purchase of property, plant and equipment		**(8,597)**	-
Net cash used by investing activities		**(8,883)**	-
CASH FLOWS FROM FINANCING ACTIVITIES:			
Net increase (decrease) in cash and cash equivalents held		**66,942**	32,916
Cash and cash equivalents at beginning of year		**81,256**	48,340
Cash and cash equivalents at end of financial year	2	**148,198**	81,256

The accompanying notes form part of these financial statements.

Notes to the Financial Statements
For the Year Ended 31 December 2013

1 Summary of Significant Accounting Policies

(a) Basis of Preparation

This financial report is a special purpose financial statements prepared by the Telopea Park School P & C Association Before and After School Program (the Program) Subcommittee for the Committee of Telopea Park School P & C Association for the purpose of reporting on the financial perfomance of the Program for the year ended 31 December 2012. in order to satisfy the financial reporting requirements of the Associations Incorporation Act (ACT) 1991. The Sub-committee has determined that the Program is not a reporting entity.

The financial report has been prepared on an accruals 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.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(c) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

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

Interest revenue

Interest is recognised using the effective interest method.

Rendering of services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

(d) 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 Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of assets and liabilities are shown inclusive of GST.

(e) Property, Plant and Equipment

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

Notes to the Financial Statements

For the Year Ended 31 December 2013

1 Summary of Significant Accounting Policies continued

(e) Property, Plant and Equipment continued

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the Program 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.

(f) Cash and cash equivalents

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

(g) Employee benefits

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

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the statement of assets and liabilities if the Program does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

Termination benefits

Termination benefits are those benefits paid to an employee as a result of either the entity's decision to terminate an employee's employment before the normal retirement date or an employee's decision to accept an offer of benefits in exchange for the termination of employment.

Termination benefits are recorded as a provision at the earlier of the following dates:

- When the entity can no longer withdraw the offer of those benefits; and
- When the entity recognises costs for a restructuring that is within the scope of AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* and involves the payment of termination benefits.

2 Cash and cash equivalents

	2013	2012
	$	$
Cash at bank and in hand	**148,198**	81,256

Notes to the Financial Statements
For the Year Ended 31 December 2013

3 Trade and other receivables

	2013 $	2012 $
CURRENT		
Trade receivables	**740**	2,743
Total current trade and other receivables	**740**	2,743

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

4 Property, plant and equipment

	2013 $	2012 $
PLANT AND EQUIPMENT		
Kitchen renovation		
At cost	**12,703**	10,102
Accumulated depreciation	**(7,677)**	(7,959)
Total plant and equipment	**5,026**	2,143
Office equipment		
At cost	**15,138**	11,253
Accumulated depreciation	**(9,864)**	(9,978)
Total office equipment	**5,274**	1,275
Children's equipment		
At cost	**5,443**	5,443
Accumulated depreciation	**(5,443)**	(5,443)
Total plant and equipment	**10,300**	3,418

5 Contingencies

In the opinion of the Committee of Management, the Program did not have any contingencies at 31 December 2013 (31 December 2012:None).

6 Events Occurring After the Reporting Date

The financial report was authorised for issue on 15 May 2014 by the Sub-Committee of Management.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Program, the results of those operations or the state of affairs of the Program in future financial years.

7 Association Details

The principal place of business is:

Notes to the Financial Statements
For the Year Ended 31 December 2013

7 Association Details continued

Telopea Park School P & C Association Before and After School
Program
New South Wales Cresent
BARTON ACT 2600

Telopea Park School P & C Association Before and After School Program

Statement by Members of the Committee

The committee has determined that the Program 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 2 to 9:

1. Presents fairly the financial position of Telopea Park School P & C Association Before and After School Program as at 31 December 2013 and its performance for the year ended on that date.

2. At the date of this statement, there are reasonable grounds to believe that Telopea Park School P & C Association Before and After School Program 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:

President...

Treasurer ....

Dated

Crowe Horwath

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TELOPEA PARK SCHOOL P & C ASSOCIATION BEFORE & AFTER SCHOOL PROGRAM

We have audited the accompanying financial report, being a special purpose financial report of Telopea Park School P & C Before & After School Program (the association), which comprises the balance sheet as at 31 December 2013, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Association and the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditors Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the association as at 31 December 2013 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 Associations.

Crowe Horwath

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describe the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations and the needs of the members. As a result, the financial report may not be suitable for another purpose.

Other Matters

Without qualification to the opinion expressed above, attention is drawn to the following matter.

As is common for an organisation of this type, it is not practicable for Telopea Park School P & C Association Before & After School Program to maintain an effective system of internal control over donation and other fundraising activities until their initial entry in the accounting records. Accordingly, the audit in relation to fundraising and donations was limited to the amounts recorded.

Crowe Horwath Canberra

CROWE HORWATH CANBERRA

Clare Wagner

Clare Wagner
Audit Partner

Registered Company Auditor 335972

Dated: 19 August 2014