



Annual Report
2020/21



Our children are at the heart of what we do

We're so proud this year to feature Zach on the cover of our Annual Report. Recently Zach's Mum Stacey sent us some beautiful feedback.

💬💬 Zach had his first school Swimming Carnival today. We couldn't be more proud of him. He got dressed into his team colour yellow and couldn't wait to cheer his team on.

Zach's been working very hard in his Aqua Therapy lessons with Theresa to build confidence and strength in the water. He couldn't wait to put it all into practice. Today was a massive milestone for him. Not only did he get into the water, he participated in all of his year group activities. Even with the unknown, loud cheering, people around him, the water being a bit cold, getting splashed in the face, he did it.

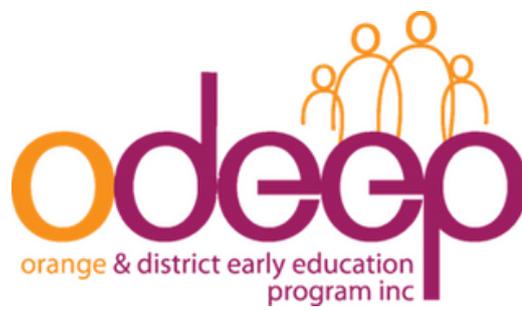
He loved everyone cheering him on and everyone giving him a high five after every event. Everyone from his school was beyond supportive and extremely encouraging. His smile says it all. He got out of the pool with the biggest smile, was so excited and said "I Did It". Proud is an understatement. He enjoyed every second of it xx 💬💬



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Vision

ODEEP's vision is that all young children with disabilities and/or developmental delays and their families are fully included into their community.

Mission

ODEEP provides specialist early intervention and education services and supports to children and young people of all abilities, their family and community, through an inclusive approach to participate and be valued in everyday life. We work alongside families to use children's strengths and interests to motivate, challenge and excite their learning.



Vision

To be the preschool that is celebrated for enabling young children, their families and the community to work together to foster a love of learning that ensures children learn the necessary skills for life and at the same time develop a true sense of belonging, being and becoming.

Mission

Our mission is to provide a safe, nurturing and inclusive early childhood learning environment that will explore and celebrate the diverse abilities and experiences of all children, families and staff. Children will learn in an environment that explores their interests, builds on their strengths and is consistent with the latest in best practice early childhood education.

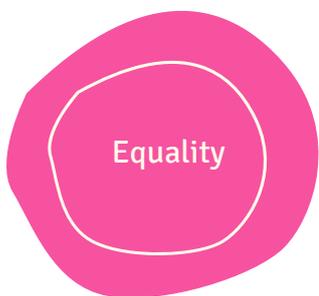
Building
Relationship

Staff will engage with families in a meaningful and respectful way. They will be innovative, reflective and have ongoing training to ensure the educational program is of the highest quality and inclusive of all children's abilities.

Empowerment



Our Values



Equality



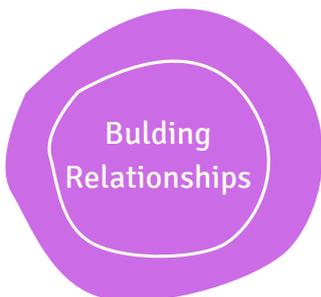
Choice



Inclusion



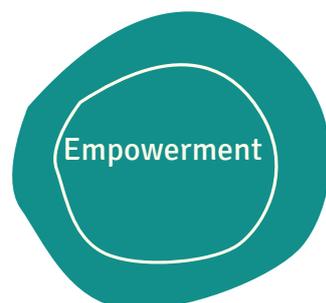
Innovation



Building
Relationships

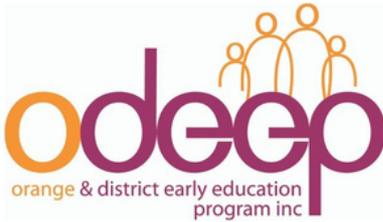


Integrity &
Respect



Empowerment

Staff Values



Staff Values

We Care and Respect:

- We are supportive in our working relationships, have an open door policy and share ideas and resources for the benefit of all team members.
- We recognise that it is important to have fun, laugh and embrace our inner child whilst ensuring a safe and respectful working environment.
- We respect others while they undertake "deep or focused" work.
- We respect and value all team members roles and responsibilities which contribute to the success of ODEEP.
- We recognise that we can't be everything to everyone; we need to take care of ourselves and get help when needed.
- We work together to create and maintain a positive culture.
- We gain the trust of others by acting fairly and with integrity.

We Respond:

- We get to know our customers and understand their needs.
- We will provide excellence in our customer service in a timely way and do what we have promised to do.
- We maintain open communication with our customers.

We Contribute:

- We plan and deliver quality programs and services.
- We work together as a strong, cohesive, supportive and collaborative team.
- As individuals and team members we get involved and assist in decision making.
- We work together to provide innovative and flexible services to maintain competitive advantage.
- We value and contribute through attending professional development, sharing these learnings and implementing them within our role at ODEEP.
- We implement a "solutions focused" framework.

Highlights 2020/21

6200 therapy sessions

ODEEP receives "Best Practice rating in NDIS Audit for Early Intervention

42 families supported by Parents as Teachers

205 children supported by the organisation

Staffing exceeds 35

Winners of the Outstanding Community Organisation Award - Business Orange

100% capacity enrolment at Pinnacle Preschool

Pinnacle Preschool Opens!!

Provision of service through Covid-19

200 cups of tea and coffee shared at MyTime

100% compliant to NDIS Quality Standards & Indicators

More families and children supported than ever before.



19%

INCREASE IN FAMILIES ENROLLED

In 2021 205 families were enrolled to receive services and supports at ODEEP. In 2020 there were 173 families enrolled.

53

NEW CHILDREN ENROLLED UNDER 7

In 2021 ODEEP provided services and supports to 53 new children aged under 7 years of age.

14

NEW CHILDREN ENROLLED OVER 7

In 2021 ODEEP provided services and supports to 14 new children aged over 7 years of age.

Chairpersons Report

6 December 2021

It has been a pleasure to be the Chair of the ODEEP Board for the past 12 months.

Again, it has been a challenge with COVID virus which has tested the character of ODEEP, its staff, clients, the management, and leadership from Kylie, the ODEEP Chief Executive Officer.

Throughout the year we lost two Board members, past Chair, Rosalie Neville because of health issues, and Jennifer Collens because of a move to Victoria. With the remaining Board members, we have been able to carry on, meeting our obligations and overseeing the operations of ODEEP.

The Board is hopeful of some new Board members which will include Andrew DeGraath who is the Current CEO of Orange Credit Union. Andrew brings to the board financial, leadership, business and team management skills and he has a strong commitment to our community, both personally and professionally.

This report is short deliberately as we now have a strong CEO in Kylie Streatfeild who leads a very committed team of wonderful staff for ODEEP and the Pinnacle Preschool. My position of Chair and that of the Board members has been made easy due to Kylie's growth over the past couple of years and her leadership.

My thanks to my fellow Board members being Chris Hannus, Tim Dalla and Lawrence Breen. Whilst being a small Board, each have contributed greatly, we may not always agree, but we get to outcomes.

I also like to thank Mark Blume who for the past few years has provided valuable input to Kylie via business coaching. Kylie was awarded the "Most Committed Client for 2021" amongst some stiff competition by Action Coaching. What I am looking forward to is the opportunities, whatever they may be. All of us are custodians for this wonderful organisation and its our fiduciary and moral duty that we leave ODEEP in a better position for those that follow whether they be a staff member, CEO, or Board member.

We are bursting at the seams in our existing building which will be part of planning going forward as to what opportunities we can create.

Finally, to all the staff who make a difference with the clients and children that attend ODEEP and Pinnacle Preschool, my sincere thanks from the Board and myself.

As stated, this report is short because what more can I say than other to endorse the CEO's report.

Regards

Peter Roan
ODEEP Chair

CEO's Report

6 December 2021

It is my pleasure to be able to deliver the CEO's report for the 2020/2021 Annual General Meeting.

To say the least, this last year would have to be one of the hardest and most difficult years for our community, staff and families for a long time, particular on the back of the previous year. In saying this though, it is pleasing to see that ODEEP was again able to continue to deliver on many of its strategic goals set out in the 2020-2023 Strategic Plan, and the mission, vision and values to continue to grow and develop the organisation and to deliver services and supports for children and families in our region.

It is also pleasing to be able to again report that ODEEP is in a strong financial position to be able to continue to provide early intervention and education for the children in our communities. It is with this strong financial position that ODEEP can strategically plan for the organisation's future, to be able to adapt and meet challenges that we may face in a very competitive market environment as well as meet the changing needs of our community and families.

Over the past twelve months we have been fortunate to have provided services and supports through the many different programs that we offer to over 250 children and families. The programs have included early childhood intervention education and therapy under the National Disability Insurance Scheme, fee for service, Sector Capacity Building Inclusion Program, Start Strong Parents as Teachers Programs as well as our newly established Pinnacle Preschool program.

To continue to meet the needs of the growth of our organisation a new organisational structure was implemented during the past twelve months, creating further opportunities and progression for staff, the establishment of a senior management team and change to the Manager's position to a more strategic position of CEO. Through this growth we have again seen an increase in staff numbers who are employed both at ODEEP and Pinnacle Preschool, which includes 30 full time/part time staff, 3 casual staff, 1 contracted position and 1 volunteer, 35 in total.

We continue to face the challenges of providing supports within the NDIS marketplace such as recruitment of allied health staff, particularly Occupational Therapists as well as increasing administration and auditing requirements whilst ensuring that we can meet the ongoing needs of all children and families.

Retention and recruitment were a continued strategic focus for the past 12-month period. These strategies included the development of partnerships with universities who offer allied health courses to increase the exposure of 4th year and master's level students to early childhood intervention and employment options at ODEEP. These strategies also included further employment and service provision of allied health assistants, which we will continue to develop over the next 12 months. ODEEP also established partnerships with another large organisation in Sydney to assist in the provision of occupational therapy through telehealth.

ODEEP staff need to be congratulated on their commitment to these strategies as well as the excellent support, supervision and valuable placement opportunities being provided to students. Through these placements we have been able to successfully employ allied health new graduates. ODEEP has also received excellent feedback in relation to these opportunities for students.

Like other organisations or businesses, ODEEP continues to face the challenges associated with the COVID 19 pandemic. Although I believe our experiences with lockdowns during the previous 12 months, the quick introduction of new COVID 19 safety plans, and the strength and resilience of all ODEEP team members we have fared considerably well. Our staff were able to continue to provide services and supports to children and families through a variety of service delivery options and I would like to thank the staff for their hard work and flexibility during these times.

I would like to, on behalf of all ODEEP staff, thank the Board of Management for their support of our staff and families during these periods. ODEEP was very fortunate to be able to continue all staff employment and conditions as they were prior to the lockdown, which was appreciated by our staff. We will continue to face challenges associated with this pandemic, but with the strength and support of our team, we will endeavour to work through these head on.

I am also very pleased to be able to report that we have had an extremely successful first twelve months of operation for our new service, Pinnacle Preschool. The commitment of the Pinnacle Preschool staff to deliver a quality educational preschool experience to our preschool community has been invaluable. It has been a year of learning for many of us, adaptation and working together as an ODEEP/Pinnacle Preschool team but it has also been a wonderful year to see the children engaging and learning in a variety of fantastic educational learning opportunities and it has been lovely to see all the children grow and develop over the year.

Pinnacle Preschool was able to provide an inclusive environment and support 8 children with identified additional needs over the past 12 months. The team need to be commended on the way that they have supported these children, overcome challenges, and provided a preschool setting that includes all children in the program.

Pinnacle Preschool has been very successful in securing several community grants which have enabled the further development of our preschool environment. These included the purchase of a cubby house for our playground, the purchase of resources to teach the children sustainability and recycling and more recently to purchase outdoor climbing equipment.

The commitment, hard work, agility and professionalism of all ODEEP and Pinnacle Preschool staff is commendable, and I would like to thank each and every staff member for the hard work over the past 12 months.

I would also like to thank the members of the ODEEP Board who volunteer their time to provide governance and strategic direction for ODEEP. I would like to thank these members for their support and commitment to ODEEP, to all the families who access our services, but also for their support to all the staff at ODEEP and Pinnacle Preschool. Over the last 12 months we saw two members of our Board resign for personal reasons, Rosalie Neville and Jennifer Collens. I would also like to thank them for their valuable contribution to ODEEP. Rosalie has been a long standing member and Chairperson of our Board and in particular I would like to thank her for her commitment to the ongoing development of ODEEP over many years as well as the support that she provided to myself as CEO of ODEEP as well as past manager, Robyn Brice.

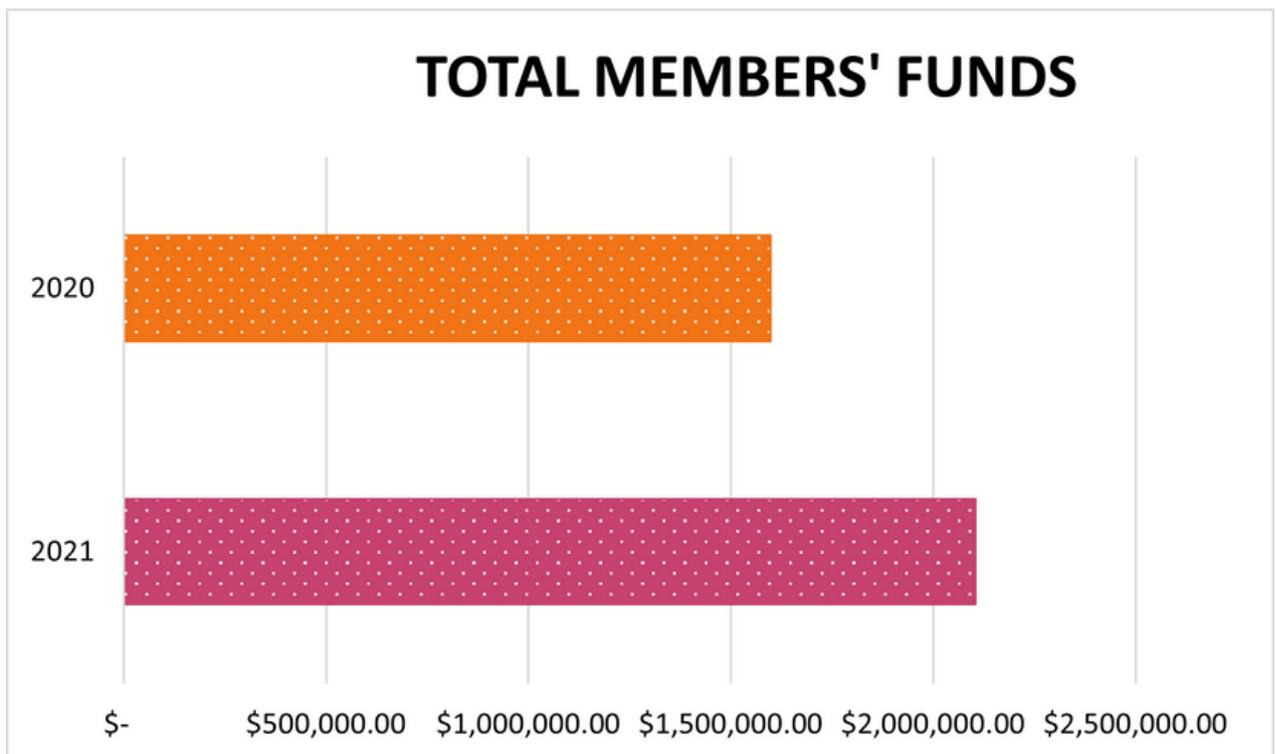
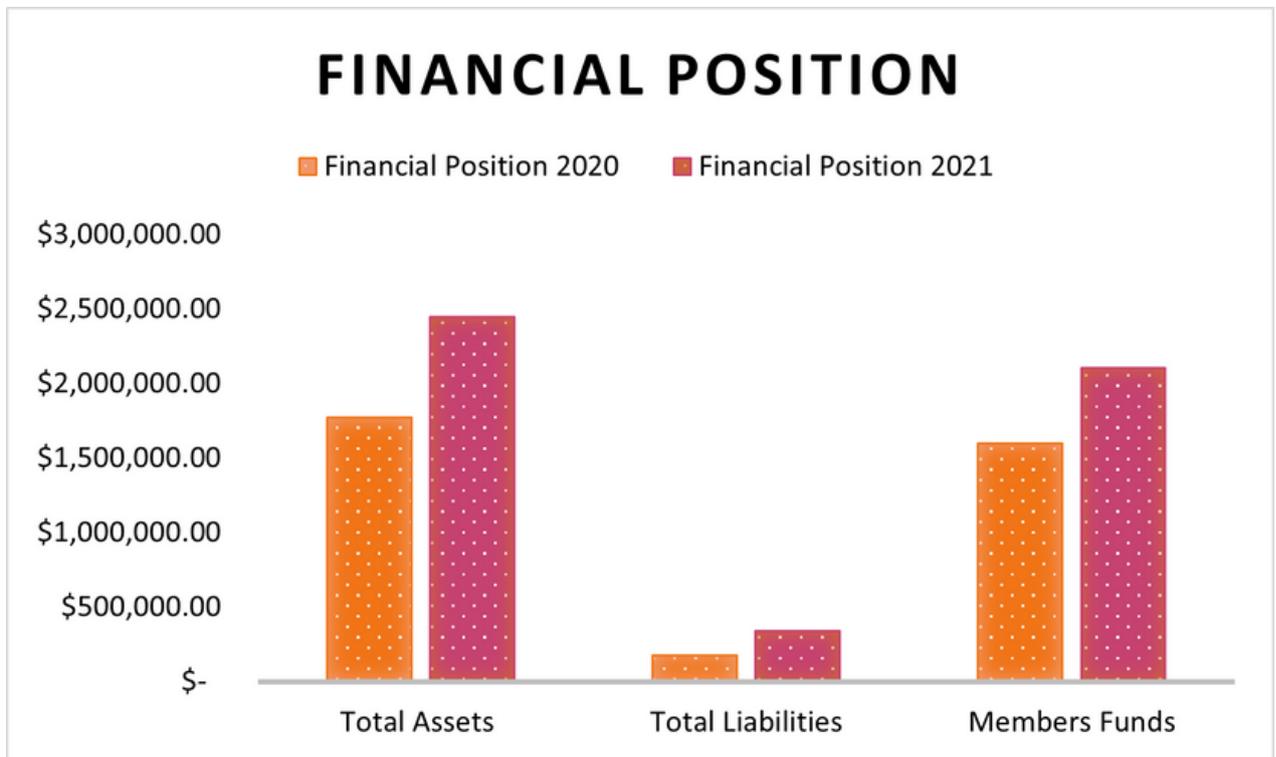
I look forward to leading both ODEEP and Pinnacle Preschool towards another successful year in 2021/2022.



Kylie Streatfeild
ODEEP Chief Executive Officer



Financial Position



Audited Financial Statements



**Orange And District Early
Education Program**

Financial Statements

For the year ended 30 June 2021

Orange And District Early Education Program

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Orange And District Early Education Program

ABN 96 088 506 143

A Detailed Statement of Financial Position as at 30 June 2021

	2021	2020
Current Assets		
General Fund Account	100,655	120,494
Gift Fund Account	25	25
OnLine Saver Account	1,153,594	616,978
Pinnacle PreSchool Banking Account	215,790	11,094
Term Deposits	623,593	613,689
Orange Credit Union Redicard	1,510	1,533
St George Visa Account	1,498	0
Cash On Hand	0	100
Accounts Receivable	57,991	155,629
Accounts Receivable Pinnacle PreSchool	1,000	0
BAS Accruals Payable	8,692	(10,446)
BAS Accruals Payable Pinnacle	(5)	0
Total Current Assets	2,164,344	1,509,097
Non-Current Assets		
Shares In Credit Union - At Cost	20	20
Pinnacle PreSchool Development Costs	166,546	166,546
Fittings & Equipment - At Book Values	50,434	69,836
Vehicles - At Book Values	61,849	27,288
Borrowing Costs	2,842	1,330
Total Non-Current Assets	281,691	265,020
Total Assets	2,446,034	1,774,116

The accompanying notes form part of these financial statements.

Orange And District Early Education Program

ABN 96 088 506 143

A Detailed Statement of Financial Position as at 30 June 2021

	2021	2020
Current Liabilities		
Accounts Payable	65,061	26,142
Accounts Payable Pinnacle	46,145	0
Sundry Creditors Pinnacle	400	0
Income Received In Advance	0	2,962
Payroll Liabilities Pinnacle	4,547	0
Loan Vw T-Cross EJA45R	25,257	0
Loan Vw T-Cross EJS18H	17,927	0
St George Visa Account	0	461
Loan For VW Golf	17,097	20,576
Income Received In Advance Pinnacle	4,077	0
Provision For Employee Leave Pinnacle	7,257	0
Provision For Employee LSL	76,259	58,597
Provision For Employee Annual Leave	49,546	39,689
Provision For Building Maintenance	13,087	14,032
Provision For Equipment Replacement	14,209	11,573
Provision For Building WHS	1,524	1,340
Total Current Liabilities	342,392	175,372
Total Liabilities	342,392	175,372
Net Assets	2,103,642	1,598,744

Members' Funds

Reserves

Capital Grants Reserve	100,385	100,385
Retained Profits / (Accumulated Losses)	1,498,359	1,109,350
Accumulated surplus (deficit)	504,898	389,009
Total Members' Funds	2,103,642	1,598,744

The accompanying notes form part of these financial statements.

Orange And District Early Education Program
Statement of Changes in Equity
For the year ended 30 June 2021

	2021	2020
	\$	\$
Retained profits at the beginning of the year	1,498,359	1,109,350
Increase/(Decrease) in Asset Revaluations	0	0
Operating profit (Loss) after income tax	504,898	389,009
Retained profits at the end of the year	2,003,257	1,498,359
Capital Grants received for the year	100,385	100,385
Capital Grants at the end of the year	100,385	100,385

Cash Flow Statement

For the year ended 30 June 2021

	2021	2020
Cash Flow From Operating Activities		
Receipts from customers	2,029,314	1,558,236
Payments to Suppliers and employees	(1,307,581)	(1,131,135)
Interest received	7,772	17,041
Net cash provided by (used in) operating Activities	729,505	444,142
Cash Flow from Investing Activities		
Payments for property, plant and equipment	(51,273)	(239,849)
Proceeds from Sale of property, plant and equipment	18,182	7,273
Net cash provided by (used in) Investing Activities	(33,091)	(232,576)
Cash Flow from Financing Activities		
Proceeds of Borrowings	49,290	0
Repayment of Borrowings	(12,490)	0
Net cash provided by (used in) Financing Activities	36,800	0
Net increase (decrease) in cash held	733,214	211,566
Cash at the beginning of the year	1,363,452	1,151,886
Cash at the end of the year (note 1)	2,096,666	1,363,452

The accompanying notes form part of these financial statements.

Orange And District Early Education Program

ABN 96 088 506 143

Detailed Statement of Financial Performance

For the year ended 30 June 2021

	2021	2020
	\$	\$
Income		
DET Subsidy	234,904	241,304
Other Funding	9,900	10,730
N D I S Claims	1,226,385	1,137,502
Donations	1,115	42,986
Fee For Service	1,346	14,313
Medicare Services	0	700
Interest Received	7,772	17,041
Other Income	967	7,795
Workshop Income	0	409
Profit On Sale Of Assets	15,664	0
JobKeeper & CashFlow Boost Payments	256,500	170,500
JobKeeper Top Up Costs	(25,105)	(20,529)
PreSchool Rents Received	12,000	0
PreSchool Management Fee Received	12,500	0
Pinnacle PreSchool		
- Pinnacle PreSchool Fees	44,500	0
- Pinnacle Enrolment Contribution	1,800	0
- Pinnacle DET Subsidy Operational	94,856	0
- Pinnacle DET Subsidy Additional	51,750	0
- Pinnacle DET Cubby Grant	9,203	0
- Pinnacle Fundraising	54	0
- Pinnacle Interest Received	0	1
	<u>202,163</u>	<u>1</u>
Total income	<u>1,956,111</u>	<u>1,622,753</u>
Expenses		
Advertising & Marketing Costs	5,774	5,347
Audit Fees	4,932	3,745
Bank Charges	178	133
Bookeeping And Admin Assistance	13,440	12,431
Business Coach	30,000	29,900
Cleaning	10,108	8,074
Client Record Management System	2,700	2,700

The accompanying notes form part of these financial statements.

Orange And District Early Education Program

ABN 96 088 506 143

Detailed Statement of Financial Performance

For the year ended 30 June 2021

	2021	2020
	\$	\$
Computer Costs	13,927	12,063
Consultants & Contractor Fees	43,498	65,094
Depreciation	34,784	18,531
Electricity & Gas	2,908	3,270
Fundraising Expenses - General	0	79
Gifts	856	1,158
General Expenses	1,332	870
Insurance	24,505	18,677
Magnifi Support	2,100	2,100
Management Investment Expenses	5,000	0
NDIS Expenses	1,640	1,657
Parent Support & Training	383	462
Postage	44	189
SCB DET Funding(PreSchool) Expense	29	1,350
Repairs & Maintenance Costs	8,816	12,673
Stationery & Office Supplies	5,265	4,223
Staff Amenities	2,478	2,339
Staff Training & WHS	14,827	19,431
Subscriptions	5,675	5,583
Superannuation - Staff	86,364	82,068
Telecommunications	11,086	8,042
Taxi Fares For Clients	245	559
Third Party Verification	2,513	0
Travel & Accommodation Costs	5,815	4,373
Toys, Resources & Equipment	20,101	8,739
Vehicle Costs	13,163	14,692
Workshop Expenses	0	235
Wages	929,512	880,068
Pinnacle PreSchool		
- Pinnacle Advertising & Marketing	1,303	651
- Pinnacle Administration Expenses	12,500	0
- Pinnacle Audit Fees	1,000	0
- Pinnacle Bank Charges	0	16
- Pinnacle Bookkeeping & Admin Assistance	1,995	0
- Pinnacle Client Record Management System	1,350	0
- Pinnacle Computer Costs	19	0

The accompanying notes form part of these financial statements.

Orange And District Early Education Program

ABN 96 088 506 143

Detailed Statement of Financial Performance

For the year ended 30 June 2021

	2021	2020
	\$	\$
- Pinnacle Consultants & Contractor Fees	0	552
- Pinnacle Compliance/Assessment Ratings	630	0
- Pinnacle DET Cubby Costs	9,055	0
- Pinnacle Gifts	36	0
- Pinnacle General Expenses	197	0
- Pinnacle Insurance	1,311	0
- Pinnacle Licencing & Accreditation	0	321
- Pinnacle Provision For Staff Leave	7,257	0
- Pinnacle Postage	0	6
- Pinnacle Rent	12,000	0
- Pinnacle Repairs & Maintenance Costs	1,080	0
- Pinnacle Subscriptions	0	1,208
- Pinnacle Staff Amenities	107	0
- Pinnacle Staff Training & WH&S	696	0
- Pinnacle Subscriptions	476	0
- Pinnacle Superannuation	7,592	0
- Pinnacle Toys, Resources & Equipment	5,148	0
- Pinnacle Travel & Accomodation	0	136
- Pinnacle Wages	83,462	0
	<u>147,215</u>	<u>2,890</u>
Total expenses	<u>1,451,213</u>	<u>1,233,744</u>
Profit from ordinary activities before income tax	504,898	389,009
Income tax revenue relating to ordinary activities	0	0
Net profit attributable to the association	504,898	389,009
Total changes in equity of the association	504,898	389,009
Opening retained profits	0	0
Net profit attributable to the association	504,898	389,009
Closing retained profits	504,898	389,009

The accompanying notes form part of these financial statements.

Orange And District Early Education Program

Notes to the Financial Statements
For the year ended 30 June 2021

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of New South Wales 2009 and the *Australian Charities and Not-for-profits Commission Act 2012*. The committee has determined that the association is not a reporting entity. The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The Accounting policies adopted are consistent with the requirements outlined by the Australian Accounting Standards Board (AASB). 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) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all PPE 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.

(b) 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 expensed to the income statement

(c) 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.

(d) 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 reasonably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period. Provision has been made for building, equipment and OH & S expenses to be incurred in the future. The amount of the provision is determined on an annual basis at the discretion of the Management Committee.

(e) Cash and Cash Equivalents

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

Orange And District Early Education Program

Notes to the Financial Statements

For the year ended 30 June 2021

(f) Revenue and Other Income

Revenue from fees, donations and fundraising recognized when received. Interest revenue is recognised as it accrues. All revenue is stated net of the amount of goods and services tax (GST).

(g) 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 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 assets and liabilities statement are shown inclusive of GST.

Note 2: Related Party Transactions

No member of the Committee received any benefit by virtue of any transactions with the Association during the year. No Committee member has entered into a material contract with the Association since the end of the previous financial year and there were no material contracts involving Committee members' interest at year end.

All transactions with members and related parties are conducted on normal terms in the ordinary course of operations.

Note 3: Charitable Fundraising Act 1991 Information

	2021	2020
Gross Proceeds from Fundraising		
Fundraising - other	54	0
Total Income	54	0
Total Costs of Fundraising Appeals		
Fundraising costs - other	0	78
Total Expenses	0	78
Net Surplus from Fundraising	54	(78)

BENNETT KEOGH & ASSOCIATES PTY LIMITED

(ABN 38 003 565 982)

ACCOUNTANTS AND TAXATION CONSULTANTS

Ken Bennett, FTMA
Scott Bennett, BEc, ACA

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CANOWINDRA, 2804
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Independent Auditor's Report (Continued) To the Members of Orange And District Early Education Program

Information Other than the Financial Report and Auditor's Report Thereon

Those charged with governance are responsible for the other information. The other information comprises the information included in any attachments to the financial report for the year ended 30 June 2021, 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.

Responsibilities of Management and Those charged with Governance for the Financial Report

Management is responsible for the preparation of the special purpose financial report that gives a true and fair view in accordance with the relevant Australian Accounting Standards in accordance with the *Australian Charities and Not-for Profits Commission Regulations 2013* and the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as management 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 special purpose financial report, management is responsible for assessing the Entity'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 intend to liquidate the Entity or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

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 this financial report.

BENNETT KEOGH & ASSOCIATES PTY LIMITED

(ABN 38 003 565 982)
ACCOUNTANTS AND TAXATION CONSULTANTS

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Independent Auditor's Report (Continued) To the Members of Orange And District Early Education Program

As part of an audit in accordance with the 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the management'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 Entity'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 Entity 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 those charged with governance 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.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

28 September 2021



.....
Scott Bennett, Chartered Accountant
Bennett Keogh & Associates Pty Ltd

Orange And District Early Education Program - Pinnacle PreSchool
Detailed Statement of Financial Performance
For the year ended 30 June 2021

	2021 \$	2020 \$
Income		
Preschool Fees	44,500	0
Preschool Enrolment Contribution	1,800	0
DET Subsidy - Operational	94,856	0
DET Subsidy - Additional Assistance	51,750	0
DET Cubby Grant	9,203	0
Fundraising Income	54	0
Pinnacle Interest Received	0	1
Total income	202,163	1
Expenses		
Advertising	1,303	651
Administration Expenses	12,500	0
Audit Fees	1,000	0
Bank Charges	0	16
Bookeeping & Admin Assistance	1,995	0
Client Record Management System	1,350	0
Computer Costs	19	0
Consultants & Contractor Fees	0	552
Compliance/Assessment Ratings	630	0
DET Cubby Costs	9,055	0
Gifts	36	0
Geneal Expenses	197	0
Insurance	1,311	0
Licencing & Accreditation	0	321
Provision For Staff Leave	7,257	0
Postage	0	6
Rent	12,000	0
Repairs & Maintenance Costs	1,080	0
Subscriptions	0	1,208
Staff Amenities	107	0
Staff Training & WH&S	696	0
Subscriptions	476	0
Superannuation	7,592	0
Toys, Resources & Equipment	5,148	0

The accompanying notes form part of these financial statements.

Orange And District Early Education Program - Pinnacle PreSchool
Detailed Statement of Financial Performance
For the year ended 30 June 2021

	2021 \$	2020 \$
Travel & Accomodation	0	136
Wages	83,462	0
Total expenses	<u>147,215</u>	<u>2,890</u>
Profit from ordinary activities before income tax	54,948	(2,888)
Income tax revenue relating to ordinary activities	0	0
Net profit attributable to the association	54,948	(2,888)
Total changes in equity of the association	54,948	(2,888)
Opening retained profits	(2,888)	0
Net profit attributable to the association	<u>54,948</u>	<u>(2,888)</u>
Closing retained profits	52,060	(2,888)

The accompanying notes form part of these financial statements.

Bennett Keogh & Associates
PO Box 47
Canowindra NSW 2804

Audit Representation Orange and District Early Education Program

This representation letter is provided in connection with your audit of the financial statements of Orange and District Early Education Program for the year ended 30 June 2021 for the purpose of expressing an opinion as to whether the financial present fairly, in all material respects the financial position of Orange and District Early Education Program as of 30 June 2021 and of the results of its operations and its cash flows for the year then ended in accordance with applicable financial reporting framework.

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with applicable financial reporting framework

Financial Statements

We confirm, to the best of our knowledge and belief, the following representations:

Accounting policies

All the significant accounting policies of the fund are adequately described in the financial statements and notes to the accounts. The applicable policies are consistently applied. If in the event that there are exceptions these are noted below.

Financial records, related data and minutes

All financial statements, records and related data have been made available to you, including minutes of meetings.

Fraud, error and non-compliance

There has been no:

- Fraud, error, or non-compliance with the laws and regulations by persons who are involved in the internal management of Orange and District Early Education Program;
- Fraud, error, or non-compliance with laws and regulations that could have a material effect on the financial reports of Orange and District Early Education Program; and
- Communications from regulatory agencies concerning non-compliance with or deficiencies in the financial reporting practices of Orange and District Early Education Program.

Internal controls

We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect errors in the financial reports of Orange and District Early Education Program. We have established adequate internal controls and maintained these controls. There are no material transactions that have not been properly recorded in the records underlying the financial report.

Investments

Investments are carried in the financial statements and records at market value. These amounts are considered reasonable in the present circumstances.

There are no commitments, fixed or contingent, for the purchase or sale of investments.

Related parties

We have disclosed to you the identity of any related parties and all related party transactions and relationships. Related party transactions and related amounts receivable or payable have been properly recorded and identified in the financial statements.

Any transactions that occur with related parties are conducted at arm’s length.

Subsequent events

No events or transactions have occurred since the end of the financial year that would require adjustment and/or disclosure in the notes to the financial reports. We have no plans or intentions that may materially affect the carrying values or classification of assets and liabilities of as they are reported in the end of year financial report.

Where we are aware of such an event or transaction occurring, we will notify the Auditor.

Yours sincerely,

Acknowledged on behalf of Orange and District Early Education Program by:

PETER ROAN

Name on behalf of the Board



Signature

21/10/21

Date

BENNETT KEOGH & ASSOCIATES PTY LIMITED

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To the Board of Directors:

You have requested that we audit the financial statements of Orange & District Early Education Program which comprise the statement of financial position as at 30 June 2021 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will conduct our audit in accordance with Australian Standards on Auditing. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of any accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system, there is an unavoidable risk that even some material misstatements may remain undiscovered.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements 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 entity's internal control. However, we expect to provide you with a separate letter concerning any material weaknesses in the design or implementation of internal control over financial reporting that come to our attention during the audit of the financial statements.

We remind you that the responsibility for the preparation of financial statements that present fairly the financial position, financial performance and cash flows of the entity in accordance with Australian Financial Reporting Standards is that of the management of the entity. Our auditors' report will explain that management is responsible for the preparation and the fair

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presentation of the financial statements in accordance with the applicable financial reporting framework and this responsibility includes:

- Designing, implementing and maintaining internal control relevant to the preparation of financial statements that are free from misstatement, whether due to fraud or error;
- Selecting and applying appropriate accounting policies; and
- Making accounting estimates that are appropriate in the circumstances.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We look forward to full cooperation from your staff and we trust that they will make available to us whatever records, documentation and other information are requested in connection with our audit.

Our fees are based on the expected amount of time and the level of staff required to complete the Audit. As has been preliminarily discussed with you our fee is expected to be approximately \$5,120. This fee arrangement will be subject to change if any significant alteration to these terms of our engagement occur during the period under audit.

We anticipate issuing our fee invoice upon completion of providing the agreed services. If you have any questions regarding any of the above, please do not hesitate to give me a call.

Regards,



Scott Bennett

Bennett Keogh & Associates

Acknowledged on behalf of the ODEEP by:

PETER ROAN

Name on behalf of the Board



Signature

21/10/21

Date

Orange And District Early Education Program

Declaration by Members of The Committee

The Management Committee has determined that the Association is not a reporting entity.

The Management Committee has determined that these special purpose financial statements should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Management Committee the financial statements:

1. Present fairly the financial position of the Orange and District Early Education Program as at 30 June 2021 and the results of the Association for the year ended on that date;
2. At the date of this statement, there are reasonable grounds to believe the Orange and District Early Education Program will be able to pay its debts as and when they fall due.
3. We are members of the committee of Orange and District Early Education Program.
4. We attended the annual general meeting of the association.
5. We are authorised by resolution of the committee to sign this certificate.
6. This annual statement was submitted to the members of the association at its annual general meeting.

Further the Committee declares that in respect of fundraising appeals:

1. The financial statements give a true and fair view of all income and expenditure of Orange and District Early Education Program with respect to fundraising appeals;
2. The statement of financial position gives a true and fair view of the state of affairs with respect to Fundraising appeals; and
3. The provision of the Charitable Fundraising Act 1991 and the regulations under that Act and the Conditions attached to the authority have been complied with.

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

.....

Blair

.....

Dated:

23/10/21

BENNETT KEOGH & ASSOCIATES PTY LIMITED

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Independent Auditor's Report To the Members of Orange and District Early Education Program

Opinion

We have audited the financial report of Orange And District Early Education Program ("the Entity") which comprises the statement of financial position as at 30 June 2021, the statement of income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes¹ 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 of the Entity is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- a) giving a true and fair view of the Entity's financial position as at 30 June 2021 and of its financial performance and cash flows for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

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 Entity in accordance with the auditor independence 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 confirm that the independence declaration required by Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, which has been given to those charged with governance, would be in the same terms if given as at the time of this auditor's report.

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 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the financial reporting responsibilities under 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.

THANK YOU

We would like to thank our other wonderful supporters who have helped us through this year.

Woolies Junior Landcare Grant donated \$1000 for a worm farm and composting system

Charles Sturt University donated \$1000 for musical instruments

Department of Education donated \$20,000 for a cubby and climbing equipment

Newcrest Cadia Valley Operations donated \$1000 to put towards the purchase of a smartboard for the preschool.