**FINANCIAL REPORT** 

FOR THE YEAR ENDED 31 DECEMBER 2019

### **FINANCIAL REPORT**

# FOR THE YEAR ENDED 31 DECEMBER 2019

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## STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 \$	<b>2018</b> \$
Revenue	2	3,683,178	3,672,035
Interest received		39,746	39,159
Accounting		(77,927)	(58,107)
Advertising		(10,803)	(14,672)
Classroom supplies		(43,841)	(36,991)
Cleaning and maintenance		(25,484)	(6,506)
Depreciation and amortisation		(133,770)	(110,242)
Insurance		(7,651)	(6,601)
Utilities		(31,610)	(43,804)
Motor vehicle expenses		(18,157)	(7,960)
Pageturners		(9,922)	(6,430)
Printing and stationery		(33,207)	(33,101)
Project payments		(22,734)	(32,233)
Rent		(16,048)	(38,535)
Salaries and wages		(2,797,291)	(2,504,573)
Staff amenities		(14,804)	(17,955)
Staff training and development		(19,321)	(12,416)
Student fees and supplies		(13,581)	(6,966)
Subscriptions		(31,754)	(25,974)
Sundry expenses		(65,368)	(19,599)
Superannuation		(238,345)	(233,133)
Telephone		(24,937)	(28,004)
Workcover	_	(23,337)	(30,017)
Surplus before income tax		63,032	437,375
Income tax expense	1b	-	-
Other comprehensive income, net of income tax	_		<u>-</u>
Total comprehensive income for the year	=	63,032	437,375

# STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2019

	Note	2019	2018
		\$	\$
CURRENT ASSETS			
Cash	3	2,639,405	2,237,147
Trade and other receivables	4	92,509	158,311
Financial assets	5 _	159,193	155,096
TOTAL CURRENT ASSETS		2,891,107	2,550,554
NON-CURRENT ASSETS			
Property, plant and equipment	6	785,186	752,013
Borrowing costs	7	974	-
TOTAL NON-CURRENT ASSETS	_	786,160	752,013
TOTAL ASSETS		3,677,267	3,302,567
	_		
CURRENT LIABILITIES			
Trade and other creditors	8	257,639	381,479
Amounts received in advance	9	1,049,726	822,146
Borrowings	10	29,835	-
Provisions	11	558,693	459,283
TOTAL CURRENT LIABILITIES		1,895,893	1,662,908
			, ,
NON-CURRENT LIABILITIES			
Borrowings	10	83,372	_
Provisions	11	21,121	25,810
TOTAL NON-CURRENT LIABILITIES		104,493	25,810
TOTAL LIABILITIES		2,000,386	1,688,718
101712 20100120	_	2,000,000	1,000,110
NET ASSETS	_	1,676,881	1,613,849
	=		_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
MEMBERS' FUNDS			
Retained profits		1,676,881	1,613,849
TOTAL MEMBERS' FUNDS	_	1,676,881	1,613,849
TO THE INITIALITY TO UND	=	1,070,001	1,013,043

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2019

	Retained Earnings \$	Total \$
Puls 11 4 12 12 2040		
Balance at 1 January 2018	1,176,474	1,176,474
Surplus/(Loss) attributable to the entity	437,375	437,375
Other comprehensive income		
Balance at 31 December 2018	1,613,849	1,613,849
Surplus/(Loss) attributable to the entity	63,032	63,032
Other comprehensive income		
Balance at 31 December 2019	1,676,881	1,676,881

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	<b>2019</b> \$	<b>2018</b> \$
CASH FLOWS FROM OPERATING ACTIVITIES		·	-
Cashflow from government and non-government sources		4,906,140	4,258,637
Payments to employees		(3,067,755)	(2,646,688)
Payments to suppliers		(490,313)	(649,714)
Interest received		35,649	39,159
	•		
Net Cash provided by/(used in) operating activities	12	1,383,721	1,001,394
CASH FLOWS FROM INVESTING ACTIVITIES			
Funds invested in term deposits		(4,097)	(4,102)
Payments for purchase of property and equipment		(1,094,669)	(401,939)
Net Cash provided by/(used in) investing activities	•	(1,094,670)	(406,041)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		113,207	-
Repayment of borrowings			
Not Code and Madde Ward A Constraint Street		442 207	
Net Cash provided by/(used in) financing activities	•	113,207	
Net increase/(decrease) in cash held		402 259	E0E 2E2
Net increase/(decrease) in cash heid		402,258	595,353
Cash at the beginning of the year		2,237,147	1,641,794
cash at the segmining of the year		2,237,147	1,041,734
Cash at the end of the year	3	2,639,405	2,237,147

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

#### **Note 1: Statement of Significant Accounting Policies**

This financial report is special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012 (Vic)* 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 valuation of non-current assets. The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in preparation of this financial report.

#### a. 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 three months or less.

#### b. Income Tax

The Association is exempt from paying income tax by virtue of Section 50-45 of the Income Tax Assessment Act, 1997. Accordingly, tax effect accounting has not been adopted.

#### c. 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.

#### d. Employee Entitlements

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.

Provision is made for the Association's liability for long service leave from commencement of 5 years eligible employment.

#### e. 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.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

#### Note 1: Statement of Significant Accounting Policies (cont.)

#### f. 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 an 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.

#### g. Revenue

Revenue is brought to account when received and to the extent that it relates to the subsequent period it is disclosed as a liability.

#### **Grant Income**

Grant income received, other than for specific purposes, is brought to account over the period to which the grant relates.

#### **Deferred Income**

Unspent grant income received in relation to specific projects and events is not brought to account as revenue in the current year but deferred as a liability in the financial statements until spent for the purpose received.

#### Interest Revenue

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

#### **Donations**

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).

#### h. 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 assets and liabilities statement.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

	<b>2019</b> \$	2018 \$
Note 2: Revenue	Þ	ş
Skills Victoria	769,049	909,640
School Funding	1,508,887	1,227,846
ACFE income	319,396	345,420
Student fees	117,573	127,843
City of Darebin	56,772	50,455
AMEP	220,007	239,306
SEE	69,532	58,207
Fee for service and hire income	143,903	151,729
Grants	428,104	519,009
Sundry income	49,955	42,580
·	3,683,178	3,672,035
Note 3: Cash and cash equivalents		
Cash on hand	1,299	887
Cash at bank	2,638,106	2,236,260
	2,639,405	2,237,147
Note 4: Trade and other receivables		
Fees outstanding	55,289	78,896
Prepayments	1,167	2,333
Accrued income	36,053	77,082
	92,509	158,311
Note B. Brown M. Lands		
Note 5: Financial assets	150 102	155.006
Term Deposits	159,193	155,096
	159,193	155,096
Note 6: Property, plant and equipment		
Property, plant and equipment - at cost	1,069,646	1,021,908
Less accumulated depreciation	(472,370)	(364,896)
	597,276	657,012
Motor Vehicles - at cost	278,589	165,227
Less accumulated depreciation	(90,679)	(70,226)
	187,910	95,001
	785,186	752,013

Motor vehicle assets includes 3 vehicles to which are currently held as security for borrowings as disclosed in Note 10.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
	\$	\$
Note 7: Other assets		
Borrowing costs	993	-
Less accumulated amortisation	(19)	-
	974	
Note 8: Trade and other payables		
Trade Creditors and accruals	123,666	266,077
GST payable	133,973	115,402
	257,639	381,479
Note 9: Amounts received in advance		
Funds in advance	1,049,726	822,146
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Included in Funds in Advance is an amount of \$956,826 that is committed for the purchase of modular classrooms. In December 2019, PRACE entered into a contract with KL Modular Systems (Aust) for the construction and installation of modular classrooms. A deposit has been paid, with construction to commence when an agreement has been reached for the use of a suitable site.

### Note 10: Borrowings

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_		-		
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Chattel mortgage	37,361	-
Less Unexpired interest	(7,526)	-
	29,835	-
Non-current		
Chattel mortgage	93,405	-
Less Unexpired interest	(10,033)	
	83,372	-

PRACE purchased 3 motor vehicle under chattel mortgages all with four year terms. The mortgages are secured against the assets purchased under this facility as disclosed in Note 6, under Property, Plant and Equipment.

#### **Note 11: Provisions**

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Carrent		
Provision for employee entitlements	558,693	459,283
Non-current		
Provision for employee entitlements	21,121	25,810

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
Note 12: Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax	\$	\$
Surplus after income tax	63,032	437,375
Add/(less) items classified as financing activities - Interest on term deposits	(4,097)	-
Non-cash flows in surplus - Depreciation - (Profit)/loss on sale of assets	133,770 -	110,242 -
Changes in assets and liabilities; - (Increase)/decrease in trade and other debtors - (Increase)/decrease in other assets	65,802 (993)	47,824 -
- Increase/(decrease) in trade and other payables - Increase/(decrease) in amounts received in advance	(123,840) 227,580	(254,879) 569,814
<ul> <li>Increase/(decrease) in provisions</li> <li>Net cash provided by operating activities</li> </ul>	94,721 455,975	91,018 1,001,394

#### Note 13: Lease of Merrilands Community Centre

The premises located at 35 Sturdee Street, Reservoir (known as Merrilands Community Centre) was leased by PRACE for a term of 3.5 years in January 2017 from Darebin City Council. In November 2019, both parties agreed to extend the lease for a further term of 3 years. Rent is payable at a rate of \$55 per annum, increasing by \$1 each year.

The use of these premises is integral to the continued operations of PRACE, and at this time there is no reason to believe the lease would not be renewed into the future. PRACE has sole access to the premises, however, the premises may only be used for the purposes of conducting activities associated with a neighbourhood house.

#### STATEMENT BY MEMBERS OF THE COMMITTEE FOR THE YEAR ENDED **31 DECEMBER 2019**

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

In the opinion of the committee of Preston Reservoir Adult Community Education Inc.:

- a) the financial statements and notes of Preston Reservoir Adult Community Education Inc. are in accordance with the Associations Incorporation Reform Act (Vic) 2012 and the Australian Charities and Not-for-profits Commission Act 2012, including:
  - i. giving a true and fair view of its financial position as at 31 December 2019 and of its performance for the financial year ended on that date; and
  - ii. complying with the Australian Charities and Not-for-profits Commission Regulation 2013; and
- b) there are reasonable grounds to believe that Preston Reservoir Adult Community Education Inc. will be able to pay its debts as and when they become due and payable.

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

Dated: 21/5/2020

Treasurer

Dated: 21/5/2020.

## AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as auditor for the audit of Preston Reservoir Adult Community Education Inc. for the year ended 31 December 2019, I declare that, to the best of my knowledge and belief, there have been:

- i. no contraventions of the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

Sean Denham

Dated: 12A May 2020 Sean Denham & Associates Suite 1, 707 Mt Alexander Road Moonee Ponds VIC 3039



Accountants & Auditors

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF PRESTON RESERVOIR ADULT COMMUNITY EDUCATION INC.

#### Opinion

I have audited the accompanying financial report, of Preston Reservoir Adult Community Education Inc., which comprises the statement of financial position as at 31 December 2019, statement of changes in equity, statement of cash flows and the statement of profit or loss and other comprehensive income for the year then ended, notes comprising a summary of significant accounting policies and the certification by members of the committee.

In my opinion, the accompanying financial report of Preston Reservoir Adult Community Education Inc. has been prepared in accordance with Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act)* including:

- a) giving a true and fair view of the Association's financial position as at 31 December 2019 and of its financial performance for the year then ended; and
- b) complies with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012 (Vic) and Div 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the association in accordance with the independence requirements of the Associations Incorporation Reform Act 2012 (Vic) and 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 my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my 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 association's reporting responsibilities under the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

### Responsibility of the Committee for the Financial Report

The committee of the association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 of the financial report is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission Act 2012* and the needs of the members. The committee's responsibility also includes such internal control as the committee determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee are 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 intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Financial Report

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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 responsible entities' 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 I conclude that a material uncertainty exists, I am 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 my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions that 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.

I 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 I identify during my audit.

Sean Denham

Dated: 22 M May 2020 Suite 1, 707 Mt Alexander Road Moonee Ponds VIC 3039

#### **CERTIFICATE BY MEMBER OF THE COMMITTEE**

ADELE MUBRIDE	, of	3/36	BANFF &	RESERVOIR certify that:
(name)			(address)	

a. I attended the annual general meeting of the association held on  $\frac{28|5|2020}{(date)}$ .

b. The financial statements for the year ended 31 December 2019 were submitted to the members of the Association at its annual general meeting.

Committee member

Dated: 29|5|2020