

# **West Ryde Before and After School Care Committee**

## **Annual General Meeting**

**Wednesday 26<sup>th</sup> March 2019**

### **Attendees:**

Diana King, Rebecca Stooke, Karen Parker, Sally Cole, Jo Harvey, Clara Nyangwete, Laura Tibbertsma, Nhu Christy, Pooja Kadian, Grace Ho, Hannah Reid, Venu Vijaykumar, Praveen Srivastava

Staff: Jade Foley, Fran, Max Brennan, Mitchell Bates, Oliver Murphy

Teachers: Peter Hayllar & Albina Lee

**Apologies:** Naomi Aitken, Berry Mak, Lauren

**Meeting Open:** 6:40pm

### **Minutes from Previous AGM**

Accepted: Diana

2<sup>nd</sup>: Karen

### **Business arising from previous minutes**

Internal Painting – done

New constitution – to be ratified in this meeting

Keep in contact with school re: new build – done

### **Reports**

#### **Treasurer's Report**

See attached.

Q: Are we worried about the loss?

A: No, we expected it. Performed renovations and other capital works, gave money to school for playground soft fall, etc. Committee tried to keep fees down as long as possible. Fees have been increased this year so we don't expect another loss. We have substantial funds in the bank so having a single year of operating loss is not a concern. We are a not for profit so we are

Q: What is the consulting fee? It has risen significantly.

A: This is the fees for Becklyn. The amount of the rise of this fee is currently under discussion with Becklyn.

#### **Director's Report**

See attached.

Q: Is it possible to increase our numbers?

A: Federal regulations and the lack of outdoor space mean we can't apply for special consideration until after the build is complete in 2020. Committee have looked at various other ways to provide additional placements however all have been unviable.

Church hall across the road cannot be used as it is off-site and would require starting another business, our licence won't cover multiple sites.

Could not find a centre that would accept a large number of students as a group and cost of bus was prohibitive.

### **President's Report**

See attached.

### **New Constitution**

Maximum number of general committee members was discussed. There was some concern that if the committee became too big it may be difficult to decide on a consensus. Decision was to allow up to 7 general committee members.

Moved: Diana

2<sup>nd</sup>: Peter

All agreed.

Sally to submit the new constitution to Fair Trading.

### **Election:**

All positions declared vacant.

### **President**

Nom: Nhu Christy      2<sup>nd</sup>: Praveen Srivastava

Nom: Grace Ho      2<sup>nd</sup>: Hannah Reid

Elected: Grace Ho

### **Vice President**

Nom: Diana King      2<sup>nd</sup>: Grace Ho

Elected unopposed.

### **Secretary**

Nom: Berry Mak      2<sup>nd</sup>: Jo Harvey

Elected unopposed.

### **Treasurer**

Nom: Venu Vijaykumar      2<sup>nd</sup>: Karen Parker

Elected unopposed.

### **Committee Members**

Nom: Karen Parker 2<sup>nd</sup>: Rebecca Stooke

Nom: Jo Harvey 2<sup>nd</sup>: Venu Vijaykumar

Nom: Rebecca Stooke 2<sup>nd</sup>: Karen Parker

Nom: Pooja Kadian 2<sup>nd</sup>: Nhu Christy

Nom: Naomi Aitken 2<sup>nd</sup>: Jo Harvey

Nom: Sally Cole 2<sup>nd</sup>: Karen Parker

Nom: Nhu Christy 2<sup>nd</sup>: Praveen Srivastava

All nominees elected.

### **General Business**

Albina provided a copy of the NSW Government Schools Contract Confirmation letter. Electronic copy will also be sent to Becklyn.

**Meeting Closed:** 8:20pm

### **Appendix A: Contact Information**

The following contact information was provided by Attendees

<b>Name</b>	<b>E-mail</b>
Rebecca Stooke	rebecca.stooke@gmail.com
Clara Nyangwete	clarak2013@hotmail.com
Laura Tibbertsma	lauratibbertsma@hotmail.com
Sally Cole	sallymaycole@optusnet.com.au
Karen Parker	karenparmenter@yao.com
Nhu Christy	nhu.doan@rms.nsw.gov.au
Pooja Kadian	pooja.kadian@gmail.com
Grace Ho	gracie.ho@gmail.com
Hannah Reid	hannahmcdougall@hotmail.com
Venu Vijaykumar	bvvenu@gmail.com
Praveen Srivastava	praveensri2k@gmail.com
Diana King	dianaking132506@gmail.com
Jo Harvey	joannaharvey@yahoo.com

## **President's Report**

In 2018, the BASC has reached capacity of an afternoon and is close to capacity in the mornings with many families on the waiting list. Due to the scheduled construction on the school premises, the BASC was unable to increase our capacity. Once the building work is completed, the committee will reinvestigate and apply for an increased capacity, as the committee understands that there are families needing care, which are currently on the waiting list.

The committee has been spending money on upgrading the resources, centres fittings and furnishing. Although there is no progress on upgrading the car park and garden area for use by the BASC particularly during vacation care, this is a discussion item for 2019.

As always the management team led by the senior staff, Ashten, Jade and Mitch have worked collaboratively to ensure the centre runs smoothly and efficiently while focusing on quality programs and experiences for all students under their care. After a long time as Director, Ashten is pursuing her career as a teacher, which the committee wished her the very best. I would like to recognise her hard work and commitment towards building a highly successful centre. Currently Oliver has replaced Ashten as Director and Jade has taken on the role of Educational Leader whilst Rachel has joined the management team. The WRBASC has continued to run smoothly as it transitions into a new phase of leadership.

I would like to recognise the support of the school and Kim Lloyd Jones in providing spaces throughout the school for BASC to utilise on a regular basis.

Finally, I would like to thank the committee members for their ongoing support of the West Ryde BASC.

Diana King

President

## **West Ryde Before and After School Care**

Financial Statements  
For the year ended 31 December 2018



**ELITE BUSINESS PARTNERS**  
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# West Ryde Before and After School Care

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Statement by Members of the Committee

Detailed Statement of Financial Performance

Detailed Statement of Financial Position

Notes to the Financial Statements

20 March 2019

The Committee  
West Ryde BASC Incorporated  
Bennett Street  
WEST RYDE NSW 2114

### **Scope**

We have audited the attached special purpose financial report for the year ended 31 December 2018, comprising of the Detailed statement of financial position and the Detailed statement of financial performance. The Committee is responsible for the preparation and presentation of the financial report and the information contained therein, and has determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

The special purpose financial report has been prepared for distribution to the members of the Association for the purpose of fulfilling the Committee's accountability requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates, to any person other than the members or of any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedure included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects; the financial report is presented fairly in accordance with the requirements of the Association Incorporation Act.

The audit opinion expressed in this report has been formed on the above basis.

In our opinion the financial report of West Ryde BASC Incorporated presents fairly the assets and liabilities at 31 December 2018 and the income and expenditure of the Association for the year then ended in accordance with the requirements of the Parents and Citizens Associations Incorporation Act 1976 and the basis of accounting described in Note to the financial statements.



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HARRY YEN, CPA



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**West Ryde Before and After School Care**  
**Detailed Statement of Financial Performance**  
**For the year ended 31 December 2018**

	2018 \$	2017 \$
<b>Income</b>		
Attendance fees	510,288	548,494
Membership fees	8,835	7,905
Grants - CCB & CCS	300,469	141,456
Child care rebate	83,309	160,421
Interest received	2,739	5,558
<b>Total income</b>	<b>905,640</b>	<b>863,834</b>
<b>Expenses</b>		
Advertising and promotion	480	423
Annual leave provision	(1,500)	8,700
Audit fees	927	905
Bank fees and charges	440	760
Consulting fees	46,300	40,800
Consumables	4,431	3,316
Children activities & event programs	59,735	67,979
Food	21,436	27,428
General expenses	1,041	1,049
Insurance	16,259	10,197
Long service leave	(4,020)	6,478
Building and equipment costs	24,581	8,821
Printing & stationery	3,306	3,463
Rent on land & buildings	11,885	11,595
Repairs & maintenance	2,377	143
Staff amenities	3,102	3,391
Staff training	2,885	2,799
Subscriptions	1,295	587
Superannuation	64,316	52,690
Telephone	2,842	3,022
Wages	683,469	562,146
<b>Total expenses</b>	<b>945,588</b>	<b>816,694</b>
<b>Surplus (Deficit) from ordinary activities</b>	<b>(39,948)</b>	<b>47,141</b>
Extraordinary Items	3,636	35,000
<b>Net Surplus (deficit) attributable to the association</b>	<b>(43,583)</b>	<b>12,141</b>

The accompanying notes form part of these financial statements.



**West Ryde Before and After School Care**  
**Detailed Statement of Financial Performance**  
**For the year ended 31 December 2018**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>Net Surplus (deficit) attributable to the association</b>	<b>(43,583)</b>	<b>12,141</b>
<b>Total changes in equity of the association</b>	<b>(43,583)</b>	<b>12,141</b>
Opening retained Surplus	326,495	314,355
Net Surplus (deficit) attributable to the association	(43,583)	12,141
<b>Closing retained surplus</b>	<b>282,912</b>	<b>326,495</b>

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The accompanying notes form part of these financial statements.

**West Ryde Before and After School Care**  
**Detailed Statement of Financial Position as at 31 December 2018**

	Note	2018 \$	2017 \$
<b>Current Assets</b>			
<b>Cash Assets</b>			
Cash at bank		76,216	130,292
Cash on hand		300	300
Cash on deposit		250,000	250,000
		326,516	380,592
<b>Receivables</b>			
Debtors		22,326	15,152
Unpaid VC CCMS			6,609
		22,326	21,761
<b>Current Tax Assets</b>			
GST payable control account		3,995	4,051
		3,995	4,051
<b>Other</b>			
Security deposit		2,686	2,686
Prepaid insurance		4,305	4,259
Prepaid w/comp		3,988	3,914
Prepaid vacation care expenses		2,045	1,171
		13,024	12,029
<b>Total Current Assets</b>		<b>365,862</b>	<b>418,433</b>
<b>Total Assets</b>		<b>365,862</b>	<b>418,433</b>

The accompanying notes form part of these financial statements.

**West Ryde Before and After School Care**  
**Detailed Statement of Financial Position as at 31 December 2018**

	Note	2018 \$	2017 \$
<b>Current Liabilities</b>			
<b>Payables</b>			
<b>Unsecured:</b>			
Creditors and accruals		498	639
Vacation care accruals			3,168
		498	3,806
<b>Financial Liabilities</b>			
<b>Unsecured:</b>			
Fees in advance		22,621	25,809
		22,621	25,809
<b>Current Tax Liabilities</b>			
Amounts withheld from salary and wages		12,073	11,910
		12,073	11,910
<b>Provisions</b>			
Superannuation accrual		17,142	15,087
Annual leave accrual		11,200	12,700
		28,342	27,787
<b>Other</b>			
Prepaid membership		7,560	6,750
		7,560	6,750
<b>Total Current Liabilities</b>		<b>71,094</b>	<b>76,062</b>
<b>Non-Current Liabilities</b>			
<b>Provisions</b>			
LSL provision		11,856	15,876
		11,856	15,876
<b>Total Non-Current Liabilities</b>		<b>11,856</b>	<b>15,876</b>

The accompanying notes form part of these financial statements.

**West Ryde Before and After School Care**  
**Detailed Statement of Financial Position as at 31 December 2018**

	Note	2018 \$	2017 \$
<hr/>			
<b>Total Liabilities</b>		<b>82,950</b>	<b>91,938</b>
<b>Net Assets</b>		<b>282,912</b>	<b>326,495</b>
<b>Association Funds</b>			
Accumulated surplus (deficit)		282,912	326,495
<b>Total Association Funds</b>		<b>282,912</b>	<b>326,495</b>

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The accompanying notes form part of these financial statements.

**West Ryde Before and After School Care**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2018**

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**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 . 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 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) 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.

**(b) 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.

**(c) Cash and Cash Equivalents**

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

**(d) Revenue and Other Income**

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

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

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

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

**(e) 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.

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**West Ryde Before and After School Care**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2018**

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**(f) Trade 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.

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