



Annual Report 2016/2017

Helping every child to learn, develop and participate meaningfully in their community... Starting early in life.



EarlyEd

Early intervention for
children with disability



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A message from our Chairman and CEO



This past year has seen considerable change, with the roll-out of the National Disability Insurance Scheme (NDIS) dominating EarlyEd's service delivery and business development. The NDIS reform has far reaching effects and impacts indirectly on our community relationships and directly on our government funded activities. After years of preparation, children and their families can now benefit from these significant reforms.

NDIS ready

A forward thinking EarlyEd Board, plus capacity building from ADHC (Aged Disability and Home Care) NSW, NDIS and the early intervention sector, ensured that EarlyEd was ready to be part of the NDIS Year 1 roll-out in Western and Northern Sydney in July 2016. The first families wanting NDIS services through EarlyEd were for school aged children returning to EarlyEd, who had become too old under ADHC funding but who now, with NDIS, could restart services.

In November 2016, EarlyEd was pleased to accept the invitation to become an Early Childhood Early Intervention (ECEI) Transition Provider. The invitation recognised that, as an ADHC funded early intervention childhood service, EarlyEd has the appropriate experience to offer best practice planning supports for children age 0 to 6 in Western and Northern Sydney and can manage any perceived conflict of interest.

EarlyEd waited months before NDIS services could be offered to young children because of extensive delays in plan approvals by NDIS. It wasn't until May 2017 that more than the occasional plan was being approved by NDIS and EarlyEd could fully function as an NDIS service provider. Head of Services, Leanne Unie Day and Team Leaders, Hong Pan and Liz Ryan had to concurrently maintain quality services to families who were ADHC funded at the start of the roll-out, while developing the new ECEI services.

Innovation

NDIS has provided the opportunity for EarlyEd to be responsive and innovative. To forge local connections for Blacktown and Nepean families, EarlyEd established a new centre at Mission Australia in Kingswood. Our Northern Beaches Forestville centre has been upgraded with thanks to Northern Beaches Council and an online reservation system was introduced for the Cubby House Toy Library.

Following feedback, a range of school holiday programs have been introduced including language and literacy through music, an evidence based Lego social group and an inclusive school holiday program with The Royal Botanic Garden Sydney. These are short term family centred programs with individualised goals for each child.

Jacqui Shanahan, Business Operations Manager, has developed business and administration teams which support close tracking of services and finance. A new marketing team, led by Pam Lam, commenced a communications strategy in line with NDIS reforms to ensure families were informed and engaged, while driving EarlyEd's market position and shaping EarlyEd's identity in early intervention disability service delivery.

Community connection

EarlyEd's participation in the Department of Families and Community Services NSW Targeted Earlier Intervention Program reforms has helped us align the role of our Families NSW mobile playgroups with local

community priorities. These Western Sydney playgroups now fill a critical gap in services while families wait to engage with NDIS.

The roll back of ADHC funding has meant a 38% reduction in EarlyEd playgroups and alternative funding is being sought to reinstate engagement with groups in the Hills District and maintain our Possibilities Playgroups at Lane Cove. New funding through the Department of Social Services MyTime program now maintains our Forestville playgroup.

EarlyEd has been keen to support North Sydney, Ku-ring-gai, Parramatta, and Northern Beaches councils as they implement new Disability Inclusion Plans, particularly engaging with them as they undertake inclusive play activities and developments. This has led to major collaborations on inclusion projects with Play For All Australia and Sport NSW.

We recognise that the support we receive from our local community enables us to continue to offer critical programs. Pro bono support from Clayton Utz and Strategy& has given us access to regular advice and direction in areas of legal, governance and strategy for the EarlyEd Board and management. During the past year we have also been grateful for the significant contributions from:

- Westfield Parramatta (Scentre Group) for family and sibling services that support health & wellbeing.
- ClubGRANTS NSW for the Cubby House Toy Library in Forestville.
- Dooleys Lidcombe Catholic Club for services for babies that are at risk of delays.

Community protest at the unexpected termination of EarlyEd's 20 year lease, with the NSW Department of Education, for our self-funded, purpose built early childhood intervention centre located in the grounds of Rosehill Public School was unsuccessful. April 2017 saw the ending of what had been an example of an inclusive partnership, without compensation and with complete disregard to the needs of the hundreds of children who used the centre. EarlyEd acknowledges the constant support from our local Members of Parliament, particularly Julie Owens and Dr Geoff Lee in petitioning the Department of Education and other Ministers. EarlyEd minimised disruption to families during the move and is currently delivering services from temporary spaces at Camelia and Pendle Hill.

Looking to the future, it is clear that change is the new norm and EarlyEd staff and management have demonstrated their capability of offering timely, flexible responses vital for growth. We thank staff for their dedication and commitment to EarlyEd and the families we support. Our strategic plan gives us a clear path as we reshape EarlyEd to respond to these changes including establishing a new centre for Western Sydney, and finding new service and funding opportunities that in particular maintain supports to the community in our growth areas of Kellyville and Auburn/Berala and support emerging gaps in services for families needing crisis support and babies at risk.

Andrew Arcuri
Chair

Kerry Dominish
Chief Executive Officer

NDIS in Action

Maintaining family focused, responsive services at EarlyEd.

Community

EarlyEd has supported community awareness of the NDIS and needs of children by:

- Involvement in expo's and community events (e.g. Northern Sydney Children's Festival, International Day of Disability).
- Awareness raising in the health sector – e.g. PECAT (Early Support Service).
- Informing early childhood services and schools about the impact of the NDIS on the way services are delivered to families.
- Raising awareness of the unique planning needs of children compared to adults with a disability through involvement in NDIS events.
- Promoting the rights of children to be included e.g. through involvement with council and community agencies.
- Kerry Dominish, CEO becoming a board member of Early Childhood Intervention Australia (ECIA) NSW/ ACT.
- Taking part in sector forums e.g. Referral Pathways under the NDIS Early Childhood Early Intervention (ECEI) Approach.

Business and Governance

EarlyEd has focused on continuous quality improvement, specifically in relation to financial procedures for NDIS including:

- Strategic Planning Review in June 2017 in consultation with Strategy&, a subsidiary of PricewaterhouseCoopersConsulting (Australia) Pty Ltd.
- Constitution review in consultation with Clayton Utz.
- Targeted Board recruitment.
- Expanding our finance team.
- Establishing and training an NDIS administration team.
- Establishing a team to support families to engage NDIS services through EarlyEd.
- Optimising technology to support mobility and efficiency of staff.

Workforce

EarlyEd equipped our workforce for NDIS through:

- Quality and Safeguards projects including practice guidelines on
 - Augmentative and Alternative Communication (AAC)
 - Positive Behaviour Supports
 - Mealtime Management
 - Volunteering
- Focus on continuous improvement.
- Establishing a Restrictive Practice Panel with Plumtree Children's Services.
- Mentoring for new services such as Support Coordination and Home Modification.
- Establishing the Early Childhood Early Intervention Team to manage the Gateway supports of NDIS access planning and implementation.
- Targeted recruitment.

NDIS Engagement

EarlyEd participated in the successful roll-out of Year1 NDIS.

- NDIS provider across Western and Northern Sydney.
- Accessed provider support through NDIS engagement activities.
- Membership of the National Disability Services (NDS).
- Member of Children, Young People & their Families Sub-Committee.
- Active participation in CEO Forums.
- Membership of Early Childhood Intervention Australia (ECIA).
- Engagement in Managers Forum.
- Accepted invitation to act as an NDIS ECEI Transition Partner.
- Supported the establishment of the NSW ECEI approach.
- Communication with families and wider community to support their understanding of the changes to the NDIS engagement process for children 0-6 years.



Promoting Inclusion In The Community

The long term goal of early intervention is to support children to be included in their community and in everyday activities. Children are directly supported by EarlyEd to develop the skills they need by providing intervention out in the community such as shopping centres or parks.

Over the past year, EarlyEd has been involved in five key areas of community inclusion as part of collaborative community programs. We are pleased that our commitment to promoting inclusion has earned us the Inclusion Champion badge from Early Childhood Intervention Australia (ECIA) NSW/ACT.



Inclusion In Early Childhood and School Settings

EarlyEd recognises that collaborative opportunities between families, service agencies and educational staff increase the opportunities for improved outcomes for children. EarlyEd supports a child's readiness to learn through shared goal setting and individual strategies that reflect the child's needs.

In the past year, through our ConsultEd service, EarlyEd delivered workshops / capacity building training sessions to 13 early childhood centres. This training endeavoured to provide educators with practical strategies they can implement to support the inclusion of children with a disability. Workshops were delivered across a range of topics including Key Word Sign, Does This Child Need Help, behaviour, communication, sensory processing and play. EarlyEd staff also conducted over 2,300 visits to preschools, childcare centres, schools, playgrounds and homes over the past year. That's an average of 9.3 visits per day by staff, supporting children, their families and community.

Play For All - Inclusive Playgrounds



EarlyEd has been supporting councils as they undertake inclusive play activities and developments. A major project has been the Northern Beaches Council's Inclusive Playground project, in collaboration with Play for All Australia. The project saw the redevelopment of five pocket parks in Belrose, as part of a collaborative partnership between local artists, designers, engineers, early childhood educators, allied health professionals and council staff, to support child development and play for children of all abilities. EarlyEd provided best practice evidence about early childhood intervention approaches to inform the inclusive design ideas developed.

School Holidays In The Royal Botanic Garden

Families involved with EarlyEd had identified limited availability of school holiday activities suitable for children with disability. This led to a collaboration between EarlyEd and the Royal Botanic Garden Sydney, that resulted in inclusive opportunities for children with disabilities to participate in school holiday programs offered at the Garden. The inclusive activities have provided a welcoming space for children with additional needs and their families who may otherwise not have visited the garden. The sessions were run for two holiday periods in 2017, with further school holiday sessions planned for 2018.

Promoting Inclusion In Sport

Through our SportEd program, EarlyEd has helped children to develop the skills needed to participate in mainstream sporting activities. We worked with local sporting clubs to support teachers / coaches to help a child to successfully participate in their chosen sport. More widely, a collaboration with Football NSW resulted in EarlyEd presenting at their disability coach workshop. Plans are underway for projects with Sport NSW next year.

Vision For Inclusion For Vivid Sydney



Destination NSW, together with their access & inclusion partner Cushman & Wakefield, have a vision to make Vivid Sydney as inclusive as possible for all members of the community. EarlyEd was pleased to be invited to join Play for All Australia and more than 100 passionate minds as part of the ideation session: 'The Creation of Sensory Rich Play Experiences for All Children, including Those With Special Needs'. The input will impact the planning process for Vivid Sydney in the future.

Genevieve's Story

"I have two daughters that use EarlyEd. Olivia was born with a genetic condition called unbalanced translocation chromosome, which basically means she has developmental and cognitive delays.

We have been with EarlyEd since she was about six months old. They helped us with equipment such as a high chair to assist her to sit up straight and a walking frame to help her walk because of her low muscle tone. The equipment was on loan and once it worked, we could give it back. They also helped us with equipment like spoons and cups to support her with her eating and strategies for me to use to encourage her to eat. We are still using lots of the ideas for her speech, helping her to learn and focus. She is starting school next year.

And then I've got Maddie. It was actually EarlyEd that pointed out that Maddie could do with some support before starting school. She was coming along with Olivia to EarlyEd every fortnight. I knew she was an active child but they saw something I didn't because I was so focused on Olivia at that point, because she was so unwell. They suggested she participate in the Transition to School program which is the best thing we did.

Doing the Transition to School program meant we got help not just for Maddie but for the school as well. She responded beautifully to everything that EarlyEd suggested and the school has been great.

Kindy was hard work at first. We were really concerned that a child could be so anxious at the start. At first, she would take off so I had to drop her off after school had started so the gates were closed. Then I had to pick her up early before the gates opened. Safety was the priority. It took a while but by term three, I was doing the usual drop off. So we came a long way! One of the things I really like about EarlyEd is that they work with your child in the community setting. With Maddie, they were able to observe her and work with both Maddie and her teacher to assist her in the classroom setting. Having this support has been invaluable and I think Maddie is definitely better off because of it.

EarlyEd was a great help with the transition to NDIS. I didn't know where to start and they just arranged a time to meet and helped me to understand how it works. It really helped to talk it over with someone. That help has really been wonderful!

It's been fabulous to have the support of EarlyEd, and I honestly don't know where we would be without it. They've given us the knowledge about what support and strategies to use with both our girls and supported our whole family."



Maintaining Quality & Safeguards

A significant concern for EarlyEd is the maintenance of quality and safeguards in service delivery as we move towards NDIS. Over the past year, project teams have undertaken practice reviews to reflect sector changes. These reviews took place across a number of areas:

Positive Behaviour Supports

EarlyEd's practice review undertaken by Susan Knight and Vanessa Jackson extended the training undertaken by EarlyEd staff in Stepping Stones Tripe P, as part of their research project. A Restrictive Practice Panel was established and now operates in collaboration with early childhood intervention service Plumtree Children's Services. The panel approach also reflects our commitment to best practice guidelines in early intervention that utilise family centred and evidence based approaches.

Dysphagia and Mealtime Management

The EarlyEd skills audit and practice review, led by Prue Clubb, enables EarlyEd to be able to ensure all staff can identify and support children where feeding, drinking and swallowing is of concern and can engage in team evaluation and mentoring for children who have complex issues. More importantly, protocols are now in place to identify when there are indicators that a child is at risk.

Augmentative and Alternative Communication (AAC)

EarlyEd's practice review for AAC culminated not only in the development of EarlyEd's communication philosophy and practice guidelines, but also led to a review of the impact and issues related to AAC as a result of the introduction of NDIS. The project highlighted the importance of EarlyEd:

- Being a voice on AAC in early intervention
- Advocating for the communication needs of children
- Introducing AAC in the early intervention years in order for a child to have the best chance of developing successful communication for life
- Providing informed choice and control for individuals and families
- Building the capacity of staff and families to maintain effective communication systems and meaningful inclusion for the children we work with.

Volunteers

To care for the needs of our volunteers and the quality of our practices, EarlyEd adheres to the 'National Standards for Volunteer Involvement in Not-For-Profit Organisations' and complies with the Australian principles and model code of practice for involving volunteers. All volunteers joining EarlyEd receive an extensive training and orientation program over three weeks, covering a range of topics including the rights of the volunteer, active listening, disability, work health and safety and child development. This year, EarlyEd strengthened our commitment to best practices and signed up as a signatory to the Statement of Principles for the Recognition of Volunteer Rights 2017. Our volunteer managers also participated in training to improve our volunteer management practices. Volunteer Coordinator, Kylie Holding, was sponsored to attend the Centre for Volunteering State Conference by Julie Owens (left in photo), Member of Parliament for Parramatta.



Sharing Best Practice

Down Syndrome NSW Education Conference, 23–24 March 2017



EarlyEd delivered two papers, presented by Jill Tate, Speech Pathologist and Gemma Gumley, Occupational Therapist:

- *An introduction to classroom support strategies: a practical approach*
- *What is sensory processing and how does this look in the classroom?*

The presentations focused on sharing practical ideas and insights gained from EarlyEd's ongoing experience supporting successful outcomes for children in mainstream classrooms specifically related to the needs of children with Down Syndrome. Opportunities were created for attendees to share ideas and problem solve challenges in the classroom.

Paint the Town REaD, 4–5 May 2017

Kerry Dominish, CEO and Speech Pathologist at EarlyEd was honoured to represent EarlyEd as a keynote speaker for the conference, delivering the address 'Music and Singing to Support Language Development'. The session provided the opportunity for attendees to reflect on their understanding of how the aspects of music and singing can be used to support the development of receptive and expressive language, speech and early literacy skills. Kerry also presented a workshop on the same topic, providing practical approaches when using music including Hanen® strategies, visual supports and AAC approaches to enhance language, literacy and narrative skill development.

AGOSCI 2017 Conference, 18–20 May 2017 / ECIA NSW/ACT State Conference 25–26 May

EarlyEd, represented by Lerryn Baker, Speech Pathologist and Kerry Dominish, CEO & Speech Pathologist, delivered two papers on the topic of Augmentative & Alternative Communication (AAC) and the impact of NDIS at the AGOSCI and ECIA NSW/ACT conferences respectively: It's never too early for AAC and AAC: Actions, Attitudes and Change - Supporting Informed Choice about Early Communication Interventions.



Community Support

EarlyEd would like to thank the generous support of our community partners, whose contributions have helped us to improve the lives of children living with disabilities or delays and their families. The support provided, through grants and pro bono support, has made a big difference to our work, and has helped to build networks in our community. We would like to specifically acknowledge the donations of individuals who have given generously to support our work and services for families with needs.



Major Partner: Westfield Parramatta

EarlyEd was grateful to once again receive the generous support from Westfield Parramatta as their chosen charity partner. The partnership raised \$45,000 through a combination of a cash donation in addition to proceeds raised by Westfield Parramatta through their annual Giveability Day (where Westfield matched the amount raised) and gift wrapping services throughout the year. The significant contribution has enabled EarlyEd to deliver family and sibling services to support health and wellbeing.



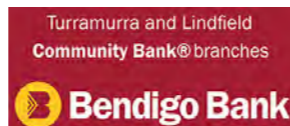
Major Partner: Dooley's Lidcombe Catholic Club

Dooley's Lidcombe Catholic Club and EarlyEd have had a partnership across several years. This year, Dooley's generously donated almost \$10,000 via their Auburn ClubGRANTS scheme to enable EarlyEd to run the 'Does This Child Need Help?' workshop for staff in childcare centres and preschools to help them identify children that may potentially be in need of additional support. A previous grant given by Dooleys in January 2016 also helped EarlyEd deliver supported playgroups for parents of babies with disabilities, in the Auburn local government area over the past year.

Our Supporters

strategy&

CLAYTON UTZ



Cubby House Toy Library Partners

The EarlyEd Cubby House Toy Library at Forestville, continued to offer families in Northern Sydney, a cost effective means of accessing the variety of toys, book and other learning aids that can support their children. This, in conjunction with access to early intervention staff, makes Cubby House Toy Library a unique resource for families. EarlyEd thanks the generous support of the following local clubs who have contributed to subsidising this ongoing community service.



Leslie Burnett Memorial Fund

The Leslie Burnett Memorial Fund was established to memorialise the contribution of Leslie Burnett, Family Support Worker. Leslie was a long standing staff member of EarlyEd, who sadly passed away in June 2016. The proceeds of the fund contributed to a number of programs that were meaningful to Lesley, including providing family support services and delivering a pamper day for mothers.

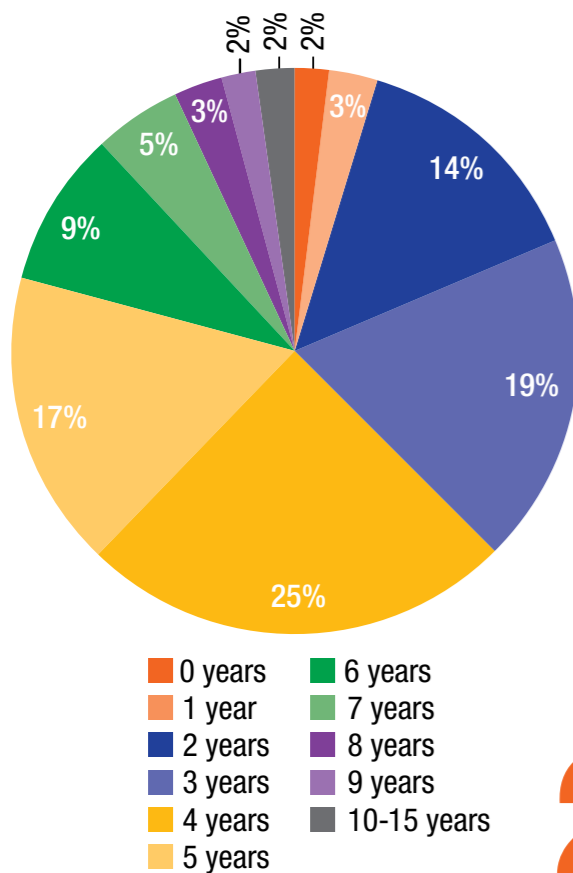
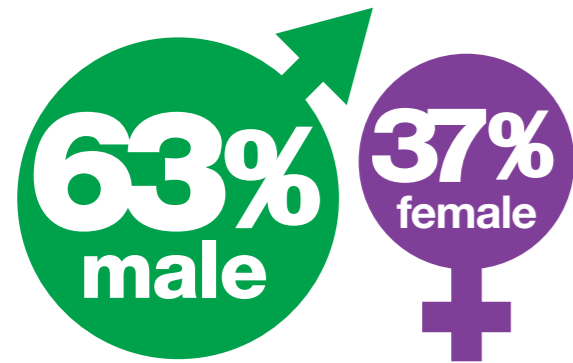
Valuing Our Volunteers

Our volunteers come from a wide range of backgrounds, all with various reasons for volunteering. Whether it be to help others, gain life experiences or developing skills in their field of study, our volunteers provide a valuable contribution to the work that we do. Over the past year, EarlyEd has trained 21 volunteers, with 13 currently working to provide an added 'pair of hands' to help support during group time, develop resources or assist with administration and maintenance.

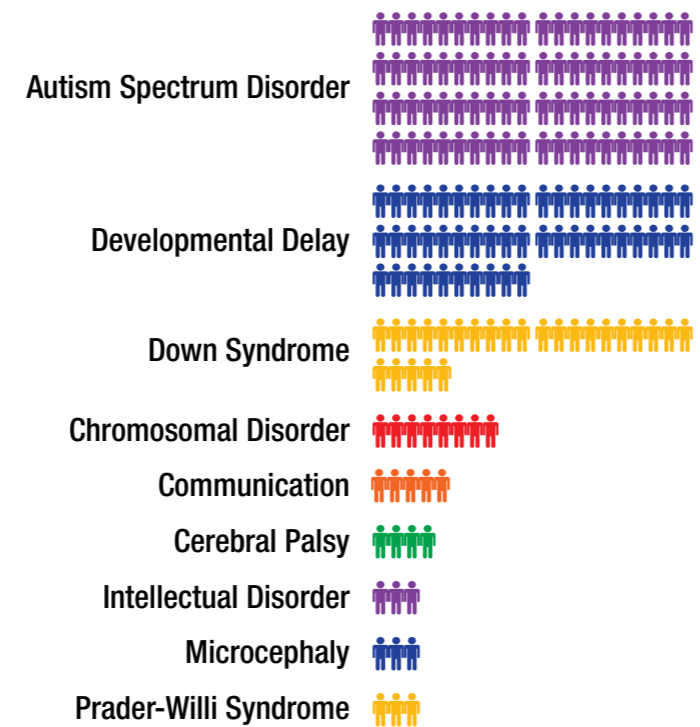


Our Year At A Glance: Meeting the Individual Needs of Children & Families

356 Children Supported



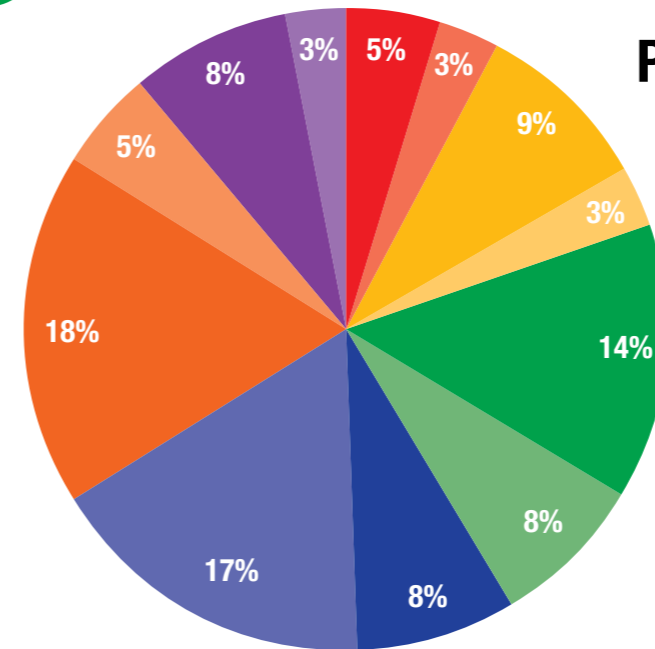
Primary Disabilities Supported



NDIS Ready

114 families received NDIS services through EarlyEd
139 Funded children (Inclusion Support Funding DEC)
210 ECEI plans developed – 83% approved

Group Participation



Parent & Community Workshops

5 Hanen® parent training programs attended by 42 families
13 capacity building workshops delivered to early childhood centres

The EarlyEd Team

Our team consists of 65 staff spanning a range of disciplines.

- Executive
- Marketing
- Admin
- Finance
- Classroom/Program Assist.
- Physiotherapist
- Occupational Therapist
- Special Educator
- Speech Pathologist
- Team Leader
- Practice Leader
- Family Support Worker

Our Board

The EarlyEd Board is a diverse and passionate group with a range of skills including legal, business, accounting, IT, marketing, property management and research. Most members are part of families who currently or previously received services from EarlyEd.

- Chair: Andrew Arcuri (BCom/LLB)
- Treasurer: Jacqui Christie (Bec/LLB (hons))
- Secretary: Michelle Cullen (Bec (Hons))
- Board Member: Genevieve Smith (Cert 4 in Human Resource Management)
- Board Member: Christine Johnston (B.A. (Hons)/PhD)
- Board Member: Elizabeth Low (BCom/BBus (hons))
- Board Member: Bruce Low (MBA, MCom(Finance), BSpSc(ExSc), DipBldgDes)
- Board Member: Simon Abela (BCom, MBA)

Financial Report



Early Education (EarlyEd) Incorporated Financial Report

For Year Ended 30 June 2017

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STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2017

	NOTE	2017	2016
CURRENT ASSETS			
Cash	3	1,490,757	1,720,402
Receivables	4	30,732	19,368
TOTAL CURRENT ASSETS		<u>1,521,489</u>	<u>1,739,770</u>
NON-CURRENT ASSETS			
Property, Plant & Equipment	5	75,255	57,009
TOTAL NON-CURRENT ASSETS		<u>75,255</u>	<u>57,009</u>
TOTAL ASSETS		1,596,744	1,796,779
CURRENT LIABILITIES			
Creditors & other payables	6	220,851	305,286
Provisions	7	176,176	142,192
TOTAL CURRENT LIABILITIES		<u>397,028</u>	<u>447,478</u>
NON CURRENT LIABILITIES			
Provisions	8	57,531	54,477
TOTAL NON CURRENT LIABILITIES		<u>57,531</u>	<u>54,477</u>
TOTAL LIABILITIES		454,558	501,955
NET ASSETS		<u>1,142,186</u>	<u>1,294,823</u>
EQUITY			
Accumulated Funds	9	1,142,186	1,294,823
TOTAL EQUITY		<u>1,142,186</u>	<u>1,294,823</u>

The accompanying notes form part of these financial statements

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2017

INCOME	2017	2016
<u>Grants & Funding Received</u>		
ADHC Funding	2,385,733	2,415,576
Commonwealth Government Grants (DET)	446,706	288,639
Department of Community Services (FACS)	142,717	139,372
	<u>2,975,156</u>	<u>2,843,587</u>
<u>Other Revenue</u>		
Donations	8,034	3,940
NDIS Package Fees & Self Funded	63,955	1,789
Other Grants	51,729	112,199
Interest Received	39,809	31,983
Fees Received	159,796	68,255
Fundraising & Other	52,927	35,546
	<u>376,251</u>	<u>253,712</u>
TOTAL INCOME	<u>3,351,407</u>	<u>3,097,299</u>
EXPENDITURE		
Advertising & Recruitment	8,439	2,984
Accounting fees	11,184	19,092
Audit fees	5,500	5,500
Bank Charges & Fees	2,060	1,893
Cleaning & Maintenance	5,809	8,500
Computer Maintenance & Support	86,805	68,305
Consultants	119,774	117,116
Depreciation	11,086	32,368
Doubtful Debts Provision	-	23,480
Educational Resources	5,553	8,653
Electricity	9,520	8,275
Fees Subsidy/Waived	11,240	5,550
Insurance	42,639	40,177
Interpreting Services	6,648	6,554
Materials & Minor equipment	3,557	5,053
Motor Vehicle Expenses	9,298	14,134
Printing, Postage, Photocopying & Stationery	14,800	13,834
Program Expenses & Materials	3,436	3,057
Provisions - Employee Entitlements	37,037	23,722
Rent & Outgoings	65,439	49,157
Repairs & Maintenance	17,441	20,960
Staff Amenities	8,103	11,308
Staff Training	32,578	29,176
Subscriptions	14,161	21,132
Sundry Expenses	17,639	8,097
Superannuation	235,065	209,087
Telecommunications & Website	53,676	52,891
Travel & parking reimbursements	75,826	67,732
Wages & employment expenses	2,589,733	2,190,841
	<u>3,504,045</u>	<u>3,068,632</u>
NET SURPLUS (DEFICIT) FOR YEAR	<u>(152,638)</u>	<u>28,668</u>

The accompanying notes form part of these financial statements

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2017

	NOTE	2017	2016
Opening Balance at 1 July		1,294,823	1,266,156
Prior period adjustment			
Surplus attributable to members	9	(152,638)	28,668
Closing Balance at 30 June		<u>1,142,186</u>	<u>1,294,823</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2017

	NOTE	2017	2016
<u>Cash flow from operating activities</u>			
Receipts from customers		3,170,481	2,986,200
Interest received		39,809	31,983
Payments to suppliers		(3,410,603)	(2,974,274)
<u>Net Cash provided by (used in) operating activities</u>		<u>(200,313)</u>	<u>43,909</u>
<u>Cash flow from investing activities</u>			
Payment for plant & equipment		(29,332)	(28,385)
<u>Net Cash provided by (used in) investing activities</u>		<u>(29,332)</u>	<u>(28,385)</u>
Net increase (decrease) in cash held		(229,645)	15,525
Cash at beginning of the year		1,720,402	1,704,877
<u>Cash at the end of the year</u>		<u>1,490,757</u>	<u>1,720,402</u>
<i>Note 1 - Reconciliation of cash</i>			
Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:			
Cash on hand		500	500
Cash at Bank		1,490,257	1,719,902
	3	<u>1,490,757</u>	<u>1,720,402</u>
<i>Note 2 - Reconciliation of net cash provided by (used in) operating activities to net surplus</i>			
Net surplus		(152,638)	28,668
Depreciation	5	11,086	32,368
Doubtful Debt Provision		(27,800)	14,150
Disposal assets (net)	5	-	1,255
<i>Changes in Assets and Liabilities</i>			
Decrease (Increase) in accounts receivable		15,406	(13,732)
Decrease (Increase) in prepayments		1,029	12,687
Increase (Decrease) in accounts payable & funding in advance		(150,227)	(67,847)
Increase (Decrease) in other creditors		65,793	12,640
Increase (Decrease) in provisions		37,037	23,722
		<u>(200,313)</u>	<u>43,909</u>

The accompanying notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

Note 1: Statement of Significant Accounting Policies

This financial report covers Early Education (EarlyEd) Inc. as an individual entity. Early Education (EarlyEd) Inc. is an entity incorporated in New South Wales under the Associations Incorporation Act 2009.

Basis of Preparation

In the committee members' opinion, the entity is not a reporting entity because there are no users dependent on general purpose financial reports.

This is a special purpose financial report that has been prepared for the sole purpose of complying with the Associations Incorporation Act 2009 requirements to prepare and distribute a financial report to members and must not be used for any other purpose. The board members have determined that the accounting policies adopted are appropriate to meet the needs of the members.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of this report are as follows:

Revenue

Grant revenue is recognised in the income & expenditure statement when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

The Association receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. Where applicable these assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income & expenditure statement.

Donations and bequests are recognised as revenue when received.

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

Income Tax

The accounts do not contain any provision for the payment of taxation as exemption from taxation has been granted under section 50-10 of the 1997 Income Tax Assessment Act.

Board Members

No remuneration is paid to the members of the board and all services are given free of any remuneration or recompense.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

Note 1: Statement of Significant Accounting Policies (Cont'd)

Property, Plant & Equipment

Each class of property, plant & equipment is carried at cost or fair values as indicated, less, where applicable, accumulated depreciation and impairment losses.

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the entity and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

- Buildings	20 years
- Motor Vehicles	4-5 years
- Furniture, fittings and equipment	3-4 years

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

Leases

Leases in which a significant portion of the risks and rewards of ownership are not transferred to the Association as lessee are classified as operating leases (note 11). Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Cash and cash equivalents

For cash flow statement presentation purposes, cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Trade Receivables

Trade receivables are recognised initially at fair value and subsequently measured at amortised cost, less provision for doubtful debts. Trade receivables are due for settlement no more than 30 days from the date of recognition.

Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for doubtful receivables is established when there is objective evidence that the entity will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial. The amount of the provision is recognised in the income statement.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

Note 1: Statement of Significant Accounting Policies (Cont'd)

Provisions

Provisions are recognised when: the association has a present legal or constructive obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the balance sheet date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

Employee Benefits

(i) Wages and salaries and annual leave

Liabilities for wages and salaries and annual leave are recognised, and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

(ii) Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

(iii) Superannuation

Contributions are made to employee superannuation funds in accordance with the requirements of the Superannuation Guarantee Legislation.

Note 2: Critical accounting estimates

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the entity and that are believed to be reasonable under the circumstances.

Over the course of the 2017-2018 year Grants and Funding Received in relation to early intervention services will be replaced in part by NDIS revenue. Additional funding has been secured for the delivery of ECEI planning services to 30 June 2018.

As such the financial statements have been prepared on a going concern basis.

	2017	2016
Note 3 - Cash		
Cash on Hand	400	500
Cash at Bank	1,490,357	1,719,902
	<u>1,490,757</u>	<u>1,720,402</u>
Note 4 - Receivables		
Accounts receivable	16,197	31,603
Less Doubtful Debts Provision	-	(27,800)
	<u>16,197</u>	<u>3,803</u>
Prepaid expenses	7,239	15,565
Accrued revenue	6,297	
Deposits paid	1,000	-
	<u>30,732</u>	<u>19,368</u>

Current trade receivables are non-interest bearing and generally are receivable within 30 days. A provision for impairment is recognised where there is subjective evidence that an individual trade receivable is impaired.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

Note 5 - Property, Plant & Equipment

	Leasehold buildings \$	Plant and equipment \$	Motor Vehicles \$	Total \$
At 1 July 2015				
At cost	128,795	148,625	67,486	344,906
Accumulated depreciation	(127,295)	(94,775)	(60,589)	(282,659)
Net book amount	<u>1,500</u>	<u>53,850</u>	<u>6,897</u>	<u>62,247</u>
Year ended 30 June 2016				
Opening net book amount	1,500	53,850	6,897	62,247
Additions	-	28,385	-	28,385
Disposals (net)	-	(1,255)	-	-
Assets written off	-	(21,670)	-	(21,670)
Depreciation charge	(1,500)	(29,440)	(1,428)	(32,368)
Closing net book amount	<u>-</u>	<u>29,870</u>	<u>5,469</u>	<u>35,339</u>
At 30 June 2016				
At cost	128,795	154,085	67,486	350,366
Accumulated depreciation	(128,795)	(102,545)	(62,017)	(293,357)
Net book amount	<u>-</u>	<u>51,540</u>	<u>5,469</u>	<u>57,009</u>
Year ended 30 June 2017				
Opening net book amount	-	51,540	5,469	57,009
Additions	-	29,332	-	29,332
Accumulated Depreciation written back	128,795	-	-	128,795
Assets written off	(128,795)	-	-	(128,795)
Depreciation charge	-	(9,956)	(1,130)	(11,086)
Closing net book amount	<u>-</u>	<u>70,916</u>	<u>4,339</u>	<u>75,255</u>
At 30 June 2017				
At cost	-	183,417	67,486	250,903
Accumulated depreciation	-	(112,501)	(63,147)	(175,648)
Net book amount	<u>-</u>	<u>70,916</u>	<u>4,339</u>	<u>75,255</u>

Note 6 - Creditors & Other Payables

	2017	2016
Unspent Funding - ECICP Trust Account	7,198	7,198
Grants Received in Advance	-	150,227
Trade Creditors & Accruals	213,654	147,861
	<u>220,851</u>	<u>305,286</u>

Note 7 - Current Liabilities - Provisions

Employee benefits - long service leave	64,793	62,859
Employee benefits - annual leave	111,383	79,333
	<u>176,176</u>	<u>142,192</u>

Note 8 - Non Current Liabilities - Provision

Employee benefits - long service leave	57,531	54,477
	<u>57,531</u>	<u>54,477</u>



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AUDITOR'S INDEPENDENCE DECLARATION

Auditor's Independence Declaration to the members Early Education (EarlyEd) Inc.

In accordance with the requirements of the Associations Incorporations Act, 2009, as lead auditor for the audit of Early Education (EarlyEd) Inc. for the year ended 30 June 2017, I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

Meoli & Co
Chartered Accountants

Burwood NSW 2134

Date 21 NOVEMBER, 2017.

Flavio Meoli
Partner



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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF EARLY EDUCATION (Early Ed) INC.

Opinion

We have audited the financial report of Early Education (EarlyEd) Incorporated ("the Entity") which comprises the statement of financial position as at 30 June 2017, the statement of income and expenditure, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with management.

In our opinion, the accompanying financial report of the Entity is in accordance with the Associations Incorporations Act 2009, including:

- a) giving a true and fair view of the Entity's financial position as at 30 June 2017 and of its financial performance and cash flows for the year then ended; and
- b) complying with Australian Accounting Standards and the Associations Incorporations Act 2009.

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 the Associations Incorporations Act 2009, which has been given to those charged with management, 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.

Responsibilities of Management and Those Charged with Management for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with the Australian Accounting Standards and the Associations Incorporations Act 2009 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 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 management 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.

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 the 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 management 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 the those charged with management 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.


Meoli & Co
Chartered Accountants

Flavio Meoli
Partner

Burwood NSW 2134

Date 21 NOVEMBER, 2017

Help Us Maintain Vital Family Supports

As a not-for-profit organisation, EarlyEd relies heavily on support from the community to help fund vital additional services not covered by NDIS. Without the generous support of our community, EarlyEd would struggle to continue to offer these services.

Donate

Donate to EarlyEd today, leave a gift in your will, become a major donor or support EarlyEd via your workplace giving program.
www.earlyed.com.au/donate-now

Partner With Us

EarlyEd loves building relationships with local and national businesses. If you are considering linking with a not-for-profit to support their local community in Northern & Western Sydney, get in touch!

Volunteer

There is a role to suit whatever time and skills you have to offer from providing an extra pair of hands during group programs, to making resources, assisting with administrative tasks, helping at events and more!

Fundraise For Us

Host a fundraising event at your school, workplace or in the community or take part in a local fun-run, swim or cycle event on behalf of EarlyEd! Its easy to fundraise online via Everyday Hero.

EarlyEd is a not-for-profit organisation and has Deductible Gift Recipient (DGR) status with the Australian Tax Office.
ABN 42 096 307 200 CFN: 10570



EarlyEd

Early intervention for
children with disability

Early Education (EarlyEd) Inc
earlyed@earlyed.com.au | www.earlyed.com.au
PO Box 19/248 Miller Street, North Sydney, 2060

Registered NDIS provider

ABN: 42 096 307 200 CFN: 10570

“From the beginning, EarlyEd has been understanding of our situation and always had an answer to any concerns. We have found the key workers, therapists and all the staff extremely knowledgeable and enthusiastic in their approach. With NDIS rolling in, we have been guided every step of the way, with EarlyEd providing all the information needed to help get us started. EarlyEd’s flexible approach really helped with the smooth transition.”

- Olivera Cimino

