



ANNUAL GENERAL MEETING

2020

Table of Contents

Page

Annual General Meeting 12.12.2019	2
Organisational Chart	6
Presidents Review	7
Treasurers Review	9
Business Manager Review	10
Secretary's Review	12
Participant Feedback	13
Auditors Report - June 2020	14

MISSION

Headway ADP provides participants who live with an Acquired Brain Injury the advocacy, support and guidance to achieve their chosen life goals. We are committed to empowering all participants to reach their full potential through an individualised, person centred approach.

The Meeting was held at Headway House, 6 Percy Street, Bankstown NSW and commenced at 10.30pm on the 12.12.2019.

1.Present

Irene Wright, Peter Robinson, Judith Couley, Marina Liaskos (minute taker), Bill Sayers, Karen MacCallum via telephone conference, Diane Martin, (Casual member), Thanh Nguyen, Bach Tran, Evangelos Kotopoulos, Helen Frousalias, Rajneel Kumar, Hristo Gereige, Eric Hoeflich, Diane Olsen, Michael Ruxton, Lee Chau.

2.Apologies - Kerry Stafford

Bill Sayers, Headway ADP Business Manager thanked all for their attendance, introduced the 27th Annual General Meeting and declared the meeting open.

Bill Sayers did announce that Karen MacCallum (our Secretary) who has telephoned in for today, would no longer be our Secretary effective after this AGM. Bill expressed his gratitude for all her dedication. Her commercial business skills have been an amazing asset for the Committee.

3.Adoption of Minutes from the Annual General Meeting 06.12.2018

Motion: That the minutes for the Annual General Meeting held 6th December 2018 be accepted as a true and accurate record of that meeting.

Moved: Karen MacCallum Seconded: Judith Couley

4.Business Arising from Previous minutes

Nil

5. REPORTS –

All Committee Members and Office Bearer's reports for the Annual General 2018-2019 were tabled and presented to all present.

Business Manager Bill Sayers summarized **the Presidents AGM Report-Acting Treasurer** in her absence.

Headway ADP has held tight to its legacy, in particular the social programs and groups that run smoothly and effectively throughout the year. Bill brought to the attention of all present that the president's reports identify that Headway ADP will always remain a specialised brain injury service. Headway ADP has been successful in maintaining a strong surplus in this financial year. Headway ADP will aim to consolidate a strong financial position for future years. Headway ADP has improved and invested in their IT platform. With effective tools and strong NDIS Plans Headway ADP have been able to generate a \$111,000.00 net surplus for the financial year.

Business Managers Report.

Bills Sayers presented to all present the Business Managers report. Bill expressed that the last three and half years of being at Headway ADP has been a privilege. Headways ADP is an extended family for all participants. Bill also identified that Headway ADP is a service that prides itself on not labelling any of their participants, it is an important part of the service ethos that we do not use branding to stereotype our participants, we do not see our participants as "different" just because they live with a disability.

Secretary's Report

Thanked Bill and his senior staff and the community support staff for their amazing work. Karen expressed how amazing Headway ADP is and was proud to be part of such an amazing community program.

Participant Representative – Peter Robinson

Headway ADP'S legacy is always strong with the social activity component. Groups and social outings are well attended and participants are able to voice their opinions, choice and control and the opportunity to provide feedback about the services they receive form Headway ADP .

Financial Report June 2019- Karen MacCullum is happy to move and the audited reports

Secretary Karen MacCullum requested that the Audited financial report prepared by Quinn Consultants Chartered Accountants for the End of June 2019 at the Annual General Meeting be moved and accepted by members of the organisation present on the day.

Moved: Peter Robinson Seconded Judith Couley

6. Election of Management Committee Members

Three (3) Nominations were received for the following position.

Bill Sayers announced that the following positions were declared open –

1. President Position
2. Secretary
3. Ordinary Member

Nominations were received for the above position for the tenure 2019-2021

Position	Nominee	Propser	Seconder
President/Treasurer	Kerry Stafford	Peter Robinson	Judith Couley

Ordinary Member	Di Martin	Peter Robinson	Irene Wright
Secretary	Judith Couley	Peter Robinson	Irene Wright

Positions were endorsed without any objections from Members.

7.Appointment of Auditor

All members present were happy to engage Quinn Group Consultants as our Chartered Accountants/ Auditors for the 2020-2021.

Moved: Karren MacCallum

Seconded Peter Robinson.

8.GENERAL BUSINESS

Bill once again thanked all the Participants of Headway ADP, Bill expressed that without you all there would be no Headway ADP.

Bill Sayers also wanted to take the opportunity to thank the following.

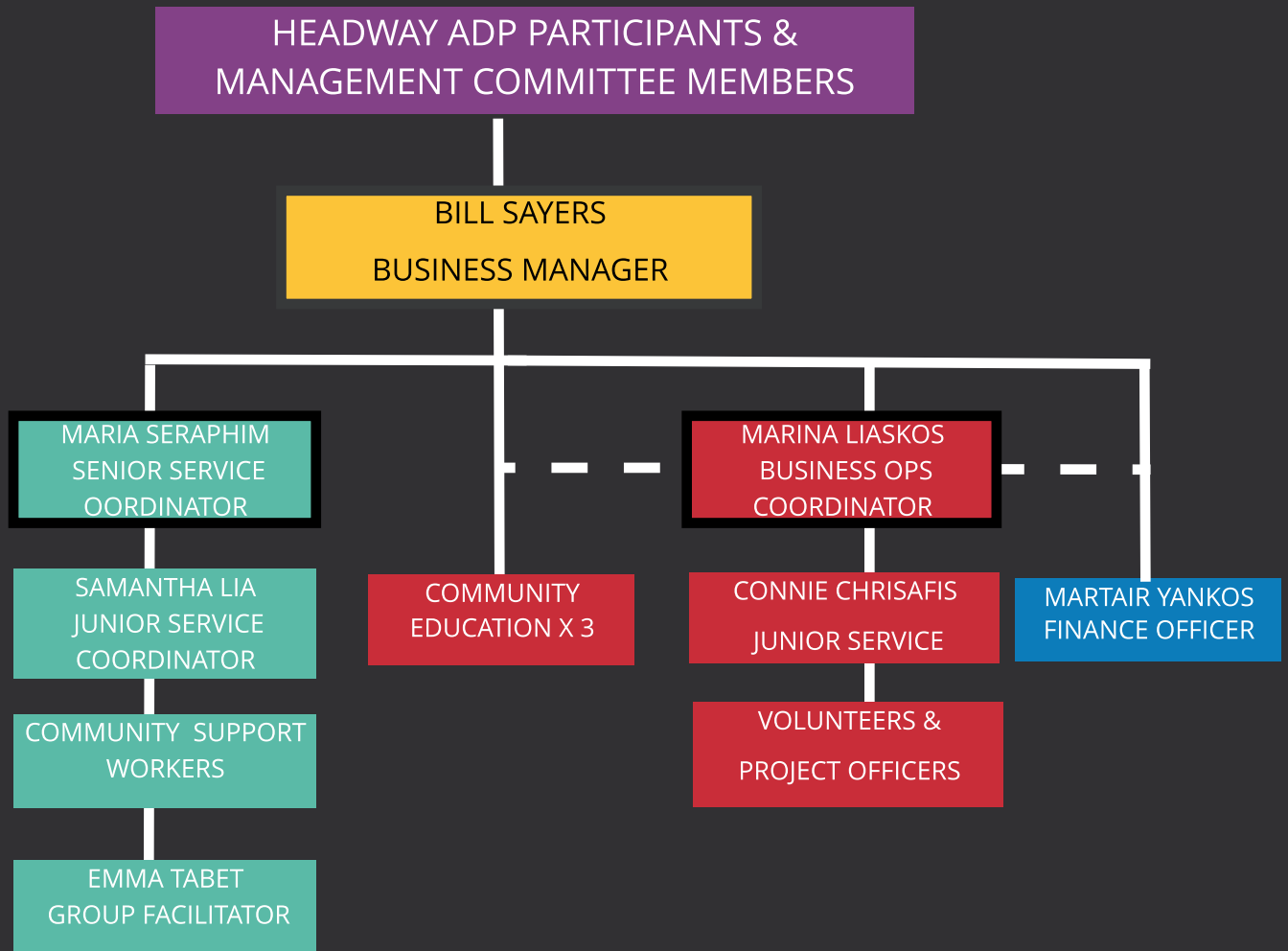
Bill noted and personally thanked his Senior Staff members Marina Liaskos and Maria Seraphim. Their dedication and hard work over the last three years plus has been testimony to the legacy of this organisation. Three years ago, there were people that did not think Headway ADP would survive. The tenacity of their hard work has paid off.

Committee members will always remind us where we are at Headway ADP. Diane Martin, an expert clinician, and her work with us has been integral to how the service has come together. Kerry Stafford, her experience and her passion about ABI, has brought a focus to our committee in this challenging environment.

Karen MacCallum is an amazing lady with a forensic mind. Karen has helped build the financial reporting and commercial savvy within the organisation. , Headway ADP will miss Karen and look to attract a new committee member with a passion for ABI in 2020/21.

Bill presented to all the committee members a small token of appreciation for their hard work.

9.Closed meeting at 11.00am



2019/20 has come and gone very quickly, with the service rising to new challenges in an ever-changing environment.

Participant satisfaction surveys for the 2019/20 financial year indicate clearly that Headway ADP is meeting and often exceeding participant expectations as we apply the key quality indicators/outcome measures set by the NDIS framework. This is great feedback. As President, I am pleased to report glowing participant appraisal of choice and control, assisted decision making, provision of language/materials that are accessible, cultural competence and privacy, Headway ADP ranks at between 95 and 100% in terms of effectiveness across each of these indices. This most importantly though, is the endorsement from you.

Being a specialist service, this feedback is critical, because it does show that Headway ADP are addressing needs and engaging in ways that truly reflect the NDIS practice standards. We do this because we are committed to individuals like yourself, who have unique and often invisible needs.

Maintaining specialisation within the quasi market remains challenging as the NDIS and Commonwealth Government seeks to streamline and to some extent, adopt a McDonalds type approach to promote coverage, but not necessarily quality. This is an appraisal that the NDIA would reject but evidence from dealings with the NDIA and Local Area Coordinators often tells a different story. We expect that the introduction of independent assessment and more layers of bureaucracy may well make advocacy more challenging, but ironically, more important than ever. Initial feedback through NDS has identified the potential pitfalls of NDIS moving to such a model.

What is pleasing currently, is that participants overwhelmingly see Headway ADP as a proactive part of their lives in terms of advocacy, safety, and accountability. It all comes down to the fact that Headway ADP participants know every head office staff member and numerous support staff. Participants have a real voice at Headway ADP and realise that Headway ADP stakes its reputation on being alongside participants, families, carers, most significantly, in times of crisis. Headway ADP is entrusted to protect individuals from bullying, harassment, or injury. Headway ADP is viewed as an enabler and is frequently seen as a fierce advocate regardless of the issue: i.e. housing, third party business, medical or financial issues. Through COVID 19 we have seen the bureaucracy become more remote (avoiding face to face or home assessments) and it is



VISION

Encourage Participants with an Acquired Brain injury to achieve their life goals.

VALUES

- *Empowerment*
- *Inclusion*
- *Respect.*
- *Quality*
- *Transparency*
- *Diversity*

very clear that the push to automation will only benefit participant cohorts who have full cognitive capacity. Through peak organisations and lobbying. Headway ADP will continue to promote that fact that specialisation makes a real difference, because informed choice

to some extent relies on understanding as well as the skills of the provider.

Headway ADP reject the notion that all services should be brokered through “independent third parties” such as LACs. Time and again, one of our hinderers are the poor basic skills set of LACS and occasionally, planners. Whilst there are exceptions, this has been compounded by a limited capacity to know or assess need holistically. Currently, Headway ADP have built good relationships with a diverse range of providers and therapists. This diversity ensures choice, control and directly challenges the notion that provider involvement is driven by self-interest. Evidence and feedback clearly suggest otherwise.

So, where do we stand at the end of 2019/20?

My view is that we need to embrace the following principles to remain a service of choice for individuals living with an Acquired Brain Injury throughout South Western Sydney:

Agility-to deal with the ever-changing requirements of the NDIS and utilise plan funding effectively – throughout COVID and beyond.

Quality focus-to continue to lift the standard of our performance and promote a real difference in the lives of individuals living with an ABI.

Specialisation-WE believe that when we take care of and truly understand our participants the business bottom line will take care of itself.

Advocacy -With the view that agency staff and delegates are responsible to the participant and not treasury. We need to make them accountable to you.

Participant

satisfaction -pride in what we do is at the centre of what we do. Without participants, there is no Headway ADP, and we aim to be here to celebrate our 40th anniversary in 2023 and our 50th birthday, a decade later in 2033

Viability-Headway ADP has grown and consolidated its financial position in 2019/20. This fact enables disaster recovery and continuity in tougher times.

In summary, it is a pleasure and privilege to serve as your President and enjoy the trust of the ABI community. We are determined to continue to make a positive difference in your lives, cut through red tape and provide the sector leadership that both you and your community deserve. May 2020/21 see Headway ADP continue as your trusted professionals in the sector, and your feedback drive us all to achieve even greater things in life.

MESSAGE FROM ACTING TREASURER

Headway ADP has managed to consolidate its financial position despite the disruption from COVID 19, which hit in March 2020. Although the net financial impact of the virus was felt by particular cohorts (residents in aged care, participants with co-morbidity and elderly carers who are very anxious) the vast majority of participants remain connected to our service and made it very clear that this was the only means by which they could retain social support and independence throughout the pandemic.

Our accounts have settled with a good financial reserve now underpinning

participants that best fit our profile and objectives (in terms of achieving life goals). We have found to date that plan scale rather than net numbers of participants, is a better option for the participant and the service. This allows us to focus holistically, and certainly enables us to ensure quality, without compromising account balances.

Through frugal management, good economies of scale, property value and some one-off dividends, Headway ADP has achieved an asset position of over 2 million dollars reserve and has already met its 3-year strategic plan financial target. As forecasts were not able to predict ongoing State Health funding in 2018, the maintenance of this funding has been a significant bonus.

This financial year allowed Headway ADP to consolidate its position for the first time since the inception of the NDIS, with the full transition to an 80:20 balance of 1:1 VS group and supplementary revenues apparent. As a result, we have been able to invest in a substantial fixed term deposit of half a million dollars. The completion of ADHC obligations within the year enabled Headway ADP to draw potential liability back

into the profit line of our accounts. The continuity of State Health funding (confirmed post June 30) has in turn, given a buffer to the business that will enable the service to drive efficiencies and position in the virtual market for the future. An upcoming threat to the market however will be the NDIA's intended move to "independent assessment" of NDIS participant eligibility and reviews. The experience of participants as this unfolds will be worth watching as it is likely to see some funding levels come under pressure through a new layer of health bureaucrats.

It is still apparent, that good referrals tend to come from the health system and community, whilst numerous poor referrals come from the agency itself. This is in no small part due to the agency trying to broker segments of the plan whilst not necessarily, addressing ABI as primary referral criteria, or seriously looking at demographic, situational or other variables. A move to Centrelink type mentality (aka Services Australia) is one we need to watch, as this could erode financial outlooks for services and participants, and make service reviews far more challenging.

Kerry Stafford

BUSINESS MANAGER REVIEW

No one could have forecast the changes we would face when COVID 19 first reared its head late 2019. At the time, we were all hoping it would go much the same way as SARS and MERS, two corona type viruses that had emerged previously throughout Asia and the Middle East but did not spread globally. Unfortunately, this has not been the case with the global COVID 19 infection numbers now passing 40 million.

Amidst the outbreak, Headway ADP have worked to prevent social isolation but at the same time, ensure safety. Some major challenges have been met and dealt with through innovation and commitment to quality. Initiatives included the use of ZOOM technology and pre-recording to continue 1:1 service delivery off site for BEAT and Cooking before COVID restrictions were relaxed.

The COVID situation also forced scrutiny of business levels, sustainability, and quality. It is true to say that we had few clues as to how the outbreak and restrictions would unfold when the virus started to impact in March 2020, leading to panic buying, suspension of most sports, and stand downs of many working in industries like retail, hospitality and travel. For Headway ADP the question was whether COVID restrictions would impact on our ability to

provide supports, and if so, to what extent. The financial year 2019/20 had started well, but it was very clear that we needed to think and move quickly.

After much discussion it was decided that we should unleash the creativity of team members to run our version of Headway TV, with Emma starring, Charles filming and support workers producing and directing within the home of participants. The net result has been reflected in our annual survey of participants, who have rated Headway ADP's ability to deliver group support and keep connected throughout the crisis as a major positive.

The other challenge for Headway ADP was maintaining effective 1:1 supports and a respectable financial position throughout the crisis. I am pleased to report that despite disruption to service delivery and some participants choosing to opt out of services due to concerns around COVID (including those in Aged Care), Headway ADP has more than held its own to date, and this is evidenced in our acquittal for the financial year. The decision not to apply for Job Keeper (to supplement staff wages) was



due to business levels failing to drop significantly. This was in large part due to the value of plans and the fact that many of our participants live on their own or rely on elderly carers. Our strong position on use of PPE and our education of participants in March 2020, also prepared the way forward for any COVID related shock.

So, where are we at June 30, 2020. We are still a brain injury provider of choice, we have well-funded plans in the main, due to the leadership of Maria and support workers. Thanks to Marina's inquisitive mind and ability to negotiate, have amazing IT tools and communication systems, that have lessened the

overhead burden on our service, whilst driving efficiency. It is important to tell you the South West Area Health Service (our other funding body) have repeatedly affirmed that we are a “great little provider” and they truly value the work we do.

I have spoken in the past about participants viewing Headway ADP as a second home. I have also spoken about the need to have specialist providers who are proudly not for profit and participant focused. When questioned about this the message stays on the same themes.

We have had a great year. What do I believe is our secret?

Small is beautiful. Size does not always lead to efficiency, but rather, it can lead to anonymity of the participant. You are never a number at Headway Adult Development Program. We are committed to see that your voice is heard and that supports work tirelessly to enable you to reach your life goals.

You are not a number. We do not brand cars or people because we are all about the service and dignity of participants. Under the one roof, we are all equals. Headway ADP is not a brand, it is a service to you.



We recognise our past.Headway ADP management is committed to preserving a 37- year old legacy and ensuring that we have the financial and intellectual resources to provide superior quality services that exceed sector standards. We will continue to evolve to meet this need.

Headway House is a second home to some. We are advocates through our passion and the view that it is a privilege to serve the ABI community and every person using our service. Headway House belongs to the ABI community, and as management and staff, we serve as your custodian.

We never give up. Your goals and choices are the fuel that powers us when we deal with the NDIA. At Headway ADP we recognise that you may feel more comfortable when we walk beside you. We reject the view that the bureaucracy as masters within the disability universe. Your unmet needs and future goals should drive the NDIS response and ultimately, the agency is here to assist you to achieve them. Remember your right to question and know that we are here to support you, with negotiations, appeals and complaints, when your requests are reasonable and necessary.

We are truly representative. Our committee is made up of representatives who have decades of lived experience, clinical and community experience with Acquired Brain Injury. This protects the interests of the ABI community and to some degree, protects this unique service from commercial raiders. We will not be sold at any price.

We are financially secure. We have greatly improved our facilities and built a war chest for the future. This is important as it underpins our goal to see ABI services prosper beyond 2050. For people with an ABI, having devoted resources for the future is important beyond measure. It is a guarantee.

COMMITTEE PROFILE

Kerry Stafford: President and Treasurer - attended 5 meetings

Kerry's decades of leadership to persons living with Acquired Brain Injury (as CEO of ABI Services) has assisted in promoting robust discussion about the issues of Quality, Governance and Service Delivery. Through running a high-quality service consistently exceeding accreditation requirements, Kerry provides a perspective that enables Headway ADP to maintain and meet its own benchmarks. Under Kerry's Presidency, Headway ADP strives to pursue excellence as a specialist ABI provider in a market that needs to maintain diversity and choice.

Judith Couley: Secretary-attended 6 meetings

Judith has worn many hats at Headway ADP over recent decades including small business owner, participant representative and formerly, Headway ADP President. This rich experience has effectively given Judith a profile with service users, carers and Headway ADP management and staff. Judith is viewed as a wise elder and council by some of our participants, who have a long history with the organisation.

Peter Robinson - attended 6 meetings

Peter's enthusiasm for life and his beloved South Sydney Rabbitohs is only matched by his passion for other persons living with an Acquired Brain Injury. Ever the creative thinker, Peter is always challenging the participant base to devise new ideas, locations for get togethers and feedback to promote quality. He is always contributing positively and has experienced the highs and lows of dealing with the NDIA first-hand. This makes him an invaluable voice at the committee table.

Irene Wright - attended 6 meetings

Most disability specialists will tell you that carers with lived experience provide the most valuable insights to some of the daily challenges faced by individuals with a disability, across all aspects of life. Irene Wright brings knowledge that can only come with decades of work as a Mum and a carer. Her insights regarding the disability bureaucracy and how disability has had a ripple effect on her family are a window for many of the persons within the community who know and trust us. Irene is a staunch supporter of Headway ADP and as one of 3 members with lived experience, her input ensures that we are acutely aware how changes to the NDIS are impacting.

MEMBERSHIP STATS

- People with an Acquired Brain Injury = 13
- Other Interested Parties = 3
- Associate Members = 1
- Life Members = 3

Di Martin: Casual Member - attended 6 meetings

Diane's experience as a clinician working with persons who have an ABI now extends over 3 decades. Never run of the mill, Diane has been a stalwart in the corner of many ex patients who have been hospitalised and returned to the community, for much of this time. She is viewed as a confidante and friend to many of the individuals who have worked with her, particularly those who are living on their own. Since joining Headway ADP's committee, Di has not only linked individuals to our service, but has shown deft judgement in determining which participants stand the most to gain from a service relationship with Headway ADP. As a result, participants at high risk of social isolation are not only connecting but improving their lives and independence by the day. Di has witnessed some of this first-hand.



THE YEAR THAT BROUGHT A PANDEMIC 2020 - PETER ROBINSON

Another year has flown by, but this year brought challenges not only to the disability world but to the entire Cosmos. The pandemic really shook the world. Headway ADP assisted all participants to be able to handle the labyrinth of the Covid 19 Pandemic. We all felt the isolation but were some what confused on how we should go about our daily life.

With the support of the Headway ADP field staff, information relayed to us allowed us to isolate in a safe way but not completely lose connectivity with our services. We all became ZOOM champions with the smarts of our IT at Headway ADP we were able to continue with our groups via Zoom. Monday and Tuesday Cooking continued with our facilitator Emma who ran the groups at Headway ADP House. Our support staff were able to log in via their iPads and we had the opportunity to converse with each other, keep our skills up and most importantly feel connected with our peers. The

Beat Program also ran via Zoom. The only differences were that we were accessing the Art and exercise via Headway's ADP pre recorded YouTube channel.

Another project that has been created at Headway ADP was the recording of some of our

"Our Participant really vocalised the opportunities for continued Social Development Outings"

long standing Community Education Speakers. Our Business Operations Coordinator and I came up with the idea of having these presentations recorded for not only historical reference but most importantly, to be able to keep community awareness going, especially with our young adults who at a higher risk of car accidents and drink driving.

The NDIS has been running now at Headway ADP for almost 4 years and life has been a little less challenging with the supports that have

been implemented. I am grateful for both Maria and Bill as my future seems more secure with a solid NDIS Plan.

Another big news item was our excellent results with NDIS Accreditation. Headway ADP performed above and beyond with Nil Non Conformities. This means that Headway ADP has secured another three years as a NDIS registered provider. We are very proud and feel honored that we have an excellent Management team that lead to these results.

What's next for Headway ADP. Our latest participant Get together held in August 20 identified that it is very important to remain connected to the community despite the challenges we have faced during Covid 19.

Our Participants really vocalized the opportunities for continued Social Development Outings and have come up with some great ideas and places to visit.

Our Christmas Party will be held on the 10th December this year after the 28th Annual general meeting, I look forward to seeing you all attend and celebrate, keeping up with social distancing guidelines that are still in force. With the future still cloudy due to the Pandemic we put our trust in Headway ADP to direct us moving forward to 2021.

AUDITORS REPORT

**HEADWAY ADULT DEVELOPMENT
PROGRAM INCORPORATED**

ABN: 39140 479013

Financial Report Year Ended 30

June 2020

TABLE OF CONTENTS

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED

ABN: 39 140 479 013

Financial Report 30 June 2020

Contents	Pages
Income and Expenditure Statement	1
Balance Sheet	2
Notes to Financial Statements	3 - 6
Annual Statement by the Members of the Committee	7
Certificate by the Members of the Committee	8
Auditor's Independence Declaration	9
Independent Audit Report	10

DECLARATION



QUINN CONSULTANTS

Chartered Accountants and Auditors

To the committee members of Headway Adult Development Program Incorporated

In accordance with the requirements of section 307C of the Corporations Act 2001, I declare that, to the best of my knowledge and belief, during the year ended 30 June 2020, there have been:

- (i) no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit, and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Quinn Consultants
Chartered Accountants

Michael John Quinn

Dated:

14 October 2020

ABN 65 002 698 531

ALL CORRESPONDENCE TO: PO Box 161, Sutherland NSW 1499, DX 4521 Sutherland.

Telephone: 02 9526 1444 Facsimile: 02 9526 1423 Email: info@quinns.com.au

Liability limited by a scheme approved under Professional Standards Legislation

• SYDNEY: Level 12, 95 Pitt Street • NEUTRAL BAY: Level 3, 156 Military Road
• PENSHURST: 3 Laycock Road • SUTHERLAND: Level 3, Endeavour House, 3-5 Stapleton Avenue



PROFIT AND LOSS STATEMENT

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED
ABN: 39 140 479 013
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
Income			
Activities - Sales		35,245	44,920
Funding - NDIS		1,952,925	1,548,812
Funding - Other	2	139,645	145,824
Other Income	2	94,597	14,766
Other Income - Coordination		4,150	-
Other Income - Interest		2,609	5,577
Total Income		<u>2,229,171</u>	<u>1,759,899</u>
Expenditure			
Administration		8,421	4,931
Administration - Depreciation		16,994	14,422
Administration - Instant Assets Write-off		49,274	-
Computer		19,375	9,982
Financial - Audit		3,900	3,900
Financial - Licences		3,424	2,492
Insurance		39,948	30,812
Marketing		8,282	9,786
Motor Vehicles		14,086	13,060
Personnel, On-costs & Development		1,608,119	1,473,589
Phone & Internet		10,946	9,926
Program - Groups & NDIS Client Third Party		102,824	38,736
Property - Maintenance & Utilities		13,146	10,118
Property - Purchases & Repairs		12,792	26,570
Total Expenditure		<u>1,911,531</u>	<u>1,648,324</u>
Net Surplus (Shortfall)		<u>317,640</u>	<u>111,575</u>

These financial statements should be read in conjunction with the accompanying notes.

BALANCE SHEET

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED

ABN: 39 140 479 013

BALANCE SHEET

AS AT 30 JUNE 2020

	Note	2020 \$	2019 \$
Current Assets			
Cash and Cash Equivalent	3	727,661	420,675
Accounts Receivables	4	1,082	6,055
Prepayments	5	15,892	14,432
Total Current Assets		744,635	441,162
Non-Current Assets			
Property, Plant and Equipment	6	1,375,676	1,403,299
Total Non-Current Assets		1,375,676	1,403,299
TOTAL ASSETS		2,120,311	1,844,461
Current Liabilities			
Payables	7	42,040	73,363
Employee Entitlements	8	67,602	79,798
Total Current Liabilities		109,642	153,161
Non-Current Liabilities			
Employee Entitlements	8	6,049	4,320
Total Non-Current Liabilities		6,049	4,320
TOTAL LIABILITIES		115,691	157,481
NET ASSETS		2,004,620	1,686,980
MEMBER'S FUNDS	9	2,004,620	1,686,980

These financial statements should be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2020

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act NSW. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accrual basis and are based on historical costs. They do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

(a) Income Tax

The association is exempt from income tax. It received endorsement as an Income Tax Exempt Entity from 1 July 2000.

It also received endorsement as a Deductible Gift Recipient from 1 July 2001.

Revenues, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation 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 payable in the assets and liabilities statements are shown inclusive of GST.

(b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of 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. Two motor vehicles purchased during the year were written-off to Income & Expenditure Statement.

An asset register is maintained to record all plant and equipment owned by the organisation that are in working condition.

(c) Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

(d) Employee Provisions

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 provisions have been measured at the amounts expected to be paid when the liability is settled.

NOTES TO AND FORMING PART OF FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2020

Note 1 Summary of Significant Accounting Policies - continued

(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.

(f) Cash and Cash Equivalents

Cash on hand 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.

(g) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from clients as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(h) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised when the right to receive it 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.

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

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

(i) 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.

(j) Accounts payable and other payables

Accounts payable 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 that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

NOTES TO AND FORMING PART OF FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2020

Note	2020 \$	2019 \$
2. Income		
(a) Funding - other		
- ADHC	-	5,874
- DOH Continuity of Support	16,773	21,494
- Sydney Southwest Area Health	122,872	118,456
	<u>139,645</u>	<u>145,824</u>
(b) Other income		
- ATO Cash Flow Boost	50,000	-
- Bankstown Sports Club Grant - Electronic Board	5,000	-
- Employees Contribution	7,833	4,008
- Others	25,297	7,002
- Surplus on Disposal of Motor Vehicles	6,467	3,756
	<u>94,597</u>	<u>14,766</u>
3. Cash and Cash Equivalent		
Cash on Hand	500	500
Cash at Bank - Main Account	25,299	35,563
Cash on Deposit	701,862	384,612
	<u>727,661</u>	<u>420,675</u>
4. Accounts Receivables		
Trade Debtors	1,082	6,055
	<u>1,082</u>	<u>6,055</u>
5. Prepayments (Insurance)	15,892	14,432
	<u>15,892</u>	<u>14,432</u>
6. Property, Plant and Equipment		
Motor Vehicles		
- At Cost	49,274	65,222
- Less Accumulated Depreciation	(49,274)	(42,407)
	<u>-</u>	<u>22,815</u>
Office Equipment		
- At Cost	40,137	32,732
- Less Accumulated Depreciation	(28,279)	(16,066)
	<u>11,858</u>	<u>16,666</u>
Property - Land and Building (Headway House - 6 Percy Street, Bankstown)		
At Cost	360,000	360,000
Building improvements	39,587	39,587
Management's Revaluation	964,231	964,231
	<u>1,363,818</u>	<u>1,363,818</u>
Total Property, Plant and Equipment	<u>1,375,676</u>	<u>1,403,299</u>

NOTES TO AND FORMING PART OF FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2020

Note	2020 \$	2019 \$
7. Payables - Current Liabilities		
Accounts Payable	7,412	16,300
Accrued Expenses	2,720	352
GST Payable (Refundable)	(135)	(106)
Other Payables	32,043	56,817
	<u>42,040</u>	<u>73,363</u>
8. Employee Entitlements - Current		
Annual Leave Entitlements	37,235	42,765
Long Service Leave Entitlements	30,367	26,433
Superannuation Payable	-	10,600
	<u>67,602</u>	<u>79,798</u>
Employee Entitlements - Non-Current		
Long Service Leave Entitlements	6,049	4,320
	<u>6,049</u>	<u>4,320</u>
9. Member's Funds		
Retained Surplus at the Beginning of the Financial Year	722,749	611,174
Net Current Year Surplus (Shortfall)	317,640	111,575
Retained Surplus at the End of the Financial Year	<u>1,040,389</u>	<u>722,749</u>
Reserves		
- Unrealised Property Revaluation Reserve	964,231	964,231
	<u>2,004,620</u>	<u>1,686,980</u>

ANNUAL STATEMENT GIVE TRUE AND FAIRE VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INC ASSOCIATION

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED

ABN: 39 140 479 013

ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCORPORATED ASSOCIATION

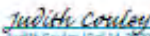
We Kerry Stafford and Judith Couley, being members of the committee of Headway Adult Development Program Incorporated, certify that:-

The statements attached to this certificate give a true an fair view of the financial position and Performance of Headway Adult Development Program Incorporated during and at the end of the association ending 30 June 2020.

Kerry Stafford
President


Kerry Stafford [Oct 14, 2020 14:03 GMT+11]

Judith Couley
Secretary


Judith Couley [Oct 14, 2020 13:18 GMT+11]

Sydney



HEADWAY ADP

ANNUAL GENERAL MEETING

2020

6 PERCY STREET

BANKSTOWN NSW 2200

WWW.HEADWAYADP.ORG.AU

ADMIN@HEADWAYADP.ORG.AU