

HEADWAY ADP 20-21



TABLE OF CONTENTS

Organisational Chart
Page 3

Annual General Meeting 10.12.2020
Page 4-7

Leadership Message
Page 8-9

Presidents Review
Page 10

Treasurers Review
Page 11

Secretary's Review
Page 12

Headway ADP Achievements
Page 13-14

Auditor and AGM Report
Page 15-23

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.

VISION

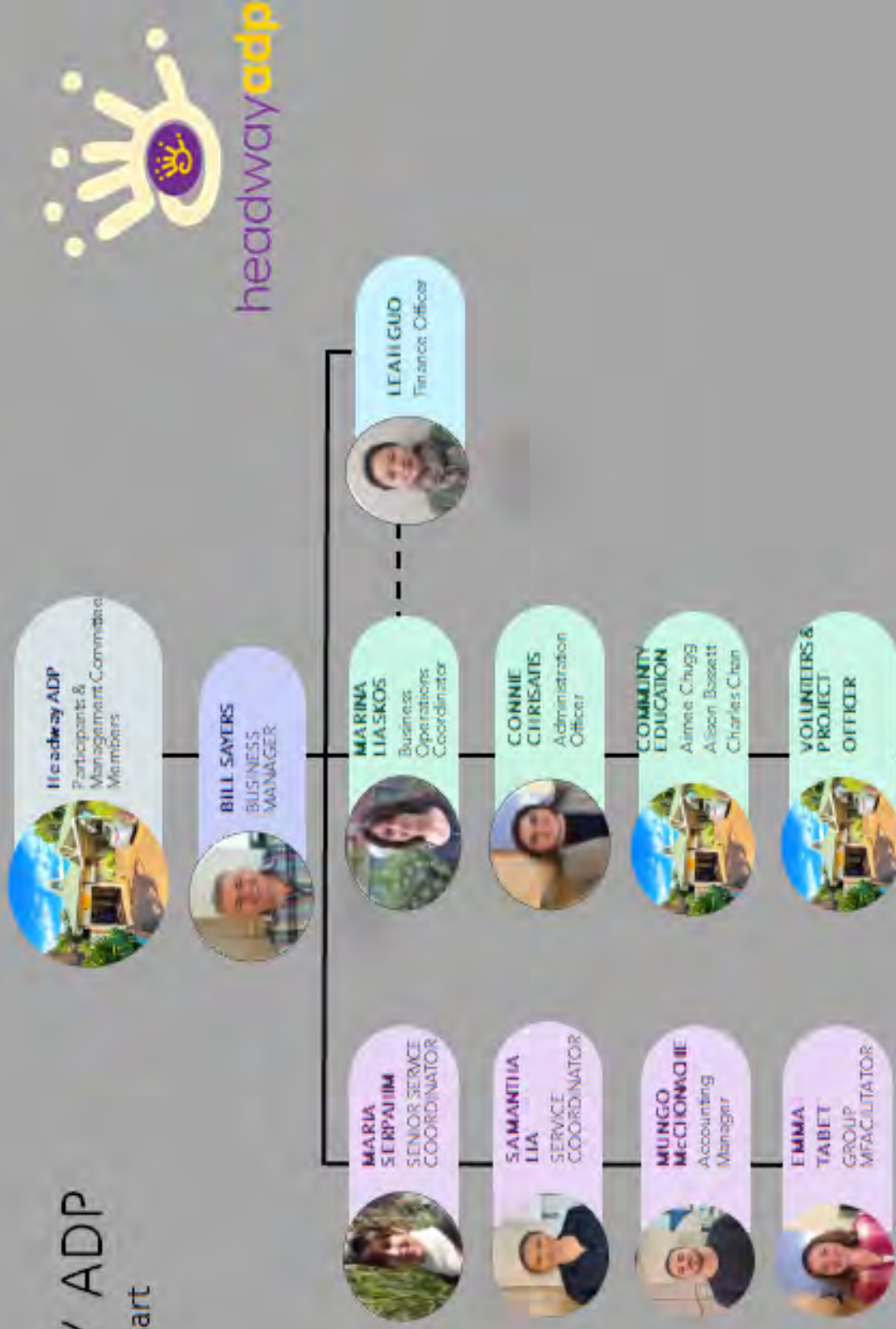
Encourage Participants with an Acquired Brain injury to achieve their life goals.

VALUES

- Empowerment
- Inclusion
- Respect
- Quality
- Transparency
- Diversity

HEADWAY ADP Organisational Chart

- SERVICES
- OPERATIONS
- HUMANITIES



ORGANISATIONAL CHART



Annual General Meeting minutes

10.12.2020

The Meeting was held at Headway House, 6 Percy Street, Bankstown NSW and commenced at 10.30am on the 10.12.2020.

1.Present

Peter Robinson, Kerry Stafford (President) Judith Couley, Marina Liaskos (minute taker), Bill Sayers, Diane Martin, Doug Pratten, Annie Pratten, Ron Melehan, Helen Frousalias, Ari Tsarnas, Evangelos Kotopoulos, Alexander Djo.

2.Apologies - Irene Wright

Business Manager Bill Sayers thanked all present for their attendance, then announced and declared the 28th Annual General Meeting the meeting open.

Bill introduced all the Committee Members to the attendees present and took the opportunity to acknowledge the wealth of experience that current Committee members hold. Headway ADP Participants are very fortunate that they can be represented with such a valuable team and breadth of lived experience.

·Judith Couley – 13 years with the organization

·Diane Martin – 1 year as a Committee Member, over 30 years as a key leader at Liverpool Hospital.

·Peter Robinson – 18 Years as a Participant and 10 years as a Committee Member

·Kerry Stafford – Wealth of experience in ABI, sector leader and a strong advocate in the Community

·Irene Wright – Carer Representative – over 20 years' with lived experience in caring for a loved one with an ABI.

3.Adoption of Minutes from the Annual General Meeting 12.12.19

Motion: That the minutes for the Annual General Meeting held 12th December 2019 be accepted as a true and accurate record of that meeting.

Moved: Judith Couley

Seconded: Peter Robinson

4.Business Arising from Previous minutes Nil

5.REPORTS –

All Committee Members and Office Bearer's reports for the Annual General 2019-2020 were tabled and presented to all present.

Presidents AGM Report–President & Acting Treasurer– Kerry Stafford

Headway ADP has had a great year despite the difficulty posed by COVID. Groups were still able to function, promoting life skills and reducing social isolation. Growth also occurred through investment within the organization. This helped meet the needs of all our Participants.

Kerry thanked all community staff. She also thanked participants and acknowledged everyone for their hard work and dedication.

Kerry Stafford and Committee Members noted that it would not be possible to succeed as a service without the leadership of Bill Sayers and his Senior Staff members in Marina Liaskos and Maria Seraphim. Kerry and the Committee have recognized their long hours and tireless effort in making all Participants feel supported to achieve their life goals.

Financial Report June 2020-

President Kerry Stafford requested that the Audited financial report prepared by Quinn Consultants Chartered Accountants for EOFY 2020, be moved and accepted by members present on the day. Part of the running surplus will be invested into infrastructure improvement and improved general safety. We have been able to take this action because of the improvements in our bottom line position.

Moved: Kerry Stafford

Seconded Judith Couley

Business Mangers Report.

Bill Sayers thanked all for their attendance. Bill was aware that the world is a different place because of the pandemic. Headway ADP aims to assist participants to achieve their life goals. It is Headway ADP's job to keep the NDIS on their toes and accountable. Bill stated that he has been fortunate to work in this field, advocate hard and follow a passion to assist the Bankstown ABI community. Headway ADP's service capability has evolved over the last four years. Senior staff ensure that participants have a voice and are able to express their opinions/choices. Our service has a firm commitment to all of our participants. Bill expressed a goal of Headway ADP doing the best it can to achieve excellence and results for every individual connected to our service, and achieving NDIS outcomes. .

Secretary's Report

Judith Couley thanked Bill, Senior staff and community support staff for their amazing work. Judith welcomed all the participants to the meeting and recognised how difficult this year has been with the Covid 19 outbreak. Judith committed to remain involved with the committee and participants in the new year and wished all present a Merry Christmas.

Participant Representative – Peter Robinson

Peter thanked all for being present. Peter wanted to state the importance of the rehabilitation and social development programs Headway ADP run during the terms. During the year, Peter attended the funeral of Matthew Gleeson who was a former participant. Peter had Matthew as one of his mentors when he first commenced at Headway ADP. Since then, Peter has been a leader of our Community Access Programs. and community education. Peter also wanted to particularly thank Emma Tabet (Headway ADP facilitator) for all her hard work and dedication with the running of the groups.

6. Election of Management Committee Members

One(1) Nominations were received for the following position.

Bill Sayers announced that the following positions were declared open –

1. Participant Representative

Nominations were received for the above position for the tenure 2020-2022

Position	Nominee	Proposer	Seconder
-----------------	----------------	-----------------	-----------------

Participant	Peter Robinson,	Kerry Stafford,	Diane Martin
--------------------	-----------------	-----------------	--------------

Representative

Positions was endorsed without any objections from Members.

Treasurer and Casual position still vacant.

7.Appointment of Auditor

All members present were happy to engage services with Quinn Group Consultants as our Chartered Accountants/ Auditors for the 2021-2022.

Moved: Kerry Stafford Seconded Diane Martin

8.GENERAL BUSINESS

Bill thanked all the Committee Members and a small token of our appreciation was presented to all Committee Members. Their attendance during this Covid year has been outstanding. Bill reminded the Participants that without them there would be no Headway ADP. Bill also thanked the staff. He also noted the contribution of his two Senior Staff as they have been an invaluable asset to the organisation for over 30 years' in total. Bill closed the meeting and requested that the annual the Christmas Party begin.

9.Closed meeting at 11.45 pm.

LEADERSHIP MESSAGE - BILL SAYERS

When we were first impacted by this strange virus (Covid 19) emerging from China in November 2019, most of us anticipated that it would go much the same way as the original SARS virus of 2013, and the Middle Eastern variant, MERS. Both respiratory viruses were seen as diseases that occurred in far off places and very unlikely to affect Australia. After all, we hadn't really had a health scare like this since HIV/AIDS, and this wasn't as scary, at least superficially.

Bring on June 2021 and Australia had been in the grip of

Covid for just over 15 months, although our number of cases and deaths were moderate compared to overseas. Restrictions and slow vaccination rollout had certainly impacted upon our service delivery. It had also created a climate of fear amongst participants.

So how did we measure up? In addition to putting in place guidelines around use of Protective Equipment, QR codes and very strict limitations around travel and public health regulations, Headway ADP was always going to feel some impact from a forced shutdown of groups, and the inability to have some of our scheduled outings in

the community at large. Not having physical 1:1's with participants also had an impact. The agency (NDIA) was

"Headway ADP was always going to feel some impact from a forced shutdown."

continuing to push through plans without much thought, and often for an extended period.

If there has been a good news story throughout the pandemic to date, it has been the good faith many participants have put in us through the

lockdown, to ensure that their medical appointments, nutrition and general well being are maintained. Headway ADP has shown a level of initiative and creativity that has never been tested to the same degree previously. Through remote ZOOM sessions for participants and Community Education, an amazing and brave effort from our Support Workers throughout numerous lockdowns, and the same commitment to advocacy and individualised service that we have always been known for, we have soldiered on. Dealing with the agency throughout this period (as well as





LEADERSHIP MESSAGE CONTINUED....

dealing with Local Area Coordinators) has been truly difficult, with numerous participants blindsided or underfunded as a result.

Located in Bankstown, we appreciate more than most, the impact social exclusion has had on the mental health of families and individuals, as well as the impact of service cancellations on our bottom line. Bankstown LGA felt the brunt of lockdown and restrictions, even though the Delta wave came via the quarantine failures in the Eastern Suburbs. In some ways Canterbury Bankstown residents probably felt like the pariahs of Sydney, and

to be honest, the press and some politicians didn't help matters along by blaming community rather than consulting local leaders.

At EOFY 2020/21 Headway ADP remained in an excellent position financially, which has been consolidated through government assistance since. We have some great news moving forwards. Headway ADP does not have grandiose plans, but it does have a solid strategy moving ahead.

We have invested in two new Social Science graduates in Samantha and Mungo who will certainly lift our appeal

to a younger clientele and will make our capacity to deal with clinical staff and complex supports even greater. By lifting to 40 or 50 well-funded plans, an annual income of 2.5 to 3 million dollars is not beyond our reach. Succession planning and sustainability is our future. To this effect, our partnerships with Area Health, State Health and funding from the Commonwealth, remain essential pillars for our business. With these in place, our future is looking as bright as ever. The resilience of Headway staff has been extraordinary and testimony to this is the number of staff that worked through (in hot spots) when DELTA surged and community had hundreds of



PRESIDENTS REVIEW - KERRY STAFFORD

Financial Year 2020/21 has been a bit of a watershed for Headway ADP at numerous levels.

Looking to 2022, the organisation, and its commitment to Acquired Brain Injury as a specialist provider, remains undiminished. I am pleased to report that as Committee President, I am more convinced than ever that being a specialist in this marketplace (NDIS particularly), is not only a necessity, but is absolutely linked to quality. We know this through our annual survey of participants, feedback from supply chain partners, and from health services practitioners. Knowing Acquired Brain Injury and its impacts on daily life matters to our participants, and offering tailored programs is a key point of difference. Even when the relationship with the NDIS can be challenging, the agency frequently acknowledges our diligence, passion, advocacy and attention to detail.

Success can be measured in different ways but of great significance is the ability of Headway ADP Management and staff to get in front of an issue that may turn out to have more serious consequences. No single issue or personal circumstance is identical but what we do know is this. Having contingencies for carers, keeping participants healthy and out of hospital, ensuring psychological safety and risk managing

people in a lockdown environment can be challenging if services are not conversant with the nuance of ABI and the very things that contribute to an individual's vulnerability and exclusion. Headway ADP remain fully committed to this task. It is a privilege to work with some inspirational participants and walk alongside them.

As President and Acting treasurer, I will comment more about our financial position within the Treasurer's review. What I can say however, is that our financial position has improved over a trajectory that suggests the long-term future of the business will be assured, if quality benchmarks are met, and funded supports are sustainable. By building to a strong participant base of 40 or 50 NDIS funded participants by 2024 and boosting our professional profile through recruitment of passionate social science staff, we will continue to deliver a unique service to Southwest Sydney.

NDIS plans continue to challenge. The reasons for this are complex but often, inconsistency, plan extension without consultation and poor decision making (from LACs and Planners) ensures that double handling and rework is a persistent hinderer to quality service delivery. NDIS goals remain the centrepiece of funding and although there are some consistencies in respect to life goals, the bigger health and wellness picture is often beyond their grasp. Exposing these deficits and fighting for redress is an area in which we excel.

Headway ADP participants truly benefit from a collegial approach, which frequently leverages more effective reviews and Change of Circumstances via a range of disciplines,. This to some extent ensures that the service never drifts into to presenteeism (I.e., Filling shifts and just turning up) rather than addressing the very issues that lead to a deterioration in health or hinder progress against desired plan outcomes.

I commend the efforts of the Headway ADP staff and the achievements of our wonderful participants throughout the financial year 2020/21.



2021 was the year in which we signed off as having achieved all our significant Strategic objectives (including financial targets) from our 2018 Strategic plan. If we go back to 2016 and just prior to the NDIS rollout Headway ADP had just over 294K in liquid assets and 113K in liability, a total of around \$180K in reserve. The future of Headway ADP was in a somewhat parlous state, as client numbers were fragile, and viability hadn't been tested.

In just on 5 years our position has shifted to 1 million dollars in liquid assets and 146K in liability. This has now become the basis for our new 2021- 2024 outlook. Our Strategic target for 2024 is to have a clean surplus of one million dollars, exclusive of liability. Our growth has happened throughout a period where State Health Contracts have been renewed and staffing has expanded.

Information technology has shifted service overheads from a dependence on a clunky paper system to industry best practice, and the site at Headway House has been updated to have state of the art security and full integration of field reporting and information management through IPADS and latest series PC. We also have purchased two new hybrid staff cars which double as people transporters as required. This has been largely driven by a management team that refused to yield and was determined to build a war chest. particularly in the early days of NDIS business.

The NDIS rollout has certainly facilitated significant change, but successful applications for grants have also benefited the service via savings to the tune of over 60K in the past 3 years. When we add a substantial surplus, and the opportunity to have

Headway House revalued in 2022, we are in a very firm position. Whilst we do anticipate some pressure on growth and possible negative quarters as we climb out of Covid, we are certain that this will be addressed through new staff investment, and reopening the books to referrals, primarily from specialist units within the hospital system: I.e., stroke, trauma and cancer/neurology specialists and staff. In signing off the annual financial report, I am pleased to say that Headway ADP (unlike the Glasgow climate change conference) is well positioned to deal with future challenges through a reasonable war chest, prudent investment and the development of a caseload that receives holistic servicing via capable professional staff and supports. Please note our documented financial returns for EOFY 2020/21.

SECRETARY REVIEW



All Committee Members have been held in accordance with committee rules and constitution. for the financial year 2020/21.

The following attendance per Committee Member has been recorded:

Kerry Stafford (President and Treasurer): 3 out of 6 meetings | (3 apologies.)

Judith Couley (Secretary): 6 out of 6 meetings

Irene Wright (Carer Representative): 5 out of 6 meetings | (1 apology)

Peter Robinson Participant Representative: 5 out of 6 meetings | (1 apology)

Diane Martin Ordinary Member: 5 out of 6 meetings | (1 apology)

A quorum was present at each committee meeting, which was also attended by the Business Manager and Minute Taker Marina Liaskos

Funding and Investment:

Headway ADP was able to achieve numerous outcomes throughout the year, despite the disruption of COVID 19. What we have achieved, may surprise you.

Social Sector Transition Fund:

With encouragement from our SWAHS Contract Manager Tracy Sami, Headway ADP successfully applied for over 40K worth of funding in May 2021. This funding has enabled us to supply support workers with state-of-the-art equipment including the latest generation I Pad and keyboard. This means a capability to report in real time, engage with participants in a live learning mode and take visual records. In addition, access to live maps, training modules, ZOOM, e information and a live policy library means that Headway ADP is a best practice organisation in terms of supports. These tools have been critical to maintain connection and good mental health during lockdown.

Other investments include our contemporary website which takes us to a whole new level in terms of information, service access and compliance. It features great live interviews and an enormous content base available to the public. The final component is our isome



HEADWAY ADP ACHIEVEMENTS 2021

of which have touch capability. Investments of this type yield a direct dividend in terms of service efficiency. Our last generation computers a total of (8) are in great condition and we will be looking at distributing this stock including monitors to participants based on need and benefit.

Property: Late 2020 and into the new year Headway ADP significantly upgraded building security and electronic surveillance. This only became possible through some great local companies and our staff working to build investment capital over the past 5 years. A big thank you to the two Andrews from ASV and Better Homes and Bathrooms who have made this long term dream a reality.

A mural was developed by Italian artist and fresco designer Alessia Zanetti as a tribute to our participants and service offerings over the past 3 decades. This fantastic work has drawn the attention of staff and participants, and it will stand as a testimony to our important work for years to come.

Our staff: As we know from the Billy Ocean song...When the going gets tough, the tough get going! In an effort that can only be described as total commitment, Headway ADP staff ensured that anyone who was under threat of social isolation or deprivation throughout the pandemic was supported and kept safe. Safety encompasses many things, from maintaining health, remaining strong mentally, ensuring food, clothing and personal care is maintained, and finally, dealing with the usual business of NDIS reviews.



What many of you may not know is that many of our support staff have had Covid scares throughout the past 12 months, but have continued to go about their business professionally, carefully, and without fuss. Despite many staff having family and other commitments, there was a core group that never looked like faltering, even if it meant screening every 3 days and going into regional hotspots. To you all we say a great big “thank you”.

ZOOM Revolution:

The virtual journey is never the same as meeting in person. This said, our ability to use technology throughout the year for Clinical meetings, Participant Get Togethers, Committee Meetings, Virtual Cooking, Virtual Yoga, BEAT and interactive fun days has been nothing short of outstanding. For some of our participants, the virtual space was always a threatening and hostile environment. By introducing this technology with appropriate 1:1 support, Headway ADP have been able to address fears and turn a negative into a positive.

Community Education: In lockdown, the likelihood of Community

Education for Traffic Offenders falling over was almost a done deal. How could we possibly meet our requirements and how could participants possibly meet community service benchmarks during Covid? Bring in Marina (Business Ops Coordinator) and Aimee (Community Educator), who brought in innovation and capability to deliver our content remotely, at multiple locations. We are now in discussions with the State TOIP manager to see how Headway can play a significant role throughout the State in 2022, as they move permanently to this model. What a great result.

Participant Support: Participant support is much more complex throughout a pandemic. The ability of Maria and Sam (When she was not at Uni) to maintain plan and service quality throughout 2021 has been outstanding. Keeping participants informed, calm and supported is a role our executive abd committee take on seriously, and by adding Mungo to the Service Coordination team in September this year, we are truly hopeful of doing great things in 2022. Participant support is what it is all about at Headway ADP, as we lift the veil of Covid and bring our centre and programs back to life next year. We look forward to seeing every single one of you.

AUDITORS REPORT
HEADWAY ADULT DEVELOPMENT PROGRAM
INCORPORATED ABN: 31 140 479 013
FINANCIAL REPORT YEAR ENDED 30 JUNE 2021

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED

ABN: 39 140 479 013

Financial Report 30 June 2021

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



QUINN CONSULTANTS

Chartered Accountants and Auditors

To the committee members of Headway Adult Development Program Incorporated


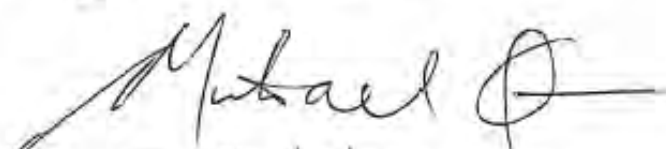
In accordance with the requirements of section 307C of the Corporations Act 2001, I declare that, to the best of my knowledge and belief, during the year ended 30 June 2021, there have been:

- (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:



15 October 2021

ABN 85 002 696 531

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

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

Liability limited by a scheme approved under Professional Standards Legislation



HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED
ABN: 39 140 479 013
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
Income			
Activities - Sales		45,307	35,245
Funding - NDIS		1,758,938	1,952,925
Funding - Other	2	142,604	139,645
Other Income	2	134,664	94,597
Other Income - Coordination		-	4,150
Other Income - Interest		7,504	2,609
Total Income		2,089,017	2,229,171
Expenditure			
Administration		3,996	8,421
Administration - Depreciation		11,858	16,994
Administration - Instant Assets Write-off		23,550	49,274
Computer		24,596	19,375
Financial - Audit		4,900	3,900
Financial - Licences		10,120	3,424
Insurance		42,634	39,948
Marketing		7,028	8,282
Motor Vehicles		13,588	14,086
Personnel, On-costs & Development		1,659,731	1,608,119
Phone & Internet		10,639	10,946
Program - Groups & NDIS Client Third Party		79,171	102,824
Property Costs		52,587	20,097
Utilities		5,025	5,841
Total Expenditure		1,949,423	1,911,531
Net Surplus		139,594	317,640

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

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED**ABN: 39 140 479 013****BALANCE SHEET****AS AT 30 JUNE 2021**

	Note	2021	2020
		\$	\$
Current Assets			
Cash and Cash Equivalent	3	887,900	727,661
Accounts Receivables	4	29,608	1,082
Prepayments	5	17,020	15,892
Total Current Assets		934,528	744,635
Non-Current Assets			
Property, Plant and Equipment	6	1,363,818	1,375,676
Total Non-Current Assets		1,363,818	1,375,676
TOTAL ASSETS		2,298,346	2,120,311
Current Liabilities			
Payables	7	41,268	42,033
Employee Entitlements	8	104,690	67,602
Total Current Liabilities		145,958	109,635
Non-Current Liabilities			
Employee Entitlements	8	8,167	6,049
Total Non-Current Liabilities		8,167	6,049
TOTAL LIABILITIES		154,125	115,684
NET ASSETS		2,144,221	2,004,627
MEMBER'S FUNDS	9	2,144,221	2,004,627

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

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED
ABN: 39 140 479 013
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR YEAR ENDED 30 JUNE 2021

Note 1 Summary of Significant Accounting Policies

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.

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED
ABN: 39 140 479 013
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR YEAR ENDED 30 JUNE 2021

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.

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED
ABN: 39 140 479 013
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 30 JUNE 2021

Note	2021 \$	2020 \$
2. Income		
(a) Funding - other		
- DOH Continuity of Support	17,192	16,773
- Sydney Southwest Area Health	125,412	122,872
	142,604	139,645
(b) Other income		
- ATO Cash Flow Boost	50,000	50,000
- Grants (c)	40,000	5,000
- Employees Contribution	12,519	7,833
- Others (d)	32,145	25,297
- Surplus on Disposal of Motor Vehicle		6,467
	134,664	94,597
(c) Grant has been expensed by purchasing new computer software and hardware.		
(d) Capital provision has been expensed as administration costs and assets purchased which have been depreciated in full.		
3. Cash and Cash Equivalent		
Cash on Hand	500	500
Cash at Bank - Main Account	79,515	25,299
Cash on Deposit	807,885	701,862
	887,900	727,661
4. Accounts Receivables		
Trade Debtors	29,608	1,082
	29,608	1,082
5. Prepayments (Insurance)	17,020	15,892
6. Property, Plant and Equipment		
Motor Vehicles		
- At Cost	49,274	49,274
- Less Accumulated Depreciation	(49,274)	(49,274)
	-	-
Office Equipment		
- At Cost	63,687	40,137
- Less Accumulated Depreciation	(63,687)	(28,279)
	-	11,858
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
	1,363,818	1,363,818

HEADWAY ADULT DEVELOPMENT PROGRAM INCORPORATED

ABN: 39 140 479 013

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

AS AT 30 JUNE 2021

Note	2021	2020
	\$	\$
7. Payables - Current Liabilities		
Accounts Payable	6,267	7,405
Accrued Expenses	47	2,720
GST Payable (Refundable)	(667)	(135)
Other Payables	7,621	32,043
Sundry Creditor - Motor Vehicle Disposal Deposit	28,000	-
	41,268	42,033
8. Employee Entitlements - Current		
Annual Leave Entitlements	34,854	37,235
Long Service Leave Entitlements	35,255	30,367
Superannuation Payable	12,209	-
Payroll PAYG Tax	22,372	-
	104,690	67,602
Employee Entitlements - Non-Current		
Long Service Leave Entitlements	8,167	6,049
	8,167	6,049
9. Member's Funds		
Retained Surplus at the Beginning of the Financial Year	1,040,396	722,756
Net Current Year Surplus	139,594	317,640
Retained Surplus at the End of the Financial Year	1,179,990	1,040,396
Reserves		
- Unrealised Property Revaluation Reserve	964,231	964,231
	2,144,221	2,004,627

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 and 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 2021.

Kerry Stafford
President


Kerry Stafford (Oct 15, 2021 15:01 GMT+11)

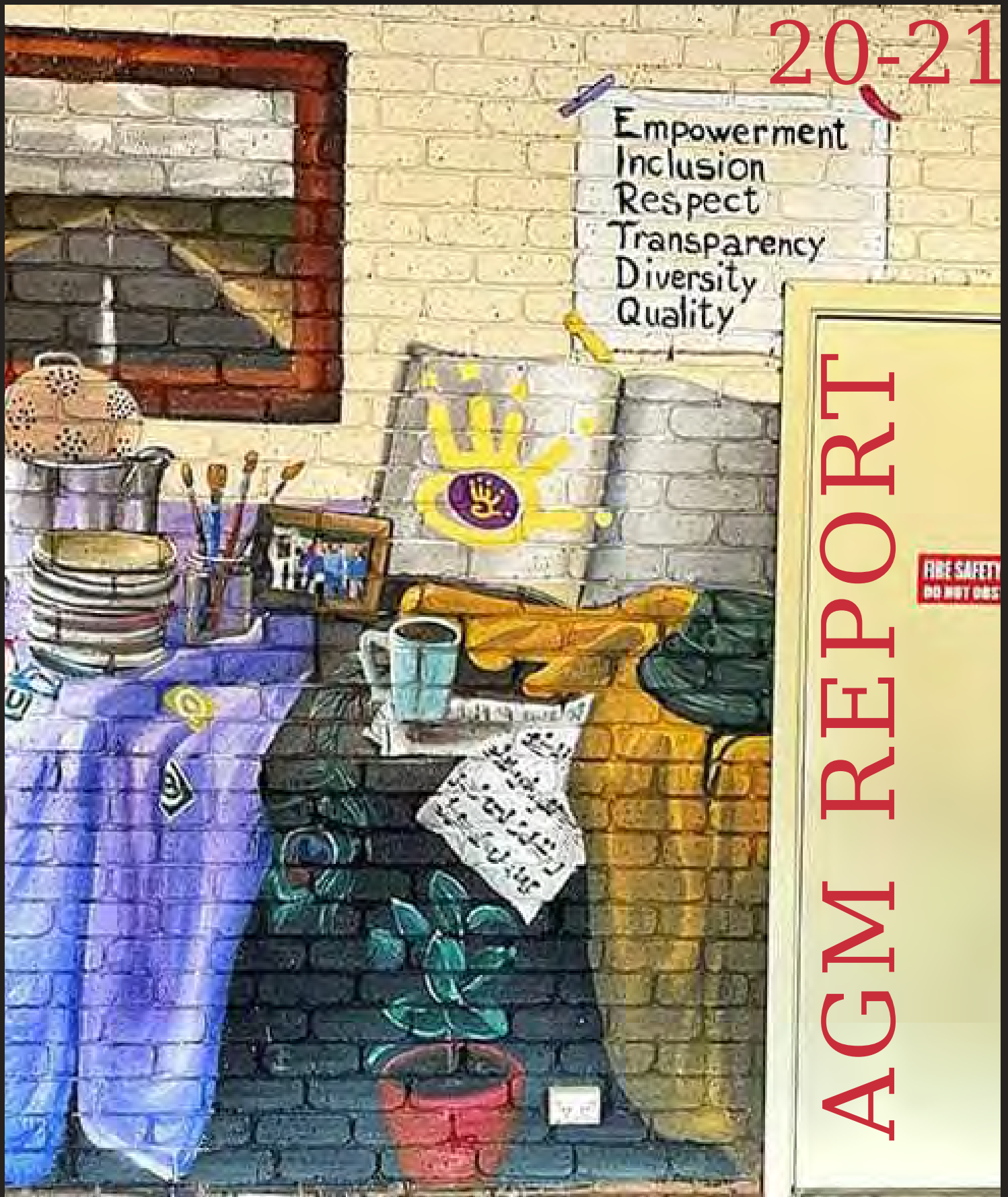
Judith Couley
Secretary


Judith Couley (Oct 15, 2021 17:27 GMT+11)

Sydney

Dated: **Oct 15, 2021**

20-21



AGM REPORT

6 PERCY STREET BANKSTOWN NSW 2200

www.headwayadp.org.au

admin@headwayadp.org.au