The Kids Castle – Treasurer Report

Annual General Meeting – 14 March 2017

Financial Overview:

The Kids Castle (TKC) had another successful year. We ended our year with an Operating Surplus of **\$9,193** including cash contributions to CCPS of \$130,441. This was another great result.

Profit and Loss 2017

Period - Jan 2017 to Dec 2017	2017 Actual	2017 Budget
Total Revenue	560,369	530,259
Total Expenses	420,735	412,656
Trading Profit/Surplus (before		
contribution to CCPS)	139,634	117,603
Net Assets	281,769	
Cash Contribution to the CCPS	130,441	
Cash on hand @ 31 Dec 17	92,387	
Cash on deposit @ 31 Dec 17	120,000	

Note: the above numbers have been audited.

TKC had a higher than expected Trading Surplus mainly due to the higher than anticipated numbers in the Vacation Care Program, general improvement in the management of costs and material savings in wages.

TKC over the calendar year 2017 made cash financial contributions of **\$130,441** to CCPS (in lieu of rent).

TKC has on average 64 children in attendance in the before school care program and 62 in the after school care program. This is a slight increase on the prior year. Thursday is the peak day, with 80 children attending before school care and 78 children attending after school care.

2018 Budget

The committee endorsed the 2018 budget in December 2017. In our 2018 budget, we have incorporated the costs of running the Centre in accordance with the national standards as well as balancing the operational requirements of quality staff, nutritious food and a stimulating environment.

The 2018 budget indicates that the Centre should make a profit of \$72,657 (including Vacation care and before any cash contribution to CCPS).

The 2018 budget and 2017 Audited Financial Statements are attached to this report for all to review.

Budget Risks:

- Attendance level constant monitoring of attendance levels is required to ensure we generate the revenue target and also maintain the correct child to staff ratios.
- Vacation Care From our 2017 results we can see that vacation care can materially impact our results. Careful planning and conservative estimates need to be used when planning this activity due the nature of this care.
- Retention of Key Staff TKC now has a great Centre Director and a good reliable team. Any changes in key staff could impact the processes that have been established.

Ben Pearce

Treasurer – The Kids Castle

Castle Cove Out of School Hours Inc

Trading As The Kids Castle Inc

Financial Statements For the year ended 31 December 2017



ELITE BUSINESS PARTNERS Certified Practising Accountants, Business & Financial Advisers SUITE 304, 51 RAWSON STREET EPPING NSW 2121

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Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc

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Independent Auditor's Report to the Members Statement by Members of the Committee Detailed Statement of Financial Performance Detailed Statement of Financial Position Notes to the Financial Statements



12 March 2018

To the Committee Castle Cove Out of School Hours Care Incorporated Kendall Road CASTLE COVE 2069

Scope

We have audited the attached special purpose financial report for the year ended 31 December 2017, comprising of statement of financial position and the statement of financial performance. The Committee is responsible for the preparation and presentation of the financial report and the information contained therein, and has determined that the basis of accounting used in appropriate to the needs of the members. We have conducted and independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

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

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

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

In our opinion the financial report of Castle Cove Out of School Hours Care Incorporated presents fairly the assets and liabilities at 31 December 2017 and the income and expenditure of the Association for the year then ended in accordance with the requirements of the Parents and Citizens Associations Incorporation Act 1976 and the basis of accounting described in Note to the financial statements.

HARRY YEN, CPA



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COUNTANTS / BUSINESS AND TAX ADVISORS

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Statement by Members of the Committee For the year ended 31 December 2017

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

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

- Presents fairly the financial position of Castle Cove Out of School Hours Inc as at 31 December 2017 and its performance for the year ended on that date.
- 2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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

President

Treasurer

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Detailed Statement of Financial Performance For the year ended 31 December 2017

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	2017 \$	2016 \$	
Income			
Attendance fees	122 628	100 000	
Membership fees	423,628	422,393	
Child care rebate	4,480	4,360	
Interest received	129,077	111,943	
Total income	3,185	1,379	
	560,369	540,075	
Expenses			
Annual leave	(500)	(3,000)	
Audit fees	891	868	
Bank fees and charges	895	808 892	
Building and equipment costs	8,552	072	
Consumables	1,303	1,793	
Cleaning/rubbish removal	439	453	
Consultants fees	39,525	36,855	
Children activities & event programs	39,109	21,715	
Depreciation - other	8,770	8,770	
Food and groceries	19,168	16,008	
General expenses	1,755	39	
Insurance	8,562	6,841	
Long service leave	(646)	5,781	
Printing & stationery	3,330	2,806	
Repairs & maintenance	518	142	
Staff amenities	2,271	830	
Staff training	1,920	1,378	
ubscriptions	694	780	
ubcontractors	1,151	577	
uperannuation	23,402	22,284	
elephone	3,163	3,012	
Vages	256,461	244,928	
otal expenses	420,735	373,751	
urplus from ordinary activities before acome tax			
ontribution to Castle Cove P&C	139,634	166,324	
	130,441	98,701	

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Detailed Statement of Financial Performance For the year ended 31 December 2017

5	2017 \$	2016 \$
Net surplus attributable to the association	9,193	67,623
Total changes in equity of the association	9,193	67,623
Opening retained surplus	272,577	204,954
Net surplus attributable to the association	9,193	67,623
Closing retained surplus	281,769	272,577

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Detailed Statement of Financial Position as at 31 December 2017

	2017 \$	2016 \$
Current Assets		
Cash Assets		
Cash at bank	92,387	0.6
Cash on deposit	120,000	86,576
Cash on hand	300	120,000
	212,687	300 206,876
Receivables		
Trade debtors	12,354	
Sundry debtors	549	10,634
Unpaid VC CCMS	3,682	1,630
	16,585	12,265
Current Tax Assets		
GST payable control account	0.500	
	3,599	2,181
Other	3,599	2,181
ē.		
Prepaid insurance	4,671	
Prepaid workers compensation Prepaid vacation care expenses	2,094	2,258
roping vacation care expenses	4,257	2,563
	11,022	4,821
Total Current Assets	243,894	226,144
Non-Current Assets		
Property, Plant and Equipment		
Capitalised building expenses	20.000	
Other assets	39,690	39,690
ess: Accumulated depreciation	43,851 (23,546)	43,851
Ð	59,995	(14,776)
otal Non-Current Assets		68,765
	59,995	68,765

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Detailed Statement of Financial Position as at 31 December 2017

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	2017 \$	2016 \$
Total Assets	303,889	294,909
Current Liabilities		474,505
Payables		
Unsecured:		Y.
Other creditors		
Vacation care accruals	1,471	299
	430	
	1,901	299
Current Tax Liabilities		
Amounts withheld from salary and wages	5,478	6,545
	5,478	6,545
Other	-	
Prepaid membership		
Fees in advance	2,000	1,940
Superannuation accrual	798	1,518
Annual leave accrual	6,808	5,749
	0.606	500
	9,606	9,707
Fotal Current Liabilities	16,985	16,551
Non-Current Liabilities		
Provisions		
LSL provision	5,135	5,781
	5,135	5,781
otal Non-Current Liabilities	5,135	E 701
1 K		5,781
otal Liabilities	22,120	22,332
et Assets		-
** < 199410	281,769	272,577

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Detailed Statement of Financial Position as at 31 December 2017

	2017 \$	2016 \$
Association Funds Accumulated surplus Total Association Funds	281,769	272,577
Total Association Funds	281,769	272,577

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Notes to the Financial Statements For the year ended 31 December 2017

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

(a) Property, Plant and Equipment (PPE)

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

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(b) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assetâ€TMs fair value less costs to sell and value in use, is compared to the assetâ€TMs carrying value. Any excess of the assetâ€TMs carrying value over its recoverable amount is expensed to the income statement.

(c) Employee Benefits

Provision is made for the association $\hat{a} \in \mathbb{T}_{s}$ liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(d) Cash and Cash Equivalents

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

(e) Revenue and Other Income

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

Castle Cove Out of School Hours Inc Trading As The Kids Castle Inc Notes to the Financial Statements For the year ended 31 December 2017

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

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

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

(f) Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

(h) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

THE KIDS CASTLE FINAL BUDGET

FOR CALENDAR YEAR ENDING DECEMBER 2018

Prepared by Becklyn

Dated 8th December 2017

ASSUMPTIONS

THE KIDS CASTLE 2018 FINAL BUDGET ASSUMPTIONS FOR DISCUSSION

	DRAFT BUDGET ASSUMPTIONS			
1	Attendances			
	 no growth (ie) as per actual attendances for 2017 B&A (Term 1 to 3) VC attendances estimated as per recent vc periods 			
2	No Fee increase			
3	Expenses - increased to 2018 levels: - rent \$NIL - admin fee \$41,310 - Event Programs (B&A) \$14,000 - Food at \$600 per week for B&A All other expenses increased by 1%			
4	Wages: \$1/hr increase to account for Permanent possible increases following staff review. \$1/hr increase for all other staff to account for possible award increase in July. <i>This is</i> <i>not a recommendation to committee to increase staff pay rates.</i>			
5	Staff Professional Development (PD) Hours: Director & 2IC - 4hrs PD/term + 2 x 2hrs staff meeting/term = 32hrs/person 3IC & Casuals - 192hrs (2 x 2hrs staff meeting/term x 9 staff + 48hrs PD/term)			
6	Staff Wages assumptions (as per budget input sheet): B&A - Director: 29hours (F2F) plus 9hours (Admin) / week = 38hrs - 2IC Anna: 34.75hours (F2F) plus 3.25hours (Admin) / week = 38hrs - 3IC Tamara: 27.5hours (F2F) plus 2.5hours (Admin) / week = 30hrs AM: All casual staff allocated 2.25 hour shifts. PM: All casual staff allocated 3.5hr shifts Tues, Wed and Thurs, 2.5hr shifts Mon and Fri. One above ratio shift per afternoon Mon-Thurs 3:30pm-6:00pm VC - 1:15 staffing ratio + 30mins changeover for NS - Anna So working 4 weeks of vacation care per period, with normal F2F / Non F2F split)			
	Overall 2018 surplus \$ 101,214			

ASSUMPTIONS

FINAL BUDGET ASSUMPTIONS

- 1 Other Resource amount removed
- 2 Term 4 additional \$400 staff Xmas added to Staff Amenities
- 3 Staff bonus \$1,450 added to Wages Indirect in Term 4

4 Added extra 4 hour casual shift to each PM session

Overall 2017 surplus \$ 72,657

COMBINED

THE KIDS CASTLE - CONSOLIDATED 2018 FINAL BUDGET

EST YEAR		2018 FINAL BUDGET		
2017	BASC & VACATION CARE	WEEK	TERM	YEAF
	REVENUE ITEMS			
421,749	ATTENDANCE FEES			427,344
4,340	MEMBERSHIP FEES			4,50
25,340	GRANTS - CCB			27,873
83,816	GRANTS - CCR			92,198
100 C	GRANTS - ISU			14 14
3 4 5	EVENT PROGRAMING			14,00
1,839	INTEREST RECEIVED			1,83
-	MISCELLANEOUS INCOME			
-	FUND RAISING		÷1	-
537,083	TOTAL REVENUE			567,754
	EXPENSES			
39,525	ADMINISTRATION			41,310
	ADVERTISING			500
868	AUDIT FEES			87
923	BANK CHARGES			93
10,513	CHILDRENS ACTIVITIES			6,200
604	CLEANING		0	1,600
2,061	CONSUMABLES			2,500
8,770	DEPRECIATION			8,770
10,993	EVENT PROGRAMING			28,000
15,470	FOOD			25,500
	GENERAL EXPENSES			
2,711	GENERAL INSURANCE			2,738
	POWER & UTILITIES			2,700
	PUPIL FREE DAY			1988 1988
-	RENT			
148	REPAIRS & MAINTENANCE			1,000
1,000	STAFF AMENITIES			1,600
1,063	STAFF TRAINING			4,50
2,615	STAFF TRAINING STATIONERY & STORAGE			4,500
597	SUBSCRIPTIONS			
				603
2,961	TELECOMMUNICATIONS / IT	-		2,991
239,782	WAGES - DIRECT			291,68
6,290	WAGES - INDIRECT			30,618
22,261	WAGES - SUPER			30,618
3,635	WAGES - W / COMP			7,058
5,781	WAGES - LSL WAGES - CONTRACT			1,500
5/6	WAGES - CONTRACT			-
379,150	TOTAL EXPENSES			495,097
157,933	OPERATING SURPLUS			72,657
88,843	OTHER RESOURCES			-
CO COO				
69,090	NET SURPLUS			72,65

Prepared by Doug McKenzie 09/12/17

B&A

EST YEAR		201	8 FINAL BUDG	GET
2017	BEFORE & AFTER SCHOOL	WEEK	TERM	YEAR
	REVENUE ITEMS			
340,304	ATTENDANCE FEES	10,749	107,490	332,54
4,340	MEMBERSHIP FEES			4,50
20,314	GRANTS - CCB			22,34
68,242	GRANTS - CCR			75,06
i e	GRANTS - ISU			-
	EVENT PROGRAMING			
(#	PUPIL FREE DAY FEES	2		
1,839	INTEREST RECEIVED			1,83
	MISCELLANEOUS INCOME			
	FUND RAISING			
(0.7.0.7.0)				
435,038	TOTAL REVENUE			436,29
	EXPENSES			
31,775	ADMINISTRATION			33,21
-	ADVERTISING			50
868	AUDIT FEES			87
923	BANK CHARGES			93
7,573	CHILDRENS ACTIVITIES			3,23
604	CLEANING			1,60
2,061	CONSUMABLES			2,50
8,770	DEPRECIATION			8,77
	EVENT PROGRAMING			14,00
14,128	FOOD	600	6,000	24,00
11,120	GENERAL EXPENSES	000	0,000	24,00
2,711	GENERAL INSURANCE			2,73
	POWER & UTILITIES			2,10
14	PUPIL FREE DAY			12
-	RENT			
148	REPAIRS & MAINTENANCE			1,00
1,000	STAFF AMENITIES			
1,063				1,60
2,615	STAFF TRAINING			4,50
597	STATIONERY & STORAGE			4,00
2,961				60
190,297	TELECOMMUNICATIONS / IT	E 074 1	59 720	2,99
	WAGES - DIRECT	5,874	58,739	236,20
5,224	WAGES - INDIRECT			25,07
17,608	WAGES - SUPER			24,82
3,061	WAGES - W / COMP			5,72
5,781	WAGES - LSL			1,50
578	WAGES - CONTRACT			-
300,345	TOTAL EXPENSES			400,37
134,693	OPERATING SURPLUS			35,92
88,843	OTHER RESOURCES			
45,850	NET SURPLUS			35,92

B&A BY TERM

THE KIDS CASTLE - BEFORE & AFTER SCHOOL	
2018 FINAL BUDGET	

YEAR						YEAR TO
2017	BEFORE & AFTER	TERM 1	TERM 2	TERM 3	TERM 4	DATE
		10	10	10	10	40
	REVENUE ITEMS					
332,548	ATTENDANCE FEES	83,137	83,137	83,137	83,137	332,548
4,500	MEMBERSHIP FEES	3,375	1,125			4,500
22,345	GRANTS - CCB	5,586	5,586	5,586	5,586	22,345
75,066	GRANTS - CCR	18,767	18,767	18,767	18,767	75,066
-	GRANTS - ISU		- 10,701	10,101	-	, 0,000
	EVENT PROGRAMING		2		<u> </u>	
	PUPIL FREE DAY FEES					
1,839	INTEREST RECEIVED	460	460	460	460	1,839
-1,000	MISC INCOME				400	1,000
2 2	FUND RAISING					
	FUND RAISING					
436,299	TOTAL REVENUE	111,325	109,075	107,950	107,950	436,299
	EXPENSES					
33,210	ADMINISTRATION	8,303	8,303	8,303	8,303	33,210
500	ADVERTISING	500	0,000	0,000	0,000	500
877	AUDIT FEES	219	219	219	219	877
932	BANK CHARGES	219	219	219	233	932
3,230			808			3,230
	CHILDRENS ACTIVITIES	808	400	808	808	
1,600		400		400	400	1,600
2,500	CONSUMABLES	625	625	625	625	2,500
8,770	DEPRECIATION	2,193	2,193	2,193	2,193	8,770
14,000	EVENT PROGRAMING	3,500	3,500	3,500	3,500	14,000
24,000	FOOD	6,000	6,000	6,000	6,000	24,000
-	GENERAL EXPENSES		-		-	
2,738	GENERAL INSURANCE	685	685	685	685	2,738
	POWER & UTILITIES				<u> </u>	
	PUPIL FREE DAY					
	RENT		=			
1,000	REP & MAINTENANCE	250	250	250	250	1,000
1,600	STAFF AMENITIES	267	267	266	800	1,600
4,500	STAFF TRAINING	1,125	1,125	1,125	1,125	4,500
4,000	STATIONERY&STORAGE	1,000	1,000	1,000	1,000	4,000
603	SUBSCRIPTIONS	151	151	151	151	603
2,991	TELECOMMUNICATIONS / IT	748	748	748	748	2,991
236,207	WAGES - DIRECT	59,052	59,052	59,052	59,052	236,207
25,071	WAGES - INDIRECT	5,785	5,785	5,784	7,718	25,071
24,821	WAGES - SUPER	6,205	6,205	6,205	6,205	24,821
5,722	WAGES - W / COMP	1,430	1,430	1,430	1,430	5,722
1,500	WAGES - LSL	375	375	375	375	1,500
÷	WAGES - CONTRACT					
400,372	TOTAL EXPENSES	99,852	99,352	99,350	101,818	400,372
35,927	OPERATING SURPLUS	11,473	9,723	8,600	6,132	35,92
-	OTHER RESOURCES	-			-	
35,927	NET SURPLUS	11,473	9,723	8,600	6,132	35,92