

**Centipede at Glebe School Incorporated**  
**ANNUAL REPORT**  
and  
**Auditor's Financial Statement**  
**2018 - 2019**



*"Centipede". A name chosen by the children in years past and meaning "many small feet"*

In accordance with Section 26 of the Associations Incorporation Act, 1984  
and the Rules of Centipede at Glebe School Incorporated



## **Management Committee Members and Office Bearers 2018-19**

The following members were elected as Management Committee Members for the 2017-18 year.

Jennifer Carnovale (ex officio)

The Office Bearers elected for the year were:

President	Anna Bonnice
Secretary	Cheryl Roberts
Vice President	Deanne Hvala Granger
Treasurer	Brian Skingsley FCPA
Committee Members:	Brian Oliver, Kate Brennan, Ayelet Nussbaum, Debs Hannon, Janice Challinor

Mr Stephen Van was reappointed as Auditor.

### **Meetings**

The Management Committee held eleven meetings during the year 2018-2019.

### **Policies and Procedures**

The staffing structure during 2018-19 was;

Coordinator Manager	1 full-time
Assistant Coordinator	1 full-time
Child Care Workers	2 Part-time
Child Care Workers	12 Casual. Numbers as required to maintain the Association's staff to children ratio policy.
Bookkeeper	1 part-time.

### **Centipede's Staff**

Our Co-Ordinator Victoria Brown took Maternity Leave in November 2018 when Jennifer Carnovale assumed the responsibility and has made a significant impression on the group and we look forward to a long and fruitful association. Our thanks also go to the other staff members who have remained very loyal to the group. During the year we had the services of:

Victoria Brown Co-ordinator until 12-18	Jonathan Graham Sean Groth Constantina Hallas	Winnie Liu James Lotzof Lachlan Macdonald
Jennifer Carnovale Co-ordinator from 15-11-18	Monty Hannaford Daniel Hockey Joseph Hockey	Joanne Marr Hayley Meadows Ryan Naylor
Phoebe Alexander Joseph Boyton Benjamin Ellwood Madelyn Francis Georgia Frew Naridne Gharsa	Talis Jacobson Lachlan Kemp Alaina Kiesel Lucy Lancaster	Amy Ou Sarah Peter Alison Slade Andrew Walker

The Management Committee is grateful to its entire staff and for the dedication that they give to their duties.

### **Centipede's Child Services**

#### **Standard Childcare Services**

The 'Standard' childcare services are those that are funded by Commonwealth and State Government subsidies with the funding 'gap' made up from Parent/Carer fees and grants.

Centipede provides the full range of standard out-of-school-hours (OOSH) services of Before School, After School and School Vacation child caring for the children of South Glebe, in particular, those attending Glebe Public School. These are children whose ages range from 5 to 12 years.

Centipede offers play based learning and recreational activities to enhance learning and development guided by the

'My Time Our Place' framework for School Age Care and the National Quality Framework. Children are offered a range of structured and unstructured play experiences in a safe space where their needs, interests and diversity are respected.

Centipede mornings and afternoons consist of meals, indoor craft and play opportunities and outdoor games, sport and free play. A variety of learning experiences are incorporated into our program which is designed by our children, families and educators in consultation based on children's interests, needs and developmental needs. Educators also bring a wide variety of skills to the centre that are incorporated into the program such as yoga, art, football and comedy.

### **School Vacation Childcare.**

In addition to the above, this Service runs a vacation care program with excursions, incursions and a variety of fun experiences and learning opportunities for children.

### **Extended Childcare Services**

Centipede is more than a regular OOSH service. Additional and special activities and actions are required to fulfil the special needs of Centipede's children. These are outlined below.

### **Good Start Breakfast Club**

To get a good start to the school day thus enhancing learning ability about 35 children are provided with a simple nutritious breakfast. This is done in conjunction with Red Cross who provide cereals, milk, bread, spreads. In the evening a nutritious meal is provided to up to 85 children.

### **TwoGoodCo**

TwoGoodCo generously donate different nutritional snacks to centipede children and families each week.

### **Gift of Bread**

Gift of Bread generously donate carts of bread weekly to Centipede children and families, helping build relationships with families in our community and giving children a healthy start to their day.

### **Uniting Way**

Uniting Way hold community days with Centipede, corporate volunteers visit the centre and spend the afternoon with the children, playing games, mentoring and cooking a big BBQ, the children and families of Centipede love these afternoons.

### **PCYC Partnership**

Centipede partners with PCYC to provide year 3-6 children with a weekly trip to the PCYC to play sport, games and learn about nutrition. The children form relationships with local youth and community workers and engage in structured sports.

### **Glebe Youth Service Partnership**

The Glebe Youth Service partner with Centipede for children aged 9 -12 years. The children have a weekly visit to the Youth Service where they engage in activities and games with Centipede staff and Youth workers, building relationships to assist children in the transition from primary to high school.

### **Mileposts**

Centipede's name for recognition of achievements and for celebrations of events in a child's life and events of cultural significance in the community. These are events such as religious festivals and individual and group celebration of Sorry Day and NAIDOC.

### **Skills for Life**

Addresses special needs children's issues in After School and School Vacations by providing sufficient trained staff to enable closer attention, monitoring and management of those children who have behaviour and emotional problems arising from their environment. Maximising the children's time away from their normal environment is an essential part of this Service.

### **Government Agency Services**

These are children's and family services aimed to provide a particular outcome.

## Projects

### Projects we have achieved in 2018-19

We now have full accreditation for meeting all Government requirements.

### Next Year for Centipede

Maintain our standards to meet the National Quality Framework requirements

The issues that the Association faces in 2019-20 include;

- Providing improved quality child caring
- Maximising community participation in the Centre's Management Committee
- Stronger involvement in the community's services
- Encouraging and providing staff with training appropriate to the Association's and the staff's needs.
- Funding the acquisition of assets such as furniture, carpets and other costly items.
- Maximising Parent/Carer Child Care Benefit registration
- Maximising the collection of Parent/Carer fees.
- Raising funds from non-government entities.
- Raising funds from the general public

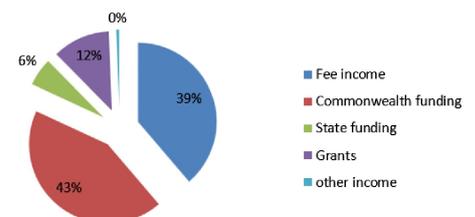
### Financial

From the financial statement attached you will see that we finished the year with a loss of \$48,236 as against a surplus of \$21,999 for the previous year. Revenues have increased by \$55,437 and expenditure by \$125,762. During the year we improved the staff to children ratio and provided significant levels of training to the staff to ensure that they met the requirements of our quality assurance certification. In addition we did some very necessary upgrades to our kitchen area and installed air conditioning to improve the quality of the centre.

### Funding

To pay for Centipede's work and workers the Association depends on funds from Governments, Parent/Carers, Benefactors, Donors and its own fund raising. Governments and Benefactors alike condition their grants by contracts that specify detailed performance criteria. Generally, Benefactors do not provide funds for recurrent expenses but only for specific Services or Projects. Governments' funding is directed towards standard OOSH Services (including recurrent expenses) or for particular additional Services (e.g. Active After School Communities). Assets acquisition and capital costs as well as its additional workforce above the norm are carried by the Association through whatever it can obtain from Benefactors or its own fund raising.

Where our funds came from 2018-19



### Friends of Centipede.

**Friends of Centipede** which was set up in 2012, raised \$9,102 at a fundraising event held in conjunction with The Glebe Society who have been pivotal in providing support. We are most grateful for this community support.

Fee Collection continues to improve but there is still room for further progress. We need to encourage the prompt payment of fees to ensure that the centre remains viable and that we comply with a requirement specified under funding from the City of Sydney. The Qikkids programme which handles our billing and collections is providing a lot of information that is enabling us to identify slow payers and take the appropriate action.

**Australian Child Care Subsidy (CCS)** is an Australian Government scheme, administered by the Family Affairs Office (FAO), which subsidises child caring costs for Parent/Carers who register and are accepted as eligible for the subsidy. The amount of CCS is derived from a formula including Parent/Carer's income, the Parent/Carer's work activity, number of children and each child's attendance at its nominated child caring organisation. In Centipede's case that amount is paid directly to Centipede. CCS (Child Care Subsidy) replaced CCB from the 1st July 2018. CCS is not as easy for families to access as the previous CCB was. Centipede has quite a few families opt out of the system

Centipede is obliged to charge and collect a Parent/Carer fee for each child. Centipede's fee is offset by the amount of CCS that Centipede receives.

Our current daily fee structure is as follows:

Before School Care	\$14.00
After School Care	\$20.00
Vacation Care	\$60.00

### Benefactor Grants.

Without the help of our benefactors many of our activities would not be possible and we extend our thanks for their support. We acknowledge the following donations:

City of Sydney	\$40,000	TooGoodCo	Nutritional snacks
Friends of Centipede	\$9,102	Gift of Bread	Carts of Bread
Miscellaneous donations	\$1,953		

### Child Attendance

The Association keeps regular, reliable and accurate records of children's attendance at Standard Childcare Services. Average attendances show a very slight decline for Before and after School and a significant increase for Vacation Care.

Knowledge of levels of attendance enables the Association to determine the number of staff to employ so as to maintain adequate staff to children ratios in accordance with the Association's Policy. The range of number of attendees also creates a challenge for the coordinator to assess the staffing needs.

Service	Daily Average	Range	Last year is in brackets.
Before School	18 (19)	5-29	(8-31)
After School	46 (48)	31-84	(19-71)
Vacation Care	57 (47)	40-79	(32-67)

### Expenses

A detailed account of our costs is provided in the financial statements attached to this report. As you can see from the chart, employment is our major cost factor. This cost is directly related to the number of children in our care and the requirement to maintain legislated ratios of staff to child numbers.

You will also see from the chart relating to our income that without the support of our many benefactors we would find it difficult to continue. For this we extend to them our heartfelt thanks. It is however an ongoing effort to raise funds to meet our commitment to the community to provide a caring and safe environment for the future citizens of Glebe.

Our staff are employed under the Children's Services Award 2010

### Ordinance

The Association is registered under the (NSW) Associations Incorporation Act, and Australian Charities and not for Profit Commission No 85483251661.

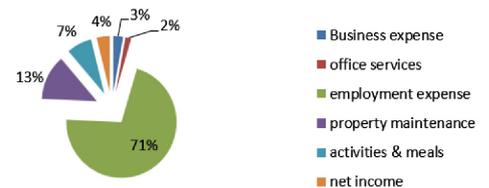
### Special Thanks

We are especially grateful to The Council of the City of Sydney for their very generous and continuing support of Centipede.

Special mention must be made to Glebe Public School and the Glebe Society for their ongoing support.

**Centipede at Glebe School Incorporated**  
**Building A, Glebe Public School**  
**9-25 Derwent Street**  
**GLEBE NSW 2037**  
**ABN: 85 483 251 661**

**Where our money was spent 2018-19**



**Centipede at Glebe School Incorporated**  
**Income Expenditure Statement**  
**For Year Ended 30 June 2019**

**2018**

**Income**

147,317	Fees	167,147
22,431	Funding – State	24,649
149,434	Funding – Commonwealth	186,195
43,121	Grants	40,000
396	Interest	270
7,406	Donations	6,653
3,000	Sundry Receipts	2,292
3,066	Auction/Raffle	4,402
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<b>376,171</b>	<b>Total Income</b>	<b>431,608</b>

**Expenses**

-	Advertising	1,645
600	Audit	600
1,012	Bank Fees and Charges	1,280
1,801	Bookkeeping	971
991	Cleaning	1,877
500	Depreciation	3,090
2,878	Employee Entitlements	7,054
23,127	Excursions – Vacation/Activities	19,152
21,163	Food & Drink	22,743
1,350	General Expenses	7,301
8,404	Insurance	7,920
3,582	Postage Printing & Stationary	5,865
3,339	Repairs & Maintenance	2,439
2,237	Subscriptions	2,621
23,886	Superannuation	32,755
1,744	Telephone	1,908
2,846	Training	5,102
254,712	Wages	355,611
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<b>354,172</b>	<b>Total Expenses</b>	<b>479,934</b>

21,999	Operating Surplus/ (Deficit) before Income Tax	-48,326
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21,999	Operating Surplus/ (Deficit) after Income Tax	-48,326
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71,134	Accumulated Surplus at the beginning of the Financial Year	93,133
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<b>93,133</b>	<b>Accumulated Surplus at the end of the Financial Year</b>	<b>44,807</b>

**Centipede at Glebe School Incorporated**  
**Income Expenditure Statement**  
**For Year Ended 30 June 2019**

<b>2018</b>		
	<b>Current Assets</b>	
2,130	CBA - 101270904	-
14,367	CBA – 10239391	12,794
83,734	CBA - 10123976	26,002
815	Cash on Hand	560
10	Paypal Account	-
-	Trade Debtors	1,000
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<b>101,056</b>	<b>Total Current Assets</b>	<b>40,356</b>
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	Fixed Assets:	
	1496 Kitchen Equipment/ Air Conditioning	27,837
	Computer at Cost	-4,790
996	-500 Accumulated Depreciation	
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<b>102,052</b>	<b>Total Assets</b>	<b>63,403</b>
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	<b>Current Liability</b>	
5,383	Employee Benefits	12,436
772	Sundry Creditor - GST Liability	358
2,764	- PAYG	3,302
	- Charter Hall	2,500
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8,919	<b>Total Liabilities</b>	<b>18,596</b>
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93,133	Net Assets	44,807
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	<b>Members' Funds</b>	
93,133	Accumulated Supprlu (deficit)	44,807
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<b>93,133</b>	<b>Total Members' Fund</b>	<b>44,807</b>
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**STEPHEN W VAN & CO**  
*Certified Practising Accountant & Tax Agent*



Stephen W Van B Comm.CPA

ABN: 83 264 931 510

PO Box 767  
KINGSGROVE NSW 1480  
Tel: (02) 9718 6725  
Fax (02) 9718 1569  
Email:stephenvan@bigpond.com.au

**CENTIPEDE AT GLEBE SCHOOL INCORPORATED**

**AUDIT CERTIFICATE**

I, Stephen William Van, of 2/524 Canterbury Road CAMPSIE 2194, being an auditor qualified in terms of the Department of Community Services Conditions of Funding, hereby certify that I have examined the records of the Centipede at Glebe School Incorporated in accordance with Australian Auditing Standards. In my opinion the Financial Statements, consisting of the Income and Expenditure Statement and the Balance Sheet present fairly the financial position of the organisation and the results of its operation for the year ended 30 June 2019 in accordance with the Australian Accounting Standards and the Department of Community Services Conditions of Funding.

  
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**Stephen W Van CPA**

**Date: 30 July 2019**

**CENTIPEDE AT GLEBE SCHOOL INC**  
**85 483 251 661**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

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The financial statements cover the business of Centipede Glebe School INC and have been prepared to meet the needs of stakeholders.

Comparatives are consistent with prior years, unless otherwise stated.

**1 Basis of Preparation**

The Company is non-reporting since there are unlikely to be any users who would rely on the general purpose financial statements.

The special purpose financial statements have been prepared in accordance with the significant accounting policies described below and do not comply with any Australian Accounting Standards unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected noncurrent assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

**2 Summary of Significant Accounting Policies**  
**Inventories**

Inventories are measured at the lower of cost and net realisable value. Cost of inventory is determined using the first-in-first-out basis and is net of any rebates and discounts received.

**Property, Plant and Equipment**

Each class of property , plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

**CENTIPEDE AT GLEBE SCHOOL INC**  
**85 483 251 661**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

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**Impairment of Non-Financial Assets**

At the end of each reporting period the company determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss, except for goodwill.

**Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**CENTIPEDE AT GLEBE SCHOOL INC**  
**85 483 251 661**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

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**Revenue and Other Income**

Revenue is recognised when the business is entitled to it.

**Sale of goods**

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

**Interest revenue**

Interest revenue is recognised using the effective interest rate method.

**Rendering of services**

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

**Other income**

Other income is recognised on an accruals basis when the company is entitled to it.