



## **Annual Report 2020**



Annual General Meeting  
Tuesday 27<sup>th</sup> April 2021  
5.30pm  
415 Church St Richmond

## **AGENDA**

1. Welcome and apologies
2. Minutes from 2019 AGM (April 2020)
3. Annual Reports
  - Chairperson: Chris Enright
  - CEO: Margaret Corrigan
4. Election of Board of Governance 2021
5. Selection of first meeting date for the new Board
6. Close of Annual General Meeting



Annual General Meeting  
Tuesday 21st April 2020  
5.30pm  
Via Zoom

### **Minutes**

Present:, Chris Enright, Tim Haynes, Kim Robinson, Dani Ashcroft Joughin, Joe Morrison, Kerrie Howard, Cristina de Nicolas Izquierdo, Margaret Corrigan

1. Chris welcomed all to the AGM.
2. Minutes from 2018 AGM were accepted. Moved by Tim, seconded by Chris
3. Annual Reports were tabled:
  - Chairperson: Chris Enright
  - CEO: Margaret Corrigan

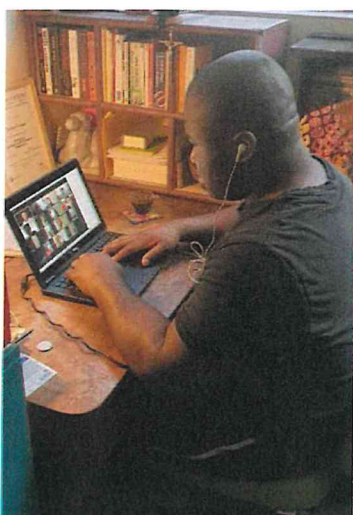
The Annual Report was accepted.

4. The Board thanked Chris for fulfilling the role of chairperson so capably over the past year.  
Election of Board of Governance 2020: Board members completed nomination forms.  
Nomination for positions: Chris nominated for the position of chairperson. There being no other nominations, the Board congratulated Chris on becoming the 2020 Chairperson.  
It was noted that the positions of Secretary and Treasurer have been delegated in the past and that this practice has worked well.

## Chairperson Report

The 2020 year was a remarkable one in so many ways, including for Carringbush Adult Education. Amidst the uncertainty and worry about what lay ahead, our staff, volunteers and all other stakeholders were able to respond creatively, with generosity and an understanding of the unique circumstances we shared.

Our concerns about whether Federal and State Government programs would be funded as learners could not attend in person, were allayed, as responsible Government Departments demonstrated flexibility and understanding in their work with providers, to ensure learners continued to be engaged in a variety of creative ways, such as through hand delivered hard-copy learner packs, zoom classes and the use of WhatsApp.



Serge connecting to his class via zoom

Carringbush was also most appreciative that we were eligible for the Job Keeper program from March to September, providing support and greater certainty of ongoing employment of our staff during that time. This degree of support certainly freed us up to concentrate our efforts on getting the best possible outcomes for our learners and program participants.

Carringbush teachers worked tirelessly throughout the year, trialling innovative teaching and learning approaches in the digital space and as such have been recognised as leaders in the field.



Bronika and Liz, practising using Zoom for remote learning.

## CEO Report

The impacts of Covid have had the most enormous impact on Carringbush Adult Education! However, throughout the year, our dedicated staff members worked tirelessly and creatively to ensure service continuity for our students and program participants.

In order to provide students with remote learning, many things had to happen. We had to swiftly pivot to create and hand deliver hard copy learner packs; teachers needed to be upskilled in order to deliver classes remotely; students required support to build the skills and confidence to use WhatsApp and Zoom; teachers required support to come through a very stressful time



Simpa learning from home during lockdown using booklets developed by her teacher.

The whole team worked really closely and collaboratively, to make the new learning process engaging. We had a wonderful whole-of-school zoom celebration at the end of the year, which was organised by one of our classes as part of their project-based learning, however students demonstrated high levels of engagement all through the year and often in difficult circumstances. Many were trying valiantly to access classes without an adequate device and/or data, so with support from a number of different funding sources we launched our new Devices Lending Library. This continues to be very popular with students and with teachers who can now design more interactive classes.

We are thrilled that the work Carringbush has done in the remote learning space has been recognised as sector-leading and we continue to develop a best-practice model for this in collaboration with Monash University researchers.

We were able to provide support outside the classroom context in so many ways. Many program participants have been supported through our Digital Mentoring program and in partnership with the North Richmond Capacity Building team, started the Yarra Digital Inclusion working group – this work continues in partnership with City of Yarra, Yarra Libraries and NBN Co.

Our Reconnect program supported an additional 15 people and we were delighted to secure Secured a 4 year contract to continue delivering the Reconnect program, now in partnership with CNLC.

Carringbush Adult Education Inc.

Annual Financial Statements  
for the 12 Months Ended  
31 December 2020



<b>CARRINGBUSH ADULT EDUCATION INC</b>		
<b>A.B.N. 82 649 196 812</b>		
<b>Statement of Financial Performance</b>		
<b>For the Year Ended 31 December 2020</b>		
	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>INCOME</b>		
Revenue ACFE	165,863	210,545
Revenue AMEP	85,215	123,085
Revenue SEE	155,634	209,282
Revenue Skills Victoria	442,218	258,073
Revenue Other	108,232	137,619
Interest	26,234	39,426
	<b>983,396</b>	<b>978,030</b>
<b>EXPENDITURE</b>		
Wages	767,629	682,919
Jobkeeper Payment	173,030	-
Jobkeeper Received	(409,500)	-
Cashflow Boost Received	(100,000)	-
Superannuation	75,576	77,386
Annual Leave	7,036	24,793
Long Service Leave	31,752	11,628
Rent expense	15,842	33,507
Audit	2,300	2,300
Bank fees	59	65
Cleaning	686	2,865
Payroll Costs	6,400	4,215
Insurance	1,996	1,802
WorkCover	9,471	8,447
Office expenses	46,638	36,193
Educational Materials	3,844	5,309
Telephone	2,250	3,081
Internet	2,932	1,009
Computer expenses	25,506	14,655
Consultants	-	8,943
Depreciation	7,792	9,177
Training	790	13,312
	<b>672,029</b>	<b>941,605</b>
Net surplus from ordinary activities	311,366	36,426
Accumulated surplus from 1 January	1,274,103	1,237,677
Accumulated surplus as at 31 December	<b>1,585,469</b>	<b>1,274,103</b>

The accompanying notes form part of these Financial Statements

**CARRINGBUSH ADULT EDUCATION INC.****A.B.N. 82 649 196 812****Statement of Financial Position****As at 31 December 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>Current assets</b>		
Cash	1,745,314	1,134,665
Trade debtors	108,765	139,584
<b>Total current assets</b>	<b>1,854,079</b>	<b>1,274,249</b>
<b>Non-current assets</b>		
Fixed assets at written down value	13,445	20,694
UCA Growth Fund	376,185	354,891
<b>Total non-current assets</b>	<b>389,630</b>	<b>375,585</b>
<b>Total assets</b>	<b>2,243,709</b>	<b>1,649,833</b>
<b>Current liabilities</b>		
Trade creditors	15,669	35,565
Unspent Grants	324,052	85,558
PAYG payable	12,898	17,663
GST Payable	36,492	14,839
Provision for annual leave	68,128	61,093
Provision for long service leave	84,338	60,618
<b>Total current liabilities</b>	<b>541,577</b>	<b>275,336</b>
<b>Non-current liabilities</b>		
Provision for long service leave	-	-
<b>Total liabilities</b>	<b>541,577</b>	<b>275,336</b>
<b>Net assets</b>	<b>1,702,132</b>	<b>1,374,498</b>
<b>Equity</b>		
Initial capital	17,914	17,914
Investment revaluation	98,750	82,482
Accumulated surplus	1,585,468	1,274,102
<b>Total equity</b>	<b>1,702,132</b>	<b>1,374,498</b>



**CARRINGBUSH ADULT EDUCATION INC**  
**A.B.N. 82 649 196 812**  
**Statement of Changes in Equity**  
**For the Year Ended 31 December 2020**

	<b>Initial Capital</b>	<b>Reserves</b>	<b>Accumulated Surplus</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance 1 <sup>st</sup> of January,2018	17,914	29,170	1,237,675	1,284,760
<b>Comprehensive income</b>				
Net surplus for the year	-	-	36,426	36,426
Long Term Investment Revaluation	-	53,312	-	53,312
Total comprehensive income for the year attributable to members	-	-	36,426	36,426
Balance at 31 <sup>st</sup> December,2019	17,914	82,482	1,274,101	1,374,498
<b>Comprehensive income</b>				
Net Surplus for the year	-		311,366	311,366
Long Term Investment Revaluation	-	16,268	-	16,268
Total comprehensive income for the year attributable to members	-	-	311,366	311,366
Balance at 31 <sup>st</sup> December,2020	17,914	98,750	1,585,467	1,702,132

**Carringbush Adult Education Inc.**  
**ABN 82 649 196 812**  
**Notes to and forming part of the Financial Statements**  
**For the Year ended 31 December 2020**

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**Employee Benefits**

Contributions are made by Carringbush Adult Education Inc. to employee superannuation funds and are charged as expenses when incurred.

**Goods and Services Tax (GST)**

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of the GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognized as part of the cost of the acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**Annual Statement by the Committee of Management**

We, Chris Enright and Cristina de Nicolas Izquierdo being members of the committee of Carringbush Adult Education Inc., certify that:

The statements attached to this certificate give a true and fair view of the financial performance and position of Carringbush Adult Education Inc. during and at the end of the financial year of the association ending on 31<sup>st</sup> of December 2020.

There are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.



Signed: \_\_\_\_\_

Dated: 19/04/2021



Signed: Cristina de Nicolás Izquierdo

Dated: 19/04/2021

## **Independent Audit Report To the Members of Carringbush Adult Education Inc.**

We have audited the accompanying financial report of Carringbush Adult Education Inc., which comprises the Statement of Financial Position as at the 31<sup>st</sup> December 2020, and the Statement of Financial Performance, Statement of Comprehensive Income for the year then ended, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by the Committee of Management on the Annual Financial Statements.

### ***The Committee's Responsibility for the Financial Report***

The committee of Carringbush Adult Education Inc. are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and Associations Incorporation Reform Act 2012 and associated legislations, and for such internal control as the committee determine is necessary to enable the preparation and fair presentation of a financial report that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report whether due to fraud or error. In making those assessment, the auditor considers internal control relevant to the Associations preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Independence***

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

### ***Electronic Publication of the Audited Financial Report***

If Carringbush Adult Education Inc. intends to electronically present the audited financial report and auditor's report on any internet websites, the responsibility for the electronic presentation of the financial report on the websites is that of the committee. The examination of the controls over the electronic presentation of audited financial reports on websites is beyond the scope of the audit of the financial report.

### ***Opinion***

In our opinion, the financial report of Carringbush Adult Education Inc. presents fairly, in all material respects the entity's financial position as at 31<sup>st</sup> December 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act 2012 and associated Regulations.

**Moore & Co. Accountants**



**MATTHEW ROBINSON**

CA # 92018  
493 Swan Street, Richmond VIC

DATE ..... 14/04/2021.....