



# GyMEA Bay Care & Leisure Centre

OOSH Service On-site in GyMEA Bay Public School

## ANNUAL REPORT

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2015 / 2016



## President's Report

Firstly I would like to thank all the Parents and Committee members for their support, encouragement and commitment over the 2015 to 2016 year.

The last 12 months has been both a challenging and rewarding year for our service. We have begun to see the results of the hard work of the staff and committee to return our service to a sustainable operation with a positive outlook into the future.

After a successful cost reduction program and financial restructure over the last 3 years, we have been able to re-invest in our facilities, resources and staff. This has included the replacement of the roof, a new outdoor garden area, painting of the building and new educational resources amongst other things.

Furthermore, we are poised to enter into a new period of growth and development with the imminent construction of the new joint multi-purpose building; a program funded between GBOOSH, the School and the P&C.

On behalf of the committee I would like to acknowledge the contribution of the retired Vice President – HR, Dee Harrison who resigned early this year. Dee's contribution to the service over the last year and a half, during a period of significant recruitment and staffing restructure was a key enabler to the strong organisational position we are now in.

I would also like to thank the departing committee members at the upcoming AGM for their contribution over this last 12 months. In particular the Vice Treasurer Suzanne Pick deserves a special mention.

Suzanne has been a key contributor to the successful turnaround of this service over the last 3 years. From an initial financial position of uncertainty and confusion, her tireless work, persistence and attention to detail has enabled this service to achieve a strong financial position and a sustainable system of governance going forward. Along with the modernisation of the accounting and childcare systems, Suzanne's contribution and achievements are to be applauded and her counsel will be sorely missed.

Finally, I would like to thank the all the staff, without them the above achievements wouldn't have been possible. Their support, understanding and commitment to making our service an industry leader in both practice and culture is one of the reasons our children enjoy their time here so much.

Regards  
Simon Locke

President  
Parent Management Committee  
Gynea Bay Care & Leisure Centre  
[gboosh.committee@gmail.com](mailto:gboosh.committee@gmail.com)



*A volunteer organisation does not exist without volunteers.*

## Who is GBOOSH?

GyMEA Bay Care & Leisure Centre (GBOOSH) is a not-for-profit community based organisation. While we work closely with GyMEA Bay Public School, GBOOSH does not receive any funding or direction from the school outside of licensing commitments.

GBOOSH employs over 20 permanent, part-time & casual staff members, as well as a dedicated team of volunteer parents on the Management Committee. Our volunteer parent committee assists the Coordinators to manage the operations of the service & determine the future of the service.

Due to the structure of the service without the members of the Management Committee the centre would be unable to continue its operations as a community based service with families as the key stakeholders. For this reason, GBOOSH continues to encourage the active participation of any parents who are able to spare a few hours a month on the Committee.

Currently the centre provided BSC for approximately 100 students each morning, 120 students each afternoon & around 60 children per day during Vacation Care.

The joint project between GyMEA Bay Public School (P&C) & GBOOSH will soon see an increase in the service capacity in order to meet the growing needs of the school & community. This is an exciting & busy time for GBOOSH and we look forward to working in partnership with the school on this very valuable project.

## GBOOSH – Vision, Mission and values

### Mission Statement

To serve our school and the wider community's needs with an affordable, high quality Out Of School Hours (OOSH) care service

### Vision

Our team will lead the OOSH industry through innovation and renewal, constantly challenging ourselves and the 'norm'.

### Our Values

1. To put the needs of our children first
2. To maintain Integrity, Honesty & Openness in all of our pursuits
3. To Listen, Learn, Reflect & Continuously Improve
4. To be pro-active Community and Corporate Citizens
5. To strive to provide a superior and joyful learning environment

## Our Team

### The Committee Members for the 2015 / 2016 Year

| <b><u>Committee Positions</u></b> | <b><u>Name</u></b>              |
|-----------------------------------|---------------------------------|
| President                         | Simon Locke                     |
| Vice President – Operations       | Scott Edwards                   |
| Vice President – HR               | Dee Harrison (Retired Feb 2016) |
| Treasurer                         | John Quigley                    |
| Assistant Treasurer               | Suzanne Pick                    |
| Public Officer                    | Ben Motisi                      |
| Secretary                         | Chad Jarolimek                  |

### The Coordinators

| <b><u>Position</u></b>       | <b><u>Name</u></b> |
|------------------------------|--------------------|
| Co-Coordinator               | Cheryl Carroll     |
| Co-Coordinator               | Renee Young        |
| Acting Assistant Coordinator | Karyn Young        |

### The Administration Staff

| <b><u>Position</u></b> | <b><u>Name</u></b> |
|------------------------|--------------------|
| Admin Assistant        | Corinne Bochkareff |
| Bookkeeper             | Helen Powell       |

### The Educators

| <b><u>Permanent</u></b> | <b><u>Casual cont.</u></b> |
|-------------------------|----------------------------|
| Geraldine Reynolds      | Mitchell Hooper            |
| Linda Holmes            | Caitlin James              |
| Annabel Babicci         | Jordan Keith               |
|                         | Gemma Lamond               |
|                         | Shona McMillan             |
|                         | Emily Redwin               |
|                         | Jessica Nash               |
|                         | Luke Porter                |
|                         | Kylie Rodger               |
|                         | Nikki Savas                |
|                         | Matthew Zammit             |

## Staff Update

### Movements:

Over the last 12 months we have had some significant changes in staffing with the addition of both Casual & Permanent Educators, along with the creation of the new role of Administration Assistant. The aim of the Administration Assistant is to relieve the Coordinators of some of the day-to-day administrative duties & allow them to spend more time on service delivery & the educational program.

### New organisation plan:

In preparation for the future growth of the service we are again recruiting for a number of positions across the organisation, including a Centre Director/Manager to work closely with the Management Committee.

### Succession planning:

With the impending expansion of the service & the knowledge that some of our current staff will be completing qualifications & moving on in their careers the Management Committee has had a strong focus on building a successful succession plan for the future. We will continue to work on this area as more information becomes available regarding the increase in places & timeframes around the delivery of the new multi-purpose building.

## GBOOSH Update

### Our 'EXCEEDING' Service

GBOOSH is very proud to have been recognised by the Australian Children's Education & Care Quality Authority (ACECQA) as a service that is exceeding the National Quality Standard.

In order to maintain momentum & our high standards Educators & staff are continually working on the centre's Quality Improvement Plan (QIP). In 2016 we have been working closely on projects both within the service & with the local community. We encourage families to embrace quality improvement at our service by participating in the day-to-day activities of service, including our Parent Committee Meetings & by providing us with feedback. Feedback from our families assists us in identifying areas for improvement from a different perspective & ensures we are meeting the changing needs of our community.

## **Policy & Procedures**

As part of our Quality Improvement Plan (QIP) the Management Committee, in consultation with the Coordinators & staff has commenced a thorough review & modernisation of the centre's Policies & Procedures.

## **Licence Update**

Recently GBOOSH's President & the Principal of Gymea Bay Public School worked together to negotiate a new licencing agreement with the Department. This has now been signed and is in force for the next 3 years.

## **New Building - It's on, with a little red tape**

As mentioned in a number of areas of this report, GBOOSH is working with the school to deliver an additional building to be shared with the school in order to increase our capacity & program capabilities. Families are encouraged to keep an eye on both the school & GBOOSH newsletters for updates on this project.

## **Community**

### **Families - Our challenges and joy**

A big welcome to all the new families who have joined GBOOSH this year. particularly those who are also new to the Gymea Bay Public School Community.

We had an overwhelming response to this year's enrolment, resulting in an increase to our before school care (BSC) & vacation care (VAC) places. This year we have also noted a slight increase in families enrolling from outside of the school community, but from within the local area.

New families bring new ideas, experiences, cultures & diversity to our service. Educators have been reflecting on this & as a result we are implementing some interesting & diverse activities to our program, focusing firstly on the cultures of families using the service.

### **School - our School too**

GBOOSH enjoys a strong relationship with Gymea Bay Public School & works closely with the Principal & Senior School Staff to strive for a seamless link between school, GBOOSH & home. We warmly recognise the support and cooperation received from the School and look forward to building further on this relationship.

## Improvements – Time to plan for the future

A number of financial savings in operational costs & readjustments to the budget have allowed GBOOSH to implement a number of improvements to the centre's physical environment.

This included repairs & maintenance to the building's roof, complete re-painting of the service inside & out, installation of new blinds to the building & a new outdoor play space.

Behind the scenes GBOOSH has also implemented a number of not so obvious changes transitioning almost completely to electronic services. Families can now complete enrolment & waitlist enquiries online & via email significantly reducing our paper consumption.

The introduction of the Qik Kids Kiosk has allowed families to complete the sign in & out process electronically. This not only reduces paper consumption but also administrative work loads as attendance data can be uploaded to Centrelink immediately. The service employees have also recently been introduced to an electronic rostering system.

## Highlights from the year

As always the centre has been busy & seeking opportunities to grow & improve.

GBOOSH is proud to have made some significant achievements in 2015/2016, of just a few which I will mention below.

Ongoing participation in community events & fundraising opportunities such as Red Nose Day, Biggest Morning Tea, Pancake days & family breakfasts. Where fundraising is not conducted in line with a specific charity event, Educators encourage children to identify & determine where funds should be donated to. This is a great opportunity for children to realise the work that goes on in our community to assist & support those in need.

For those families who attended the 2015 end of year family celebration BBQ & performance I am sure you will agree this year was most impressive. Educators worked with the children to prepare a very entertaining performance of Grease -The Musical. This was a fantastic opportunity for parents to see the work that goes on at the service & also meet with other families using the service.

# Auditors Report

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## Independent Auditors Report to the members of the Gymea Bay Care & Leisure Centre

### **Report on the financial reports:**

We have audited the accompanying financial report, being a special purpose report, of Gymea Bay Care & Leisure Centre , which comprises the Balance Sheet as at 31 December 2015, the Income statement, Statement of changes in the equity statement of recognised income and expenses for the year then ended. A summary of significant accounting policies, other explanatory notes and the members declaration.

### **The responsibility of the Management Committee for the Financial Report:**

The committee of the Association of the entity are responsible for the preparation and fair presentation of the financial reports and have determined that the accounting policies are appropriate to meet the financial reporting requirement of the constitution and are appropriate to meet the needs of the members. The managements Committees' responsibility also includes the establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditors responsibility:**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used are appropriate to meet the needs of the members. We conducted our audit in accordance with the Australian auditing standards. These auditing standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance as to 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 risk and material misstatements of the financial report whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures 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 accounting estimates made by the management committee as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for the distribution to the members for the purpose of fulfilling the financial reporting responsibilities under the constitution. 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 for any purpose other than that for which it was prepared. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit.

**Independence:**

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

**Auditor's Opinion:**

In our opinion, the financial report, in all material respects, gives a true and fair view of the financial position of Gymea Bay Care & Leisure as at 31 December 2015

Signed on 03/05/2016



Peter Thomas  
Director  
**Thomas Group Accounting & Taxation Pty Ltd**

*Institute of Public Accountants Member No* 175568  
*Public Practice Certificate Number* 14934

# Financial Report

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**GyMEA Bay Care and Leisure Centre Inc**  
**Statement of Financial Performance**  
**as at 31 December 2015**

|  | 31-Dec-15      | 31-Dec-14      |
|--|----------------|----------------|
|  | \$             | \$             |
| <b>Assets</b>                          |                |                |
| <i><b>Current Assets</b></i>           |                |                |
| Cash and cash equivalents              | 392,689        | 295,167        |
| Sundry Debtors                         |                |                |
| Prepaid expenses                       | -              | -              |
| GST receivable                         | 1,419          | 2,875          |
|  | <u>394,108</u> | <u>298,042</u> |
| <i><b>Non Current Assets</b></i>       |                |                |
| Property, Plant and Equipment          | 151,439        | 115,699        |
| less Accumulated Depreciation          | (43,885)       | (34,524)       |
|  | <u>107,554</u> | <u>81,175</u>  |
| <b>Total Assets</b>                    | <u>501,662</u> | <u>379,217</u> |
| <b>Liabilities</b>                     |                |                |
| <i><b>Current Liabilities</b></i>      |                |                |
| Sundry Creditors                       | 1,200          | 11,968         |
| Service and enrolment fees received in | 43,430         | 39,661         |
| Superannuation clearing                | 4,069          | -              |
| PAYG withholding and payroll payable   | 8,562          | 10,542         |
| Provision for leave entitlements       | 10,731         | 14,494         |
|  | <u>67,992</u>  | <u>76,665</u>  |

|                                       | <b>31-Dec-15</b> | <b>31-Dec-14</b> |
|---------------------------------------|------------------|------------------|
|                                       | \$               | \$               |
| <b><i>Non Current Liabilities</i></b> |                  |                  |
| Provision for leave entitlements      | 22,051           | 20,128           |
|                                       | <hr/>            | <hr/>            |
|                                       | 22,051           | 20,128           |
|                                       | <hr/>            | <hr/>            |
| <b>Total Liabilities</b>              | 90,043           | 96,793           |
|                                       | <hr/>            | <hr/>            |
| <b>Net Assets</b>                     | 411,619          | 282,424          |
|                                       | <hr/> <hr/>      | <hr/> <hr/>      |
| <b>Equity</b>                         |                  |                  |
| Retained Earnings                     | 282,424          | 189,163          |
| Current year earnings/ (losses)       | 129,196          | 93,261           |
|                                       | <hr/>            | <hr/>            |
| <b>Net Equity</b>                     | 411,620          | 282,424          |
|                                       | <hr/> <hr/>      | <hr/> <hr/>      |

The Statement of Financial Performance should be read in conjunction with the notes to the accounts.

**Gymea Bay Care and Leisure Centre Inc**  
**Statement of Movement in Equity**  
**as at 31 December 2015**

|                                       | <b>31-Dec-15</b> | <b>31-Dec-14</b> |
|---------------------------------------|------------------|------------------|
|                                       | <b>\$</b>        | <b>\$</b>        |
| Opening Equity as at 1 January 2014   | 282,424          | 189,163          |
| Current year earnings/ (losses)       | 129,196          | 93,261           |
| Closing Equity as at 31 December 2014 | 411,620          | 282,424          |

The Statement of Equity should be read in conjunction with the notes to the accounts.

**Gymea Bay Care and Leisure Centre Inc**  
**Income and Expenditure Statement**  
**for the year ended 31 December 2015**

|                                  | 31-Dec-15 | 31-Dec-14 |
|----------------------------------|-----------|-----------|
|                                  | \$        | \$        |
| <b>Income</b>                    |           |           |
| Revenue from OOHSC services      | 727,371   | 694,777   |
| Government grants received       | 2,273     | 750       |
| Interest income                  | 4,429     | 1,466     |
| Other income                     | 1,550     | 479       |
|                                  | 735,623   | 697,472   |
| <br><b>Expenditure</b>           |           |           |
| Accounting and audit fees        | 981       | 4,304     |
| Advertising                      | 753       | 180       |
| Bank charges                     | 445       | 404       |
| Classroom supplies and equipment | 3293      | 8,416     |
| Cleaning                         | 17596     | 18,000    |
| Depreciation                     | 9361      | 4,830     |
| Employment expenses              | 478672    | 442,538   |
| Excursions and subcontractors    | 15995     | 11,647    |
| Grant acquittal                  |           |           |
| Gifts and donations              | 150       | 360       |
| Groceries                        | 14265     | 11,449    |
| Insurance                        | 5752      | 6,046     |
| License Fee                      | 12934     | 11,978    |
| Office Expenses                  | 3961      | 10,557    |

|                                     |             |             |
|-------------------------------------|-------------|-------------|
| Other expenses                      | 29899       | 11,941      |
| Operations - new resources          | -3753       | 10,000      |
| Repairs and maintenance             | 11570       | 887         |
| Loss on disposal/writeoff of assets | 0           | 49,827      |
| Publications and subscriptions      | 4,553       | 848         |
|                                     | <hr/>       | <hr/>       |
|                                     | 606,427     | 604,212     |
|                                     | <hr/>       | <hr/>       |
| Net Surplus/( Loss )                | 129,196     | 93,261      |
|                                     | <hr/> <hr/> | <hr/> <hr/> |

The Income and Expenditure Statement should be read in conjunction with the notes to the accounts.

**GyMEA Bay Care and Leisure Centre Inc**  
**Notes to and forming part of the financial statements**  
**as at 31 December 2015**

**Statement of Accounting Policies**

**1. Associations Information**

GyMEA Bay Care and Leisure Centre is a not for profit association registered under the Associations Incorporation Act 2009.

**2. Summary of Accounting Policies**

The Committee have prepared the financial statements on the basis that the association is classified as a Tier one association as defined in the Association Incorporations Act 2009. Under the Act, the association would be required to prepare and have audited full financial statements. To reduce this burden to the Association, the committee have elected to adopt the Class order No 11/01. These financial statements have been prepared to comply with the requirements of the Class Order.

**a) Basis of preparation**

The financial statements have been prepared in accordance with significant accounting policies as determined by the committee. Such accounting policies are consistent with the previous period unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise indicated in the notes.

**Currency and rounding of amount**

The Balance Sheet, Income and Expenditure Statement and Statement of Movement in Equities are presented in Australian currency rounded to the nearest dollar.

**b) Revenue recognition**

**Revenue from OOHSC services**

Revenue is recognised upon the provision of out of hours school care services. These services are GST free.

**Revenue from fundraising and donations**

Fundraising and donations are recognised as revenue when the association gains control and economic benefits are probable and the amount of the donation can be measured reliably.

**Government grants and other income**

Government grants and other income are recognised upon receipt of the funds.

**c) Goods and services tax**

Revenues and 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.

Receivables and payables are stated inclusive of the amount of GST receivable and payable. The net amount of GST recoverable from or payable to the ATO is included on the balance sheet.

**d) Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, term deposits and cash at bank.

**e) Employee Benefits**

Provision is made for the associations liabilities 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.

**f) Property, Plant and Equipment**

All property plant and equipment are initially measured at cost and are depreciated over their useful lives to the association.

The carrying amount of the plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount.

**Depreciation**

The depreciation method and useful life used for items of property, plant and equipment reflects the pattern in which their future economic benefit are expected to be consumed by the association. The depreciation method and useful life of the assets is reviewed annually to ensure they are still appropriate.

**g) Taxation**

The association is a not for profit entity and complies with the requirements to be exempt from tax. Therefore the association is not liable for income tax.

**GyMEA Bay Care and Leisure Centre Inc**  
**Notes to and forming part of the financial statements**  
**as at 31 December 2015**

**3. Commitments and contingencies**

The association has entered into commercial licences with Department of Education to operate the out of hours school care service. This lease expires October 2018. There is no in-built renewal option included in the contract. There are no restrictions placed upon the association upon entering this license. Future minimum license payable under the "non cancellable" operating leases as at the reporting date are:

|   | <b>31-Dec-15</b>    | <b>31-Dec-14</b> |
|---|---------------------|------------------|
|   | <b>\$</b>           | <b>\$</b>        |
| Within one year                             | \$ 11,831.00        | \$ 25,860.00     |
| After one year but not more than five years | \$ 24,557.00        | 0                |
| More than five years                        | 0                   | 0                |
| Total commitments under operating leases    | <u>\$ 36,388.00</u> | <u>25,860.00</u> |