

LEEP NGO

ABN 77 597 187 569

FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2019

DIRECTORS' DECLARATION
PROFIT & LOSS STATEMENT
BALANCE SHEET
STATEMENT OF CHANGES IN EQUITY
STATEMENT OF CASH FLOWS
NOTES TO THE FINANCIAL STATEMENTS
AUDITOR'S INDEPENDENCE DECLARATION
AUDITOR'S REPORT

SAMUEL Y WONG
ABN 35 156 307 879
Chartered Accountant
PO Box 96, Burwood, NSW, 1805
Telephone: 0404 118 086

LEEP NGO

ABN 77 597 187 569

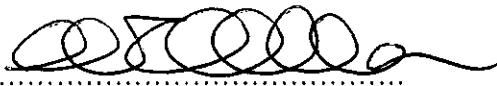
DIRECTORS' DECLARATION

The Directors have determined that Leep NGO (the registered entity) is a non-reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012*.

The Directors of the registered entity declare that, in the Directors' opinion:

1. The accompanying financial statements and notes are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* as applicable to medium registered entities and
 - a) comply with Australian Accounting Standards; and
 - b) gives a true and fair view of the financial position of the registered entity as at 30 June 2019 and of its performance for the year ended on that date.
2. There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.
3. The establishment of all accruals and provisions in the financial statements have been reviewed at year end and are considered appropriate and justifiable by the directors.

This declaration is signed in accordance with subs. 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulation 2013*, for and on behalf of the Directors.



.....
Chairperson

Dated this 17th, day of October 2019.

Samuel Y Wong
S Y Wong & Co
AUDIT

Profit and Loss

LEEP NGO

For the year ended 30 June 2019

	2019	2018
Trading Income		
communityNet income	2,877.27	5,943.84
Consultancy [44038]	-	8,280.00
DoH - CHSP Recurrent Grant	477,244.50	452,367.04
DoH - CHSP SACS	-	21,110.66
Donations Received	1,276.00	-
DSS - FVS Non Recurrent Grant	269,668.93	250,000.00
DSS - FVS SACS	-	13,142.50
Event Income	200.00	-
FaCS Non-recurrent Grant [41015]	-	6,454.63
FaCS Recurrent Grant	-	159,690.16
Fee for Service	12,759.28	-
Forums and Workshops	-	52,835.83
Government Subsidies	2,650.00	-
Interest income	5,746.56	7,921.90
Membership income	427.30	222.75
Other Grants	65,587.55	4,500.93
Partnerships	35,721.53	96,077.39
Sale of Resources	938.72	-
Training	-	380.00
Venue Hire Income	12,310.00	6,940.00
Web Site Development	-	2,004.08
Total Trading Income	887,407.64	1,087,871.71
Gross Profit	887,407.64	1,087,871.71
Operating Expenses		
A.G.M.	1,275.71	601.82
Annual Leave Accruals	(33.22)	(8,305.86)
Audit fees	3,000.00	3,000.00
Bad debts	683.18	-
Bank fees	197.88	134.13
Board Expenses	722.14	3,293.19
Bookkeeping Fees	11,400.00	-
Business Planning Expense	419.87	-
Cleaning	3,635.83	3,370.28
Computer - Repairs & Replacements	12,429.11	868.53
Consultancy [61200]	17,375.00	19,293.64
Credit Card Fees	145.20	144.00
Database [61080]	16,820.14	6,868.00
Electricity	3,598.48	3,685.49
Equipment Purchases <\$2,000	2,779.01	-

Profit and Loss

	2019	2018
Fees & Permits	-	1,385.47
Funding in Advance	-	25,963.05
Grounds & Lawns	712.72	1,177.14
Health & Safety	-	618.17
Insurance	5,859.26	5,556.75
Internet	2,104.30	1,314.64
Leep Web Site Maintenance	-	6,190.76
Long Service Leave	(29,048.96)	(1,635.49)
Marketing & Publicity	5,454.47	7,427.87
Membership & Subscription Fees	3,996.50	3,927.75
Office Supplies (60310)	197.11	2,867.35
Photocopier/printing	787.89	812.24
Postage & Courier	290.45	248.82
Recruitment	2,147.10	1,786.65
Relocation	-	8,000.00
Rent	21,273.15	21,169.11
Repairs & Maintenance	1,509.63	1,090.90
Replacement of equipment	-	3,000.00
Resource Development	3,584.52	31,713.89
Security	455.40	860.00
Software	657.20	2,669.07
Staff Amenities	3,143.37	1,317.37
Staff Training & Development	5,167.40	12,427.98
Stationery	1,053.34	2,145.37
Sundry Expenses	-	329.05
Superannuation	55,772.45	66,315.29
Telephone	2,146.45	3,115.38
Telephone Hire	3,742.61	2,904.57
Training & Events	29,225.37	38,719.04
Travel & Accommodation	13,220.60	13,240.97
Volunteer Costs	459.15	2,671.54
Wages & Salaries	630,855.25	715,271.81
Website Development & Support	6,055.86	118.51
Workers' Compensation	13,357.64	14,033.16
Total Operating Expenses	858,628.56	1,031,707.40
Net Profit	28,779.08	56,164.31

Balance Sheet

LEEP NGO

As at 30 June 2019

	30 JUN 2019	30 JUN 2018
Assets		
Bank		
Bendigo Bank #8531	189,868.58	226,204.99
Bendigo Bank CC No 1	-	647.89
Petty Cash Float	-	350.00
Term Deposit 2470	112,815.51	111,832.00
Term deposit 7372	113,311.68	110,996.33
Total Bank	415,995.77	450,031.21
Current Assets		
Accounts Receivable	36,951.00	21,892.00
Prepaid expenses	13,124.76	9,056.34
Total Current Assets	50,075.76	30,948.34
Non-current Assets		
Equipment at Cost	2,255.43	2,255.43
Equipment Provision for Depn	(2,255.43)	(2,255.43)
Furniture & Fixtures at Cost	26,696.63	26,696.63
Furniture Provision for Depn	(26,696.63)	(26,696.63)
Total Non-current Assets	-	-
Total Assets	466,071.53	480,979.55
Liabilities		
Current Liabilities		
Accounts Payable	8,845.91	-
Accrued Expenses	16,877.46	27,854.79
Annual Leave Accrued	42,915.13	42,948.35
Bendigo Bank CC No 1	476.39	-
Bendigo Bank CC No 2	2,467.81	24.11
Business Planning	-	1,080.13
DoH - CHSP - 19-20	7,158.67	-
DSS - Volunteer Grant - Computers etc	5,000.00	-
Good Things Foundation 19-20	25,000.00	25,963.05
GST	10,877.91	12,522.89
Income in Advance	-	32,176.88
PAYG tax payable	10,912.00	11,066.91
Superannuation payable	13,111.60	4,793.91
Venue Hire Bond	-	(150.00)
Total Current Liabilities	143,642.88	158,281.02
Non-current Liabilities		
Equipment Upgrade	-	18,383.56
Long Service Leave Accrued	20,260.80	49,309.76
Relocation Provision	41,000.00	41,000.00

Balance Sheet

	30 JUN 2019	30 JUN 2018
Training Resources	-	20,118.43
Total Non-current Liabilities	61,260.80	128,811.75
Total Liabilities	204,903.68	287,092.77
Net Assets	261,167.85	193,886.78
Equity		
Accumulated Income	183,588.12	127,423.81
Current Year Earnings	28,779.08	56,164.31
Leep NGO Reserve Fund	48,800.65	10,298.66
Total Equity	261,167.85	193,886.78

LEEP NGO
ABN 77 597 187 569

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

	Reserves \$	Accumulated funds \$	Total attributable to the entity \$
Balance as at 1 July 2017	10,299	127,424	137,723
Profit for the year	-	56,164	56,164
	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2018	10,299	183,588	193,887
Profit for the year	-	28,779	28,779
Provisions no longer required, written back	38,502	-	38,502
	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2019	<u>\$48,801</u>	<u>\$212,367</u>	<u>\$261,168</u>

Samuel Y Wong
S Y Wong & Co
AUDIT

LEEP NGO
ABN 77 597 187 569

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
	\$	\$
Cash flow from Operating Activities		
Operating surplus from operating activities	28,779	56,164
Adjusted for Non-cash flows in operating surplus		
Depreciation and amortisation	-	-
	-----	-----
	-	-
	-----	-----
	28,779	56,164
	-----	-----
Changes in assets and liabilities		
(Increase)/decrease in debtors and prepaid expenses	(19,128)	(1,620)
Increase/(decrease) in current liabilities	(14,638)	(9,053)
Increase/(decrease) in non-current liabilities	(67,551)	7,196
Provisions no longer required written back	38,503	-
	-----	-----
	(62,814)	(3,477)
	-----	-----
Net cash inflow/(outflow) from operating activities	(\$34,035)	\$52,687
	-----	-----
Cash flows from Investing activities		
Payment of non-current assets	-	-
Proceeds from sale of non-current assets	-	-
	-----	-----
Net cash inflow from investing activities	-	-
	-----	-----
Net (decrease)/increase in cash held for the year	(\$34,035)	\$52,687
Cash at the beginning of financial year	\$450,031	\$397,344
	-----	-----
Cash at the end of financial year	\$415,996	\$450,031
	=====	=====
Reconciliation of cash		
Bendigo Bank Cash Management Trading Account	189,869	226,205
Bendigo Bank Term Deposit #2470	112,815	111,832
Bendigo Bank Term Deposit #7372	113,312	110,996
Bendigo Bank Credit Card #1	-	648
Petty cash float	-	350
	-----	-----
Cash at the end of financial year	\$415,996	\$450,031
	=====	=====

Samuel Y Wong
S Y Wong & Co
AUDIT

LEEP NGO
ABN 77 597 187 569

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

Note 1: Summary of Significant Accounting Policies

The directors have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements have been prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the *Australian Charities and Not-for-profits Commission Act 2012* and the significant policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with those of previous periods unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs unless otherwise stated in the notes

Accounting Policies

(a) **Revenue Recognition**

The accrual basis of accounting is applied to fees income, subsidies and grants income. Any other income is accounted for on a cash basis and is brought to account when the income is received.

(b) **Income Tax**

As the Company is a not-for-profits charitable organisation, it is exempt from income tax in terms of the *Income Tax Assessment Act, 1997, as amended*.

(c) **Building Improvements, Property, Plant and Equipment**

Building improvements, property, plant and equipment are measured on the cost basis less depreciation and any impairment losses.

(d) **Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the company commencing from the time the asset is held ready for use.

It is the directors' policy to write off items of fixed assets costing less than \$2,000 in the year of acquisition.

(e) **Employee Benefits**

Provision is made for the Company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled.

Long service leave is accrued in respect of all employees with more than 5 years of service with the Company.

Contributions are made by the Company to employee superannuation funds and are charged as expenses when incurred.

Samuel Y Wong
S Y Wong & Co
AUDIT

LEEP NGO
ABN 77 597 187 569

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

(f) **Capital Grants**

Grants in respect of specific capital expenditure received during the year have been shown as income. Capital expenditure thereon are written off against the grant income and is not carried forward in the balance sheet as a non-current asset.

(g) **Goods and Services Tax (GST)**

Revenue, 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. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Note 2: Events after the reporting period

No matter or circumstance has arisen since the end of the financial year that has significantly affected, or may significantly affect the Company's operations, the results of those operations, or the Company's state of affairs in future financial years

Note 3: Liability of Members - Paragraph 7 of the Company's Constitution states:

Each member undertakes to contribute an amount not exceeding \$20 to the property of the Company if the Company is wound up at a time when that person is a Member, or within one year of the time that person ceased to be a Member, for:

- (a) payment of the Company's debts and liabilities contracted before that person ceased to be a Member;
- (b) payment of the costs, charges and expenses of winding up the Company; and
- (c) adjustment of the rights of the contributories among themselves.

SAMUEL Y WONG

CHARTERED ACCOUNTANT

ABN: 35 156 307 879

ALL CORRESPONDENCE TO:

PO BOX 96

BURWOOD NSW 1805

TELEPHONE: 0404 118 086

E-MAIL: swong@ihug.com.au



CHARTERED ACCOUNTANTS
AUSTRALIA

AUDITOR'S INDEPENDENCE DECLARATION

TO THE MEMBERS OF LEEP NGO

In accordance with the requirements of Section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as lead auditor for the audit of Leep NGO for the year ended 30 June 2019, I declare that, to the best of my knowledge and belief, there have been:

- (i) no contraventions of the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

Samuel Y Wong JP B.Com FCA
Chartered Accountant

Dated at Sydney this 17th day of October 2019

SAMUEL Y WONG

CHARTERED ACCOUNTANT

ABN: 35 156 307 879

ALL CORRESPONDENCE TO:

PO BOX 96

BURWOOD NSW 1805

TELEPHONE: 0404 118 086

E-MAIL: svwong@ihug.com.au



CHARTERED ACCOUNTANTS
AUSTRALIA NEW ZEALAND

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEP NGO

Report on the Audit of the Financial Report

Opinion

I have audited the special purpose financial report of Leep NGO (the registered entity), which comprises the Balance Sheet as at 30 June 2019, the Statement of Profit and Loss, Statement of Changes in Equity and Statement of Cash Flows for the year then ended and Notes to the Financial Statements and the Directors' Declaration.

In my opinion, the accompanying financial report of Leep NGO has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- a. giving a true and fair view of the registered entity's financial position as at 30 June 2019 and of its financial performance for the year then ended; and
- b. complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*

Basis of Opinion

My audit has been conducted in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of this report. I am independent of the registered entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Responsibilities of the Directors for the Financial Report

The Directors of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The Directors' responsibility also includes such internal control as they determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Directors are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

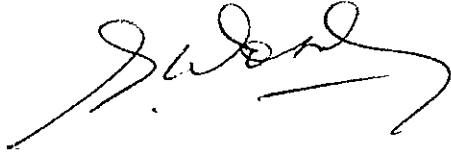
My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or errors, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal controls relevant to the audit 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 registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Samuel Wong *JP B.Com FCA*
Chartered Accountant

PO Box 96, Burwood, NSW, 1805

Dated this 17th day of October 2019