



ANNUAL RePORT

2013-2014



A family-centred early childhood intervention service for young children living with disability or delays in their development, and their families.





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Early Education (EarlyEd) Incorporated
Annual Report

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President's Report to the Annual General Meeting

November 2014

2014 has been another busy and eventful year for EarlyEd. It has grown as an organisation and as a result has been able to offer a greater range of varied programs and activities to support the needs of many children and their families. The EarlyEd Board have met on a regular basis and have been actively involved in the decision making and management processes involved in the running of the organisation.

Firstly, we would like to acknowledge the tireless efforts of the many staff members at EarlyEd and to thank them for their continued dedication to supporting our children and their families. We would like to particularly extend our gratitude to Kerry Dominish (CEO) for the exceptional job she has done in performing her duties to a very high and professional standard and showing foresight and leadership in promoting and expanding EarlyEd as an organisation. Thanks are also given to Leanne Unie-Day and the Team Leaders at both North Sydney and Rosehill who have supported Kerry in her leadership and worked collaboratively to maintain the outstanding level of service provided at EarlyEd.

2014 has been a year of transition and change for the EarlyEd Board. Several Board Members have resigned and new members have been recruited. The EarlyEd Board's previous title of Management Committee was changed this year to keep it up to date with current terminology and to keep in line with similar organisations. The Board has formed working groups for: 1) Governance; 2) Business Development; 3) Marketing/Fundraising; 4) Enterprise Agreement; 5) IT/Communications; and 6) Strategic Planning. The purpose of

these working groups is to provide advice and assistance to the Board.

As EarlyEd has grown, the Board has been involved in a number of financial, business and management decision-making processes. Throughout the year information from the CEO has always been of a timely, professional and detailed manner and the Board has felt confident in voting on matters brought to our attention. The Board has approved the employment of new EarlyEd staff members, including the creation of new roles and expansion of existing roles. Approval has also been given to major spending on IT in order to update and upgrade the existing resources, develop a new and improved website and allow for more adequate and efficient use of IT. Board Members also assisted in exploring options for new premises, including in-depth talks with sports clubs and Cubby House Toy Library. Cubby House Toy Library has proven to be a successful venture, allowing EarlyEd to provide services in areas that were previously geographically difficult to access.

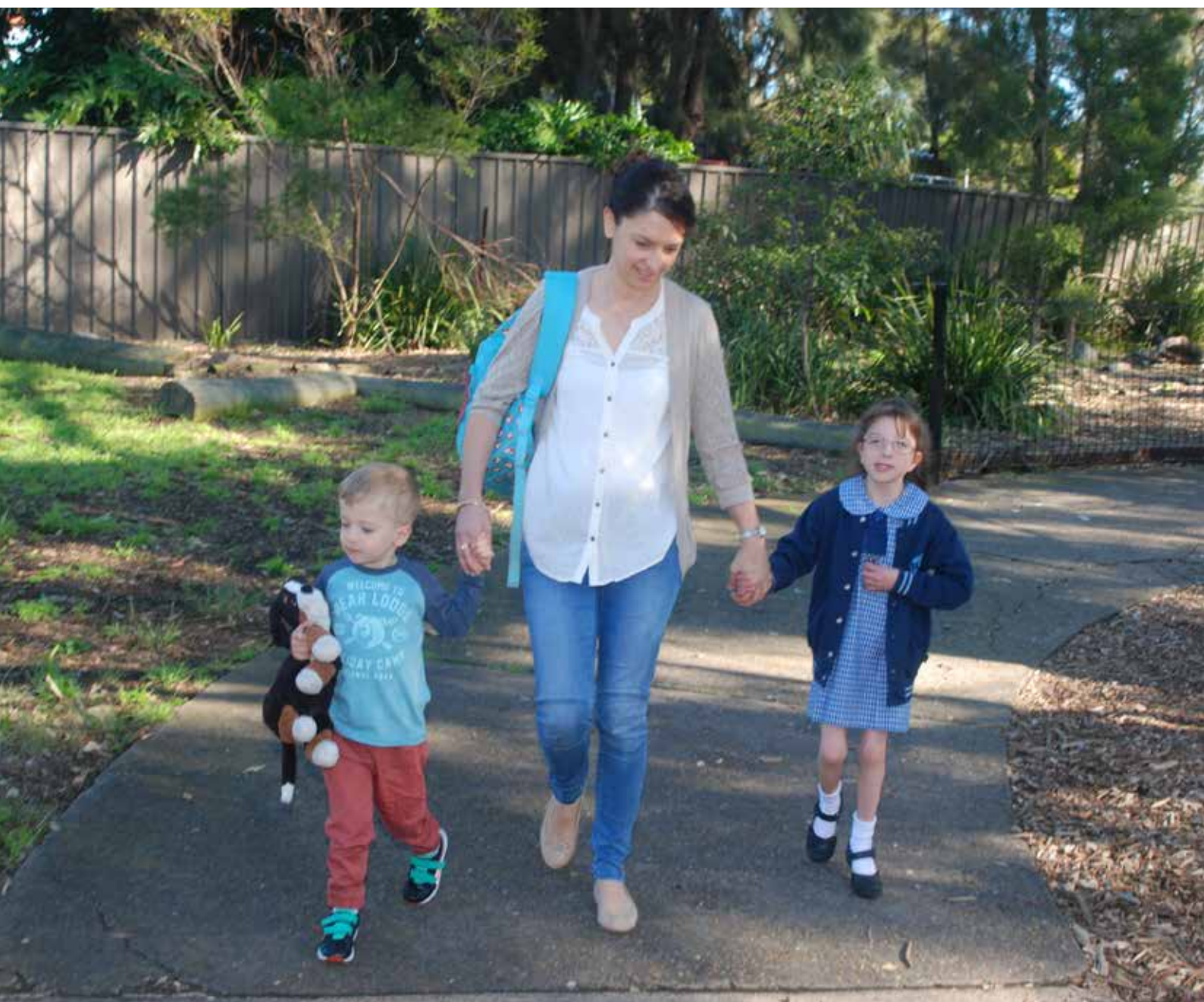
The Board was actively involved in the planning and development of EarlyEd's new Strategic Plan. The Board and Senior Management Team are working towards finalising the Strategic Plan. As the government's National Disability Insurance Scheme (NDIS) deadline approaches, the Board has been involved with the Third Party Verification process from an advisory and decision making perspective. We would like to thank Kerry Dominish, the administration staff and all other staff members involved in verification for their hard work and commitment throughout this

extensive process. Board members have also attended recent Governance meetings aimed at ensuring the Board and management systems at EarlyEd are constitutionally correct and of an appropriate standard. In relation to Fundraising and Marketing, the Board were delighted that EarlyEd was successful in the bid for the Westfield Charity Partner incentive.

On a personal note, as the outgoing President, I would like to extend my gratitude to all Board Members and EarlyEd staff whom I have had the privilege of working alongside over the past two years as President and past six years as a Board Member. I wish the new President much success and the organisation of EarlyEd continued growth and prosperity.

The Board thanks EarlyEd for their support.

Kylie Gava (President of the Board)



CEO REPORT

for AGM 2013 – 2014



EarlyEd this year has undergone growth and development in both size and influence in the early childhood intervention sector and communities of Northern Sydney and Western and North West Sydney. The associated growth in staff numbers, expansion of the range of EarlyEd's services and increased partnerships has ensured that EarlyEd is a service provider with deep local connections.

This year has seen an increase in community engagement by EarlyEd. This has resulted in holistic support for EarlyEd's families and carers and those agencies who are involved with them (such as schools and early childhood centres) as they collaboratively achieve valuable outcomes for children. It has also meant that many other families have benefited from EarlyEd's team of experienced staff. While attending mainstream community activities, staff have helped build the capacity of community services by providing support and raising awareness about the needs of children living with disability in their community.

National Disability Insurance Scheme

EarlyEd's current funding arrangements will start to be superseded when NDIS rolls out in our local areas. EarlyEd has received new and increased funding for services from the Department of Family and Community Services, Ageing, Disability and Home Care, (ADHC) as well as sector support to prepare communities for changes that will result from the introduction of the NDIS.

This sector support, including financial and training, will enable EarlyEd to prepare for the

future needs of families using NDIS and to recruit new staff skilled as early intervention therapists and teachers to join our well respected teams. EarlyEd has been fully engaged in sector development activities such as the Focus on Early Childhood Inclusion (FECI) project from Early Childhood Intervention Australia (ECIA), also funded by ADHC and the NDIS related conferences. Our commitment to ADHC training and support has increased our clinical expertise and service capacity.

Best Practice in Early Intervention

EarlyEd staff have always been committed to providing services based on up-to-date research about child development and family support. This year staff have been intensely focussed on examining the evidence for all interventions offered by EarlyEd. This will culminate in the "Best Practice in Early Childhood Intervention training" from Noah's Ark Inc. Early Intervention Service. Team Leaders Hong Pan, Julia Liebmann, Liz Ryan and Stephanie Weatherburn have expertly supported their teams through a program of learning and reflection about their early intervention skills. The outcomes of this review have resulted in a renewed commitment to flexible, responsive

service delivery across all aspects of a child's and family's life, and support across all their daily activities (such as going shopping, to the park or playing at home).

New Funding

New funding has opened the door for a greater range of services. Funding in Northern Sydney has been offered specifically for Aboriginal children in the community. By working

closely with local Aboriginal support services and schools, holistic support has resulted in improved skill development for these young children especially with hearing, speech and language. This should lead to improved attention and literacy skills which will in turn have an impact on all areas of learning. By engaging with students from Macquarie University Speech and Hearing Faculties these outcomes will be extended.



School Services

During the year funding was broadened so that we can now provide services to children up to 8 years of age. As a result our well established Transition to School programs can now offer support as children transition across grades and new school children can request support. This program, known as InclusionEd, supports the family, child and school to plan and implement holistic supports. This is offered through meetings and individualised programs as well as whole school training opportunities. Using our “more than just a workshop” approach training is planned around the school’s needs and is delivered in a way that suits the school. After the training staff will follow up specific teacher’s individual needs and requests.

Partnerships

As a result of the development of several new community relationships, over the next few months EarlyEd will be specifically locating new early intervention services in both the Blacktown/Hills area with Wesley Mission and the Cubby House Toy Library in the Northern Beaches area of Sydney. EarlyEd also partners with:

- The Meeting House Lane Cove
- Rosehill Public School
- Hills Community Aid
- The Meadow’s Primary School at Seven Hills
- Harmony House at Auburn North

EarlyEd has joined with these local inclusive playgroups and has offered inclusive group sessions such as our SportEd sessions. This means EarlyEd can:

- meet new families
- offer support locally
- develop inclusive settings
- offer specialised training at local venues and
- respond to what the local community wants.



By using the local knowledge and family relationships EarlyEd can focus on providing practical meaningful support for each well-established community group.

Grants

The need to find ways to fund innovative projects and alternative streams of funding has led to many successful applications for community grants and community fundraising. Our innovative projects have particularly supported efforts to provide inclusive play and sporting activities (extending our SportEd services). This also led to the development of resources that can support everyone engaged in transitioning and supporting inclusion in sports. These sport projects are working alongside other groups including Sydney North Region Special Olympics. Other projects are focusing on the needs of children and staff in early childhood settings and ways to provide support that will build centre staff capacity and confidence to support children with disability in their centres.

Community links and Volunteers

An exciting new development is the establishment of a positive relationship with Westfield Parramatta as they have nominated EarlyEd as their next GiveAbility Partner.

United Way has again worked with us with resource making days and end of year family parties and is ready to provide us with "Backyard Blitz's," sprucing up our centres at Rosehill and North Sydney Centres. Strategy& (formerly Booz and Company) also volunteered a "blitz" team and are now supporting EarlyEd with pro bono community services in the form of assistance

through our Strategic Planning process. Ongoing mentoring from Andrew Acruri from The Boston Consulting Group has resulted in the rollout of IT infrastructure that will make us ready for the NDIS future but more importantly support staff to have greater capacity to provide quality services. Three groups of PACE (Participation and Community Engagement) students from Macquarie University have volunteered with projects specifically focused on family feedback processes, student and volunteer orientation and EarlyEd marketing resources.

Westfield PARRAMATTA
SHOP WESTFIELD.COM.AU





Social Media

EarlyEd's recent increases in the use of social media for communication with its community have resulted in regular e-newsletters and an active Facebook page. We are in the final stages before the launch of our newly designed website and it is clear that it will be a valuable and accessible tool for EarlyEd families, referring agencies and the community.



Thank you

Thank you to our outgoing Board (formerly Management Committee) for being actively involved in supporting the changes required to prepare for the future as we advocate for the needs of families and community, being responsible for auditing their governance practices and maintaining a strong vision for EarlyEd.

Future Plans

The next year for EarlyEd will see the consolidation of our new community relationships particularly in Blacktown/Hills area and Northern Beaches. It will also see flexible service delivery for families and infrastructure to support this across all of Western/North Western and Northern Sydney. Look out for launches of new services such as Cubby House Toy Library and the website. Join us on Facebook and subscribe to our e-newsletters as we share stories about the value of early childhood intervention and the ways staff and families involved with EarlyEd are using services.

Grants

Grant	Project Title	Amount Received
Parramatta ClubGrant	Enabling parents to access toys and equipment for their children	\$8,576
North Sydney ClubGRANTS	Sport Equipment for Children with Disabilities	\$1,700
Carers NSW	Caring for carers of children with disabilities	\$250
Office of Communities Participation Project	Supporting young children with disabilities to participate in early sporting activities	\$10,818.50
Parramatta Small Grants Quarterly	Assistive seating for a young child with disabilities to support their independence. Jenx Chair	\$950
Linkedin: Silicon Valley Community Foundation: LinkedIn For Good Foundation	Meaningful inclusion in mainstream school playtime for the child with a disability	\$10,000
Parramatta Community Capacity Building Grant	Supporting young children with disabilities to participate in early sporting activities	\$10,956



Funding and Donations

EarlyEd is supported and funded from both the Commonwealth and NSW State Governments, local businesses and organisations. We acknowledge the ongoing contribution each makes to the lives of children and families:

- Family and Community Services/Community Services
- Family and Community Services/Ageing Disability and Home Care
- Department of Education & Training (DET) / Intervention Support Program
- Department of Education & Training (DET)
- North Sydney Council
- United Way

Early Education (EarlyEd) Incorporated

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2014

	NOTE	2014
CURRENT ASSETS		
Cash	3	1,753,131
Receivables	4	36,517
TOTAL CURRENT ASSETS		<u>1,789,648</u>
NON-CURRENT ASSETS		
Property, Plant & Equipment	5	43,931
TOTAL NON-CURRENT ASSETS		<u>43,931</u>
TOTAL ASSETS		1,833,579
CURRENT LIABILITIES		
Creditors & other payables	6	494,591
Provisions	7	129,615
TOTAL CURRENT LIABILITIES		<u>624,206</u>
CURRENT LIABILITIES		
Provisions	8	34,413
TOTAL CURRENT LIABILITIES		<u>34,413</u>
TOTAL LIABILITIES		658,619
NET ASSETS		<u><u>1,174,960</u></u>
EQUITY		
Accumulated Funds	9	1,174,960
TOTAL EQUITY		<u><u>1,174,960</u></u>

Early Education (EarlyEd) Incorporated

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2014

INCOME	2014	2013
<u>Grants & Funding Received</u>		
State Government Grants (ADHC)	1,160,810	592,075
State Government Grants (ADHC) - Early Start	362,307	353,505
Commonwealth Government Grants (DEC)	262,748	282,194
Department of Community Services (FACS)	132,786	129,573
	<u>1,918,651</u>	<u>1,357,346</u>
<u>Other Revenue</u>		
Donations	2,730	10,455
Rebates	900	900
Other Grants	41,192	0
Interest Received	59,925	55,905
Fees Received	53,480	34,075
Fundraising & Other	15,513	86
	<u>173,740</u>	<u>101,421</u>
TOTAL INCOME	<u>2,092,391</u>	<u>1,458,767</u>
EXPENDITURE		
Advertising & Recruitment	1,429	3,233
Accounting fees	8,243	4,854
Audit fees	5,250	5,250
Bank Charges & Fees	1,578	1,830
Cleaning & Maintenance	7,877	9,091
Computer Maintenance & Support	24,694	17,657
Depreciation	17,060	23,604
Educational Resources	13,911	13,955
Electricity	10,110	9,810
Fees Subsidy/Waived	16,500	-
Insurance	28,132	30,684
Legals Fees	-	1,876
Materials & Minor equipment	4,048	5,652
Motor Vehicle Expenses	12,436	9,892
Printing, Postage, Photocopying & Stationery	9,568	8,590
Program Expenses & Materials	538	3,016
Rent & Outgoings	14,534	9,191
Repairs & Maintenance	15,870	9,952
Staff Amenities	8,631	7,382
Staff Training	10,793	27,707
Subscriptions	9,038	2,217
Sundry Expenses	5,438	4,075
Superannuation	142,436	104,394
Telecommunications	14,604	12,245
Travel & parking reimbursements	36,440	33,462
Wages & employment expenses	1,591,491	1,202,215
	<u>2,010,648</u>	<u>1,561,832</u>
Surplus (Deficit) for year	<u>81,742</u>	<u>(103,066)</u>
Add: Grants Rolled Over from 2009/2010	-	146,488
NET SURPLUS FOR YEAR	<u>81,742</u>	<u>43,422</u>

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF

EARLY EDUCATION (EARLY ED) INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Early Education (Early Ed) Inc. (the association) which comprises the statement of financial position as at 30 June 2014 and the income and expenditure statement and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act 2009. This responsibility includes 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.

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. 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 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 judgment, including the assessment of the risks of material misstatement 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 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 accounting policies used and the reasonableness of accounting estimates made by the committee, 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

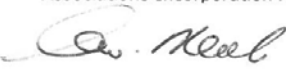
In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion the financial report of Early Education (Early Ed) Inc. is in accordance with the Associations Incorporation Act 2009 including giving a true and fair view of the Association's financial position as at 30 June 2014 and of their performance for the year ended on that date; and complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act 2009.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describe the basis of accounting. The financial report has been prepared to assist Early Education (Early Ed) Inc. to meet the requirements of the Associations Incorporation Act 2009. As a result; the financial report may not be suitable for another purpose.



Meoli & Co
Flavio Meoli – Partner

Dated 11 November 2014

ABN: 93 466 745 204

Liability limited by a scheme approved under Professional Standards Legislation



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