



Cerebral Palsy
Support Network



ANNUAL REPORT **2019/20**



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OUR PURPOSE

In partnership with our members, we share knowledge, create connections and provide support.

OUR PRINCIPLES

We are a community of members that puts inclusion and self-determination at the forefront of everything we do. We build capacity in ourselves and others. We are bold and curious, we navigate challenges and discover solutions that achieve change.



THANK YOU

We would like to acknowledge each person who has played a part in shaping our organisation over the past year, including our Board, staff, supporters and members.

We recognise and thank our sector partners and the many committed parents and individuals who contribute in so many different and important ways to shaping cerebral palsy services of the future.

We are dedicated to the consideration, support and inclusion of people with disability, LGBTQIA people, First Nations Australians, and people from culturally and linguistically diverse backgrounds.

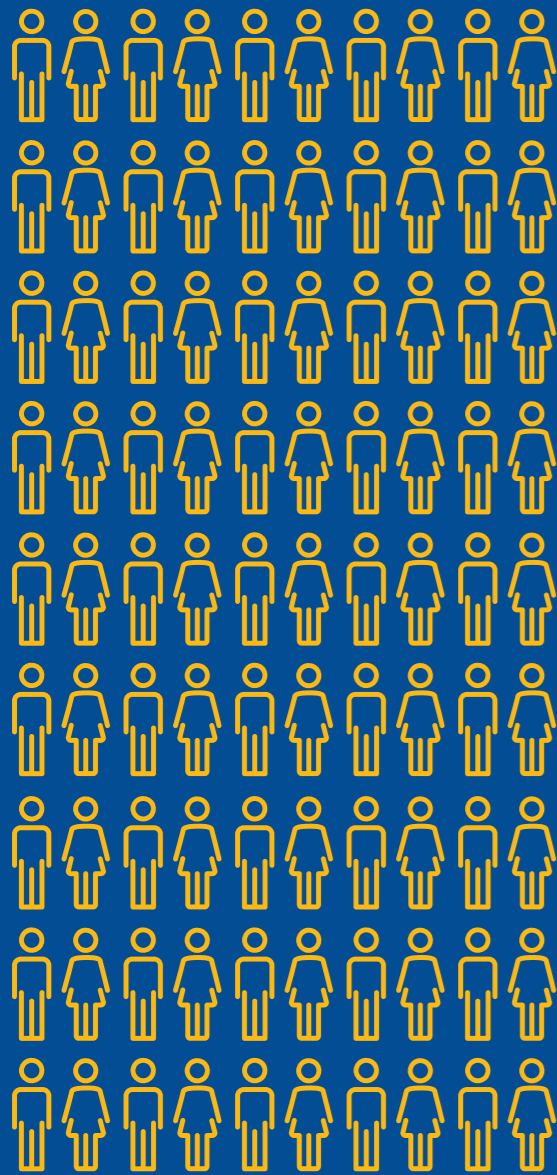
CPSN could not achieve these results without the trusted partnerships in our network.

“ CPSN acknowledges the traditional custodians of country and pays respect to Elders past, present and emerging. Our office is located on the land of the Wurundjeri people of the Kulin Nation. ”



OUR SERVICE REACH

1,707
CPSN Members



120 families
received help
from CP connect



49 telehealth
nurse cases



115 families
using CP Innovative
Choices



**268 support
workers**
employed



3,196 hours
of support coordination
delivered



295 hours
of NDIS pre-planning
hours delivered



5,500+ followers
on social media





A MESSAGE FROM OUR CHAIR AND CEO

Dr Cadeyrn Gaskin
President & Chair

It has been a significant year for us at CPSN.

During the 2020 financial year, we enhanced the ways in which we connect with clients and members, and strengthened the processes and systems that underpin the delivery of our services. Solid progress in these areas has been achieved alongside transitioning our office-based staff to remote working due to the COVID-19 pandemic. Throughout this challenging time, we have provided additional support to our clients, members, and support.

CONNECTING WITH OUR MEMBERS

We have continued to develop the ways in which we keep in touch with Cerebral Palsy Innovative Choices (CPIC) clients. We have remained committed to ensuring they experience the highest quality engagement and service delivery.

We made it easier for CPIC clients and support workers to manage and approve their support work hours. Paper-based time sheets were replaced with an end-to-end payroll and workforce management platform, enabling support workers to log their hours and clients to approve them. This new online system has increased

the speed and accuracy of processing support workers pays, as well as improving the tracking of clients' National Disability Insurance Scheme (NDIS) funds.

At the start of the financial year, 80 members joined us at the Melbourne Zoo to celebrate our caregivers. It was a huge privilege to connect with our amazing members who do so much for their families, friends, and communities.

In recognition of World Cerebral Palsy Day 2019, CPSN and RaceRunning Australia hosted a Come and Try event at Monash Children's Hospital. Throughout the day, our members and clients were able to try RaceRunner bikes – the latest innovation in running mobility – for the very first time.

IMPROVING OUR PROCESSES AND SYSTEMS

We have made significant investments in our systems that manage client and member information to enable the processing of timesheets and tracking the accumulation and use of Flexifunds. The new streamlined systems mean that our staff can be more responsive to the needs of our members. The efficiencies realised will free up resources to be used for the development of additional services, resulting in a better customer experience.

This year, we enhanced our focus on providing quality support for our clients. In addition to re-registering with the

NDIS Quality and Safeguards Commission, we made significant progress in how we define, measure, and improve quality. The Board approved a new comprehensive Quality Management system that includes a Quality Management Policy and Framework, and Quality and Risk Compliance reporting.

DELIVERING ON OUR BUSINESS PLAN WHILE SETTING A COURSE FOR THE FUTURE

At the start of the financial year, we established a business plan focused on three main areas:

- Maximising value for our existing members and clients and growing the number of people we serve.
- Improving what we provide for our members and clients and expanding our offering to meet their changing needs.
- Establishing and embedding the capabilities required to serve our members and clients to enable effective and sustainable growth.

We have been able to make solid progress towards achieving these objectives – building a better CPSN for our members, clients, and staff. While undertaking this work, we embarked on an extensive strategic planning process to chart our course for future years. We look forward to sharing our plan with you at this year's Annual General Meeting.

DEVELOPING A NATIONAL INFORMATION RESOURCE FOR PEOPLE WITH CEREBRAL PALSY

As part of a consortium of cerebral palsy specialists, we have been successful in securing \$3 million over three years to fund Australia's first national, digital platform to support people with cerebral palsy, their families, and their broader circles of support. The Cerebral Palsy Information Project, led by our own Simone Power, is an exciting opportunity to develop a comprehensive resource that will assist people with cerebral palsy across the lifespan.

GREATER INVOLVEMENT OF PEOPLE WITH CEREBRAL PALSY

We are committed to building upon CPSN's strong foundations through facilitating the involvement of people with cerebral palsy at every level within CPSN. The organisation has a history of people with cerebral palsy being represented at Board level and that remains true today. We have employed more people with cerebral palsy, and we will actively encourage applications from suitably qualified people with cerebral palsy in the future.

With leadership from a person with cerebral palsy, we have initiated the CP Tribal Wisdom project that will see people with cerebral palsy acting as peer mentors, advisors, and connectors for others with cerebral palsy.

Project participants are also contributing to the strategic direction of CPSN and its programs and services.

A STRONG FINANCIAL PERFORMANCE IN UNCERTAIN TIMES

Our financial performance has been particularly strong this year. Revenue was significantly higher, mainly due to NDIS price increases, the Temporary Transition Payments, and Australian Government COVID-19 financial assistance.

These revenue increases coupled with decisions to postpone unnecessary expenditure during these uncertain times mean that our retained earnings are larger than they otherwise would have been. These funds will be used on initiatives of benefit to members and we will continue to invest and resource organisational projects that will improve our efficiency and effectiveness.

BOARD AND SENIOR MANAGEMENT CHANGES

At the end of 2019, Claire MacFarlane resigned from the Board, with Tara Eaton taking over as Board Secretary. We thank Claire for her contributions to the Board, particularly in the areas of marketing and strategic development.

A reorganisation of our services and teams resulted in some changes within our Senior Leadership Team. This year we welcomed: Carol Peterson (Quality, Practice and Risk Manager), Kellie O'Shea (Operations and Customer Outcomes Manager) and Tish Custance (People and Culture Manager) to our organisation.

OUR PEOPLE

There is no doubt that the 2020 financial year has been one of the most challenging we have faced.

We'd like to thank the Board, office-based staff and support workers for their efforts and achievements throughout the year. You have shown impressive levels of flexibility, adaptability and resilience under challenging circumstances.

Thank you to our members and supporters for all that you do, and for allowing us to be a part of your lives. We look forward to continuing to support and serve the CPSN community now, and into the future.



Scott Sheppard
CEO

YEAR IN REVIEW

2019

JULY

- CPSN began the implementation of a new payroll system foundU.
- CPSN hosted a *Carers' Recognition Lunch* at Melbourne Zoo for 80 CPSN carers.
- CPSN delivered a *Working with Children with CP* presentation for Early Childhood Educators at Knox City Council.

SEPTEMBER

- A new leadership management structure commenced with the appointment of a Quality and Practice Manager, Customer Outcomes Manager, People and Culture Manager and an Executive Assistant.
- In partnership with several universities, CPSN hosted researchers and an advisory group for a workshop in which the preliminary findings of research on how adults with cerebral palsy successfully negotiate life's challenges were discussed.



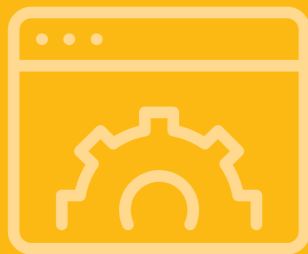
NOVEMBER

- CPSN purchased two Racerunner bikes for members to trial and use at future *Come and Try* events.



AUGUST

- CPSN launched its new customer relationship management (CRM) system and commenced training of all CPSN office staff.



OCTOBER

- CPSN participated in a *RaceRunning Come and Try* event held at Monash Children's Hospital.
- Twenty-five CPSN support workers were recognised for working with CPSN for more than 5 years at our member celebration event at Abbotsford Convent.
- In partnership with Cerebral Palsy Australia, Ability First and Cerebral Palsy Alliance, CPSN secured \$3 million in funding through a successful Information, Linkages and Capacity Building (ILC) grant to deliver *The CP Info Project*.

DECEMBER

- CPSN co-exhibited with RaceRunning Australia at the *Disability Sport and Recreation Festival* on Southbank.



2020



MARCH

- CPSN office staff successfully transitioned to working remotely from home due to COVID-19.
- CPSN engaged with the Victorian Aboriginal Community Controlled Health Organisation to design and deliver our indigenous and cultural awareness program to staff.

MAY

- Infoxchange commenced as CPSN's new IT partner.
- The CPSN Pandemic Scenario Plan and 2020-2024 Strategic Plan were approved by the Board.
- Victorian Aboriginal Community Controlled Health Organisation delivered cultural awareness training to CPSN office staff.



JANUARY

- CPSN implemented the NDIS Worker Orientation Manual.

FEBRUARY

- CPSN exhibited at the VALID Having a Say Conference in Geelong.



APRIL

- The CP Info Project officially launched.



JUNE

- Thanks to a generous bequest the CP Tribal Wisdom project was initiated.





OUR STRATEGIC PILLARS

The strategic priority for the past 12 months was to consolidate our position, improve our offering, maximise the value of and for our members and explore opportunities thereby creating the foundation for the future.

MEMBERSHIP

Maximise the value for our existing membership base and steadily grow the number of people we serve.



PRODUCTS & SERVICES

Improve the products and services provided to our members and expand the offering to meet their changing needs.



FOUNDATIONS

Establish and embed the capabilities required to serve our members and customers to facilitate effective and sustainable growth.



The CP Innovative Choices (CPIC) program continues to deliver real choice and control to families and individuals with cerebral palsy.

When the COVID-19 pandemic hit, Eliza and her support team took a break at the family holiday beach house, and that's where they have remained ever since. Surprisingly, the whole experience is giving Eliza access to the life that her parents had always wanted for her.

CPSN ENABLING FAMILIES TO CREATE STRONG SUPPORT TEAMS

Louise didn't want her daughter Eliza to have a life governed by her disability, so it was important for her to get the necessary support that her daughter would need, while simultaneously gaining some independence as a young woman.

Louise was first drawn to CPSN as the CPIC program gave her and her family the option to help Eliza choose her own support workers. Louise has taken a strategic approach to get the most out of this service, and so decided to recruit support workers who had skillsets overlapping with her daughter's daily needs on a deep and holistic level.

Louise developed a comprehensive NDIS plan for Eliza, and over the last five years, Louise has created an amazing team of support workers mainly with backgrounds in allied health.

Eliza has a total of five support workers, and Louise has taken a step back and allowed Eliza and her support team to schedule each day.

"I love that she is getting more choice and control, and her mum's not doing it for her," Louise said.



MEMBERSHIP

Maximise the value for our existing membership base and steadily grow the people we serve.

“I've been a proud member of CPSN for about a year. In that time, the organisation has provided me with nothing but understanding, ongoing support and a wealth of knowledge. They've reassured me and given me the confidence within myself to say that it's ok to live with cerebral palsy, and that I'm no less of a person because of it. Every employee I have dealt with so far on my journey has been kind, professional and always willing to listen.”
- Elizabeth (Member)

The five students working and living alongside Eliza include an occupational therapist, a physiotherapist, a psychologist, a social worker and a lawyer. This approach creates a positive flow-on effect, not just for Eliza but for the women who have become integral to her life. Each week the support workers meet with Eliza's specialists and discuss recommendations and ongoing treatments.

"The girls are empowered to incorporate those ongoing treatments beyond a thirty-minute session. They've learnt how to communicate with specialists in their industries, so it's helping them in their career paths as well as helping Eliza." Louise said.

PROVIDING SUPPORT IN A PANDEMIC

In April this year, CPSN Customer Liaison Officer, Olivia began working one on one with the mother of one of her clients. After her son became home-schooled due to COVID-19, mum was feeling overwhelmed by the pressure to cover the learning materials provided by her son's school. Like many parents new to home-schooling, mum had a lot of confusion as to the purpose of the tasks, skills, and knowledge previously taught.

It was clear that the family needed some hands-on assistance, so Olivia sought permission to drive to their

home and spend a few hours with them to offer them some face-to-face support and reprieve.

Using her background in education, Olivia helped to develop techniques to make the learning process easier for everyone. Olivia was incredibly patient in sitting down the family and going through all the schoolwork and the technology they had been given as a learning tool.

Olivia set up a template that would allow mum to receive daily feedback from her son's teachers.

Her son had been learning Auslan, so Olivia helped mum to look for repeated patterns of sign language so that she could track her son's progress. They also set up some ongoing tasks where Olivia provided apps and websites that would best suit his interest and abilities which included maths activities, interactive stories, and technology assistance.

Olivia's story is just one of the many ways the three CPSN Customer Liaison Officers find solutions to an ever-changing world to make life easier for our families.

A MOTHER AND SON'S JOURNEY TO FIND BETTER SUPPORT

Alex and his mother Lisa have had many encounters with support workers and nurses over the last 25 years. Alex's complex needs have not always been met by the council support workers she previously depended on, which made her more reluctant to leave Alex alone.

Over the last two years, Lisa has worked hard with support coordinators to create a tailored plan that wouldn't just improve her son's life but would make the process of inviting support workers into her house less clinical.

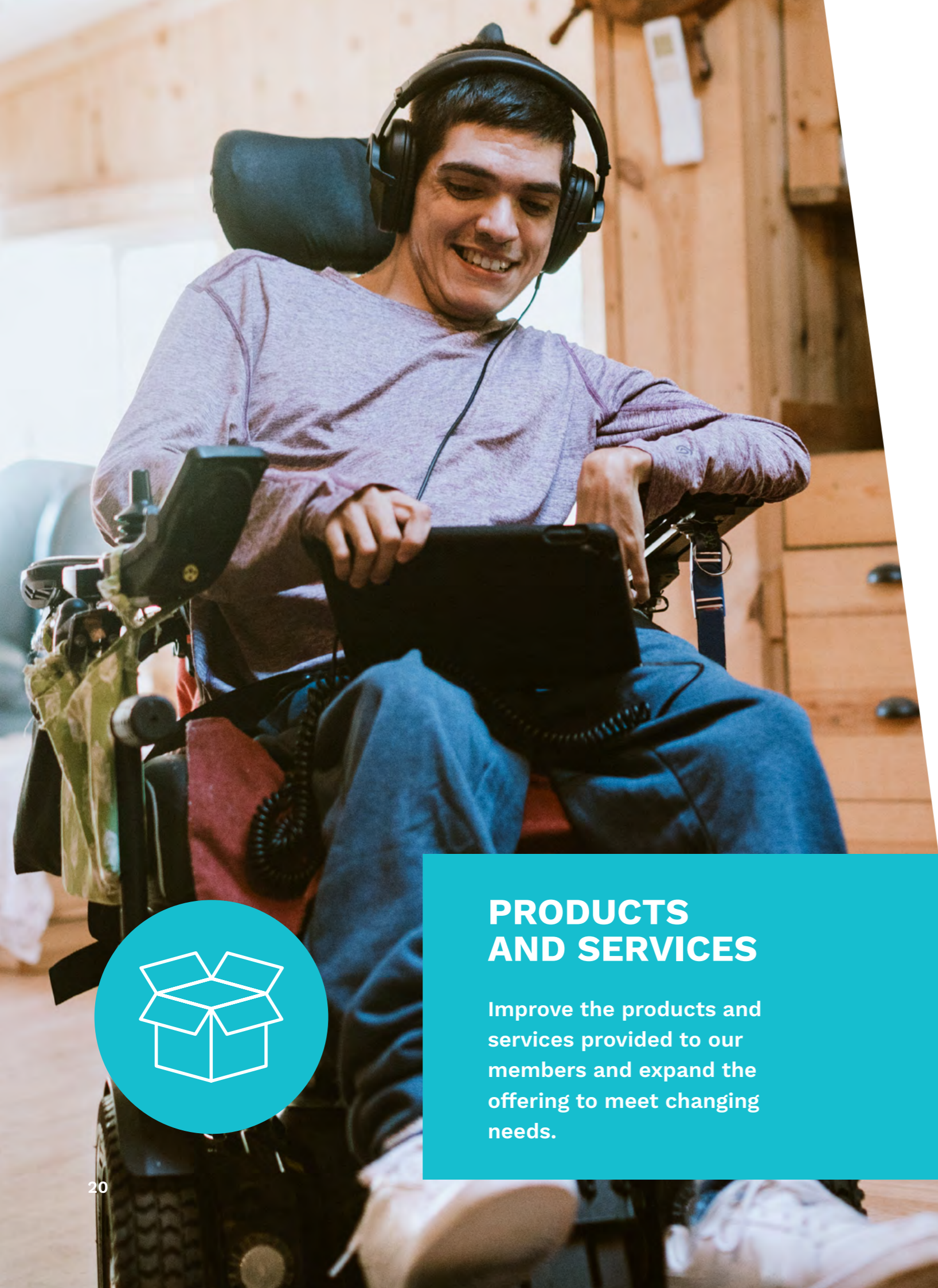
Like many parents of children with complex disabilities, Lisa is a passionate carer. For most of Alex's life, prior to the NDIS, any additional support came through her local council. She did have some good support workers from a disability provider, but for her and Alex, some experiences lacked a compassionate approach.

Now, thanks to the CPIC program, Alex has several support workers that rotate throughout the week, enabling Lisa and Alex to plan their week better.

Lisa now hopes that Alex can one day secure a place in a Supported Independent Living home. Like all parents, all she wants is to ensure that he will be well supported and cared for in the future.



“ The CPIC program assists members in the selection, recruitment and management of their support workers, ensuring the needs of individuals and families are met. ”



When the COVID-19 pandemic hit in March 2020, CPSN had to change and adapt the way we communicated and interacted with our members and participants, to ensure they continued to receive the support and care they needed.

CHANGING NEEDS IN A PANDEMIC

Our CPIC, Support Coordination and CP Connect teams continued to work hard to support all of our clients and support workers, to ensure they felt supported throughout this unprecedented and uncertain year.

Our office staff transitioned to working from home within 24 hours, and we updated our procedures and policies to accommodate these changes in record time. Our clients and support

workers adapted quickly with us, as we navigated the changes we needed to make. They showed us patience and grace, which is a true testament to the commitment we all had to support one another.

We increased our engagement via phone, email and video chat to keep our clients, members and support workers updated on the changes that were coming in daily from the NDIS and the Department of Health and Human Services.

So far during the pandemic we have:

- Developed several COVID-19 Safe Plans.
- Issued hundreds of Permitted Worker Permits.
- Ensured our support workers complete the NDIS COVID-19 Infection control training module.
- Provided access to a COVID-19 Response Support Worker team.
- Distributed thousands of masks, 400 bottles of hand sanitiser and 300 face shields.



PRODUCTS AND SERVICES

Improve the products and services provided to our members and expand the offering to meet changing needs.

“ CPIC has worked so much better for us than using a support worker agency. It’s a lot less work, because by having direct control of recruitment, training, and rostering, and we have a much lower turnover of staff. We have been able to create a wonderful support team. ”
- CPIC Client

- Made complete COVID-19 kits available where required, in the case of a COVID-19 positive infection.

Although there are continued challenges for us all, we continue to learn, support and be available to our clients, members and support workers.

ADAPTING TO A CHANGING WORLD

When CPIC participant, Elizabeth and her family first realised that they would have to go into lockdown, they had some understandable concerns about how it would impact their day-to-day lives.

Aside from having to reduce how many support workers Elizabeth uses, there was a concern that she would be completely cut off from her regular network of supports. Despite some concerns, Elizabeth adapted to her life in lockdown and experienced some unexpected positives.

Throughout the last fifteen years, Elizabeth has used music as a therapeutic outlet. Her most recent music therapist formally worked with her in-person meeting once a week.

However, the introduction of the COVID-19 lockdown meant that they would have to continue their therapy online.

Elizabeth says that despite so many restrictions, she has gained access to a world that does not easily accommodate her. Zoom meetings with her music therapist provided her with an online portal where she can see the world from a new perspective, without having to worry about the logistics of physically getting to a face-to-face appointment.

SUPPORT COORDINATION AND BEYOND

Our knowledgeable and dependable support coordinators are committed to working with clients to achieve the best outcomes. They work creatively, resourcefully and collaboratively to assist their clients into mainstream, informal, formal and community supports. Each day, they are exploring and planning for the futures of their clients and are there when clients need them most, such as resolving points of crisis.

CPSN support coordinator, Mark, faced a challenging situation that highlighted the many ways the support coordination team respond to our clients, particularly at times of crisis.

Mark's client's Mother sadly passed away in September 2019. She has been the primary carer of her son who had high complex needs. Mark had to act quickly to ensure that his client received access to the care he needed immediately.

"I had to almost start from scratch to educate his extended family on how his NDIS funding worked and what

care he needed". Mark spent over 40 hours over the next few months, setting up his client to make sure he had a dedicated therapy team that was the best fit for his client.

"At the end of the day, I wanted to make sure that his mum was looking down on us and that she approved of the care that I had managed for him."

Mark says the support coordination team always has a client-centred focus and understands that we are dealing with vulnerable people, often with very complex needs. "It's rewarding for us when our members get essential services and equipment to support their needs."

"The support coordination team always put in 110 percent to achieve the best outcomes for clients, often in the most challenging of circumstances".

PROVIDING A QUALITY HEALTHCARE SUPPORT REMOTELY

The COVID-19 pandemic has had a major impact on how we live, work, learn and interact. While we have been offering a free telehealth service here at CPSN for over a year, COVID-19 has seen a rise in the use of telehealth to access a wide range of medical care and therapies.

Our telehealth service has been made possible with thanks to The Centre for

Community-Driven Research (CCDR) and the Australian Patient Organisation Standing Committee (APOSC) who have provided CPSN with three years of funding.

The primary role of Kelly, our telehealth nurse, is to assist or members with their health care and access needs. Kelly is a senior nurse at Royal Children's Hospital and brings to the role years of experience working across acute, sub-acute and community services, providing health/disability education to teachers, support staff and health professionals throughout Victoria.

Kelly assists our members with specific care needs, equipment and best practice as well as support to gain access to specialist health care, NDIS funding and home/school support/therapy/assessment.

Our telehealth nurse service is available for CPSN members of all ages and allows us to gain a greater insight into the needs of our members and help connect them to the right supports. Being able to provide a free telehealth service to our members, and to provide support when our members need it, gives us a better insight into how people manage cerebral palsy in their lives.

This year, Kelly was able to connect with our members throughout this challenging time and provided 49 families and individuals with quality phone and online support.



Building foundational policies, procedures and reporting systems for complaints, incidents and feedback and subsequently reporting into our CRM system was a significant achievement for CPSN this past financial year.

QUALITY

We prepared our Quality Management Policy and Framework to comply with the NDIS Quality and Safeguards requirements. This policy and framework ensures our continuing registration with the NDIS which is mandatory if we are to continue providing NDIS supports. The new systems also helped to provide reports to Board and Management to ensure we improve our systems and training, and our COVID-19 capability.

PRACTICE

Discussions on practice with families, clients, support coordinators and support staff were invaluable and gave great insight into how our service model works best, training improvements and ways to improve our incident and complaints systems. Participation in discussions at industry level on complex care and medication administration training also provided us with contemporary practice knowledge. All lessons were well learned, and the whole organisation and its people gain the benefit from this insight.

ENGAGEMENT

We had in-depth conversations with over 30 clients, staff and parents, about their ideas for the future of CPSN. Honesty and commitment from all, contributed to strategic planning discussions. The development of a Conversations with CPSN roadshow which was postponed due to COVID-19, but is still on the agenda once we return to a COVID normal.

FOUNDATIONS

Establish and embed the capabilities required to serve our members and customers to facilitate effective and sustainable growth.

“Over the last two years, I’ve been able to create meaningful interactions with our members, and their families. I love that my role allows me to use my lived experience with disability to support families and individuals with cerebral palsy. We often get enquiries from families shortly after diagnosis, it’s a period of stress and confusion, and I can always hear the relief in people’s voices when I relate my own experiences to them.”
– Natalie, CPSN Information Officer.



THE CP TRIBAL WISDOM PROJECT

This year has seen a focus on strengthening the foundations of our network and its operations. By ensuring active representation of the lives of people with cerebral palsy in the growth and development of CPSN, we will also be supporting those with cerebral palsy in the broader community.

In late 2019, CPSN surveyed a group of members, clients and family members about what they wanted from our organisation going forward.

The survey highlighted the need for support and information to assist our cerebral palsy community, and to connect them with others who have lived experience.

Following a generous bequest from the estate of Alice Rowe in early 2020, the Board approved a proposal for the establishment of the CP Tribal Wisdom Project. The idea was to establish a group of up to 15 skilled and knowledgeable people with cerebral palsy, and to provide lived experience input into CPSN's strategic and operational planning and review. Through coaching, mentoring and development, participants of the program will be able to act as peer advisors and connectors for people

with cerebral palsy into social, employment, and other life opportunities.

Peer support is well recognised as a successful approach to developing sustainable knowledge networks and building individual skills and confidence. CPSN members are supported to represent the needs of the cerebral palsy community within their own local and cultural communities and be a 'go to' person for people who want to connect with other people with cerebral palsy. Potential members were approached, and Project Coordinator Sue Harris was employed, with the project commencing on 1 July 2020.

PEOPLE DEVELOPMENT

Collaboration, Human Rights, and Indigenous Awareness and Cultural Training events were held in the 2019-20 financial year. They gave us valuable new connections with other organisations such as the Victorian Aboriginal Community Controlled Health Organisation, Wyndham Disability Services Network, Women with Disabilities Victoria, and Switchboard - an organisation providing peer driven support services for the LGBTQIA community.

Three staff, including the CEO attended a residential workshop on participatory leadership. This approach shone a light on how focussed and well-structured conversations, provide rich data for a whole range of purposes.

This approach has been adapted into the new CP Tribal Wisdom Project, and training for Peer Connectors in Hosting Conversations that Matter.

Other contributions made by CPSN throughout the year included;

- Assisting in the development of the new Vocational Education and Training course for supporting people with a disability administer medication. This course was approved to be applied across Victoria and is being considered for national training.
- Monitoring the work of the Disability Royal Commission and assisted clients, members and families, to understand how to put in a submission to the Commission.
- Supporting the work of our peak body in workforce development, occupational health and safety, and Zero Tolerance to Violence, and received access to a range of great resources.
- Contributing to the NDIS development of a new funding stream, designed to support people to live independently.

STREAMLINING HUMAN RESOURCE (HR) SYSTEMS WITH FOUNDU

It has been an exciting year in increasing efficiencies for CPSN. Our long-awaited project, implementing an online HR system, foundU was delivered. The new system encompasses new employee on-boarding, timesheet submissions and approvals, payroll and invoicing.



“Peer support is well recognised as a successful approach to developing sustainable knowledge networks and building individual skills and confidence.”

It was an incredible team effort to get foundU up and running. We had the People and Culture, CPIC, Finance and Payroll departments all collaborating to ensure we had the right data and a clear process that would support long-term efficiency. Gone are the days of manually processing 100 to 150 timesheets per fortnight. The foundU system has enabled a far more streamlined process for adding shifts and approving timesheets. Feedback from support workers indicated that although the new system appeared daunting to begin with, the transition from paper-based timesheets to an online platform was a significant, simple and time-saving change.

Implementing this system has meant each Customer Liaison Officer no longer spends up to 90 minutes per timesheet every fortnight processing, following up, correcting and calculating shifts.

Our Payroll Officer no longer spends hours checking and entering individual timesheets into the pay system. Instead, we can generate reports from foundU to tell us what needs to be followed up so we can work directly with those who might need some extra support. Overall, it has been an incredible, time-saving result for the organisation.

The CPIC team developed and facilitated several webinars and online training sessions to support our support workers and participants, to assist them in understanding how to use the system.

Not only is foundU a fantastic resource for processing pays, it also allows us to communicate with our employees, send specific employment-related information and letters, and store all employee records in a single, secure location. We look forward to learning more about what we can do with foundU and how we can continue to improve and streamline our People and Culture operations.

CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SYSTEM

At the commencement of the financial year, we launched Salesforce, our new service hub and digital platform. We engaged with Tquila to build this CRM which provides the foundations, the process and evidence-based practice to support the Membership and Product and Service strategies, while contributing to achieving the operational objectives of CPSN.

All staff engaged in several training sessions to ensure a smooth transition of data and ongoing quality data input into the CRM.

OUR BOARD

Our Board provides the strategic oversight of our organisation, maintains governance and ensures that CPSN maximises outcomes for all the members, families and individuals we serve. Members for the year included:

President – Cadeyrn Gaskin
Vice-President – Mathew Tsang
Treasurer – Richard Halpin
Secretary – Claire Macfarlane (resigned December 2019)
Tara Eaton (elected December 2019)

General Member – Sue Vidler
General Member – Fiona Palmer
General Member – Tara Eaton (until December 2019)

OUR SENIOR LEADERSHIP TEAM

Our Senior Leadership Team implements the Board's strategies and manages our services and teams to deliver CPSN's vision and purpose. Members for the year included:

CEO – Scott Sheppard
Quality Practice and Risk Manager – Carol Peterson
Customer Outcomes and Operations Manager – Kellie O'Shea

People and Culture Manager – Carla Reid (until May 2020)
Tish Custance
Finance Manager – Jeanette Ryan
Engagement and Partnerships Manager – Simone Power

TREASURER'S REPORT 2019/20

The 2019-20 financial year has seen a profit of \$792,541 achieved. This excellent result continues to leverage the Cerebral Palsy Innovative Choices (CPIC) service offering, as well as benefiting by some one-off revenue additions like the NDIS Temporary Transition Payments and appropriate expense reductions due to COVID-19 related uncertainties.

Strategic investments were also made to upgrade workforce management, payroll and customer relationship management (CRM) systems.

A prudent financial management approach has resulted in an enhanced financial position, with a positive net equity of \$1,727,895. Surplus funds will be targeted to initiatives that benefit members and clients.

I would like to thank all CPSN staff for their ongoing efforts to deliver the best possible support and services to stakeholders.



Richard Halpin

Treasurer

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC.

OPINION

We have audited the financial statements of Cerebral Palsy Support Network Inc. ('the Association'), which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Profit or Loss and other Comprehensive Income, Statement of changes in Members' Funds and the Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Members of the Board of Governance's declaration.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the association as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards

(AASB's) and the Australian Charities and Not-for-Profits Commission Act 2012.

BASIS FOR OPINION

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Association in accordance with the independence requirements of the Corporations Act 2001. We have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

BASIS OF ACCOUNTING

Without modifying our opinion, we note that the special purpose financial report has been prepared for the purpose of fulfilling the Association'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.

OTHER INFORMATION

The members of the Board of Governance are responsible for the other information. The other information comprises the information included in the annual report, but does

not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

RESPONSIBILITIES OF THE BOARD OF GOVERNANCE AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

The members of the Board of Governance are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as the members of the Board of Governance determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the Board of

Governance are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members of the Board of Governance either intends to liquidate the Association or cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud and 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 these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, 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 our 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 control 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the members of the Board of Governance.
- Conclude on the appropriateness of the members of the Board of Governance's 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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

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

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Kidmans Partners
Audit Pty Ltd**

ABN: 46 143 986 841

John Petridis

Director

2 October 2020

FINANCIALS

Statement of Profit or Loss and other Comprehensive Income for the year ended 30 June 2020.

	2020	2019
Revenue	\$	\$
Income	9,240,900	7,837,954
Interest income	2,100	5,134
Other income	72,800	71,016
Total revenue	9,315,800	7,914,104
Expenses	\$	\$
Employee benefits	7,857,647	7,277,805
Administration	359,057	337,719
Depreciation	110,728	44,605
Occupancy	46,427	132,762
Finance costs	17,919	2,712
Other expenses	181,481	52,220
Total expenses	8,573,259	7,847,823
Other miscellaneous income	50,000	-
Profit before income tax	792,541	66,281
Income tax expense	-	-
Profit for the year attributable to the members of Cerebral Palsy Support Network Inc.	792,541	66,281
Other comprehensive income for the year, net of tax	-	-
Total comprehensive Income for the financial year attributable to the members of Cerebral Palsy Support Network Inc.	792,541	66,281

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc. Statement of Financial Position As at 30 June 2020

	NOTE	2020	2019
Assets			
Current assets			
		\$	\$
Cash and cash equivalents	4	2,290,041	961,905
Trade and other receivables	5	311,418	421,555
Other assets	6	40,416	65,116
Total current assets		2,641,875	1,448,576
Non-current assets			
		\$	\$
Property, plant and equipment	7	94,015	79,260
Intangible assets	8	114,043	32,150
Right of use assets	9	259,608	-
Total non-current assets		467,666	111,410
Total assets		3,109,541	1,559,986
Liabilities			
Current liabilities			
		\$	\$
Trade and other payables	10	229,317	169,688
Other liabilities	11	375,083	213,720
Provisions	12	296,235	163,382
Amounts received in advance		171,039	38,108
Lease liabilities		90,618	39,734
Total current liabilities		1,162,292	624,632
Non-current liabilities			
		\$	\$
Provisions	12	42,111	-
Lease liabilities		177,243	-
Total non-current liabilities		219,354	-
Total liabilities		1,381,646	624,632
Net assets		1,727,895	935,354
Members' Funds			
Retained earnings		1,727,895	935,354
Total members' funds		1,727,895	935,354

The accompanying notes form part of this financial report

ACKNOWLEDGEMENTS

CPSN continues to flourish and thrive from the efforts of our community.

We would like to thank the many individuals, partner organisations and the communities we serve in different ways, including financial support, donations of goods and services and the generous contribution of time, skills expertise and enthusiasm.

CPSN would like to thank the following individuals and organisations for their support over the past financial year:

TECHNOLOGY AND SYSTEMS PARTNERS

- Tquila
- GPK
- Infoxchange
- foundU
- Dan McKinley, CEO, Dog and Bone
- Andrew Whelan, CEO, Start Broadband

SDA PROJECT PARTNERS

- Guardian Living
- Ablelink

FINANCIAL PARTNERS

- National Australia Bank
- Gallagher Insurance Brokers
- Kidman Auditors

CONSULTANTS

- Julia Wolfson, Collaboration facilitator
- Louise Segafredo, Information Technology Strategy support
- Tim Flowers, Improving Enterprise Systems
- Kathryn Woolridge, Human resource support
- Dr Joy Humphreys, Governance review and consultation

SECTOR PARTNERS

- Professor Christine Imms, Australian Catholic University
- Dr Catherine Holliday, Centre for Community-Driven Research (Telehealth Nurse project)
- Michelle Dunscombe, Victorian Aboriginal Community Controlled Health Organisation
- National Disability Services
- Victorian Council of Social Service
- Dejay Medical Equipment
- RaceRunning Australia

DONORS

A special thank you to all our 84 donors who contributed \$120,529.34 in donations throughout the financial year.

“All of these valuable contributions play a crucial part in our network, and we are grateful to all who work with us to support individuals and families with cerebral palsy.”





Cerebral Palsy
Support Network

CONTACT US

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Coburg, VIC, 3058

Phone: 1300 277 600

Email: cpsn@cpsn.org.au

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<https://www.facebook.com/cpsnvic>

CEREBRAL PALSY SUPPORT NETWORK INC.

Registration number A0035517V

Financial Report for the year ended 30 June 2020

CEREBRAL PALSY SUPPORT NETWORK INC.

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For the year ended 30 June 2020

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Cerebral Palsy Support Network Inc.
Members of the Board of Governance Report
30 June 2020

The Members of the Board of Governance submit their report, together with the financial statements, on the Association for the year ended 30 June 2020.

Board Members

President	Cadeyrn Gaskin
Vice President	Mathew Tsang
Treasurer	Richard Halpin
Secretary	Tara Eaton
General Member	Sue Vidler
General Member	Fiona Palmer

Cerebral Palsy Support Network Inc., incorporated and domiciled in Australia, is an incorporated association. The address of the registered office and principal place of business is Shop 3, 225-227 Sydney Road, Coburg.

Principal activities

The Cerebral Palsy Support Network Inc. (the "Association") provides a vital link to information and support for individuals and families of people living with cerebral palsy across Melbourne and Victoria.

The Association provides essential support services and help to empower individuals with cerebral palsy and their families to exercise choice and control in their lives.

The ongoing objective of the Association is to share knowledge, create connections and provide support in partnership with our members leading to enriched lives for all. The Association is continually striving to change attitudes towards cerebral palsy through awareness campaigns within the wider community; by promoting events such as CP Awareness Week and World CP Day.

Significant changes

There were no significant changes in the nature of these activities during the year.

Post reporting date events

The impact of the Coronavirus (COVID-19) pandemic is ongoing and while it has been financially positive for the Association up to 30 June 2020, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No matters or circumstances have arisen subsequent to the end of the financial year which significantly affected or may significantly affect the operations of the Association and the results of those operations.

Operating result

The Association generated a profit for the year ended 30 June 2020 which amounted to \$792,541 (2019: \$66,281).

The Association's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No person has applied for leave of Court to bring proceedings on behalf of the Association or intervene in any proceedings to which the Association is a part for the purpose of taking responsibility on behalf of the Association for all or any part of those proceedings. The Association was not party to any such proceedings during the year.

Signed in accordance with a resolution of the Members of the Board of Governance and on behalf of the Board of Governance by:



President

Dated: 1 October 2020

Cerebral Palsy Support Network Inc.
Statement of Profit or Loss and other Comprehensive Income
For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Revenue			
Income	3	9,240,900	7,837,954
Interest income		2,100	5,134
Other income		72,800	71,016
Total revenue		<u>9,315,800</u>	<u>7,914,104</u>
Expenses			
Employee benefits		7,857,647	7,277,805
Administration		359,057	337,719
Depreciation		110,728	44,605
Occupancy		46,427	132,762
Finance costs		17,919	2,712
Other expenses		181,481	52,220
Total expenses		<u>8,573,259</u>	<u>7,847,823</u>
Other miscellaneous income		50,000	-
Profit before income tax		<u>792,541</u>	<u>66,281</u>
Income tax expense		-	-
Profit for the year attributable to the members of Cerebral Palsy Support Network Inc.		<u>792,541</u>	<u>66,281</u>
Other comprehensive income for the year, net of tax		-	-
Total comprehensive Income for the financial year attributable to the members of Cerebral Palsy Support Network Inc.		<u><u>792,541</u></u>	<u><u>66,281</u></u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Financial Position
As at 30 June 2020

	Note	2020 \$	2019 \$
Assets			
Current assets			
Cash and cash equivalents	4	2,290,041	961,905
Trade and other receivables	5	311,418	421,555
Other assets	6	40,416	65,116
Total current assets		<u>2,641,875</u>	<u>1,448,576</u>
Non-current assets			
Property, plant and equipment	7	94,015	79,260
Intangible assets	8	114,043	32,150
Right of use assets	9	259,608	-
Total non-current assets		<u>467,666</u>	<u>111,410</u>
Total assets		<u>3,109,541</u>	<u>1,559,986</u>
Liabilities			
Current liabilities			
Trade and other payables	10	229,317	169,688
Other liabilities	11	375,083	213,720
Provisions	12	296,235	163,382
Amounts received in advance		171,039	38,108
Lease liabilities		90,618	39,734
Total current liabilities		<u>1,162,292</u>	<u>624,632</u>
Non-current liabilities			
Provisions	12	42,111	-
Lease liabilities		177,243	-
Total non-current liabilities		<u>219,354</u>	<u>-</u>
Total liabilities		1,381,646	624,632
Net assets		<u>1,727,895</u>	<u>935,354</u>
Members' Funds			
Retained earnings		1,727,895	935,354
Total members' funds		<u>1,727,895</u>	<u>935,354</u>

The accompanying notes form part of this financial report

**Cerebral Palsy Support Network Inc.
Statement of Members' Funds
For the year ended 30 June 2020**

	Retained Earnings \$	Total \$
30 June 2020		
Balance at 1 July 2019	935,354	935,354
Profit for the year	792,541	792,541
Balance at 30 June 2020	<u><u>1,727,895</u></u>	<u><u>1,727,895</u></u>
	Retained Earnings \$	Total \$
30 June 2019		
Balance at 1 July 2018	869,073	869,073
Profit for the year	66,281	66,281
Balance at 30 June 2019	<u><u>935,354</u></u>	<u><u>935,354</u></u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Cash Flows
For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Cash flows from operating activities			
Receipts from donors, members and other income		10,038,252	8,026,759
Payments to suppliers and employees		(8,502,083)	(7,752,435)
Interest received		2,100	5,134
Grants received		<u>34,000</u>	<u>36,953</u>
Net cash provided by operating activities	16	<u>1,572,269</u>	<u>316,411</u>
Cash flows from investing activities			
Proceeds from disposal of plant and equipment		16,922	-
Payments for property, plant and equipment and intangibles		<u>(162,472)</u>	<u>(15,207)</u>
Net cash used in investing activities		<u>(145,550)</u>	<u>(15,207)</u>
Cash flows from financing activities			
Repayment of lease liabilities		<u>(98,583)</u>	<u>-</u>
Net cash used in financing activities		<u>(98,583)</u>	<u>-</u>
Net increase in cash and cash equivalents		1,328,136	301,204
Cash and cash equivalents at the beginning of the financial year		961,905	660,701
Cash and cash equivalents at the end of the financial year	4	<u>2,290,041</u>	<u>961,905</u>

The accompanying notes form part of this financial report

**Cerebral Palsy Support Network Inc.
Notes to the Financial Statements
For the year ended 30 June 2020**

Note 1. Statement of significant accounting policies

Cerebral Palsy Support Network Inc. is an association incorporated under the *Associations Incorporation Reform Act 2012* and registered with the *Australian Charities and Not-for-profits Commission*.

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation

These special purpose financial statements have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012*. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. The Board has determined that the association is not a reporting entity.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

All amounts are presented in Australian dollars, unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money value or, except where specifically stated, current valuations of non-current assets.

The financial statements for the year ended 30 June 2020 were approved and authorised for issue by the Members of the Board of Governance.

New and amended standards adopted by the Association

The Association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

The following standards and amendments have been applied for the first time in their annual reporting period commencing 1 July 2019:

• AASB 16 Leases

The Association has recognised a right to use asset and corresponding lease liability in relation to the lease of the premises at 225-227 Sydney Road Coburg.

Impact of adoption

The new accounting standards were adopted using the modified retrospective approach and as such comparatives have not been restated. There was no impact on opening retained profits as at 1 July 2019.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

The following significant accounting policies have been adopted in the preparation and presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Revenue recognition

The Association recognises revenue as follows:

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the Association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the Association: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

Donations

Donations are recognised at the time the pledge is made.

Grants

Grant revenue is recognised in profit or loss when the Association satisfies the performance obligations stated within the funding agreements.

If conditions are attached to the grant which must be satisfied before the Association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.

Interest

Interest revenue is recognised as interest accrues using the effective interest method.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Volunteer services

The Association has elected not to recognise volunteer services as either revenue or other form of contribution received. As such, any related consumption or capitalisation of such resources received is also not recognised.

Income tax

No provision for income tax has been made as the Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short-term highly liquid investments.

Trade and other receivables

Trade receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any allowance for expected credit losses. Trade receivables are generally due for settlement within 30 days.

The Association has applied the simplified approach to measuring expected credit losses, which uses a lifetime expected loss allowance. To measure the expected credit losses, trade receivables have been grouped based on days overdue.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

Property, plant and equipment

Leasehold improvements and office equipment are stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items. Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment over their expected useful lives.

The following rates of depreciation have been applied:

- Office equipment and computers 33.3%
- Leasehold improvements 20%
- Website 33.3%
- Software 33.3%
- CRM 20%

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date. An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the Association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Right of Use Asset

A right-of-use asset is recognised at the commencement date of a lease. The right-of-use asset is measured at cost, which comprises the initial amount of the lease liability, adjusted for, as applicable, any lease payments made at or before the commencement date net of any lease incentives received, any initial direct costs incurred, and, except where included in the cost of inventories, an estimate of costs expected to be incurred for dismantling and removing the underlying asset, and restoring the site or asset.

Right-of-use assets are depreciated on a straight-line basis over the unexpired period of the lease or the estimated useful life of the asset, whichever is the shorter. Where the Association expects to obtain ownership of the leased asset at the end of the lease term, the depreciation is over its estimated useful life. Right-of-use assets are subject to impairment or adjusted for any remeasurement of lease liabilities.

The Association has elected not to recognise a right-of-use asset and corresponding lease liability for short-term leases with terms of 12 months or less and leases of low-value assets. Lease payments on these assets are expensed to profit or loss as incurred.

Goods and services Tax (GST)

Revenues, 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 (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of amounts required to settle the obligation at the end of the reporting period.

Lease Liabilities

A lease liability is recognised at the commencement date of a lease. The lease liability is initially recognised at the present value of the lease payments to be made over the term of the lease, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the company's incremental borrowing rate. Lease payments comprise of fixed payments less any lease incentives receivable, variable lease payments that depend on an index or a rate, amounts expected to be paid under residual value guarantees, exercise price of a purchase option when the exercise of the option is reasonably certain to occur, and any anticipated termination penalties. The variable lease payments that do not depend on an index or a rate are expensed in the period in which they are incurred.

Lease liabilities are measured at amortised cost using the effective interest method. The carrying amounts are remeasured if there is a change in the following: future lease payments arising from a change in an index or a rate used; residual guarantee; lease term; certainty of a purchase option and termination penalties. When a lease liability is remeasured, an adjustment is made to the corresponding right-of use asset, or to profit or loss if the carrying amount of the right-of-use asset is fully written down.

Impairment of assets

At each reporting date, the Association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Profit or Loss and Other Comprehensive Income.

Current and non-current classification

Assets and liabilities are presented in the Statement of Financial Position based on current and non-current classification.

An asset is classified as current when:

- it is either expected to be realised or intended to be sold or consumed in the normal operating cycle;
- it is held primarily for the purpose of trading;
- it is expected to be realised within 12 months after the reporting period; or
- the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period.

All other assets are classified as non-current.

A liability is classified as current when:

- it is either expected to be settled in the normal operating cycle;
- it is held primarily for the purpose of trading;
- it is due to be settled within 12 months after the reporting period; or
- there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period.

All other liabilities are classified as non-current.

Comparative information

When required by Accounting Standards, comparatives have been adjusted to conform to changes in presentation for the current year.

Note 2. Significant accounting judgements, estimates and assumptions

The preparation of the financial statements requires the committee of management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

Management continually evaluates its judgements and estimates in relation to assets, liabilities, revenue and expenses. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Coronavirus (COVID 19) pandemic

Judgement has been exercised in considering the impacts that the Coronavirus (COVID-19) pandemic has had, or may have, on the Association based on known information. This consideration extends to the nature of the products and services offered, customers, supply chain, staffing and geographic regions in which the Association operates. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the company unfavourably as at the reporting date or subsequently as a result of the Coronavirus (COVID-19) pandemic.

Allowance for expected credit losses

The allowance for expected credit losses assessment requires a degree of estimation and judgement. It is based on the lifetime expected credit loss, grouped based on days overdue, and makes assumptions to allocate an overall expected credit loss rate for each group. These assumptions include current knowledge and historical collection rates.

Estimation of useful lives of assets

The company determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

	2020	2019
Note 3. Revenue	\$	\$
Revenue from contracts with customers	9,067,760	7,707,455
Donations	120,529	17,849
Income from Government including grants	52,611	112,650
	<u>9,240,900</u>	<u>7,837,954</u>

	2020	2019
Note 4. Cash and cash equivalents	\$	\$
Cash at bank	2,290,041	961,905
	<u>2,290,041</u>	<u>961,905</u>

	2020	2019
Note 5. Trade and other receivables	\$	\$
Trade receivables	359,263	454,555
Less: Allowance for expected credit losses	(47,845)	(33,000)
	<u>311,418</u>	<u>421,555</u>

	2020	2019
Note 6. Other assets	\$	\$
Security deposits and prepayments	40,416	65,116
	<u>40,416</u>	<u>65,116</u>

	2020	2019
Note 7. Property, plant and equipment	\$	\$
Leasehold Improvements – at cost	73,420	95,420
Less: Accumulated depreciation	(30,838)	(38,154)
	<u>42,582</u>	<u>57,266</u>

Plant and Equipment – at cost	88,381	54,325
Less: Accumulated depreciation	(36,948)	(32,331)
	<u>51,433</u>	<u>21,994</u>

Total Property, plant and equipment	<u>94,015</u>	<u>79,260</u>
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	2020	2019
Note 8. Intangible assets	\$	\$
Website and Software – at cost	-	48,548
Less: Accumulated depreciation	-	(45,209)
	<u>-</u>	<u>3,339</u>

CRM – at cost	176,757	65,450
Less: Accumulated depreciation	(62,714)	(36,639)
	<u>114,043</u>	<u>28,811</u>

Total Intangible assets	<u>114,043</u>	<u>32,150</u>
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Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

	2020	2019
	\$	\$
Note 9. Right of use assets		
Land and buildings - right of use	351,173	-
Less: Accumulated depreciation	(91,565)	-
	<u>259,608</u>	<u>-</u>

	2020	2019
	\$	\$
Note 10. Trade and other payables		
Trade payables	171,929	142,997
Accruals	57,388	26,691
	<u>229,317</u>	<u>169,688</u>

	2020	2019
	\$	\$
Note 11. Other liabilities		
Family funds/excess	298,313	162,925
Payroll liabilities	76,770	47,207
Other payables	-	3,588
	<u>375,083</u>	<u>213,720</u>

	2020	2019
	\$	\$
Note 12. Provisions		
Current		
Employee benefits provision	187,850	160,086
Cerebral Palsy Network Development provision	104,715	-
Sundry provisions	3,670	3,296
	<u>296,235</u>	<u>163,382</u>
Non-current		
Employee benefits provision	42,111	-
	<u>338,346</u>	<u>163,382</u>

Note 13. Principal place of business and Registered address

The address of the registered office and principal place of business is Shop 3, 225-227 Sydney Road, Coburg.

Note 14. Auditor's remuneration

During the financial year the following fees were paid or payable for services provided by the auditor of the Association:

	2020	2019
	\$	\$
<i>Audit services - Kidmans Partners Audit Pty Ltd</i>		
Audit of the financial statements	<u>4,000</u>	<u>3,500</u>

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2020

Note 15. Events occurring after reporting date

The impact of the Coronavirus (COVID-19) pandemic is ongoing and while the results of the Association have remained financially positive up to 30 June 2020, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No other matter or circumstance has arisen since 30 June 2020 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

Note 16. Cash flow reconciliation

	2020	2019
	\$	\$
Reconciliation of cash flow from operating activities with net current year profit		
Profit after income tax expense for the year	792,541	66,281
Adjustments for:		
Depreciation and amortisation expense	110,729	44,605
Gain on disposal of assets	(12,294)	-
Changes in assets and liabilities:		
Decrease in trade and other receivables	110,137	224,434
Decrease in other assets	24,700	26,135
Increase in trade and other payables	59,629	32,810
Increase/(decrease) in other liabilities	221,043	(154,323)
Increase in provisions	132,853	89,171
Increase/(decrease) in amounts received in advanced	132,931	(12,702)
	<u>1,572,269</u>	<u>316,411</u>

**Cerebral Palsy Support Network Inc.
Statement by Members of the Board of Governance**

The Board of Governance has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the opinion of the Board of Governance, the financial statements, comprising the Statement of Profit or Loss and Other Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and Notes to the Financial Statements are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and:

- i. Present a true and fair view of the financial position of Cerebral Palsy Support Network Inc. as at 30 June 2020 and its performance for the year ended on that date in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Regulations 2013; and
- ii. At the date of the statement, there are reasonable grounds to believe that Cerebral Palsy Support Network Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Governance and is signed for and on behalf of the Board of Governance by:

Cadeyrn Gaskin



Name
President

Richard Halpin

Richard Halpin

Richard Halpin (Oct 1, 2020 16:54 GMT+10)

Name
Treasurer

Dated: Oct 1, 2020

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC.

Opinion

We have audited the financial statements of Cerebral Palsy Support Network Inc. ('the Association'), which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Profit or Loss and other Comprehensive Income, Statement of changes in Members' Funds and the Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Members of the Board of Governance's declaration.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the association as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (AASB's) and the *Australian Charities and Not-for-Profits Commission Act 2012*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Association in accordance with the independence requirements of the *Corporations Act 2001*. We have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Basis of Accounting

Without modifying our opinion, we note that the special purpose financial report has been prepared for the purpose of fulfilling the Association'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.

Other Information

The members of the Board of Governance are responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Board of Governance and Those Charged with Governance for the Financial Statements

The members of the Board of Governance are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as the members of the Board of Governance determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the Board of Governance are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members of the Board of Governance either intends to liquidate the Association or cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Kidmans Partners Audit Pty Ltd

Suite 4, 255 Whitehorse Road, Balwyn,
Victoria, Australia 3103

Postal Address: P.O. Box 718, Balwyn,
Victoria, Australia 3103

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud and 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 these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, 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 our 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 control 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the members of the Board of Governance.
- Conclude on the appropriateness of the members of the Board of Governance's 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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kidmans Partners Audit Pty Ltd

ABN: 46 143 986 841



John Petridis
Director

2 October 2020