

# Annual Report

# Annual Report



2020-21



epilepsy  
ACT





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**ACT**  
Government

Supported by  
ACT Health Directorate

# Board of Management

Lousie Gray - Chair

David Thomas - Vice Chair

Fiona Allardyce - Secretary

Sophie Irving - Treasurer

Richard Eccles - Public Officer

Mark Parkinson - Member

Alison Darcy - Member

Adam Shirley - Member

Vicki Page - Member

Paula Bird - Member

Thank you to:



John James Foundation



ACT  
Government  
Community Services



MENTAL HEALTH MONTH <sup>ACT</sup>  
Connect • Support • Empower



# Chair Report

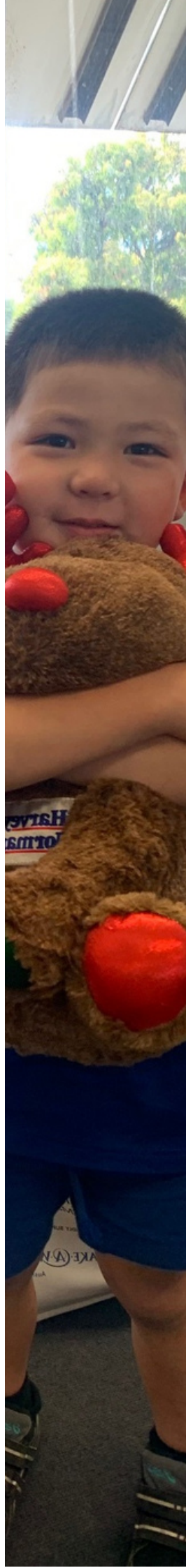
Like many organisations, Epilepsy ACT had to respond quickly to the challenges which working in the context of a pandemic presented. As many of you will know, the team greatly values their direct engagement with people living with epilepsy and we were keen to ensure this did not stop simply because we were forced to work in different ways. Using technology to bring people together and to remain accessible and engaged was so important - whether it be the capacity to continue to provide email advice, online training or even seated yoga via videoconference!

We continue to push hard for the recognition of the specific needs of people living with epilepsy both in terms of awareness and funding. While it has been pleasing to see federal government investment through the National Epilepsy Support Service initiative, we have seen little change at the local level. The specific needs of people living with epilepsy as they navigate different supports across health, disability and mental health sectors must be acknowledged and addressed and will continue to be our priority.

2022 will bring still more advances within Epilepsy ACT as we join our colleagues across Australia in progressing major initiatives to support schools and to provide a one-stop-shop for epilepsy advice, support and referrals. Please keep an eye on our social media for updates and, as always, we welcome your involvement and feedback.

I'd like to thank Fiona and Mell for their incredible efforts in 2021. They responded to the challenges a global pandemic presented to our work with creativity, innovation, perseverance and determination. Through their efforts, Epilepsy ACT has been able to continue providing support to people living with epilepsy in the ACT and local region.

*Louise Gray*







## Training

F2F 220

Online 257

250  
Walk  
attendees

# 2020-21 Snap Shot

## Support & Information

3 Major  
Fundraising  
activities

10  
Management  
Plans

21 Support  
Groups &  
Activities

57 hours  
directly  
spent with  
clients

## Social Media

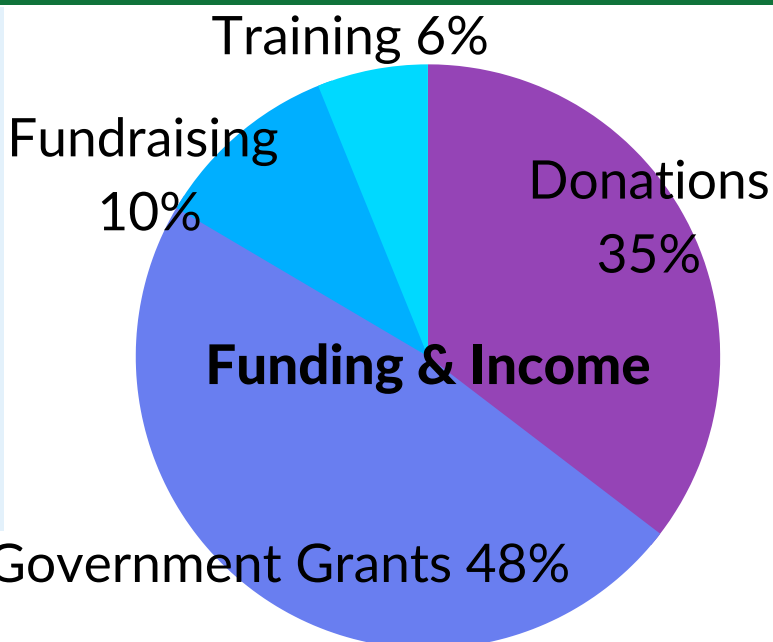


2952 Followers  
↑ 254 from last year

485 Followers  
↑ 325 from last year



epilepsy  
ACT



13 Landmarks illuminated for Purple Day

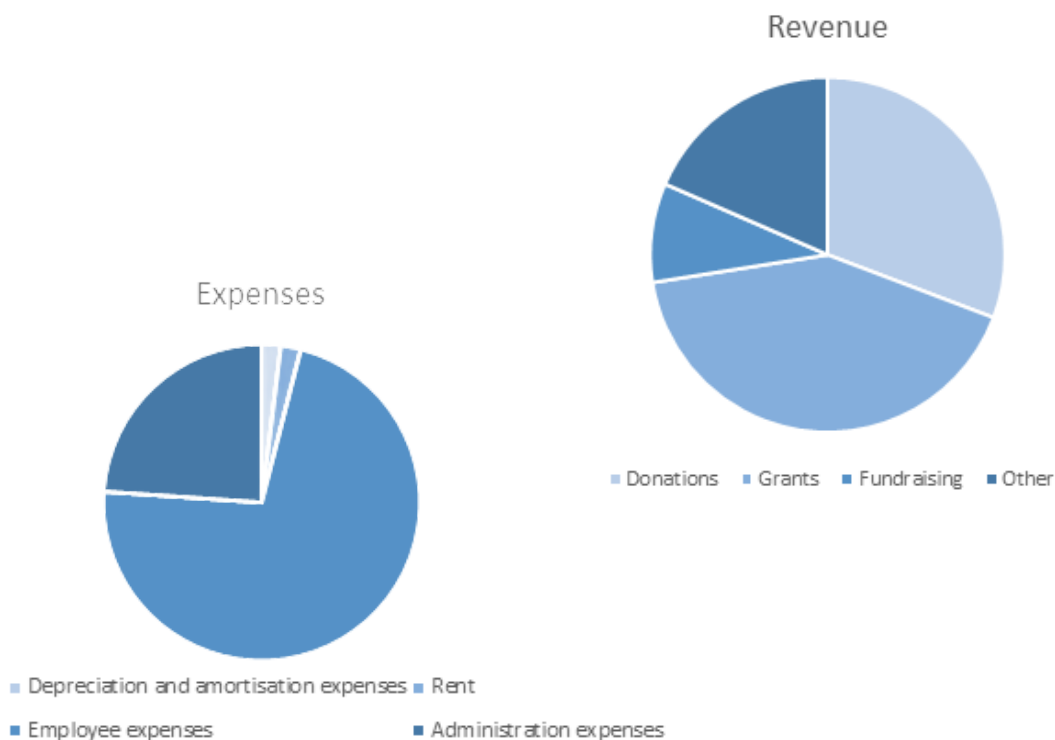


# Treasurer Report

Epilepsy ACT secured funding for \$102,400 from the Department of Health for the 2020/21 year. Keeping a tight budget and keeping expenditure to a minimum once more throughout a tumultuous year with COVID, Epilepsy ACT has managed to achieve a profit of \$40,529.

Revenue largely was received through the grant from the Department of Health. Donations have increased during the current year, and fundraising has also increased through the March fundraising campaign being able to go ahead in the current year.

The largest expense during the year was employee expenses. Epilepsy ACT received funding from the Government to assist with expenses during the COVID period.



*Sophie Irving*

# CEO Report

## CEO Report

### Funding

This year saw the start of a Service Agreement with the ACT Health Directorate, this agreement will continue for the following year and has changed many things for the organisation - mostly around the collection of statistics. While we are still in a development period for collecting data we have been able to collect data in many areas not previously looked at.

We still needed to rely heavily on fundraising and donations to keep our doors open, but we applied for and secured a few small grants including:

- I-Day Grant for online Chair/Seated Yoga
- Mental Health Month for Morning Tea
- John James Foundation for our Activities & Events
- Community Support & Infrastructure for a new front door

### Training

We have been delivering training across Canberra and some parts of New South Wales through out the year. Schools are still our most popular takers with 16 of the 26 group trainings being schools. Our online training showed 257 participants completed training this year, bringing the total number of people trained across both face to face and online being 477, almost 15% increase from the previous year.

### Client Engagement

Due to the new agreement with the ACT Health Directorate we have been able to keep more records in this area. This year we received a total some visits to the office despite the COVIS-19 restrictions and completed 10 Epilepsy Management Plans. We also took lots of phone calls and all in all have around 57 hours of client interaction.

### Volunteers

This year we relied heavily on our volunteers with a total number of volunteer hours being 220. This included Michelle Loku working on Events, we were lucky enough to have Michelle for a period before she moved to QLD - Thank you for all your time and organisation. Helen Thomas helped with Administration a few hours each week and we appreciate all your time and effort Helen, thank you.

Thank you to Adrian Kelly for completing our audit for another year, your skill and time is very much appreciated.

Last but not least thank you to all the people who helped sell merchandise, set up for events, be board members, help with grants and more - we appreciate each and every one of you.

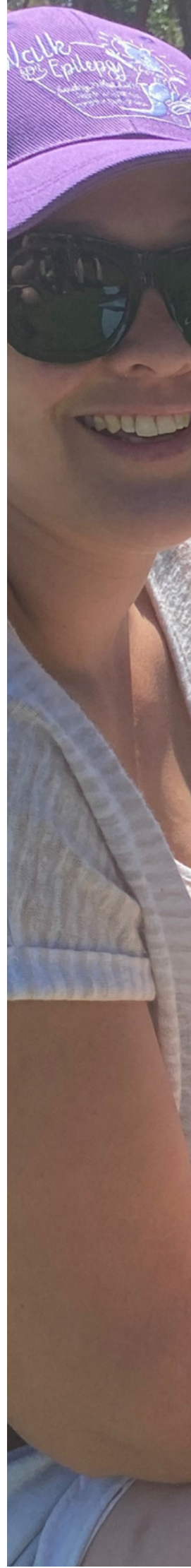


## Awareness

Despite lock down and many restrictions due to COVID-19 we still managed to participate in some awareness around the ACT including:

- A talk to students at Marist College
- Article in the RiotACT
- A Talk to staff at Bunnings Fyshwick
- Illuminating 13 Landmarks/buildings across Canberra
- Make March Purple campaign

*Fiona Allardyce*





# Events

## Events

With the funding from John James we were able to offer a calendar of events on top of our usual events and gatherings across the year. However our first event, Christmas in July was cancelled due to COVID-19 restrictions.

- 27 October: Priori-tea, thanks to Mental Health Month
- 14 November: Park Meet up at Boundless Park
- 2,3 & 4 December: Online Seated/Chair Yoga
- December: Special Children's Christmas Party (toys handed out in-lieu of the party)
- 7 February: Park Meet Up at Moncreiff Park
- 7 March: Walk for Epilepsy
- 20 March: Fundraising BBQ at Bunnings Fyshwick
- 18 April: Family Bowling at Belconnen Zone Bowling
- 27 April: Medications Talk at Erindale Vikings
- 15 May: Painting Class at the Grant Cameron Community Centre





Walk for Epilepsy

# Walk for Epilepsy

The Walk for Epilepsy is held each year during March to help celebrate Purple Month, bring people together, raise awareness throughout Canberra and raise funds.

We were still able to go ahead with the walk despite COVID-19 restrictions. This year the walk was held on Sunday 7 March at 10am, we had balloon modeling, face painting, jumping castle, water station, BBQ, sunscreen station and of course sanitisation station. The weather was a beautiful sunny day which made for a better than expected turn up of 250 participants.

There were many happy faces, lots of prizes and fun, and money being raised.

A huge thank you to all our helpers and volunteers and to Rotary Sunrise for their help running the BBQ.

We raised over \$23,000 in total to help support people with epilepsy and their families and communities our local community.

Thank you to our walk sponsors:

seer medical









# Financial Report

## Financial Report

### Committee Report

In accordance with the Associations Incorporations Act 1991 the Committee of the Epilepsy Association (ACT) Incorporated state the following in regard to the year ended 30 June 2021:

(a) The names of the Committee Members during the financial year were:

|                 |                |
|-----------------|----------------|
| Lousie Gray     | Chair          |
| David Thomas    | Vice Chair     |
| Fiona Allardyce | Secretary      |
| Sophie Irving   | Treasurer      |
| Richard Eccles  | Public Officer |
| Mark Parkinson  | Member         |
| Alison Darcy    | Member         |
| Adam Shirley    | Member         |
| Vicki Page      | Member         |
| Paula Bird      | Member         |

(b) The principal activities of the Association during the financial year were to provide assistance to people with and raise awareness of epilepsy.

(c) No significant changes in the nature of these activities occurred during the year.

(d) The result from ordinary activities of the Association for the year was a surplus of \$40,529 (2020: surplus of \$15,277).

Signed in accordance with a Resolution of the Committee.

Signature



Signature



Name

Sophie Irving

Name

LOUISE GRAY

Canberra ACT

15 November 2021

**Statement of Income and Expenditure**  
**For the Year Ended 30 June 2021**

|                                        | Note | 2021<br>\$     | 2020<br>\$     |
|----------------------------------------|------|----------------|----------------|
| <b>Revenue</b>                         |      |                |                |
| Donations                              |      | 75,470         | 29,484         |
| Grants                                 |      | 102,400        | 123,511        |
| Fund raising activities                |      | 22,130         | 14,791         |
| Other                                  | 2    | 45,333         | 32,998         |
| <b>Total revenue</b>                   |      | <b>245,333</b> | <b>200,784</b> |
| <b>Expenses</b>                        |      |                |                |
| Depreciation and amortisation expenses |      | 3,951          | 3,406          |
| Rent                                   |      | 4,200          | 7,340          |
| Employee expenses                      |      | 147,715        | 147,310        |
| Administration expenses                | 3    | 48,938         | 27,451         |
| <b>Total expenses</b>                  |      | <b>204,804</b> | <b>185,507</b> |
| <b>Surplus for the year</b>            |      | <b>40,529</b>  | <b>15,277</b>  |

The Statement of Income and Expenditure should be read in conjunction with the accompanying notes to the financial statements.



**Statement of Assets and Liabilities**  
**As at 30 June 2021**

|                                         | <i>Notes</i> | <i>2021</i><br>\$ | <i>2020</i><br>\$ |
|-----------------------------------------|--------------|-------------------|-------------------|
| <b><i>Current Assets</i></b>            |              |                   |                   |
| Cash                                    | 4            | 250,424           | 193,324           |
| Receivables                             | 5            | 5,500             | 12,937            |
| <b><i>Total Current Assets</i></b>      |              | <b>255,924</b>    | <b>206,261</b>    |
| <b><i>Non Current Assets</i></b>        |              |                   |                   |
| Office equipment                        | 6            | 7,778             | 11,729            |
| <b><i>Total Non Current Assets</i></b>  |              | <b>7,778</b>      | <b>11,729</b>     |
| <b><i>Total Assets</i></b>              |              | <b>263,702</b>    | <b>217,990</b>    |
| <b><i>Current Liabilities</i></b>       |              |                   |                   |
| Trade and other payables                | 7            | 10,733            | 9,875             |
| Employee benefits                       | 8            | 7,103             | 2,778             |
| <b><i>Total Current Liabilities</i></b> |              | <b>17,836</b>     | <b>12,653</b>     |
| <b><i>Total Liabilities</i></b>         |              | <b>17,836</b>     | <b>12,653</b>     |
| <b><i>Net Assets</i></b>                |              | <b>245,866</b>    | <b>205,337</b>    |
| <b><i>Equity</i></b>                    |              |                   |                   |
| Retained surplus                        |              | 245,866           | 205,337           |

The Statement of Assets and Liabilities should be read in conjunction with the notes to the financial statements.

**Cash Flow Statement**  
**For the Year Ended 30 June 2021**

|                                                            | Note     | 2021<br>\$     | 2020<br>\$     |
|------------------------------------------------------------|----------|----------------|----------------|
| <b><i>Cash Flow From Operating Activities</i></b>          |          |                |                |
| Grants received                                            |          | 102,400        | 123,511        |
| Interest received                                          |          | 1,277          | 2,383          |
| Other receipts                                             |          | 35,751         | 62,539         |
| Payments to suppliers and employees                        |          | (196,528)      | (186,421)      |
| <b>Net cash (used in) provided by operating activities</b> |          | <b>57,100</b>  | <b>2,012</b>   |
| <b><i>Cash Flow From Investing Activities</i></b>          |          |                |                |
| Purchase of equipment                                      |          | 0              | (5,775)        |
| <b>Net cash (used in) provided by investing activities</b> |          | <b>0</b>       | <b>(5,775)</b> |
| Net (decrease)/increase in cash held                       |          | 57,100         | (3,763)        |
| Cash at the beginning of the year                          |          | 193,324        | 197,087        |
| <b>Cash at the end of the year</b>                         | <b>4</b> | <b>250,424</b> | <b>193,324</b> |

The Cash Flow Statement should be read in conjunction with the notes to the financial statements.



**Statement of Changes in Equity  
For the Year Ended 30 June 2021**

|                                     | <b>Retained<br/>Earnings</b> | <b>Total</b>   |
|-------------------------------------|------------------------------|----------------|
| Balance as at 1 July 2019           | 190,060                      | 190,060        |
| Surplus attributable to the members | 15,277                       | 15,277         |
| <b>Balance as at 30 June 2020</b>   | <b>205,337</b>               | <b>205,337</b> |
| Surplus attributable to the members | 40,529                       | 40,529         |
| <b>Balance as at 30 June 2021</b>   | <b>245,866</b>               | <b>245,866</b> |

The Statement of Changes in Equity should be read in conjunction with the notes to the financial statements.

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## Notes to and Forming Part of the Financial Statements For the Year Ended 30 June 2021

### 1. Statement of Significant Accounting

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB), the Associations Incorporation Act 1991 of the ACT and the Australian Charities and Not-for-profits Commission Act 2012. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The financial report of the Association was authorised for issue on the date of signing of the attached Committee's Report by the committee members.

#### (a) Depreciation of Office Equipment

Office equipment is depreciated over their estimated useful lives using the straight line method.

Profits and losses on disposal of plant and equipment are taken into account in determining the surplus for the year.

Minor capital items are written off in the year of acquisition.

#### (b) Income Tax

The Association is exempt from income tax under Subdivision 50-5 of the Income Tax Assessment Act 1997.

#### (c) Cashflows

For the purpose of the Statement of Cash Flows, cash includes cash on hand and deposits at call with the bank.

#### (d) Revenue Recognition

The Association has applied *AASB 15: Revenue from Contracts with Customers* (AASB 15) and *AASB 1058: Income of Not-for-Profit Entities* (AASB 1058) using the cumulative effective method of initially applying AASB 15 and AASB 1058 as an adjustment to the opening balance of equity at 1 July 2019. Therefore, the comparative information has not been restated and continues to be presented under *AASB 118: Revenue* and *AASB 1004: Contributions*. There has been no impact on the financial statements associated with the adoption of the new standards.

#### *Operating Grants and Donations*

When the Association receives operating grant revenue or donations, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15. When both these conditions are satisfied, the Association:

- identifies each performance obligation relating to the grant;
- recognises a contract liability for its obligations under the agreement; and
- recognises revenue as it satisfies its performance obligations.

Where the contract is not enforceable or does not have sufficiently specific performance obligations, the Association:



- 
- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards (for example AASB 9, AASB 116 and AASB 138);
  - recognises related amounts (being contributions by owners, financial instruments, provisions, revenue or contract liability arising from a contract with a customer); and
  - recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

If a contract liability is recognised as a related amount above, the Association recognises income in profit or loss when or as it satisfies its obligations under the contract.

*Other income*

All other sources of income are brought to account as income when the related goods or services have been provided and the income earned.

All revenue is stated net of the amount of goods and services tax.

**Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2021**

**Note 2 Other revenue**

|                           | 2021<br>\$    | 2020<br>\$    |
|---------------------------|---------------|---------------|
| Membership fees           | 82            | 0             |
| Presentations             | 10,540        | 9,781         |
| Interest                  | 1,277         | 1,797         |
| Telemarketing             | 224           | 210           |
| Jobseeker received - ATO  | 21,000        | 9,000         |
| Cash Boost received - ATO | 12,210        | 12,210        |
| <b>Total</b>              | <b>45,333</b> | <b>32,998</b> |

**Note 3 Administrative expenses**

|                                    |               |               |
|------------------------------------|---------------|---------------|
| Advertising and promotion          | 17,853        | 4,665         |
| Bank charges                       | 230           | 91            |
| Conference expenses                | 0             | 636           |
| Consultants                        | 2,227         | 2,476         |
| Fund raising expenses              | 11,644        | 1,043         |
| Gifts                              | 752           | 517           |
| Insurance                          | 5,659         | 3,815         |
| Internet                           | 50            | 3,810         |
| Maintenance and repairs            | 3,149         | 3,180         |
| Minor assets                       | 0             | 117           |
| Postage and telephone              | 4,242         | 4,415         |
| Presentation/seminar               | 27            | 0             |
| Stationary and printing            | 1,595         | 1,024         |
| Subscription and registration fees | 1,510         | 1,662         |
| <b>Total</b>                       | <b>48,938</b> | <b>27,451</b> |

**Note 4 Cash**

|                     |                |                |
|---------------------|----------------|----------------|
| Cheque account      | 129,264        | 73,398         |
| Investment accounts | 121,060        | 119,826        |
| Petty cash          | 100            | 100            |
| <b>Total</b>        | <b>250,424</b> | <b>193,324</b> |

**Note 5 Receivables**

|                                    |              |               |
|------------------------------------|--------------|---------------|
| Sales receivables                  | 9,976        | 2,369         |
| Less: provision for doubtful debts | (4,476)      | (1,642)       |
| Cash boost receivable - ATO        | 0            | 12,210        |
| <b>Total</b>                       | <b>5,500</b> | <b>12,937</b> |

**Note 6 Office equipment**

|                                |              |               |
|--------------------------------|--------------|---------------|
| Office equipment – at cost     | 27,240       | 27,240        |
| Less: accumulated depreciation | (19,462)     | (15,511)      |
| <b>Total office equipment</b>  | <b>7,778</b> | <b>11,729</b> |

## Notes to and Forming Part of the Financial Statements For the Year Ended 30 June 2021

### Note 7 Payables

|                          | 2021<br>\$    | 2020<br>\$   |
|--------------------------|---------------|--------------|
| PAYG payable             | 5,798         | 5,722        |
| Superannuation payable   | 2,645         | 2,445        |
| GST payable/(receivable) | 2,290         | 1,709        |
| <b>Total</b>             | <b>10,733</b> | <b>9,875</b> |

### Note 8 Employee Benefits

|                        |              |              |
|------------------------|--------------|--------------|
| Current – annual leave | 7,103        | 2,778        |
| <b>Total</b>           | <b>7,103</b> | <b>2,778</b> |

### Note 9 Related Party Disclosures

There were no transactions with related parties during the year.

### Note 10 Association Details

The Association operates solely within the Australian Capital Territory and surrounding areas to provide assistance to people with and raise awareness of epilepsy.

The Association is incorporated in the Australian Capital Territory under the *Associations Incorporation Act 1991* (Association No. A00951).

The registered office and principal place of business of the Association is:  
Shop 16, 1st Floor  
Grant Cameron Community Centre  
1b, 27 Mulley Street  
Holder ACT 2611

### Note 11 Subsequent Events

The financial report of the Association was authorised for issue on the date of signing of the attached Statement by Committee.

### Note 12 Financial Risk Management

The Association's principal financial instruments comprise cash at bank, receivables and accounts payable. These financial instruments arise from the operations of the Association.







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[epilepsyact.org.au](http://epilepsyact.org.au)

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