ANNUAL REPORT 2019-20

epilepsy ACT

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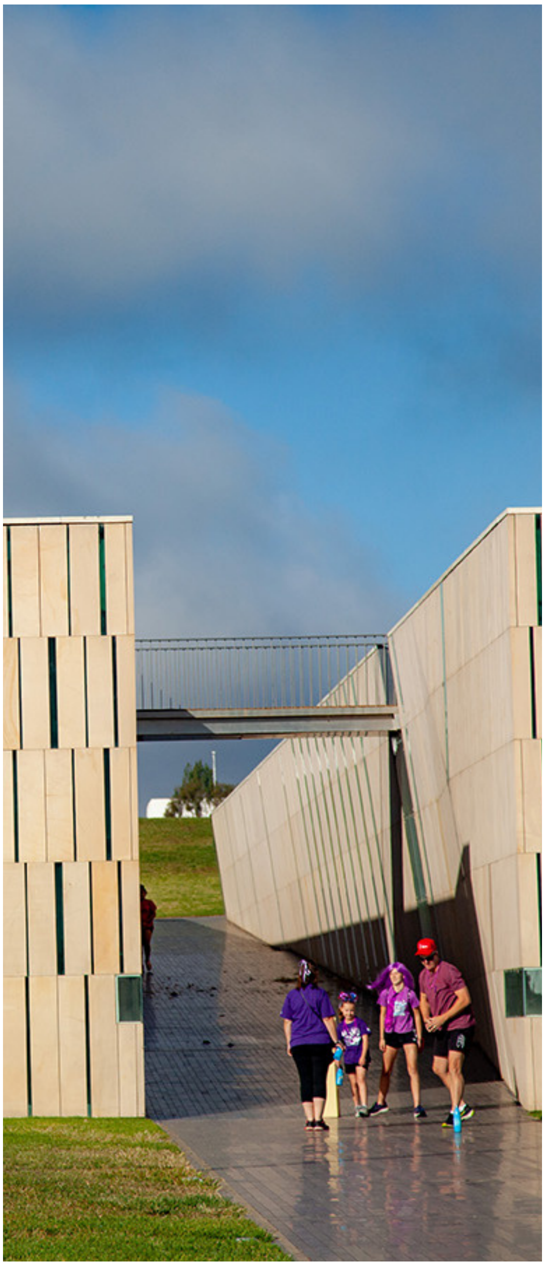

ACT Government

SUPPORTED BY
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CHAIR REPORT

2020 has been a challenging year for so many and Epilepsy ACT has been acutely aware of the increased challenges for individuals and families affected by epilepsy as they seek to manage in very different circumstances.

The impact of Covid-19 on our operations was significant but we adapted quickly and established new ways of supporting our clients even when we could not do so face to face. Virtual support teams, telephone engagement and videoconferencing for one on one planning were all swiftly implemented. While it could not replace the value of direct interaction, the team was committed to ensuring that support remained available to people with epilepsy and their families.

Our relationship with peer State/Territory associations has been important in identifying innovative ways of delivering our services - where we can collaborate, where we can learn from the experiences of others and how we can harness the power of a collective voice. I acknowledge the important role that Epilepsy Australia has played in this regard.

A series of meetings with the ACT government and other parliamentarians has been a key part of our strategy to raise awareness of epilepsy with key stakeholders and decision makers. Epilepsy must be seen as a priority area for funding and policy support, not only because of the impact it has on the people and families directly affected by it but also because of the significant social and economic cost which epilepsy presents to us all. I commend our colleagues across all political parties for their openness to engaging with us, learning about our work and demonstrating genuine interest in what we do and the challenges people affected by epilepsy face every day.

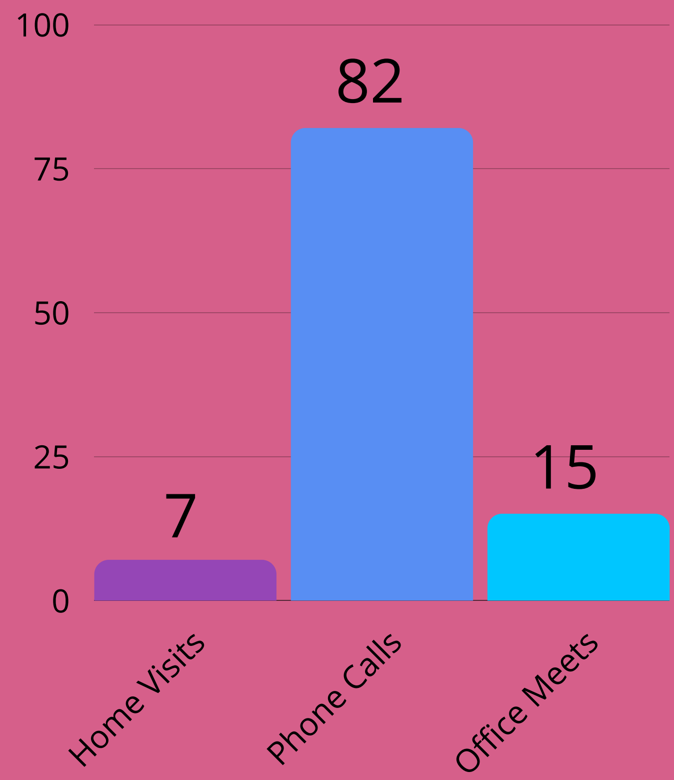
I urge those of you who have an interest in the work of Epilepsy ACT to continue to support our efforts to raise awareness in the wider community and with key decision makers, ensuring epilepsy support services have the profile they deserve.

It is a huge privilege for me to hold the position of Epilepsy ACT Chair and I am grateful for the trust placed in me in the role. Thank you so much to the Board, the staff and the volunteers of Epilepsy ACT - you make Epilepsy ACT the dynamic, responsive and focused organisation it is!

As always, a special thanks to our CEO, Fiona Allardyce, for her tireless focus on delivering services to people and families impacted by epilepsy. Without Fiona and the Epilepsy ACT team, we would not be able to continue to grow and evolve as a community organisation here in Canberra.

Louise Gray

CHAIR



Support & Information

Social Media

2698 FaceBook page likes
↑100 from last year

160 Instagram Followers
est. December 2019

epilepsy ACT

12,660 emails delivered

6618 opened

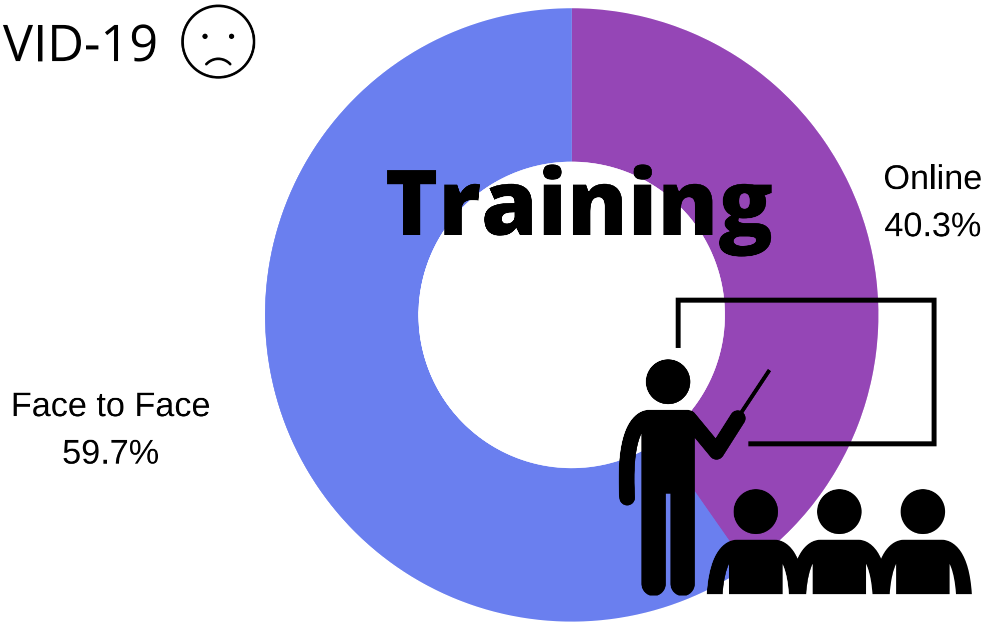
Open Rate:

- **Often 34%**
- **Sometimes 16%**
- **Rarely 48%**

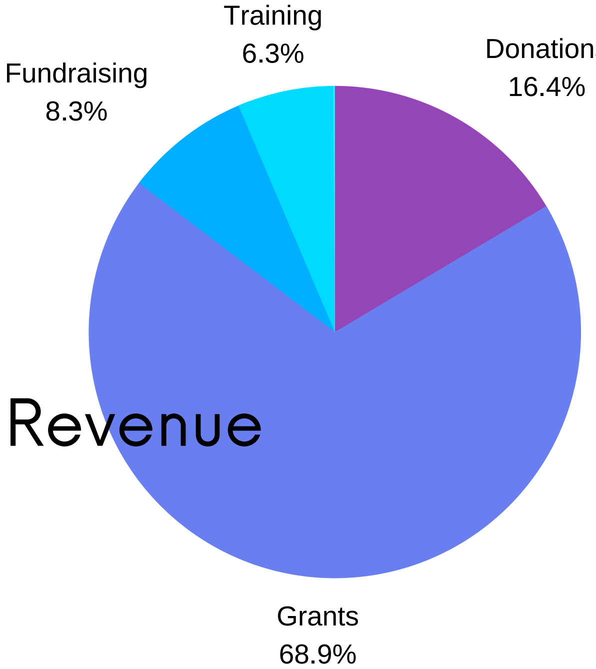
WALK attendees 85

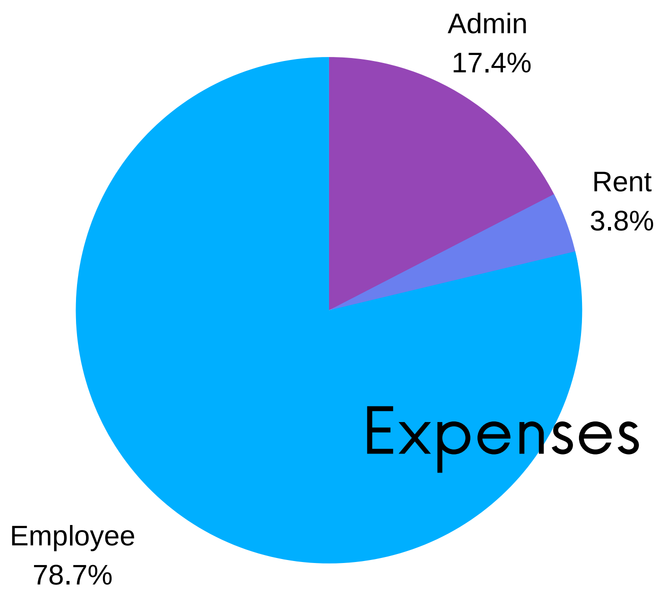
423% down - #COVID-19 ☹

7
social events



TREASURER REPORT





Epilepsy ACT secured funding for $100,000 from the Department of Health for the 2019/20 year. Keeping a tight budget and keeping expenditure to a minimum once more throughout a tumultuous year with COVID impacting on donations and fundraising efforts, Epilepsy ACT has managed to achieve a profit of $7,622.

Revenue largely was received through the grant from the Department of Health, with a few smaller grants obtained for small projects during the year including the creation of the website. Donations have slightly decreased during the current year. However, this could be attributed in part to the impact of COVID upon our main awareness month in March.

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

TREASURERIR

CEO REPORT

Social Media

December 2019 saw the launch of Epilepsy ACT's Instagram Page. This platform has been a great way to show our followers photos. The profile has grown to a total of 160 followers.

Facebook has been increasing likes through out the year with a peak during Epilepsy Awareness Month in March. The total increase in page likes was exactly 100 from 2598 to 2698 at the end of June.

Training

Epilepsy ACT delivered both online and face-to-face training to a variety of businesses and schools across Canberra. A total of 407 students completed training across 29 organisation/schools. This included 16 face-to-face presentations.

Client Engagement

Epilepsy ACT receive many phone calls and requests for the support and information throughout the year. 7 home visits were conducted along with 82 phone calls received and a total of 15 visits by clients and families to the office.

Volunteers

Thank you to all our volunteers and especially our Registered Nurse Sue Byrnes for helping with all our Midazolam and Emergency Medication training. I would also like to thank Adrian Kelly for completing our audit and report.

Events

July was a busy month with a few activities to kick off the financial new year.
The Adam Fry Memorial Cup where all Tuggeranong United Football Club teams from juniors to seniors wore purple socks and raise funds for Epilepsy ACT. It was a successful day all round. Thank you to the volunteers both on behalf of Epilepsy ACT and the football club for helping with the event.

We were very lucky and were invited along to the final dress rehearsal of the Gang Show, this show is presented by the Scouts and Guides Clubs across Canberra. Five families from Epilepsy ACT in total were delighted with the performance. The producers even turned off the strobe/flashing lights
in the show as one of our guests has photo sensitive epilepsy. Thank you Gang Show for including us.

Christmas in July was a lot of fun. We had lots of families attend and decorate cookies, and there was plenty of hot chocolate consumed. Parents and children alike were able to chat and exchange stories in a fun environment.

One lovely sunny afternoon in September we had a Park Meet Up. This is a great way for families to meet each other and share stories and have a play. Designed to include all members of the family including siblings, parents and/or children of a person with epilepsy, and people
with epilepsy also. We have a few families attend with a few last minute drop outs, due to seizures and illness. We plan to continue these and expand them in to 2020-21.

The end of October saw our first Support and Information group, held at the Viking Club in Erindale. ACT health provided us with a social worker to help with facilitation of the session. There were some good conversations and generally attendees would like more groups.

Our second Information and Support Groups was held in February. We invited Feros Care to come to talk and provide information on the NDIS. Lots of information was shared and the night was a success. Thank you The Tradies Club for hosting us.

Belconnen Bunnings hosted us for a BBQ, this was a great way to kick off Epilepsy Awareness Month. A huge thank you to all volunteers and especially Mel Mudford for organising everything.

Purple Day plans were moved aside for the COVID-19 pandemic. We did provide all members of the Legislative Assembly with copies of The economic burden of epilepsy in Australia, 2019-2020 – Epilepsy Australia and an information sheet on how to #GoPurpleForEpilepsy.
Some of the MLA's even posted on Instagram for purple day.

During the Month The Tradies Club joining with raising awareness and funds. They had their staff wearing purple t-shirts and took donations and sold purple toys on our behalf.

On Sunday 22 March we held Walk for Epilepsy. Again due to COVID-19 pandemic we were required to make some changes but were still lucky enough for the event to go ahead. We had 88 participants come along and walk. Lots of smiling faces and purple to be seen.

Fiona Allardyce

CEO


www.vikings.com.au

26 March
Purple Day
for epilepsy
epilepsy
ACT
#GoPurpleForEpilepsy
#PurpleMonth #PurpleDay

26 March
Purple Day
for epilepsy
Around The Worlds




26 March
Purple Day
for epilepsy



epilepsy
ACT
National
Information
1300 852
epilepsyact.

Epilepsy Association (ACT) Incorporated

ABN: 11 477 115 050

Financial Report

For the Year Ended
30 June 2020

Contents

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 2020:

(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
Mel Chin	Member
Alison Darcy	Member
Mary Ryan	Member
Adam Shirley	Member
Clare McMahon	Member
Donna Shrimpton	Member
Vicki Page	Member
Travis Ingram	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 $15,277 (2019: surplus of $16,493).

Signed in accordance with a Resolution of the Committee.

Signature ______________ Signature ______________

Name LOUISE GRAY Name RICHARD ECCLES

Canberra ACT

30 October 2020

Epilepsy Association (ACT) Incorporated

Statement of Income and Expenditure
For the Year Ended 30 June 2020

	Note	*2020* $	*2019* $
Revenue			
Donations		29,484	49,805
Grants		123,511	108,360
Fund raising activities		14,791	12,677
Other	2	32,998	23,408
Total revenue		**200,784**	**194,250**
Expenses			
Depreciation and amortisation expenses		3,406	4,409
Rent		7,340	6,334
Employee expenses		147,310	121,272
Administration expenses	3	27,451	45,742
Total expenses		**185,507**	**177,757**
Surplus/(Deficit) for the year		**15,277**	**16,493**

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 2020

	Note	2020 $	2019 $
Current Assets			
Cash	4	193,324	197,087
Receivables	5	12,937	0
Total Current Assets		**206,261**	**197,087**
Non Current Assets			
Office equipment	6	11,729	9,361
Total Non Current Assets		**11,729**	**9,361**
Total Assets		**217,990**	**206,448**
Current Liabilities			
Trade and other payables	7	9,875	10,739
Employee benefits	8	2,778	5,649
Total Current Liabilities		**12,653**	**16,388**
Total Liabilities		**12,653**	**16,388**
Net Assets		**205,337**	**190,060**
Equity			
Retained surplus		**205,337**	**190,060**

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 2020

	Note	*2020* $	*2019* $
Cash Flow From Operating Activities			
Grants received		123,511	108,360
Interest received		2,383	2,656
Other receipts		62,539	101,520
Payments to suppliers and employees		(186,421)	(189,275)
Net cash (used in) provided by operating activities		**2,012**	**23,261**
Cash Flow From Investing Activities			
Purchase of equipment		(5,775)	(1,718)
Net cash (used in) provided by investing activities		(5,775)	(1,718)
Net (decrease)/increase in cash held		(3,763)	21,543
Cash at the beginning of the year		197,087	175,544
Cash at the end of the year	**4**	**193,324**	**197,087**

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 2020

	Retained Earnings	Total
Balance as at 1 July 2018	173,567	173,567
Surplus attributable to the members	16,493	16,493
Balance as at 30 June 2019	**190,060**	**190,060**
Surplus attributable to the members	15,277	16,770
Balance as at 30 June 2020	**205,337**	**206,830**

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

Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

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 oassociated 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 2020

Note 2 Other revenue

	2020 $	2019 $
Membership fees	0	109
Presentations	9,781	14,420
Interest	1,797	2,618
Telemarketing	210	5,204
Jobseeker received - ATO	9,000	0
Cash Boost received - ATO	12,210	0
Other	0	1,057
Total	**32,998**	**23,408**

Note 3 Administrative expenses

Advertising and promotion	4,665	6,450
Bank charges	91	342
Conference expenses	636	282
Consultants	2,476	5,172
Fund raising expenses	1,043	10,759
Insurance	3,815	2,803
Internet	3,810	3,185
Maintenance and repairs	3,180	1,193
Minor assets	117	0
Postage and telephone	4,415	3,772
Presentation/seminar	0	3,700
Stationary and printing	1,024	1,887
Subscription and registration fees	1,662	5,952
Other	517	2,445
Total	**27,451**	**45,742**

Note 4 Cash

Cheque account	73,398	78,879
Investment accounts	119,826	118,108
Petty cash	100	100
Total	**193,324**	**197,087**

Note 5 Receivables

Sales receivables	2,369	0
Less: provision for doubtful debts	(1,642)	0
Cash boost receivable - ATO	12,210	0
Total	**12,937**	**0**

Note 6 Office equipment

Office equipment – at cost	27,240	22,766
Less: accumulated depreciation	(15,511)	(13,405)
Total office equipment	**11,729**	**9,361**

Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

Note 7 Payables

	2020 $	*2019* $
PAYG payable	5,722	5,726
Superannuation payable	2,445	0
GST payable/(receivable)	1,709	5,013
Total	**9,875**	**10,739**

Note 8 Employee Benefits

Current – annual leave	2,778	5,649
Total	**2,778**	**5,649**

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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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
EPILEPSY ASSOCIATION (ACT) INCORPORATED
FOR THE YEAR ENDED 30 JUNE 2020

We have audited the accompanying financial report of the Epilepsy Association (ACT) Incorporated (the Association) which comprises the Statement of Assets and Liabilities as at 30 June 2020 and the Statement of Income and Expenditure, Statement of Cash Flows and Statement of Changes in Equity for the year ended 30 June 2020; and notes to the financial statements, including a summary of significant accounting policies.

Auditor's Opinion

In our opinion, the financial report of the Association is in accordance with the *Associations Incorporation Act 1991* of the Australian Capital Territory and the *Australian Charities and Not-for-profits Commission Act 2012*, including:

i. giving a true and fair view of the Association's financial position as at 30 June 2020 and of its financial performance for the year ended on that date; and
ii. complying with Australian Accounting Standards - Reduced Disclosure Requirements and the financial reporting requirements of *the Australian Charities and Not-for-profits Regulation 2013*.

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 Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Committee for the Financial Report

The Committee of the Association is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *Associations Incorporation Act 1991* and for such internal controls as the Committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable matters relating to going concern and using the going concern basis of accounting unless the Committee either intends to liquidate the Association or cease the operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is 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 the Australian Auditing Standards will always detect a material misstatement when it exits. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

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As part of an audit in accordance with Australia 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 report, whether due to fraud or error design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for 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 Committee.
- Conclude on the appropriateness of the Committee'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 report 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 report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee 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.

Adrian Kelly
Registered Company Auditor
Charterpoint Pty Ltd

Dated this 30th day of October 2020

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