



ANNUAL REPORT

HEADWAY GIPPSLAND

Headway Gippsland has been proudly empowering people with acquired brain injury (ABI), other disabilities and their families for over 43 years. A Gippsland-born, not-for-profit organisation, we offer high quality services across Victoria, but with the heart of a true local.

2023/24

www.headwaygippsland.org.au



Peter with his wood burning art

Acknowledgements

This document is part of Headway Gippsland's digital Annual Report. This document has been co-designed in collaboration with the Headway community, including staff, volunteers, participants and families. This document seeks to visually represent the 2023/24 financial year, in the spirit of transparency for our stakeholders, and in theme with our company values.

Headway Gippsland Inc. would like to acknowledge the Traditional Owners of Country, and the lands we operate on, including Boonwarrung, Woirworung and Kurnai. We pay our respects to Elders past, present and emerging, and their connection to land, waters, and community.

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Jenelle Henry

*CEO of
Headway*



Welcome Message

This year, our organisation has made progress in advancing our mission to support individuals with disabilities. Despite operating in a challenging environment, we have effectively navigated changes and continued to deliver exceptional services.

Our commitment to staying updated with developments in the NDIS space has guided our strategic decisions, although some of our planned proposals were put on hold pending the outcomes of the NDIS review led by Lisa Paul and Bruce Bonhday. We are proud of our ability to sustain and grow our services in a rapidly evolving industry.

Some of our key achievements this year have been:

- Service Expansion: We have successfully maintained our robust service provision and introduced new home care services to better meet the needs of our clients.
- Financial Performance: Through diligent management, we have achieved a surplus position.
- Staff Development: We have prioritised professional development, equipping our team with the latest skills and knowledge. Highlights include a team-building day at The Summit and various training modules such as Trauma-Informed Care, Mental Health First Aid, and more.

We have faced several challenges this year, including the highly anticipated NDIS review, and possible upcoming changes to the registration process.

Over the past year, we have made significant strides in enhancing our systems and providing comprehensive training to our team. These improvements have not only streamlined our operations but also empowered our employees with the skills and knowledge necessary to excel in their roles. On the following page are some of the key initiatives & achievements.

Notable System Improvements & Training:

- *New Plan Management Portal:* Implemented for support coordinators, enhancing system efficiency.
- *System Performance:* Improved processing and approving of invoices, addressing previous issues such as broken shifts.
- *Invoice Import Widget Updates:* Added features include assigning dates to line items, provider alerts/notes, and copying line items.
- *Reports & Forecasting:* Introduced over- and under-utilisation reports, budget forecasting for plan-management records, and provider travel options.
- *API Integration:* Integrated with PACE for better system compatibility.

Training Modules Completed:

- Trauma-Informed Care
- Medication Administration
- Mental Health First Aid
- Active Listening
- Choice Making
- Manual Handling
- NDIS Risk Assessment Masterclass Certificate
- NDIS Supporting Effective Communication
- NDIS Supporting Safe & Enjoyable Meals
- Supporting Effective Communication Module
- Bowel Care & Catheter Care
- Dysphagia
- Medication Management
- New Worker NDIS Induction
- Hand Hygiene
- NDIS Transport and Travel

Looking forward, we are focused on continuing to play our role in the delivery of high quality, meaningful services. Our goal is to continue improving and innovating to meet the evolving needs of those we serve.

I extend my thanks to our dedicated staff, volunteers, and the Board Of management. Your unwavering commitment and hard work have been instrumental in our achievements and in making a meaningful impact on the lives of individuals with disabilities and their families.

As we look to the future, we remain resolute in our mission and optimistic about the opportunities ahead. Thank you for your ongoing support and hard work.

Jenelle

About Headway

Headway Gippsland has been proudly empowering people with acquired brain injury (ABI), other disabilities and their families for over 43 years. A Gippsland-born, not-for-profit organisation, we offer high quality services across Victoria, but with the heart of a true local.

We are a leading provider of services under the National Disability Insurance Scheme (NDIS) and support participants to live the life they choose. Participants who are eligible for the NDIS can exercise choice and control over the services they receive.

We offer a range of services, including:



Plan Management: This service helps participants to get the most from their NDIS plan. A plan manager will pay providers for supports delivered, help monitor funds, and provide financial reporting.



Support Coordination: This service helps participants navigate the NDIS and connect them to the supports they need. Our Support Coordinators know the system and can guide individuals on how to make it work for them.



Individual Supports: We work with participants to determine their individual needs and allocate a support worker to help them with day-to-day living. This might include community access, in-home support and self care assistance.



Social Support Groups: Our Groups hold fun events and activities for participants to meet with people and be active in the community. Our groups welcome people from all backgrounds, celebrate diversity and are organised by friendly, supportive and well-trained staff.



Home Care: Our Home Care service provides personalised support to participants in the comfort of their own homes. This includes in-home assistance, cleaning and organising, other home-related duties to support the participant.

Mission & Values



Mission

Headway Gippsland's mission is to support and empower people with disabilities to live independent, meaningful and enriched lives.

Values

Respect
Collaboration
Diversity
Innovation
Integrity

Philosophy

- 1 We promote independence, choice, and inclusion for all individuals with disabilities, and empower them to achieve their goals.
- 2 We believe in collaborating with our clients, their families, and the community to provide high-quality services.
- 3 We foster a co-design approach where individuals with disabilities are at the centre of their own care.
- 4 We strive to inspire a society that respects and celebrates human diversity.
- 5 We endeavour to share our knowledge, seek learning opportunities, and grow together.



Rhiannon & Jemma at a local disability expo

Innovation:

Our Projects

We have been working towards a number of projects to improve our services, our efficiency and our engagement with the community.

Staff Training Update

Our staff asked - and we listened. We are currently working towards building a tailor-made training program for our staff to be their best, and feel empowered in their roles. Plus, a fully revised and updated Induction with the latest policies, procedures and industry standards to ensure a smooth onboarding process. This training program aims to upskill staff, retain talent, boost morale and enhance performance.

Expanding to Domestic Support Services

Headway Gippsland is excited to announce that we will be offering Domestic and Home Care Support Services to NDIS participants. Our highly skilled team will help participants achieve their lifestyle goals. Our services will range from complex high care at home to daily living assistance based on individual needs. This service provides peace of mind and respite, as well as dignity, independence and maximum comfort for the participant.

Our People



Our people are one of Headway Gippsland's most valuable assets. Our staff and volunteers come from diverse backgrounds, have a dynamic skillset and help to make everything possible.

Staff

We have diverse, skilled and dedicated staff throughout the organisation who are based across Gippsland.

What unites us is a shared passion for inclusivity and empowering people with disabilities to live independent lives.

Volunteers

Our volunteers are amazing. They bring a diverse range of skills, and provide invaluable support in various areas, such as our social support groups, friendship, client transportation, administration and some are even on the Board of Directors.

Headway Gippsland supports volunteers with ongoing education, giving them insight into ABI and other disabilities, and how to best assist participants.

Trained Headway Gippsland professionals guide and support our volunteers within their roles, ensuring consistency and a high quality of support provided to participants.



Our Wonthaggi group

Meet The Board



Phil Drummond
Chair

Phil has served in the local government sector for 23 years, has a degree in Business and post-graduate qualifications in Human Resource Management and Business Administration. Phil has two adult children, enjoys travelling with his wife, is an avid reader and is learning to enjoy gardening.



Leisa Harper
Secretary

Leisa has over 25 years of experience in education and business development, with qualifications in Business Administration and Educational Leadership, as well as her own company. Leisa loves living in the Gippsland region where she enjoys bushwalking and enjoying time with her family.



Edwin Vandenberg
Member

Edwin joined the board in 2016, lending his experience in economics and finance to help the organisation grow. Edwin enjoys spending time with his family, tending to the animals on their farm, and is a keen on off-road racer.



Emma Vandenberg
Member

Emma is a PhD student researching respiratory support for preterm babies. Her experience at Headway inspired her to join the board. Emma enjoys fashion, interior design, reading, and spending time with her dogs, Scout and Finch.



Gary Dore
Member

Gary, a lifelong Gippsland resident, is retired after a fulfilling public sector career, primarily in risk management and occupational health and safety. Gary enjoys gardening, family, and family history research.

Meet The Board



Marianne Fontaine
Member

Marianne Fontaine joined the board in late-2019 as a strong advocate for people who may be lesser heard. As a parent to twins, Marianne was previously involved in the Latrobe Valley Multiple Birth Association. She loves the long walks with her dog, cycling and spending time with family.

Resignation Date:
9th May 2024



Robyn George
Treasurer

Robyn has been a board member and the treasurer for 2 years. Currently, Robyn is a mortgage broker with Aussie Home Loans. She enjoys gardening, spending time with her dog Priscilla and volunteering as a Scout Leader at West Traralgon Scout Group.

Resignation Date:
19th August 2024

About Our Year



Phil Drummond | Chair

Over the past year, Headway has navigated an uncertain environment, with significant developments resulting from the federal government's review of the NDIS.

One notable outcome is the recommendation to centralise plan management and support coordination services under the NDIA, which presents an opportunity for Headway to explore new avenues and change its strategic focus.

This transition will enable Headway to enhance its approach and potentially uncover new sources of income to sustain and grow our essential services for individuals with disabilities.

In addition, the federal government's pricing policy for the services we offer has prompted a review of our financial strategy. While current service delivery costs exceed income, this situation provides Headway with a chance to innovate and develop sustainable long-term solutions.

The Board's strategic review has been a proactive step in exploring Headway's future, and we are confident in our commitment to continue as a vital service provider and advocate for people with disabilities.

The ongoing strategic work is anticipated to identify new opportunities for generating income and fulfilling our primary mission. We expect to complete this work within the next six months, potentially leading to a special general meeting to discuss proposed constitutional changes that will enable us to pursue these exciting new directions.

Additionally, the Board has made great strides in enhancing our governance structures. We are pleased to announce the formation of the Governance Committee and the Audit & Risk Committee, led by Leisa Harper and Gary Dore, respectively. We appreciate their dedication and leadership in guiding these committees.

We also acknowledge the contributions of Marianne Fontaine and Robyn George, who have both been integral to Headway's success over the years. We extend our gratitude for their exceptional service and wish them continued success in their future endeavors.

Our thanks also go to the remaining Board members, including our co-opted members who will be up for election at this AGM: Leisa Harper (Secretary), Edwin Vandenberg (Acting Treasurer), Emma Vandenberg, Gary Dore, Kate Yeowart, and Jo Harris. Their dedication and expertise continue to drive Headway forward.

Lastly, I want to express my deep appreciation for our CEO, Jenelle Henry, and her exceptional executive team. Their outstanding leadership and guidance have been instrumental in steering Headway through this transformative period. Thank you for your continued support and commitment to Headway's mission.

Phil



Stephen with a restored vintage car



'Spud' embracing his Aussie spirit



Carren spending time at the beach

Our Year in pictures

This year, our community has embraced life, achieving successes and enjoying their favorite activities.



Our Morwell group



Dan getting out and about

Robert painting a doormat



Paul out whale watching



Our stories

It is our honor to share the heartwarming stories of the inspiring people in our community and the dedicated staff who have made a significant impact over the past year.

Pot-People

Today our Morwell group finished off their long-term project of the Pot-People. They planted them up and gave them some "hair." Thank you to Bunnings and Barb, their activities organiser, who supported us with activities and equipment to make such an amazing project.

The day ended with a yummy baked potato lunch. Spud was on chopping duty, Tony cooked the bacon just right, and Drew set up the table

If you would like to join in the fun, call (03) 5127 7166 and ask to join our social support groups. They run in Trafalgar, Morwell, Wonthaggi and Warragul.



The Summit

Earlier in the year, we organised a team-building day in Trafalgar, known as The Summit. It was a fantastic opportunity for our office teams to connect, collaborate, and strengthen their bonds through various engaging activities.

Given that our office staff are spread out over several locations, this event was a valuable chance to bring everyone together. The event was a resounding success, with staff providing great feedback about the experience. It fostered a sense of unity and camaraderie among our dedicated team members.



Spotlight on Belinda

We love for you to see the amazing people behind Headway Gippsland.

Allow us to introduce Belinda!

Belinda joined our plan management team in August 2023, and has brought such positive energy and infectious giggles to our Morwell office!

Belinda has previously worked in Finance/Administration roles, and loves helping participants with their Plans. Belinda attended rallies for the NDIS back in 2012, and was happy to see the scheme implemented.

Belinda enjoys spending time with her family and friends, watching TV, going to the footy and concerts. And not to mention she bakes the most amazing scones!

We absolutely love having her on the team!



Meet Dan

Dan has been kicking goals doing things he hasn't been able to do in a while.

With the unwavering support of his dedicated care team, including support coordinator Lisa, an exceptional speech therapist, and a committed team of staff, Dan is re-learning key word signing.

This progress is empowering him to make choices in his daily life, enhancing his independence and quality of life.

Dan is living his best life!





The Newborough Office

Minutes & **Financial Reporting**

The following pages contain Headway Gippsland's fiscal reporting and performance statement for the previous financial year.

- — ● AGM Minutes 2023/24
- — ● Independent auditor's report

BOARD OF DIRECTORS

Annual General Meeting

Minutes

Meeting: Annual General Meeting **Date:** Thursday, 19 October 2023

Meeting No.: 01/2023 **Time:** 4.00pm

Chair: Edwin Vandenberg **Venue:** Boardroom, Morwell office

Board Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Deb O'Keefe	Board Director/Secretary
Robyn George	Board Director/Treasurer
Leisa Harper	Board Director
Phil Drummond	Board Director

Apologies:

Judi Griffith	Member
Nicholas Mielke	
Jessie Stevens	
Marianne Fontaine	Board Director

In Attendance (in person):

Jenelle Henry	Chief Executive Officer
Wendy Matthews	General Manager
Debbie Lee	Operations Manager
Nicky Levey	Support Coordination Manager
Lora Moulton	Executive Assistant & Minute Taker
Rhiannon Harasymenko	Marketing & Communications Officer
<i>Continued on page 2</i>	

BOARD OF DIRECTORS
Annual General Meeting
Minutes

Gary Dore
Shirley Cowling
Thelma Kingwell

In Attendance (via Microsoft Teams):

Shaylah Pitt	Support Coordinator
Victoria Kee	Finance Assistant
Emer Boyle	Life Skills Officer
Lisa Kuhne	Support Coordinator, Senior
Megan Mathisen	Support Coordinator
Cheryl Dunn	Support Coordinator (via Megan's laptop)

Agenda No.	Subject
1.	<p>Official Acknowledgement <i>Presented by Wendy Matthews</i></p> <p><u>Acknowledgement</u></p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging.</p>
2.	<p>Welcome <i>Presented by Jenelle Henry</i></p> <p>Welcomed Members, Management, and guests to the 2023 Annual General Meeting of Headway Gippsland Inc., acknowledging appreciation of attendance and an overview of the year was provided, with thanks extended to various areas of our organisation for their dedication and contributions.</p>

BOARD OF DIRECTORS
Annual General Meeting
Minutes

Agenda No.	Subject
3.	<p>Welcome & Financial Overview <i>Presented by Edwin Vandenberg</i></p> <p>Gratitude expressed once more to Jenelle and her dedicated team for their efforts throughout the year, along with a brief overview of the Board and where we go from this point.</p> <p>This was the final AGM as Chairperson (for Edwin), his thanks were extended for the support received during his term. Edwin also shared reflections on the journey, highlighting the transformation experienced by Headway Gippsland Inc., not only in terms of its financial growth but also in the expansion of our dedicated staff, increased resources, and, most significantly, the positive impact on our participants.</p> <p>Edwin discussed the financial report, and that it is included in the annual report.</p> <p>Motion: That the annual financial report for the year ended 30 June 2023, be accepted (see attached).</p> <p>Moved: Debbra O'Keefe</p> <p>Seconded: Leisa Harper</p>
4.	<p>Annual Report <i>Presented by Jenelle Henry</i></p> <p>This booklet, put together by our Marketing & Communications specialist, Rhiannon, contains stories about our participants and various teams within our organisation. It's a testament to the work we do here at Headway Gippsland Inc. If anyone wishes to obtain a copy of this report, please contact Rhiannon.</p>
5.	<p>Presentations <i>Presented by Jenelle Henry</i></p> <p>These presentations have been awarded for recognition of Years of Service, expressions of thanks and appreciation to our valued Board Directors, as well as recognition of our dedicated volunteers.</p>

BOARD OF DIRECTORS
Annual General Meeting
Minutes

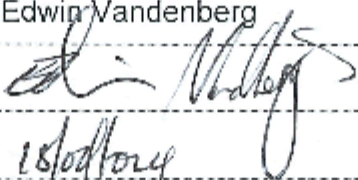
Agenda No.	Subject
	<p>Presentations were made to retiring/resigning board member, Debbra O'Keefe, who has served the organisation for many years. Also to Edwin Vandenberg, who is stepping down from the role of Chairperson.</p> <p>For attendees not present at the meeting, yours will be dispatched to your designated address. If you do not receive yours, please do not hesitate to contact Lora.</p> <p>A list of presentations can be found below.</p> <p><u>Thanks/Appreciation</u></p> <p><i>Board Of Directors</i></p> <ul style="list-style-type: none"> • Edwin Vandenberg • Debbra O'Keefe • Robyn George • Leisa Harper • Marianne Fontaine • Philip Drummond <p><u>Years Of Service</u></p> <p><i>5 Years</i></p> <ul style="list-style-type: none"> • Julie Young • Lisa Kuhne • Michael Sinclair • Sharon Bullard • Susan O'Connor <p><u>Volunteers</u></p> <ul style="list-style-type: none"> • Judy Hall • Sue Box

BOARD OF DIRECTORS
Annual General Meeting
Minutes

Agenda No.	Subject								
6.	<p>Confirmation Of Previous Minutes <i>Presented by Edwin Vandenberg</i></p> <p>Motion: That the minutes of the previous Annual General Meeting, held on Monday, 14 November 2022, be accepted (see attached).</p> <p>Moved: Edwin Vandenberg Seconded: Robyn George</p>								
7.	<p>Proposed Amendment To Constitution <i>Presented by Edwin Vandenberg</i></p> <p><u>Current</u></p> <p>The Board consists of a minimum of 7 members elected at the Annual General Meeting up to a maximum of 12.</p> <p>The quorum for a general meeting is 5 members who are entitled to vote and are physically present or participate by teleconference.</p> <p><u>Proposal</u></p> <p>Headway Gippsland Inc. is proposing a change from a minimum of 5 to a maximum of 10 with a quorum being considered as half of the members of the board being present at any one meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Sent To</td> <td style="text-align: center; padding: 5px;">30</td> </tr> <tr> <td style="padding: 5px;">Votes Received</td> <td style="text-align: center; padding: 5px;">10</td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Yes 10 • No Nil </td> <td></td> </tr> <tr> <td style="padding: 5px;">Votes Not Received</td> <td style="text-align: center; padding: 5px;">20</td> </tr> </table> <p>The outcome is that members voted in favour of the proposed change, and therefore, the change will be implemented.</p>	Sent To	30	Votes Received	10	<ul style="list-style-type: none"> • Yes 10 • No Nil 		Votes Not Received	20
Sent To	30								
Votes Received	10								
<ul style="list-style-type: none"> • Yes 10 • No Nil 									
Votes Not Received	20								

BOARD OF DIRECTORS
Annual General Meeting
Minutes

Agenda No.	Subject
8.	<p>Appointment Of Positions <i>Edwin Vandenberg handed over to retiring Director, Debbra O'Keefe</i></p> <p><u>Nominations</u></p> <ul style="list-style-type: none"> • Gary Dore 3 year term • Edwin Vandenberg 1 year term • Emma Vandenberg 1 year term <p>Ballot for elections not required.</p>
9.	<p>Wrap Up & Close Annual General Meeting <i>Edwin Vandenberg handed over to retiring Director, Debbra O'Keefe</i></p> <p>Our thanks to all those who were able to join us, either in person or via Microsoft Teams. Refreshments (including tea, coffee, water, sandwiches, scones, and a fruit platter) were available for attendees to enjoy.</p>

Meeting Closed	
Date:	Thursday, 19 October 2023
Time:	4.29pm
Chair:	Edwin Vandenberg
Signature:	
Date signed:	18/10/2023

To the Committee Members of

HEADWAY GIPPSLAND INC

Opinion

We have audited the financial report of HEADWAY GIPPSLAND INC (the Entity), which comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Entity as at 30 June 2024, and (of) its financial performance and its cash flows for the year then ended in accordance with the financial reporting requirements of the applicable legislation.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. We are independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to 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 management and those charged with governance for the financial report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management 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, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

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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 exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

Kind regards,



John Mecklenburgh

SMSF Auditor | CPA | Registered Tax Agent

23 September, 2024

Not-For-Profit - Association Report

Headway Gippsland Inc

ABN 16 523 652 920

As at 30 June 2024

Prepared by Gippsland Accounting Solutions Pty Ltd

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Assets and Liabilities Statement

Headway Gippsland Inc As at 30 June 2024

	NOTES	30 JUNE 2024	30 JUNE 2023
Assets			
Current Assets			
Cash and Cash Equivalents	2	658,992	826,625
Trade and Other Receivables	3	171,816	193,947
NDIS Expense Clearing Account		(174,693)	(35,465)
GST Receivable		2,400	-
Other Current Assets			
Rental Bonds		6,604	6,604
Investments: Bendigo Term Deposit		2,431,085	2,011,673
Investments: Share Investments		500	500
Total Other Current Assets		2,438,189	2,018,777
Total Current Assets		3,096,704	3,003,884
Non-Current Assets			
Plant and Equipment and Vehicles	5	46,073	64,072
Land and Buildings	4	754,000	548,800
Other Non-Current Assets		24,643	268
Total Non-Current Assets		824,716	613,140
Total Assets		3,921,420	3,617,025
Liabilities			
Current Liabilities			
Trade and Other Payables	6	74,343	60,714
GST Payable		-	221
Provisions	7	199,785	205,677
Employee Entitlements	8	28,528	13,888
Total Current Liabilities		302,655	280,500
Total Liabilities		302,655	280,500
Net Assets		3,618,765	3,336,524
Member's Funds			
Capital Reserve			
Current Year Earnings		77,041	283,048
Retained Earnings		2,684,855	2,401,807
Asset Revaluation Reserve		856,869	651,669
Total Capital Reserve		3,618,765	3,336,524
Total Member's Funds		3,618,765	3,336,524

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Income and Expenditure Statement

Headway Gippsland Inc

For the year ended 30 June 2024

	2024	2023
Income		
Income		
NDIS Funding	4,757,704	4,788,287
Client Contributions	8,002	8,650
Other Income	128,109	12,792
Profit on Sale of Motor Vehicle and Equip	1,837	-
NDIS Extra Payments COVID and PM	-	96,984
Other Funding Workcover Reimb	-	57,399
Write off unreclaimed grant monies 2019/20	-	33,547
Wage Subsidy Admin Staff	2,727	1,818
Other Income - Community Based Practice Program	500	-
Total Income	4,898,878	4,999,477
Total Income	4,898,878	4,999,477
Gross Surplus		
	4,898,878	4,999,477
Expenditure		
Accounting/Bookkeeping	27,440	27,200
Advertising & Marketing	1,064	1,600
Auditors	3,600	4,150
Bank Fees & Charges	5,188	4,571
Client Services	10,586	13,758
Consultants	13,334	17,113
Depreciation	17,835	35,300
Gifts & Donations	-	1,000
Governance Expenses	7,812	4,253
Insurance	32,940	31,169
Lease Costs	-	(416)
Legal Services	720	-
Maintenance & Repairs	85,848	79,251
Motor Vehicles	9,313	13,752
Recovery of unspent 2019/20 'CoS Program'	33,547	-
Office Supplies and Postage	12,396	16,240
Rent	81,485	79,517
Salary & Wages	4,154,098	4,051,515
Telephone	22,300	24,454
Travel	283,835	295,501
Utilities	18,496	16,500
Total Expenditure	4,821,838	4,716,429

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

	2024	2023
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	77,041	283,048
Current Year Surplus/(Deficit) Before Income Tax	77,041	283,048
Net Current Year Surplus After Income Tax	77,041	283,048

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

Headway Gippsland Inc For the year ended 30 June 2024

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

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 at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

These notes should be read in conjunction with the attached compilation report.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

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 assets and liabilities statement.

Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

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.

Write off of Unclaimed Grant Monies

During the 2024, Headway Gippsland Inc was required to pay back the grant monies previously declared as income. This has been claimed as an expense in the 2024 Financial Year.

These notes should be read in conjunction with the attached compilation report.

	2024	2023
2. Cash on Hand		
Bank Acc Bendigo:BB General Cash Investment	537	532
Bank Acc Bendigo:BB Gift Fund Cash Investment	338,265	503,931
Bank Acc Bendigo:BB Mastercard Account	2,448	1,846
Bank Acc Bendigo:BB Operations	308,538	311,885
Petty Cash	947	1,878
SSG Funds	8,258	6,553
Total Cash on Hand	658,992	826,625
	2024	2023

3. Trade and Other Receivables

Trade Receivables		
Accounts Receivable	69,631	14,362
NDIS Debtor Unbilled	102,185	179,585
Total Trade Receivables	171,816	193,947
Total Trade and Other Receivables	171,816	193,947
	2024	2023

4. Land and Buildings

Buildings		
Buildings at Cost	754,000	548,800
Total Buildings	754,000	548,800
Total Land and Buildings	754,000	548,800
	2024	2023

5. Plant and Equipment, Motor Vehicles

Plant and Equipment		
Plant and Equipment at Cost	219,246	223,462
Accumulated Depreciation of Plant and Equipment	(204,080)	(200,599)
Total Plant and Equipment	15,166	22,862
Motor Vehicles		
Motor Vehicles at Cost	107,171	107,171
Accumulated Depreciation of Motor Vehicles	(76,263)	(65,961)
Total Motor Vehicles	30,907	41,210
Total Plant and Equipment, Motor Vehicles	46,073	64,072
	2024	2023

6. Trade and Other Payables

Trade Payables		

These notes should be read in conjunction with the attached compilation report.

Accounts Payable	74,343	60,714
Total Trade Payables	74,343	60,714
Total Trade and Other Payables	74,343	60,714
	2024	2023

7. Provisions

Provisions: Provision for Annual Leave	176,305	170,687
Provisions: Provision for LSL	14,653	10,770
Provisions: Provision for Personal Leave	8,826	24,220
Total Provisions	199,785	205,677
	2024	2023

8. Employee Entitlements

Payroll Liabilities: Superannuation Liability	28,528	13,888
Total Employee Entitlements	28,528	13,888

These notes should be read in conjunction with the attached compilation report.

Movements in Equity

Headway Gippsland Inc For the year ended 30 June 2024

	2024	2023
Equity		
Opening Balance	3,336,524	3,053,476
Increases		
Profit for the Period	77,041	283,048
Asset Revaluation Reserve	205,200	-
Total Increases	282,241	283,048
Total Equity	3,618,765	3,336,524

Statement of Cash Flows - Direct Method

Headway Gippsland Inc For the year ended 30 June 2024

	2024	2023
Operating Activities		
Payments to suppliers and employees	(4,420,591)	(4,286,592)
Finance costs	(5,652)	(4,991)
GST	21,221	40,936
Cash receipts from other operating activities	4,842,941	5,022,219
Cash payments from other operating activities	(408,872)	(428,136)
Net Cash Flows from Operating Activities	29,047	343,436
Investing Activities		
Proceeds from sale of property, plant and equipment	2,000	-
Payment for property, plant and equipment	(205,200)	(2,518)
Payment for investments	(419,412)	(4,707)
Other cash items from investing activities	77,120	(103,261)
Net Cash Flows from Investing Activities	(545,492)	(110,486)
Financing Activities		
Other cash items from financing activities	348,811	(244,538)
Net Cash Flows from Financing Activities	348,811	(244,538)
Net Cash Flows	(167,634)	(11,589)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	826,625	838,214
Net change in cash for period	(167,634)	(11,589)
Cash and cash equivalents at end of period	658,992	826,625

Thank you

Thank you to everyone who contributed to Headway Gippsland in 2023/24.



Volunteers

Headway Gippsland extends its thanks and gratitude to our dedicated volunteers. Your time and effort are invaluable, playing a crucial role in delivering high-quality services. Whether serving on the Board of Directors or participating in social support groups, your contributions and skills enrich our community and make a significant difference.



Donations

Headway Gippsland wishes to extend our heartfelt thanks to all our generous donors over the 2023/24 financial year. Every contribution, no matter the size, is greatly valued and plays a role in helping us deliver high-quality services. Together, your collective support makes a significant impact in our community.



Special Thanks

Headway Gippsland would like to express our sincere gratitude to the following individuals for their commitment and loyalty to the organisation over the years. Please join us in celebrating their significant milestones.

Ben Duffy and Katie Sinnott are celebrating their 5 year work anniversaries with us this year. We appreciate the ongoing commitment you have made to Headway Gippsland Inc. We also acknowledge and thank **Marianne Fontaine** for her 5 years of service, even though she resigned during the year, her efforts and support are appreciated.

We are also thrilled to award **Maxine Davies** with Life Membership in recognition of her many years of exceptional service and dedication. Maxine's leadership as Chairperson and her invaluable contributions as a Board member have left a lasting legacy.



Our Morwell group visiting a vintage car display

Let's Connect!



Our Contacts



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219 Princes Drive, Morwell, VIC, 3840

to visit our website



SCAN ME



HEADWAY
GIPPSLAND INC.

2024

ANNUAL GENERAL MEETING

Headway Gippsland Inc. is proud to announce our 43rd Annual General Meeting. This year, the meeting will be held online. If you are interested in attending, please RSVP for details. We hope to see you there.

Thursday, 17th October 2024



4.30 to 5.00pm



Online via Zoom/Morwell office



RSVP

RSVP by using the button below or emailing us.

By 30 September

To Lora
l.moulton@headwaygippsland.org.au