



— **ACT Down Syndrome Association Incorporated**

2018/2019

ANNUAL REPORT



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Step Up October 2018!



Photos above – Mable and Christian enjoying the day!

Step Up October 2018!



Xtreme Stars rocking it out at Step Up 2018



Thank you to everyone who made the day so successful! Hope to see you all again this year!



ACTDSA Vision and Mission 2020-2025

Vision

ACT Down Syndrome Association leads the way in building an inclusive community for people with Down syndrome and intellectual disabilities.

Mission

ACTDSA works with individuals and families through lifelong engagement to enable them to reach their full potential as active and contributing members of the wider community.

ACTDSA collaborates and builds relationships with business, government and community organisations to create better outcomes for all of society.

Core Values

Inclusion

Honesty/Integrity

Ethics

OUR PEOPLE

Committee members

Name	Position	Dates acted (if not for whole year)
Alicia Flack-Kone	President	2018/2019
Tricia Murray	Vice President	2018/2019
Tracey Crump	Treasurer	2018/2019
Elizabeth Shelley	Rep for People with Down Syndrome (Down Syndrome Advisory Network Rep)	2018/2019
Kim Adams	General Member (Confident Speakers Rep)	2018/2019
Joy Bartholomew	General Member	2018/2019
Fiona Steele	General Member	2018/2019
Veronica Ellsmore	Parent Support Coordinator	2018/2019
Christine Flegel	Parent Support Coordinator	2018/2019

Key Employees

Name	Position	Dates acted (if not for whole year)
Shannon Kolak	Business Manager	2018/2019
Gemma Francescangeli	Community Resource Officer	2018/2019
Katie Senior	Office Assistant	2018/2019

Volunteers

Name	Position	Dates acted (if not for whole year)
David Williams	Confident Speakers	2018/2019
Lee Otto	Voice magazine ACT Editor	2018/2019
Jacki Reichelt	Website manager	2018/2019

OUR SUPPORTERS

Independent

We would like to thank our 2018/2019 major sponsor: Independent. Independent has provided ACTDSA with a \$15,000 donation each year for the last four years. This generous donation has helped ACTDSA cover wages and operating costs of the Association.



NDIS

The ACT Down Syndrome Association, with assistance from Down Syndrome Australia, has been the recipient of a NDIS ILC (National Disability Insurance Agency, Information Linkages and Capacity Building) Grant. These funds have allowed ACTDSA to hire a Community Resource Officer on a full time basis for the 2018/2019 financial year.



Office for Disability, Hands Across Canberra and John James Foundation

The ACT Down Syndrome Association would like to thank Office for Disability, Hands Across Canberra and John James Foundation for providing grants to support our projects. Office for Disability and Hands Across Canberra have invested money in our Confident Speakers and associated programs. John James Foundation have provided funding to create a pilot healthy eating and cooking program.



Beyond Bank and Canberra Southern Cross Club Community Rewards

In the 2018/2019 financial year, the ACT Down Syndrome Association was supported by both Beyond Bank and Canberra Southern Cross Club Community Rewards programs.

If you bank with Beyond Bank or visit any of the Canberra Southern Cross Club locations, talk to the staff about how you can support ACTDSA through your patronage.



Donations

The Association relies heavily on the support received each year in the form of tax deductible donations. We would like to thank our members and the general public for their kind and generous donations.

Alderson Awards 2019



Andrew Ashman – 2019 Alderson Awards winner



Lauren Murrav – 2019 Alderson Awards winner with David Alderson



Sara Schiliro owner of the Big Green Cup– 2019 Alderson Award winner with David Alderson and Danijela Vrkic from Krofne



Paper plane competition at the Alderson Awards 2019

ACT Down Syndrome Association

President's Report

2018-2019

This past year has been exciting for us at ACT Down Syndrome Association.

Thanks to the Information Linkage and Capacity (ILC) project grant, partnered with Down Syndrome Australia and support of local services, we continue to grow.

We are reaching out and connecting with people with Down syndrome who are past members of the Association, and some of who were not previously aware that ACTDSA existed at all. We have also been able to continue to give quick-turn-around time to requests, inquiries, providing support to members, families and other organisations.

The social network opportunities for individuals with Down syndrome across various age groups continue to grow. We are listening to and finding ways to ensure individuals with Down syndrome are better equipped to participate and contribute to the ACT community by providing 'response -to-request' opportunities which we haven't had the capacity to do in the past.

Employment has been a key focus for us this year. With the support of Down Syndrome Australia's Community Inclusion Employment Toolkit, we have been able to forge partnerships with employers to help create meaningful roles for individuals with Down syndrome. We have been able to assist the employer from the early stages of the recruitment process right through to supporting the workplace for the long term.

I want to extend a heartfelt thank you to Shannon Kolak and Gemma Francescangeli for their amazing work, dedication and support. Without them the Committee would not be able to shift their focus to governance, strategic planning and increasing our network opportunity with key stakeholders in the ACT.

We have continued partnerships with ACT government (Education, Health and Employment). We are also developing partnerships with Canberra Business Chamber, Regional Development Australia (ACT) and Advocacy for Inclusion, with an intent to increase our collaboration with other Non-government agencies.

A few highlights:

We reached full capacity with the workshop *Diversity in the Classroom* (for teachers and educators) and *Key Word Sign* (for professionals and families). We also partnered for the first time with Bosom Buddies to create a breast awareness information session for our members.

Over the past three years, the Committee has been working towards a shift in the operational structure of the organisation. The Committee is making a conscious effort to move away from operational tasks to focus on the overall strategy and governance of the Association.

We are part of Down Syndrome Australia's Down Syndrome Advisory Network and thank Elizabeth Shelly for being the ACT representative.

ACTDSA continues to employ people with Down syndrome within the office which provides on the job skills development for individuals. This program (funded partly by corporate sponsorship from **Independent**) gives people with Down syndrome basic office skills training while being paid a full award wage. This also provides valuable admin support to the Association.

Thank you to **Independent** for their on-going support, without your organisation none of this could happen.

I would also like to thank the ACTDSA committee members, individuals and families who give their time and expertise freely. With your commitment and guidance we strengthen the values of ACTDSA to ensure people with Down syndrome reach their full potential as active and contributing members of the wider community.

Alicia Flack-Koné

President, ACT Down Syndrome Association



Alicia at the Alderson Awards, March 2019

ACT Down Syndrome Association Business Manager/Community Officer Report 2018-2019

The 2018/2019 financial year has been productive and rewarding. The Association has achieved more than we thought possible and much of this is due to the outstanding team of staff and volunteers who have worked tirelessly to help ACTDSA reach its goals.

Business

During the year, we created a casual employment register which has allowed us to provide paid on the job experience to our members. We have had the privilege of working with Charlotte Bailey & Tessa McGuire this year and look forward to working with many other members in the coming year.

During the 2018/2019 financial year, ACTDSA has been lucky enough to receive grants (for our programs) from ACT Office for Disability and the John James Foundation. We hope to build on these programs during the coming years and apply for future funding to expand our programs and services.

ACTDSA has continued to receive funding from Down Syndrome Australia's NDIS (ILC) grant for Project for Life. This project allows ACTDSA to employ a full time Community Resource Officer. We have funding for this position until 30 June 2020. ACTDSA will continue to apply for grants from both the NDIS (ILC) and other sources in an effort to retain the Community Resource Officer Position into the future.

In 2019, our major sponsor 'Independent' committed to continue sponsoring the Association for another three years. The support we receive from Independent is vital to Association and we thank them for their ongoing financial assistance.

ACTDSA has maintained a good surplus of funds during the 2018/2019 financial year.



Shannon, Gemma & Annie at Government House



Staff & Committee Christmas Party

Community

We have had the privilege of working alongside some fabulous volunteers both in our office and at events. We would like to thank Jackson Barnwell and Peter Bartholomew for spending time with us at the Careers Expo, Ursula Buchan for helping us fundraise at iDay celebrations last year and visiting the Beyond Bank opening with Gemma and Annie Lee for helping out in the office. The office staff have also had the privilege of working with a dedicated Committee of volunteers who have overseen the strategic focus of the Association and provided valuable support and guidance throughout the year.

ACTDSA has hosted many events, classes and workshops during the 2018/2019 financial year. These include: Step Up for Down Syndrome, Fire safety for kids, Alderson Awards, Diversity in the Classroom, Key Word Sign, Science Alliance, Sexuality and Neurodiversity, Breast Awareness, Foodish cooking classes, Confident Speakers, member Christmas lights tour and picnic, Down syndrome awareness training for various workplaces, Hoyts movie nights, Youth Group, Under 5's Morning Tea group.

ACTDSA staff also attended the ACT Careers Expo, World Down Syndrome Day celebrations with the Governor General, multiple inclusive employment networking sessions and the Disability Service Provider Expo.

ACTDSA staff supported members to participate in Down Syndrome Australia's Down Syndrome Advisory Network and to provide feedback to Beyond Bank during the creation of their inclusive banking space. We also supported a member to provide training to Canberra Metro regarding rail transport for people with intellectual disabilities and supported another member to provide information on Down syndrome to Year 12 students at Narrabundah College. Staff also provided feedback to Health Care Consumers ACT regarding health literacy for individuals with Down syndrome

We look forward to working with everyone in the future and look forward to a prosperous and exciting financial year ahead.

Shannon Kolak (Business Manager), Gemma Francescangeli (Community Resource Officer) and Katie Senior (Office Assistant).



Katie & Charlotte in the office



Youth Group dinner at the Kingston Foreshore

ACT Down Syndrome Association Confident Speakers Report

By Kim Adams (ACTDSA Committee General Member and Confident Speakers Representative)

The topics discussed this year have been many and varied including- 'How to keep warm in winter, 'My favourite book, 'What do I do to active this year, 'My favourite sport and someone I admire.

Each meeting was followed by a delicious supper, the highlight of the year was when David Williams (ACT Local Hero) of the year 2019) was invited to speak at a citizenship ceremony on harmony day. On the 21st March David asked me Kimberley Adams to go along as well to represent the confident speakers group. We both spoke in front of the Governor-General, Sir Peter Causgrove and lady Causgrove. This was an awesome experience a photograph of David and I with Sir Peter and lady Causgrove appeared in the August Issue of voice.



**Kim Adams with the Governor General Sir Peter Causgrove on
World Down Syndrome Day 2019**

ACT Down Syndrome Association Down Syndrome Advisory Network (DSAN) Report

By Elizabeth Shelley (ACTDSA Committee General Member and DSAN Representative)

Hello my name is Elizabeth and for the last 12 months I have been a member of the Down Syndrome Advisory Network.

The Down Syndrome Advisory Network is made up of people with Down syndrome from across Australia who provide advice to Down Syndrome Australia. Some of this advice is now being shared on the Down Syndrome Australia website.

We meet on the last Monday of every month via Webinar to discuss topics and share our experiences. We receive an Agenda for each meeting and I spend time with my support person, Penny preparing for the meeting.

Some of the topics we have discussed during the last year are: Education, Ageing, The Federal election, Tips on air travel for people with Down Syndrome, Social Media and apps we use on our phones and iPads.

We have also had two face to face meetings this year one in Sydney and one in Adelaide. At these meetings we have received training in things like leadership, preparing for meetings and how to voice any concerns we may have for ourselves or others.

I have really enjoyed this experience which has let me meet other people with Down Syndrome from around Australia.

I would like to thank Gemma for supporting me on the Sydney trip.



Gemma & Elizabeth preparing for the DSAN meeting in Sydney



Gemma and Elizabeth at the DSAN meeting in Sydney

The Down Syndrome Advisory Network (DSAN) is a group of people with Down syndrome chosen to work together to provide direct advice to the Down Syndrome Australia Board.

The DSAN helps Down Syndrome Australia to:

- *understand what is important to people with Down syndrome;*
- *guide the Board in its governance and strategy;*
- *make sure the work of DSA reflects input from people with Down syndrome;*
- *be a credible representative voice for people with Down syndrome; and*
- *identify and develop people with Down syndrome as leaders.*

The DSAN makes sure that Down Syndrome Australia receives direct input from Australians with Down syndrome on issues that affect them.



Youth Group February 2019



**"Lots of Socks" ACTDSA and DSA members with the Governor General
World Down Syndrome Day 2019**

HOW YOU CAN HELP

Become a member

To become a member of ACTDSA, please contact the office on 02 6290 0656 or admin@actdsa.org.au for a membership form.

Membership to ACTDSA is now free.

Volunteer your time

If you are interested in becoming an ACTDSA volunteer, please contact the office on 02 6290 0656 or admin@actdsa.org.au for further details.

Make a donation

While our website is under construction, please contact the office to make a donation: 02 6290 0656 or admin@actdsa.org.au for further details. All donations over \$2 are tax deductible.

To Support an event or fundraising activity or Become a corporate sponsor

Please contact our office on 02 6290 0656 or admin@actdsa.org.au

Contact details:

www.actdsa.org.au

(Website is currently under construction. The new site will be available in early 2020). Please see our Facebook page www.facebook.com/actdsa for online content.

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ACT DOWN SYNDROME ASSOCIATION INCORPORATED

***Financial Statements
For The Year Ended 30 June 2019***

ACT DOWN SYNDROME ASSOCIATION INCORPORATED

Statement by the Committee

Your committee members submit the financial accounts of the A.C.T Down Syndrome Association Inc. Incorporated for the financial year ended 30 June 2019.

Committee Members

The names of committee members at the date of this report are:

Alicia Flack-Kone	President
Patricia Murray	Vice-President
Tracey Camp	Treasurer
Kris Adams	Ordinary Member
Joy Bartholomew	Ordinary Member
Fiona Steele	Ordinary Member
Elizabeth Shelly	Ordinary Member - Rep ^t for people with Down Syndrome
Veronica Elsmore	Ordinary Member - Parent Support Co-ordinator
Christine Fiegel	Ordinary Member - Parent Support Co-ordinator

Principal Activities

The principal activities of the Association during the year under review were to provide support and information to families with a member who has Down Syndrome, to promote improvements in the quality of life of persons with Down Syndrome and stimulate within the wider community an awareness of the real abilities and needs of people with Down Syndrome.

There has been no significant change in those activities during

Operating Result

The operating surplus/(deficit) for the year ended 30 June 2019 was: \$ 4,221

Opinion

In the opinion of the members of the committee, the accompanying financial statements present fairly the financial position of the A.C.T Down Syndrome Association Incorporated as at 30 June 2019 and the results and cashflows of the Association for the year ended on that date in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.

It is also the opinion of the committee that, at this date, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

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



Signature of Committee Member



Name



Name

Dated this 21st day of August 2019.

A.C.T DOWN SYNDROME ASSOCIATION INCORPORATED

STATEMENT OF FINANCIAL POSITION As at 30 June 2019

<u>2018</u>		<u>2019</u> \$
	ASSETS	
	Current Assets	
50,262	Cash at bank - General funds	192,393
48,606	Cash at bank - term deposits	17,456
13,096	Accounts receivable and Cash on Hand	-
1,857	Prepayments	2,446
<u>113,821</u>	TOTAL CURRENT ASSETS	<u>212,295</u>
	NON-CURRENT ASSETS	
	Property, plant & equipment	-
	TOTAL NON -CURRENT ASSETS	
<u>113,821</u>	TOTAL ASSETS	<u>212,295</u>
	LIABILITIES	
	CURRENT LIABILITIES	
10,835	Accounts payable & GST Payable	11,568
7,411	Staff leave provisions	11,754
2,794	Funds held	-
-	Income received in advance	91,972
<u>21,040</u>	TOTAL LIABILITIES	<u>115,295</u>
<u>92,780</u>	NET ASSETS	<u>97,001</u>
	MEMBERS FUND	
92,780	Retained Surplus	97,001
<u>92,780</u>	TOTAL MEMBERS FUNDS	<u>97,001</u>

These financial statements should be read in conjunction with the attached notes.

**A.C.T DOWN SYNDROME ASSOCIATION
INCORPORATED
STATEMENT of COMPREHENSIVE INCOME
For the Year Ended 30 June 2019**

<u>2018</u> \$		<u>2019</u> \$
	INCOME	
3,366	Contributions (members)	-
44,473	Donations received & General Fundraising	76,994
(910)	Fundraising less costs	(1,102)
94,482	Grants less C/f amounts	110,594
7,540	Workshop income	5,990
932	Interest	2,472
3,106	Other Income	
<u>152,989</u>	TOTAL INCOME	<u>194,948</u>
	EXPENDITURE	
1,770	Accounting & Audit fees	2,835
3,012	Insurance expense	3,235
962	Meeting, conference & Training expenses	2,211
3,489	Memberships	4,349
1,726	Grant/Project costs	8,397
9,824	Office running expenses	14,813
119,087	Salaries & Wages	144,901
4,510	Other expenses/Member's activities expenses	4,532
1,123	Workshop expense	5,454
<u>145,504</u>	TOTAL EXPENSES	<u>190,727</u>
7,485	Net Surplu(Deficit) for the Year	4,221
<u>85,295</u>	RETAINED SURPLUS AT THE BEGINNING OF THE YEAR	<u>92,780</u>
<u>92,780</u>	RETAINED SURPLUS AT THE END OF FINANCIAL YEAR	<u>97,001</u>

Dated
.. .

A.C.T. DOWN SYNDROME ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 1991.

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

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. Income tax

No provision has been made for income tax as the Company is exempt from taxation under Section 50-5 of the Income Tax Assessment Act 1997.

b. Fixed assets

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

The depreciable amount of all fixed assets are 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.

c. Employee Benefits

Provision is made for the Company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

d. Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

A.C.T. DOWN SYNDROME ASSOCIATION INCORPORATED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

e. Revenue

Government Grants

Government grants are recognised as income on a systematic and rational basis over the periods necessary to match them with the related costs.

Donations

Donation revenues are recognised when they are received.

Sale of Goods and Disposal of Assets

Revenue from the sale of goods and disposal of other assets is recognised when the association has passed control of the goods or other assets to the buyer.

Interest revenue

Interest is recognised on an accrual basis.

f. 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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

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

HOUSTON & HANNA
CHARTERED ACCOUNTANT

K D Hanna FCA (Principal)

Telephone: (02) 6248 0352
0414 526 136



Chartered Accountant

GPO Box 810, Canberra ACT 2601
Suite 15, George Turner Offices
11 McKay Gardens, Turner ACT

email: kim@khanna.com.au

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
ACT DOWN SYNDROME ASSOCIATION INCORPORATED
FOR THE YEAR ENDED 30 JUNE 2019**

In my opinion,

- (a) the financial statements of the Association are properly drawn up:
 - (i) So as to give a true and fair view of matters required by subsection 72(2) of the Associations Incorporation Act 1991 to be dealt with in the financial statements
 - (ii) in accordance with the provisions of the Associations Incorporation Act 1991; and
 - (iii) in accordance with proper accounting standards, being Applicable Accounting Standards;
- (b) I have obtained all the information and explanations required;
- (c) Proper accounting records have been kept by the Association as required by the Act; and
- (d) The audit was conducted in accordance with the rules of the Association.

Scope.

I have audited the attached financial statements of the ACT Down Syndrome Association Incorporated (The Association) for the year ended 30 June 2019. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Association.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. The procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and Statutory requirements so as to present a view which is consistent with our understanding of the Association's position and the results of its operations.

The audit opinion in this report has been formed on the above basis.


.....
Kim Hanna FCA

Date 26/8/19