

# ANNUAL REPORT 2021-22



Down Syndrome  
Western Australia

**StepUP!**  
#21YourWay  
[www.downsyndrome.org.au/wa/](http://www.downsyndrome.org.au/wa/)





AIM HIGH  
TENNIS

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## OUR VISION

All people are welcomed in an inclusive society, where their contribution is valued and they are supported to lead a meaningful life of their choice.

## OUR PURPOSE

Supporting a Life of Possibilities

## OUR VALUES

### COMMUNITY

As an organisation, we provide an environment where everyone feels welcomed, where our members are placed at the centre of our decision making

The services we provide build capability and opportunity and

Our work is strengthened by the partnerships we form in the broader community

### COURAGE

Our actions and decision making are forward thinking, innovative and empowering

We are brave, curious and optimistic in our pursuits

### INTEGRITY

In all dealings, with all people we are open, transparent and accountable

Our communication and our actions reflect fairness, equality, trust and authenticity



Down Syndrome  
Western Australia

## RESPECT

We stand for the human rights of each individual and their right to inclusion and equality of opportunities

We treat each person dignity and respect their uniqueness

## SERVICE

Our services are informed by lived experience, knowledge and research and are underpinned by empathy and kindness

## CONNECTION

We listen, support, and respond to the needs of individuals and those that support them

We proactively seek out and work collaboratively with the community, our service partners, and decision makers to support the life our members choose for themselves

We communicate openly, transparently, and frequently

# CHAIR REPORT

On behalf of the Down Syndrome WA Board, I have great pleasure in presenting the 2021/2022 Annual Report.

The last financial year has been a year where being agile and open to opportunity have been key. We have been very fortunate to be living in Western Australia and not be as challenged by COVID lockdowns as the other state Associations. The challenge as with many industries, is attracting and retaining quality staff and volunteers. At the forefront of every decision considered was the wellbeing of our membership, their family members and carers and the Association's staff and volunteers.

2021/2022 has been a period of change at the Association with a new CEO, the employment of a fulltime administration assistant, as well as staff changes in a number of programs. The focus for the Board has been supporting the CEO as she grows and develops in the role and ensuring that the Association's governance and risk management was reviewed and updated. With staff changes through this financial year the Association has always prioritised recruiting from within, as we know how valuable a lived experience is. For this reason, all jobs are advertised first in our e-news, website and social media channels prior to going to the open marketplace. We have also introduced an Employment Assistance Program to ensure staff feel valued and have access to professional support if required.

The strategic plan outlining the Association's Mission, Vision, Values and four strategic priorities. This was reviewed through Board workshops and member feedback and updated through to 2025, with an annual review. In addition, the Association went through a NDIS audit to maintain our registration, a change of financial auditor

and a review of the constitution ready for the membership to vote on at the AGM.

The Board have shown extreme commitment, energy and drive in the past twelve months. Board meetings have moved from being held quarterly to monthly to improve governance of the Association. Additionally, the Board and CEO have met on four Saturdays for strategic planning and budgeting workshops. We now have a sub-committee for Finance and Risk that meets regularly. This is a highly skilled committee with backgrounds in legal, accounting, auditing, strategy and finance over a number of diverse organisations. On behalf of all members, I thank the Board and sub-committee members for the enormous amount of voluntary time and professional skills they have given to the Association in 2021/2022.

Organisations such as Down Syndrome WA can no longer survive solely relying on financial support and grants from government and institutions and the NDIS service delivery. We must build a strong foundation which is able to support us to carry out our core work through providing underlying financial support and protection during times of financial challenges, or any unexpected decrease in current funding. Our future will be enhanced and secured through building strong philanthropic support via individual benefactors and corporate partners. Building these partnerships is the ongoing challenge for senior staff and Board members.

Our organisation would not exist without a dedicated, passionate and professional team, ably lead by our CEO, Ms Cassandra Hughes. The team continue to produce amazing, innovative programs and epitomise our organisation's core philosophy of dedication to people in Western Australia living with a

diagnosis of Down Syndrome and supporting their families and carers.

At the AGM I step down from the Board and my position as Chairperson. It has been a privilege to lead the organisation and I wish Down Syndrome WA; it's members, staff and Board every blessing for the future. I am sure the value our Association adds to countless families across Western Australia will see Down Syndrome WA continue to thrive into the future.

Kathryn Salt  
Chair of the Board



“  
The Board have shown extreme commitment, energy and drive in the past twelve months.  
”



#STEPUP!



# CEO REPORT

This year has been full of opportunities, events, activities and has not been without its challenges. Each challenge has provided us with an opportunity to grow, to be better and to do better.

I want to acknowledge the DSWA team. I want to thank those who have worked for us, and chosen new paths to follow, I appreciate your efforts for DSWA. Our team has welcomed some wonderful additions, and each of us has a strong focus on how we can support each other to grow and develop with the vast range of skills and experience from within the team. We have created internal training and skills sharing opportunities. Our greatest strength is in our people and their willingness to support the organisation and do what it takes to make a difference to our community. This team has done more than we can expect, volunteered their time when it was really needed, and stepped up to every challenge. My heartfelt thanks to this team of dedicated staff and volunteers, we would not be where we are without you.

I had the privilege of joining the DSWA team in October 2021. In this first year our focus has been on engaging with the community, sending multiple surveys across our program range, improved eNews content, increased the use of Social Media platforms, and sending many group and individual emails to reach out to the community. I am very grateful to the community for providing feedback, even when it might have been difficult to hear. Your feedback has allowed us to put our efforts to improving in areas that have been identified by the community.

In the past 12 months we have reviewed and focussed on improvements in Governance, Financial Reporting, Policies and Procedures, and most importantly in service delivery. It is exciting to work with a committed board, that have focussed their attention on driving and supporting key improvements with a new Strategic Plan, new Budgeting format, and on the overall risk management of the organisation, this provides more clarity and transparency for us all.

The successful completion of the NDIS, Quality and Safeguards Audit was a significant body of work as we genuinely implemented workable policies and procedures to improve our NDIS service delivery, positively impacting the safety, risk management and confidentiality of all services, not just those supported by NDIS.

As we now navigate our way to a sustainable future, our focus is on cost effective program delivery, stabilisation of service delivery, and on continual improvement in the engagement of our members. This sector, and our community demand that we produce better outcomes for our members and staff. It is imperative that we continue to seek, listen to and act on feedback and to work together to better serve our members.

In 2022 we delivered some outstanding events that brought our community together to enjoy each other's company and celebrate. The highlights include StepUP 2021, a fun Quiz Night and an elegant Gala dinner. These events also provided additional revenue through their fundraising component.

This year our community celebrated World Down Syndrome Day (March 21) in the elegant grounds of Government House. Outgoing Governor Sir Kim Beazley addressed those in attendance and affirmed the associations work in supporting people in Western Australia born with a diagnosis of Down Syndrome their families and support network.

The DSWA Regional Outreach Program, and Support Coordination were added to our services. I recognise Nikki Schwagermann for her commitment to StepUP, Regional Outreach and Support Coordination, each of which she has led.

The My Voice My Health project was complete with the launch of the Web Application by the Honourable Don Punch MLA. This project is a major win for our community. A huge thank you to Rachel



Slevec for seeing this project through to its completion.

The DSWA Open Employment program continues to grow. This year 5 additional members were placed in open employment supported by our employment coordinator and team of employment mentors. In addition courses were provided in work readiness and skills enhancement. This is a critical program for DSWA and our community, however funding for the continuation of the project is currently limited. The team are working creatively to endeavour to continue to deliver this program into 2023 and are working at seeking a funding partner to continue this vital service.

DSWA now has an eNews readership of over 670, with an open rate of almost 50%. This has increased 21% in the last year. With an increase in the use of social media to reach communities, the organisation also has 12 dedicated Facebook pages, specifically tailored for each group, as well as the public facing DSWA Facebook page which has had an increase in followers of 30%. LinkedIn and Instagram are also increasing. Each of these tools, whilst limited in their individual power to communicate our messages are powerful tools, which, we combine to reach our community.

Facing the ongoing challenges of the Global Pandemic, financial limitations and operating in a tough labour market continue to shape and impact our organisation. Operational funding continues to be our greatest challenge. Project and program funds have to date been made available by both State and Federal Government grants and the support received from Telethon and the Stan Perron Charitable Foundation which supports Playgroup, Regional Outreach and Family Support, as well as DSWA's KiDS Club. The information Linkages and Capacity (ILC) projects have been supported, but this funding is under review, and we know that not all programs will be funded into 2023 which is likely to impact service delivery.

“  
Each challenge has provided us with an opportunity to grow, to be better and to do better.  
”



We continue to strive to have a diversified funding mix, to provide more stability. Our mix of grants, NDIS services, and fee for service work, will always require topping up with fundraising and philanthropy. Keeping the lights on, and doing the unfunded work is critical to our community and to our success and can't be achieved without support.

As we move into 2023, we are approaching our business model with cautious optimism. We will continue to build services, seek funding opportunities, and continue to seek philanthropic partners to support major activities, and we will undertake major fundraising activities.

It is a time for courage and commitment, as we traverse both the challenges and opportunities that come our way as we focus on delivering the best to our community.

Cassandra Hughes  
Chief Executive Officer

# TREASURER REPORT

The year ending 30th June 2022 has been a challenging but rewarding year with a lot of positive changes and improvements in processes and procedures.

During the year, there are significant improvements in the financial reporting and management process. A financial and risk subcommittee was formed during the year. Down Syndrome Western Australia ("DSWA") has formulated a new Strategic Plan for 2022-2025. From there, DSWA has completed detailed budgeting, setting process to align the FY2023 budget with the new Strategic and Operational plan. The cash flow forecast is regularly monitored to ensure the sustainability of the organisation.

Overall, there is a deficit of \$100,619 for the year ended 30 June 2022, which has shown a decrease of \$180,000 in the net result compared to the prior year. This is largely due to the decrease of the government funding of \$170,000 and partially attributed to the decrease of the job keeper stimulus payment and cashflow boost of \$48,000. Despite the deficit which is mainly impacted by the decrease in the funding and government subsidies, DSWA is in a good state transitioning from a reliance on government funding to an integrated and diversified funding model including being a service-based provider where the level of services provided or delivered through our various programs (Social and Employment programs and Getaways) has increased compared to the prior year, and we are expecting to deliver more in the future years.

## OVERVIEW:

### MY VOICE MY HEALTH



My Voice My Health project was substantially completed during the year 2022 and launched post 30 June 2022



### GETAWAYS

Three getaways were held in 2022, generating income of **\$48,097**

### FRIENDS 4 LIFE



Friends 4 Life started in the NDIS space in 2021 and all participants now use their NDIS Plans

### DONATIONS



Donations received from events and general, amounting to **\$65,328**



### EMPLOYMENT

Employment program: five members have been placed in various workplaces

### TEACHER PD



Teacher Professional Development Day was held in February 2022 generating an income of **\$6,018**

# DSWA BOARD AND STAFF 2021-2022

## BOARD

**Chair:** Kathryn Salt

**Deputy Chair:** Nia Parker

**Treasurer:** Korena Xie

**Secretary (resigned):**  
Jessica Davies

## Board Members:

Sarah Levy

Sebastien Malinge

Santina Ravenscroft

Barbara Sheil

Holly Weinbrecht

Aimee Clarke (resigned)

## Board Advisory Members:

Andrew Domahidy (resigned)

Brooke Canham

Joshua Ford

## STAFF 2021- 2022

**Chief Executive Officer:** Cassandra Hughes

**Administration Officer:** Ingrid Zuijdgeest

**Bookkeeper:** Daniel Turner

**Senior Coordinator:** Nikki Schwagermann

**Employment Connections Coordinator:** Sue Summers

**Aim High Coordinator:** Amandine Hamilton-Smith

**IT:** Rachel Slevac

**Kids Club Coordinator:** Siobhan Painter

**Playgroup Coordinators:** Tracy Bicker, Renee Whiskin

**Playgroup Assistants:** Danica Bowes

**Friends for Life Coordinator:** Claire Martin

## Health/Employment Ambassadors:

Brooke Canham

Naomi Lake

Rachel Parker

Jessica Toster

Andrew Domahidy

Kenichi Gray

Anna Gray

Claire Robinson

## Employment Mentors:

Cassandra Clark

Joe Smith

Lucie Gray

Dannie

John Bedford

Leonie Radomiljac

Suzanna Olsen

Mayin Chong

Matt Teo

## Casual Support Workers:

Cassandra Clark

Matthew Teo

Leonie Radomiljac

Jibu Mammen

Hamish Rodgers

Liam Davies

Sharon Ross

Tim Gray

## RESIGNED:

**Finance and  
Administration Officer:**  
Deidre Ede

**NDIS Manager:**  
Elise Anstey

**Employment  
Connections Manager:**  
Jibu Mammen

**Aim High Coordinator:**  
Suzanna Olsen

**Kids Club Coordinator:**  
Janette Cook

**Playgroup Coordinators:**  
Janette Cook

**Playgroup Assistants:**  
Claudia Rodriguez

**Project Officer**  
Annabelle May

**Employment Mentors**  
Cassandra Clark  
Lucie Gray  
Mayin Chong

**Casual Support Worker:**  
Hamish Rodgers



# DSWA HIGHLIGHTS

## STEP UP! #21YOURWAY 2021

StepUP! #21Your Way was held on a beautiful spring day in October.

Over 300 members with Down syndrome, their family and friends gathered at Taylor Reserve in Victoria Park. They walked together along the South Perth foreshore overlooking the beautiful Swan River with the City of Perth in the skyline.

The family fun day at Taylor Reserve had something for everyone. Food, coffee and an icecream van. There were pony rides, jumpy castles and face painting. The Radio Lollipop roadshow played music and the crowd were entertained by DSWA members who requested songs and sang and danced on stage in a 'DSWA has talent' performance.

StepUP was a very positive and successful day and a lot of positive feedback received. Due to COVID the numbers on the day were significantly lower than previous years and this was reflected in the funds raised, which were 50% lower than the previous year.

Senior Coordinator Nikki Schwagermann



# RADIO LOLLIPOP





## GALA DINNER

In August 2021 DSWA held a wonderful gala dinner at Challenge Stadium. The event was beautiful with a gorgeous Ballroom Dancing display, wonderful speeches and a packed dance floor.



## QUIZ NIGHT

In May 2022 the staff arranged a great night at the DSWA Quiz Night. It was a very successful night with lots of prize winners, fun questions and sense of community. The quiz night raised \$5000 for the association.



## WORLD DOWN SYNDROME DAY

World Down Syndrome Day was celebrated on 18 March 2022 at Government House with a number of families invited to come together to celebrate the day. The Governor was a wonderful host, and Joshua Ford gave a moving speech to the audience about his experience of working in Open Employment.



# FAMILY SUPPORT AND PERTH CHILDREN'S HOSPITAL

DSWA's Family Support officer Nikki Schwagermann works at Perth Childrens Hospital one day a week on a Thursday. Nikki has been able to visit new babies and parents right from Neonatal ICU through to seeing members when they are visiting for outpatient appointments. The family support provided at Perth Children's Hospital is funded by Telethon.

Family support is also provided by phone, and face to face visits at the office or at members homes. This program ensures that we are able to support members and their families with and questions from newborn meetings, delivering New Parent Packs, NDIS queries, education, school transitions to questions in relations to supporting our adult members.

Senior Coordinator Nikki Schwagermann



## SUPPORT COORDINATION

Support coordination is a new NDIS service introduced in March 2022.

DSWA's Senior Coordinator, Nikki, stepped into the role and put a lot of time into researching and creating this service. Three participants signed up in April, with many more enquires over the next few months. When supporting our community, we noticed that some people have not had Support Coordination and other available supports in their plan which can be helpful when you need extra support, services and activities.

DSWA has been supporting participants with letters of support from the organization, expressing the need, especially during big life transitions like first plans, school transition and transitioning from school to employment or further study for funding.

We look forward to further developing and growing this service into the future.

Senior Coordinator Nikki Schwagermann



# REGIONAL OUTREACH

January 2022 saw the start of the new Regional Outreach Program.

DSWA conducted a survey to find out where in regional WA our members lived. From the data received, three regions were chosen, the Great Southern, South West and Mid West. Facebook support groups in each region were created, well as a Regional, Rural and Remote group for members in other rural and remote areas. There are currently 70 members in the groups.

DSWA's senior coordinator visited each region to hold training for the Regional Representatives and community catch ups to network. Nikki also visited schools, allied health professional, GP's and Hospitals to hand out information about DSWA and the Regional Outreach program.

DSWA look forward to expanding this program and being able to deliver support and information into the wider state of Western Australia.



# EMPLOYMENT SERVICES

Down Syndrome WA has been privileged to facilitate some positive employment placements, in its second year of Down Syndrome Australia's (DSA) grant to work with adults with Down syndrome to secure open employment.

## EMPLOYMENT CONNECTION SERVICE

The Employment Connection service provides a tailored approach to achieving employment outcomes for people with Down syndrome by working with both job seekers and businesses. This includes:

- Working with businesses and employment agencies to promote the benefits of employing a person with Down syndrome, to identify positions and advice on job-carving the perfect role
- Working with businesses to ensure that the workplace is conducive to successful employment outcomes
- Connecting interested businesses to people with Down syndrome who are looking for employment
- Delivering workshops in the workplace to assist current employees in understanding Down syndrome and how best to support the person in the workplace.

This service is one component of the national Employment Project, being implemented by Down Syndrome Australia, which aims to improve employment outcomes and opportunities for people with Down syndrome.

DSWA has been closely working with adults with Down syndrome in our community, connecting them with interested businesses, and helping them achieve success in open employment.

Our second year of the project saw many WA people with Down syndrome engaged in ongoing work:

- Claire Robinson, Ashleigh Dallachy and Emma Williamson were employed at Busselton's Abbey Beach Resort.
- Isabel Fleming commenced work at the Perth office of international HR company Globe 24-7.
- Brooke Canham was placed at food franchise Toastface Grillah's Scarborough café and recently completed a Certificate II traineeship in Workplace Skills there through Fremantle Education Centre.
- Joshua Ford began work at The Perth Mint and completed his probation in July 2022.
- Rachel Parker received skills development support for her work at Rockingham Dental.

Anna Gray, our first placement, featured in last year's report, renewed her employment contract with HBF Health Insurance this year. After working closely with Anna and HBF, DSWA was able to reduce and then remove employment mentor support for Anna, seeing her successfully achieve independence in her job.

We continue working with local organisations and businesses in Perth to create more employment opportunities for people with Down syndrome.





“  
I am really great at being friendly, Having a job makes me feel happy, nice and very proud of myself.  
”

Kenishi Gray, WA  
Cookie Salesman



Isabel Fleming  
working at  
Globe 24-7



Joshua Ford  
working at  
Perth Mint



“

Members are developing social skills and independence skills while building their confidence

”

## SERVICES & PROGRAMS

### FRIENDS FOR LIFE

The Friends for Life (F4L) Social Group is dedicated to children aged 11 years to 17 years. The group meets every four weeks for various fun activities across the Perth metropolitan area. Friends for Life activities are funded through the NDIS scheme.

This year at F4L we have enjoyed a range of fun activities and we consistently have 8-10 regular members attending each event. In this last year we went to the movies, visited AQWA, played Mini Golf, Bowling, Perth Zoo, we went to a Fringe Circus show in the City, and had a tour of the Optus Stadium.

It has been rewarding to watch the friendships grow and see the teens trying new activities, (some that were very hard) - showing no fear!

Our members are developing social skills and independence skills while building their confidence through attending Friends for Life events.

Coordinator Claire Martin



## PLAYGROUPS

With the generous support from Telethon, DSWA's two Playgroups continue to be very popular programs with members.

South Metro Playgroup is held in Baldivis on a Monday morning with 15 registered families and an average of 7 attending per week.

Perth Metro Playgroup runs in Gwelup on a Friday morning with 16 families registered and an average of 8 attending per week.

Playgroup is a welcoming and relaxed space for our families of children 0-5 to meet on a weekly basis. It is an opportunity for parents who have just had a baby with Down syndrome to meet other families and make vital connections. Playgroup strives to help parents and families to feel comfortable and connected in the community with both the children and parents forming lifelong friendships.

The weekly activities focus on encouraging the babies and children to grow and develop their skills and reach their next milestone. During play, the aim is to stretch our children's imagination focusing on cognitive growth, emotional, behavioural, and social skills whilst enhance fine/gross motor skills through physical and sensory play.

The inclusion of outside organizations such as Messy Mat Perth and Sensorium Theatre really enhances the playgroup experience for our children.

One of the unique features of DSWA Playgroups is the lived experience of both coordinators Tracy Bicker and Renee Whiskin and assistants Danica Bowes and Nicola Burr, and the amazing support from our two volunteers Tom Rimmer and Rachel Parker both who have a diagnosis of Down syndrome.

Playgroup Coordinators  
Renee Whiskin (Playgroup South) and Tracy Bicker (Playgroup Metro)



Painting masterpieces



Sensory play - fun and learning combined.



The joy of play



# SERVICES & PROGRAMS CONT.

## AIM HIGH CLUB

It has been another fabulous year for the Aim High Club! The second half of 2021 saw our members meeting up to four times per month on Friday evenings and weekends, engaging in activities such as:

- Music workshop
- Bounce
- Dance Classes
- Escape Room
- Mini Golf
- Lunch in Fremantle
- Mexican Dinner
- Pasta Making Workshop
- Christmas party/wind-up

After the successful introduction last year of the creation of two subgroups of the Aim High Club, the Club has been going from strength to strength. We now have two age groupings 18-30 years and 30+ years better meeting the interests and needs of the members.

Aim High Club now offers one event per month for each age group and a joint event each month.

Currently, Aim High Club has 40 active members (who have attended at least one event in the last financial year) and of those, approximately 10 members who attend one or more event each month. This level of member engagement is what we hope to sustain (and potentially grow) over the next 12-month period.

We cannot run our Aim High program without the exceptional kindness, patience and understanding of our Aim High Supports. A huge thank you to all our supports and volunteers for all that they offer to our program.

To our wonderful members - you make Aim High what it is. A program of inclusion, laughter, joy and discovery. Thank you to you all.

Coordinator  
Amandine Hamilton Smith



Movie magic  
with 'Aim High'  
mates



Some of our favourite activities in 2022 so far have been

- Karaoke
- Tennis
- Perth Zoo
- UWA ABBA Concert
- Zumba
- Visit to the Art Gallery of WA
- Watching the movie "Pop



Serving up some fun at tennis





# SERVICES & PROGRAMS CONT.

## WEEKEND GETAWAYS

Launched in March 2021, Down Syndrome WA offers 4-5 Getaways per year to its Aim High members. The purpose of these Getaways is to build skills and capacity, experiences and friendships away from home. Throughout this financial year DSWA has run 3 Getaways to Margaret River, Busselton and the Swan Valley.

Coordinator Amandine Hamilton Smith





## KIDS CLUB

The KiDS Club program encourages children with Down syndrome (DS) aged from 5 to 11 to gain knowledge and learn skills to participate and engage more effectively, and build social skills to develop peer relationships in school, sport, recreation, and other community activities.

The KiDS Club aims to provide an inclusive and supportive environment for the child and their family, and siblings are welcome at KiDS Club events. The program includes activities specifically for young people and activities within their family context. Families will also gain the knowledge and skills to understand, continue and reinforce the learning.

The KiDS club has been funded by the Stan Perron Charitable Foundation.

The club currently has 42 registered members, and has reached up to 78 community members on social media through the 'Down Syndrome WA KiDS Club' private Facebook group.

Event participation numbers have largely varied, somewhat due to the COVID outbreak at the beginning of the year. Events have ranged from 3 to 20 families booking tickets (with the total number of people booking per event ranging from 9 to 49). Over the last three events, an average of 15 families have attended Kids Club events.

The club has provided the opportunity for participants and siblings to form relationships with each other in a safe environment, developing social skills and confidence. The club has also offered parents the opportunity to connect with each other, being able to share knowledge and information amongst themselves, as well as developing positive relationships.

Coordinator Siobhan Painter

Some of our activities included:

- Outdoor park and play
- Indoor play centre
- Movie night
- Build a Bear workshop
- Music workshop







**STEP UP FOR  
DOWN SYNDROME**



“

The greatest successes we will have is when we work together to achieve a goal we both believe in.

”

## COLLABORATION & SUPPORT

### SUPPORT

Messy Mat Perth	Globe 24-7
Sensorium Theatre	Key Word Sign Australia
Katitjiny Foundation	Relationships Australia
HBF	Developmental Disability WA
NDIS	Ronco Construction Equipment
Autism WA	Therapy Focus/Pebbles
The Boxman	SECCA
Synergy Graphics	SEND D
Push Consulting	WA Department of Communities
Glenway Signs	Nulsen Disability & PeopleKind Group
The Perth Mint	

### FUNDERS

Telethon  
Stan Perron Charitable Foundation  
WA Department of Community  
Department Disability Services  
Down Syndrome Australia

**PULP  
KITCHEN**

**MAJORAN'S**  
FINE DINING



**ROTORUA  
TOURISM**



**FRIENDS  
FOR LIFE**





Down Syndrome  
Western Australia

# Financial Statements For the Year Ended 30 June 2022

# STATEMENT BY MEMBERS OF THE COMMITTEE

The committee have determined that the association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion the financial report:

1. Presents a true and fair view of the financial position of Down Syndrome Association of WA (Inc). as at 30 June 2022 and its financial performance for the year ended on that date;
2. At the date of this statement, there are reasonable grounds to believe that the Down Syndrome Association of WA (Inc) will be able to pay its debts as and when they fall due; and
3. The financial statements and notes satisfy the requirements of the Association Incorporation Act 2015 (WA), Australian Charities and Not-for-Profits Commission Act 2012 and the Australian Charities and Not-for-Profits Commission Regulation 2013.

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



Dated this day 2 September 2022

Korena Xie  
TREASURER



# STATEMENT OF FINANCIAL POSITION

## FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
	\$	\$
<b>Assets</b>		
Current Assets		
General Cheque Account	70,977	149,174
Debit Card Account	1,759	984
Electronic Clearing Account	(544)	-
Progress Saver Account	66,132	70,787
Pay Pal Account	3,488	15,968
Trybooking Account	20,013	-
MyCause Account	2,587	-
Term Deposit	130,154	130,059
Accounts Receivable	50,163	4,005
<b>Total Assets</b>	<b>344,729</b>	<b>370,976</b>
<b>Liabilities Current</b>		
Accounts Payable	5,589	-
Accrued Wages	2,590	-
PAYG Withholding	10,212	8,994
GST Payable	14,629	2,376
GST Receivable	(7,489)	(4,972)
Prov'n for Annual Leave	15,046	-
Prov'n for Long Service Leave	3,921	-
Superannuation Payable	213	14,277
Salary Packaging	3,072	-
Grants Repayable to funders	196,327	138,836
<b>Total Liabilities Current</b>	<b>244,110</b>	<b>159,511</b>
<b>Net Assets</b>	<b>100,619</b>	<b>211,466</b>
<b>Equity</b>		
Retained Earnings	100,619	211,466

# STATEMENT OF PROFIT AND LOSS

## FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
<b>Income</b>		
<b>Grants Revenue</b>	347,245	516,387
<b>Total Grant Revenue</b>	<b>347,245</b>	<b>516,387</b>
<b>Donations</b>		
Donations Received	59,431	61,772
<b>Total Donations</b>	<b>59,431</b>	<b>61,772</b>
<b>Trading Activities</b>		
Sales - General	52,376	16,645
Sales - Calendars	5,808	5,993
<b>Total Trading Activities</b>	<b>58,184</b>	<b>22,638</b>
<b>Operating Activities</b>		
Fees & Charges	72,982	2,623
Training & Support	6,706	14,773
Program/Peer Support Fees	97,107	84,354
Membership DSWA	-	55
Other Sundry Income	-	322
<b>Total Operating Activities</b>	<b>176,795</b>	<b>102,127</b>
<b>Other Income</b>		
Interest - Unrestricted	203	1,252
Recoupments	7,016	5,006
Jobkeeper Stimulus	-	30,000
Cashflow Boost	-	17,862
<b>Total Other Income</b>	<b>7,219</b>	<b>54,120</b>
<b>Total Income</b>	<b>648,874</b>	<b>757,044</b>
<b>Expenses</b>		
<b>Personnel</b>		
Wages, Salaries & Superannuation	498,955	441,209
Volunteer Costs	133	3,470
Staff Training & Development	10,022	2,480
<b>Total Personnel</b>	<b>509,110</b>	<b>447,159</b>
<b>Fees/Charges &amp; Licenses</b>		
Fees & Charges Paid	7,651	17,201
<b>Total Fees, Charges &amp; Licenses</b>	<b>7,651</b>	<b>17,201</b>
<b>Operating Costs</b>		
Events & Activities	88,678	127,377
Travel & Accommodation	16,260	8,240
Advertising & Promotion	18,200	15,524
<b>Total Operations</b>	<b>123,138</b>	<b>151,141</b>



**Administration**

Office & Executive	45,930	33,205
Rent - Property	15,633	31,772
Professional Services	43,195	3,291
Insurance Public Liability &WC	13,764	12,087
Assets Purchased < \$5,000	1,299	450
<b>Total Office &amp; Executive</b>	<b>119,822</b>	<b>80,805</b>
<b>Total Expenses</b>	<b>759,721</b>	<b>696,306</b>
<b>Operating (Deficit) / Surplus</b>	<b>(110,847)</b>	<b>60,738</b>

# STATEMENT OF CHANGES IN EQUITY

## FOR THE YEAR ENDED 30 JUNE 2022

	<b>Retained Earnings</b>
	<b>\$</b>
<b>Balance at 30 June 2020</b>	150,728
Surplus for the year	60,738
<b>Balance at 30 June 2021</b>	<hr/> 211,466
Deficit for the year	(110,847)
<b>Balance at 30 June 2022</b>	<hr/> 100,619 <hr/>

# STATEMENT OF CASH FLOWS

## FOR THE YEAR ENDED 30 JUNE 2022

	Note	2022 \$	2021 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from customers		602,716	653,935
Payments to suppliers and employees		(675,121)	(700,937)
Net cash used in operating activities	2	(72,405)	(47,002)
Net decrease in cash and cash equivalents		(72,405)	(47,002)
Cash and cash equivalents at beginning of period		366,971	413,973
Cash and cash equivalents at end of period	2	294,566	366,971



# NOTES TO AND PART OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

## NOTE 1 – STATEMENT OF ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirement of the Australian Charities and Not-for-Profits Commission Act 2012 and Australian Charities and Not-for-Profits Commission regulations 2013. The committee has determined that the association is not a reporting entity and therefore there is no requirement to apply accounting standards and other mandatory professional reporting requirements in the preparation of these statements.

The statements are prepared on an accrual basis.

### a) Cash and Cash Equivalents

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

### b) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

### c) Trade 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.

### d) Trade and other receivables

Accounts receivables are recognised at amortised cost, less any allowance for expected credit losses.

### e) Employee Entitlements

The provision for employee benefits relates to the amount liable to be paid for the long service leave and annual leave resulting from employee services provided to balance date. All entitlements are calculated at their nominal amounts using remuneration rates and expected to be settled within one year.

### f) Comparative Information

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

### g) Operating Grants and Donations

When the Association received operating grant revenue and 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
- recognises revenue as it satisfies its performance obligations. Where the contract is not enforceable or does not have sufficiently specific performance obligations, the Entity:

## NOTE 1 – STATEMENT OF ACCOUNTING POLICIES (CONT)

- recognises related amounts (being contributions by owners, lease liability, 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 Entity recognises income in profit or loss when or as it satisfies its obligations under the contract.

## NOTE 2 – CASHFLOW INFORMATION

For the purposes of the statement of cash flows, cash includes cash on hand and at bank.

### a. Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash and Cash Equivalents	294,566	366,971
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### b. Reconciliation of Cash Flows from Operations with Current Year Deficit

Current Year (Deficit) / Surplus	(110,847)	60,738
<b>Changes in assets and liabilities</b>		
(Increase)/ decrease in trade and other receivables	(46,158)	(4,004)
Increase/ (decrease) in trade and other payables	87,600	(103,738)
Cash flow used in operations	(72,405)	(47,002)

## NOTE 3 - CAPITAL AND LEASING COMMITMENTS

The association has no capital commitments as at 30 June 2022. The association has a short term one year lease for the rental of the office with two one-year renewal options included. The lease started on 5 March 2021 and was renewed with the first extension, with the expiry date due on 5 March 2023. The annual rent is \$14,499.96 exclusive of GST.

## NOTE 4 - POST BALANCE SHEET EVENT

No matters or circumstances has arisen since 30 June 2022 that has significantly affected, or may significantly affect the association's operations, the results of those operations or the association's state of affairs in future financial years.



MANAGING DIRECTOR: Leanne Oliver  
DIRECTOR: Christopher Tan

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PO Box 386, Victoria Park 6979  
0460 040 900  
admin@auditpa.com.au

### **Auditor's Independence Declaration**

#### **To the Board of Down Syndrome Western Australia Inc**

In accordance with the requirements of section 60-40 of the Australian Charities and Not for Profit Commission Act 2012, as lead auditor for the audit of Down Syndrome Western Australia Inc for the year ended 30 June 2022, I declare that, to the best of my knowledge and belief, there have been:

- a) no contraventions of the auditor independence requirements of the Australian Charities and Not for Profit Commission Act 2012 in relation to the audit; and
- b) no contraventions of any applicable code of professional conduct in relation to the audit.

A handwritten signature in black ink, appearing to be 'L Oliver'.

LEANNE OLIVER CPA RCA  
DIRECTOR  
RCA 463021

AUDIT PARTNERS AUSTRALIA  
EAST VICTORIA PARK

Dated at Perth, Western Australia this 5<sup>th</sup> September 2022

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ABN 41 637 961 285





MANAGING DIRECTOR: Leanne Oliver  
DIRECTOR: Christopher Tan

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## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF DOWN SYNDROME WESTERN AUSTRALIA INC

### Report on the Audit of the Financial Report

#### **Qualified Opinion**

We have audited the accompanying financial report, being a special purpose financial report, of Down Syndrome Western Australia Inc (the association) which comprises the balance sheet as at 30 June 2022, the income statement, statement of changes in equity, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

In our opinion, except for the effects of the matter described in the *Basis of Qualified Opinion* section of our report, the accompanying financial report presents fairly, in all material respects, the financial position of the Down Syndrome Western Australia Inc as at 30 June 2022 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the *Associations Incorporation Act 2015 (WA)*.

#### **Basis for Opinion**

##### *Opening Balances*

As we did not undertake the audit of Down Syndrome Western Australia Inc for the year ended 30 June 2022, we were unable to obtain sufficient appropriate evidence regarding the financial statements for the year ended 30 June 2022. Accordingly, we are not in a position to and do not express an opinion on the comparative information for the year ended 30 June 2022.

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 auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 and 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 qualified opinion.

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### **Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the *Associations Incorporation Act 2015 (WA)*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### **Responsibilities of the Committee for the Financial Report**

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *Associations Incorporation Act 2015 (WA)* and have determined that the accounting policies described in Note 1 in the financial report, which form part of the financial report, are consistent with the financial reporting requirements of the *Associations Incorporation Act 2015 (WA)* and are appropriate to meet the needs of the members. The committee's responsibilities also include such internal control 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 to cease 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 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.



LEANNE K OLIVER  
Director CPA RCA

AUDIT PARTNERS AUSTRALIA  
EAST VICTORIA PARK WA

Dated at Perth, Western Australia this day 5<sup>th</sup> of September 2022

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ABN 41 637 961 285



FRIENDS  
FOR LIFE





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