



The Cottage School Inc.,

4 - 10 Queen Street, Bellerive Tasmania 7018

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Annual Report 2012

Our School

The Cottage School, a non-sectarian, independent school, was established in 1975 in Queen Street, Bellerive on the eastern shore of the Derwent River in Hobart. Bellerive provides a village environment with many opportunities for off-site activities and experiences in close proximity to the school.

The student population is drawn from both local areas and more distant suburbs of Hobart and has grown from a single cottage with one group of children to three adjoining cottages and outdoor areas with five groups. The 'homelike' environment has been maintained and reflects the school's ethos of providing a safe, non-competitive, adaptable learning environment for children from Kinder to Grade six.

Excursions and outdoor activities are an important part of our total learning program. Camps, held in 2012 at Far South Wilderness Lodge, T. S. Derwent, Mayfield and Orana, provided many opportunities for direct learning experiences as well as promoting independence and responsibility. The Biggies were joined by Grades 5 and 6 students and staff from Candlebark School on their camp at Douglas River.

The school recognises and respects the different pace and learning styles of children. These are accommodated by flexibility in class groups and curriculum delivery to nurture children and enable them to develop as individuals and move on to high school as confident, caring, resilient young people who are enthusiastic and independent learners able to adapt to a changing world. The school is committed to providing a good quality educational environment by providing professional development opportunities for staff.

Funding is primarily provided by Government grants and fee income, supplemented by fund raising efforts.

Our Staff

In 2012 we employed 4 Co-ordinators and a Class Teacher, a part time Health and Physical Education Teacher, a part time French Teacher, a part time Music Teacher, a part time Science Teacher, 5 part time Teacher's Aides, a full time Business Manager, a part time Cooked Lunch Co-ordinator and a part time Cleaner. All teachers are registered with the Teachers Registration Board. The average teaching staff attendance for the year was 97.5%.

Anne Patel, who has been teaching at The Cottage School since 1981, retired as Co-ordinator at the end of 2011 but continued working at the school throughout 2012 as a Mentor for the new Middlies 1/2 Teacher.

Margie Stirling and Janet Patel retired at the end of 2012 after 31 and 27 years' service respectively.

Our Committee

The Cottage School has no Principal and is run by a Committee made up of teachers and democratically elected members of The Cottage School Association. The Committee is ably assisted by several subcommittees and working parties whose members are volunteers from the parent body. In 2012 the Committee members were:

President:	Michelle Folder	
Vice President:	Tim Short	
Secretary:	Gillian Mee & Kristina Nichols	
Treasurer:	Jared Dickason	
Committee Members:	Janet Patel	Lesley Wells
	Margie Stirling	Gillian Mee
	Tom Barnes	Amanda Maning
	Kath Windfeld-Petersen	George Underwood
	Maria Kallas	Neil Adams

Sadly, Neil Adams passed away early in 2012.

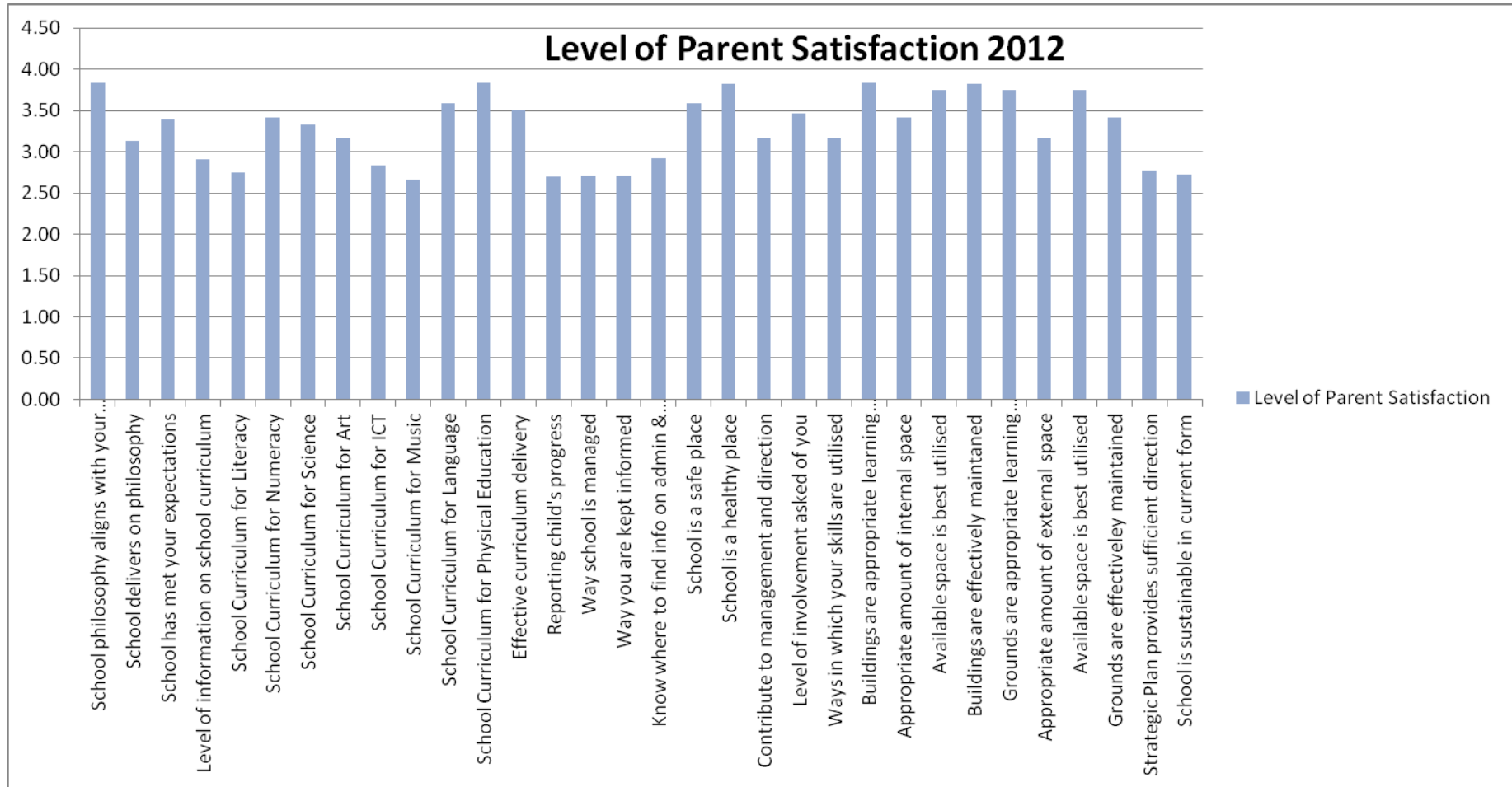
Work Health and Safety

In 2012 there were 14 Incident Reports (up from 12 in 2011) and 5 Hazard Reports (down from 6 in 2011). Two incidents were reported to WorkCover, but no investigation was required.

During the year, ten staff members completed *Apply First Aid*, two staff members updated their *Bronze Medallions*, two staff members attended a 2 day *In Depth WHS Training Course*, one staff member attended a 2 day *Crisis Management Seminar*, and eight staff members and eight volunteers completed on-line VOCAM Safety TV training modules. All members of the Committee undertook Officer Training. The total WHS professional development expenditure was \$3,305.01.

School Satisfaction

Parents, students and employees were surveyed in term 3 2012. Parents and students indicated high levels of overall satisfaction with the school in 2012. Employees indicated moderate levels of satisfaction with the school in 2012. The results of the 2012 Parent Satisfaction Survey are shown below:



Our Students

Student Attendance

In 2012 there were 70 primary students and 8 Kinder students. There were six Grade 6 Leavers at the end of the year. The average student attendance was 94.3%.

Student Outcomes in National Testing in 2012

The Australian Government sets National Minimum Standards for reading, writing and numeracy at Years 3, 5, 7 and 9. The figures below are statistics derived from estimates only based on students who sat the literacy and numeracy monitoring tests. They show the average NAPLAN scores for each domain for the last four years. All statistics, especially those derived from estimates and from small populations such as The Cottage School, should be interpreted with caution.

Year 3

	Reading	Writing	Spelling	Grammar and Punctuation	Numeracy
2012					
The Cottage School	404	415	375	397	409
National Average	420	416	414	424	396
2011					
The Cottage School	440	456	431	443	497
National Average	416	416	406	421	398
2010					
The Cottage School	469	410	403	472	448
National Average	414	419	399	417	395
2009					
The Cottage School	460	420	431	437	396
National Average	411	414	405	420	394

Year 5

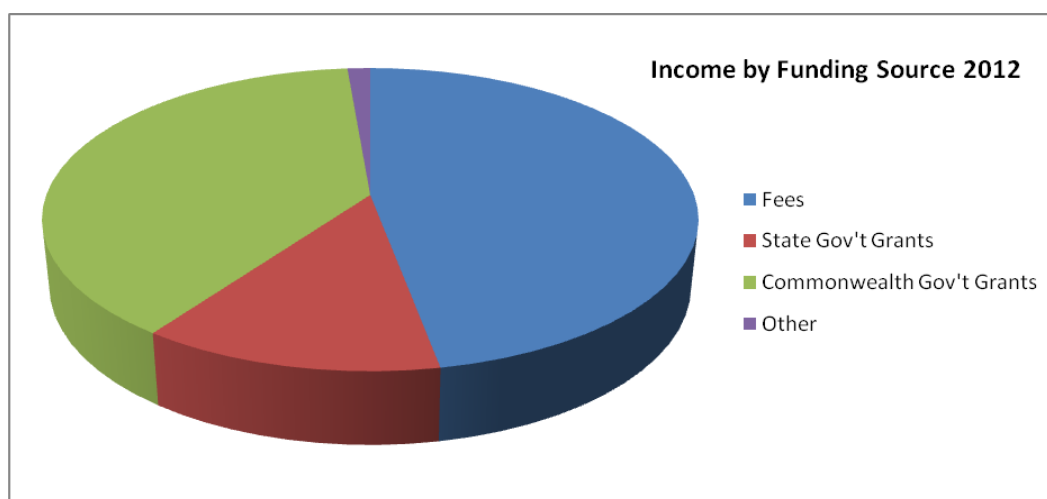
	Reading	Writing	Spelling	Grammar and Punctuation	Numeracy
2012					
The Cottage School	540	501	476	520	515
National Average	494	477	495	491	489
2011					
The Cottage School	545	485	528	560	503
National Average	488	483	484	499	488
2010					
The Cottage School	563	480	490	533	559
National Average	487	485	487	500	489
2009					
The Cottage School	516	497	508	526	554
National Average	494	485	487	500	487

Colour Codes:

	Substantially above the national average
	Above the national average
	Close to the national average
	Below the national average
	Substantially below the national average

School Recurrent Income broken down by funding source

Fees:	47%
State Government Grants:	13%
Commonwealth Government Grants:	39%
Other:	1%
Total Income for 2012:	\$902,856



These figures are inclusive of Kindergarten Income, whereas information on the *My School* website excludes Kindergarten Income. More information about NAPLAN results and school income can be found on the *My School* website at www.myschool.edu.au

Friends of Cottage School (FOCS)

Parents contribute to the school through the fundraising arm known as FOCS. The main fundraisers in 2012 were the School Fair held in November, which raised \$15, 748.75 and the Garden Markets held regularly throughout the year, which raised \$1,757.90.

FOCS Purchases in 2012:

Fence at 3 Percy St	\$1,080.00
5 iPads & 2 iPods	\$2,863.59
Sandpit	\$3,449.72

Garden Market Purchases in 2012:

2 x sewing machines	\$287.00
Green and yellow playground boxes	\$2,256.00
Kitchen equipment	\$112.20
Deck for the Nook	\$424.67
Netball hoops and nets	\$15.45

The Cottage School Incorporated

Financial Report

For the year ended 31 December 2012

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Auditor's Report

The Cottage School Incorporated
Statement of Income and Expenditure
For the year ended 31 December 2012

2011 \$		Notes	2012 \$
	RECURRENT INCOME		
	<u>Tuition Income</u>		
366,474	Gross Tuition Fees and Charges		414,639
<u>10,025</u>	Camp Fees		<u>10,434</u>
376,499			425,073
	<u>Other Private Income</u>		
1,791	Interest from Investments		1,749
0	Donations		1,487
16,918	Donations - FOCS		4,935
0	Subscriptions		0
0	Sale of Assets		0
<u>3,340</u>	Miscellaneous Income	1	<u>3,636</u>
22,048			11,807
	<u>Income from Government Grants</u>		
281,027	Commonwealth Government General Grant		334,460
11,000	Commonwealth Government LNSNL	2	14,500
108,686	State Government General Grant		115,311
879	State Government Loan Interest		106
5,583	Other Government Grants	3	1,599
<u>407,176</u>			<u>465,976</u>
805,723	TOTAL INCOME		902,856

2011		Notes	2012
\$	LESS: RECURRENT EXPENDITURE		\$
	<u>Tuition</u>		
405,555	Salaries & Superannuation - Teachers, Primary		461,845
159,431	Salaries & Superannuation - Ancillary, Primary		190,120
72,808	Salaries & Superannuation - Kinder		64,203
9,144	Teaching Expenses - Primary		8,887
1,757	Teaching Expenses - Kinder		421
8,461	Camp Expenses		9,775
4,669	Cooked Lunch Expenses		4,781
4,917	Excursions		5,090
4,265	IT Expenses		3,182
812	Sports Expenses		1,080
671,819			749,385
	<u>Administrative and General</u>		
2,050	Audit Fees		2,370
4,373	Advertising		3,701
23,392	Depreciation		21,827
0	Bad Debts		20,000
	Bathroom Supplies	4	758
644	Cleaning		926
786	Long Service Leave Accrual		-14,847
14,048	Insurance		13,562
2,134	Interest - Loans		1,200
7,675	Light, Power & Heating		7,510
0	Lease - 3 Percy Street		111
5,804	Maintenance		6,383
1,823	Office Expenses		1,061
2,761	OH&S		3,068
	Paper, copying & recycling	5	1,655
7,051	Professional Development		6,517
4,227	Rates & Water		3,520
853	Security		742
2,139	Telephone		2,113
	Subs & Dues	6	4,468
9,774	Sundry Expenses	7	8,578
4,463	Motor Vehicle Expenses		4,340
93,997			99,565
765,816	TOTAL OPERATING EXPENDITURE		848,950
39,908	<u>SURPLUS (DEFICIT) FROM OPERATIONS</u>		53,906

2011		2012
\$		\$
	ADD: CAPITAL RECEIPTS	
5,718	Donations from FOCS	10,489
40	Building Fund Donations	0
5,070	Capital Grant - P21 Project	0
49,998	Capital Grant - National Solar Schools Program	0
<hr/> 60,826	TOTAL CAPITAL RECEIPTS	<hr/> 10,489
100,734	NET SURPLUS (DEFICIT) FOR THE YEAR	64,395
1,591,658	Accumulated Funds brought forward	1,692,392
1,692,392	ACCUMULATED FUNDS CARRIED FORWARD	1,756,787

The Cottage School Incorporated
Balance Sheet
As at 31 December 2012

2011 \$		Notes	2012 \$
	<u>Current Assets</u>		
65,759	Cash at Bank		145,838
31,151	Investment Accounts		32,900
38,636	Debtors	8	69,262
0	Provision for Doubtful Debts		-20,000
0	Undeposited Funds	9	1,499
17,224	GST Adjustment	10	17,224
49	Petty Cash		70
<hr/>			<hr/>
152,820			246,794
	<u>Non-Current Assets</u>		
<hr/>	Property, Plant & Equipment	11	<hr/>
1,728,951			1,719,490
1,881,771	<u>TOTAL ASSETS</u>		1,966,285
	<u>Current Liabilities</u>		
0	Fees in Advance		18,743
53,433	Grants in Advance	12	57,719
0	Credit Facility		0
32,313	Sundry Creditors and Accruals	13	43,201
30,871	Enrolment Deposits		41,831
<hr/>			<hr/>
116,616			161,493
	<u>Non-Current Liabilities</u>		
62,852	Provision for Long Service Leave		48,005
9,911	National Instalment Loan		0
<hr/>			<hr/>
72,763			48,005
189,379	<u>TOTAL LIABILITIES</u>		209,498
1,692,392	NET ASSETS		1,756,786
1,692,392	ACCUMULATED FUNDS		1,756,787

The Cottage School Incorporated
Notes to and forming part of the accounts
For the year ended 31 December 2012

1. ACCOUNTING PRINCIPLES

The accounts have been prepared on an accrual basis and in accordance with historic cost principles.

(a) Depreciation

Depreciation is provided on fixed assets using the straight line method at rates based on writing off the cost of assets over their estimated useful life. No provision has been made for depreciation on land and buildings.

2011		2012
\$		\$
1. Miscellaneous Income		
0	Unidentified Bank Deposits	0
0	Absorbion of old credits	0
2,072	Refunds/Reimbursements	1,756
713	Transfer of Enrolment Deposits	890
240	Working Bee/Manure Dig Levies	960
<u>315</u>	Rental Income	<u>30</u>
3,340		3,636
 2. Commonwealth Special Ed Grant		
5,000	Commonwealth LNSLN Literacy Support	8,500
<u>6,000</u>	Commonwealth LNSLN Special Learning Needs	<u>6,000</u>
11,000		14,500

2011		2012
\$		\$
3. Other Govt Grants		
409	Student Assistance	286
1,174	Language Other Than English Grant	1,312
4,000	Training Incentive Scheme Grant	0
<u>5,583</u>		<u>1,599</u>
4. Bathroom Supplies	Included in Teaching Expenses in 2011	
5. Paper, Copying & Recycling	Included in Teaching Expenses in 2011	
6. Subs and Dues	Included in Sundry Expenses in 2011	
7. Sundry Expenses		
3,626	Subs & Dues	0
715	Bank Charges	707
3,280	Use of school cheques to purchase FOCS items	5,256
101	Fines	0
404	Tas Collection Service	0
1,648	Refreshments, working bee, sundry items	2,615
<u>9,774</u>		<u>8,578</u>
8. Debtors		
38,636	Fee Debtors	69,262
9. Undeposited Funds		
0	Fees not banked before end of Year	1,499
10. GST Adjustment		
17,224	Adjustment to reconcile tax payable	

2011		2012
\$		\$
11. Property, Plant & Equipment		
50,000	Land & Buildings - 4 Queen Street	50,000
72,032	Land & Buildings - 8 Queen Street	72,032
70,000	Land - No. 6 Queen Street	70,000
138,861	Land & Buildings - 10 Queen Street	138,861
<u>1,226,231</u>	Buildings Redevelopment at Cost	<u>1,226,231</u>
1,557,124		1,557,124
199,011	Fixtures & Fittings at Cost	204,692
<u>75,263</u>	Less: Accumulated Depreciation	<u>88,448</u>
123,748		116,244
19,363	Motor Vehicles at Cost	19,363
<u>12,120</u>	Less: Accumulated Depreciation	<u>12,844</u>
7,243		6,519
13,978	Office Equipment at Cost	13,978
<u>8,631</u>	Less: Accumulated Depreciation	<u>9,225</u>
5,347		4,753
52,144	Library Books at Cost	55,507
<u>42,033</u>	Less: Accumulated Depreciation	<u>45,244</u>
10,111		10,263
83,092	Computer Equipment at Cost	86,415
<u>57,714</u>	Less: Accumulated Depreciation	<u>61,827</u>
25,378		24,588
<u>1,728,951</u>	TOTAL PROPERTY, PLANT & EQUIPMENT	<u>1,719,490</u>
12. Grants in Advance		
53,433	State Government per Capita	55,719
	Received \$117,597.47 being:	
	\$61,878.62 for 2012 and \$55,718.85 in advance for 2013	
	IST Student Attendance Data System Upgrade Grant	<u>2,000</u>
<u>53,433</u>		57,719
13. Sundry Creditors and Accruals		
11,823	Accrued GST	16,541
-	Wages Liability	-
13,600	Accrued Group Tax	21,192
<u>6,890</u>	Accrued Superannuation	<u>5,468</u>
32,313		43,201

THE COTTAGE SCHOOL INC.

COMMITTEE STATEMENT

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

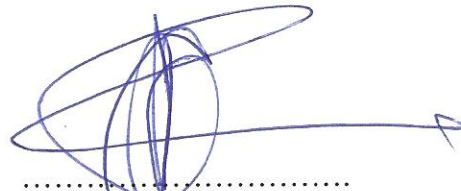
In the opinion of the Committee, the attached financial report:

1. Presents a true and fair view of the financial position of The Cottage School Inc. as at 31 December 2012 and its performance for the period 1 January 2012 to 31 December 2012;
2. At the date of this statement, there are reasonable grounds to believe that The Cottage School Inc. 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:

Dated at Hobart this¹ day of²..... 2013


.....
PRESIDENT


.....
TREASURER

The Cottage School Inc.

Committee Members for 2012

President

Michelle Folder
93 Malunna Rd
Lindisfarne 7015

Vice President

Tim Short
155 Tranmere Rd
Tranmere 7018

Secretary

Gillian Mee
68 Lincoln St
Lindisfarne 7015

Kristina Nichols (from 3 July 2012)
450 Rokeby Rd
Howrah 7018

Treasurer

Jared Dickason
1/62 Midlands Hwy
Brighton 7030

Committee Members

George Underwood
16 Swinton Pl
Rose Bay 7015

Lesley Gardner
904 Acton Rd
Acton Park 7170

Maria Kallas
4 Swan St
North Hobart 7000

Amanda Maning
55 Beach St
Bellerive 7018

Co-ordinators

Tom Barnes
21 Frederick Henry Pde
Cremorne 7024

Margie Stirling
34 Dossiter St
Bellerive 7018

Janet Patel
2a Lynden Rd
Bonnet Hill 7053

Kathryn Windfeld-Petersen
97 Cremorne Ave
Cremorne 7018

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Boyd Co Auditor

INDEPENDENT AUDITOR'S REPORT

To the members of The Cottage School Inc.,

We have audited the accompanying financial report, being a special purpose report, of The Cottage School Inc., which comprises the balance sheet as at 31 December 2012, the statement of income and expenditure for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the officers assertion statement.

Officers Responsibility for the Financial Report

The officers of The Cottage School Inc. are responsible for the preparation of the financial report, and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Incorporated Act 1964* and is appropriate to meet the needs of the members. The officers' responsibility also includes such internal control as the officers determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the officers, as well as evaluating the overall presentation of the financial report.

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

Qualification

As is common for organisations of this type, it is not practicable for The Cottage School Inc. to maintain an effective system of internal control over Donations,

Fundraising and other income until their initial entry into the accounting records. Accordingly, our audit in relation to donations, fundraising and other income was limited to amounts recorded.

Qualified Opinion


In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly, in all material respects, the financial position of The Cottage School Inc. as at 31 December 2012 and of its financial performance for the year then ended in accordance with the *Associations Incorporated Act (1964)*.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the officers' financial reporting requirements under the *Associations Incorporation Act 1964* and as such may be unsuitable for another purpose.

The officers have determined that the financial report shall be prepared in accordance with a special purpose framework. As a result, the financial report may not be suitable for another purpose as only the accounting standards specifically stated in Note 1 to the accounts have been applied in the preparation of this special purpose financial report.

As such, this report should not be distributed or used by parties other than The Cottage School Inc. and its members.


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Michael J Burnett B.Com. FCA
Registered Company Auditor
Partner, Accru⁺ Hobart
Lvl 3, 6 Bayfield Street
ROSNY PARK TAS 7018

Date: 12 - 2013