



The Cottage School Inc.,

4 - 10 Queen Street, Bellerive Tasmania 7018

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Annual Report 2013

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 2013 at Far South Wilderness Lodge, Spring Beach Youth Camp, Mayfield and Orana, provided many opportunities for direct learning experiences as well as promoting independence and responsibility.

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 2013 we welcomed Michelle and Pam to the teaching staff bringing the number of teachers to 2 Co-ordinators and 3 Class Teachers, 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. Pam resigned from the Kinder Teacher position at the end of term 2 and the position was offered to Steph, who has worked at the school for over 10 years. All teachers are registered with the Teachers Registration Board. The average teaching staff attendance for the year was 98.6%.

Our Committee

The Cottage School has no Principal and is run by a Committee made up of two teachers and democratically elected members of The Cottage School Association. The Committee is assisted by several subcommittees and working parties whose members are volunteers from the parent body. In 2013 the Committee members were:

President:	Michelle Folder	
Vice President:	Tim Short	
Secretary:	Jonathan Bedloe	
Committee Members:	Tom Barnes	Lesley Gardner
	Kath Windfeld-Petersen	Gillian Mee
	Anne Knibbe	Jane Patel
	Bettina Donaldson	Vanessa Cueff

There was no Treasurer in 2013.

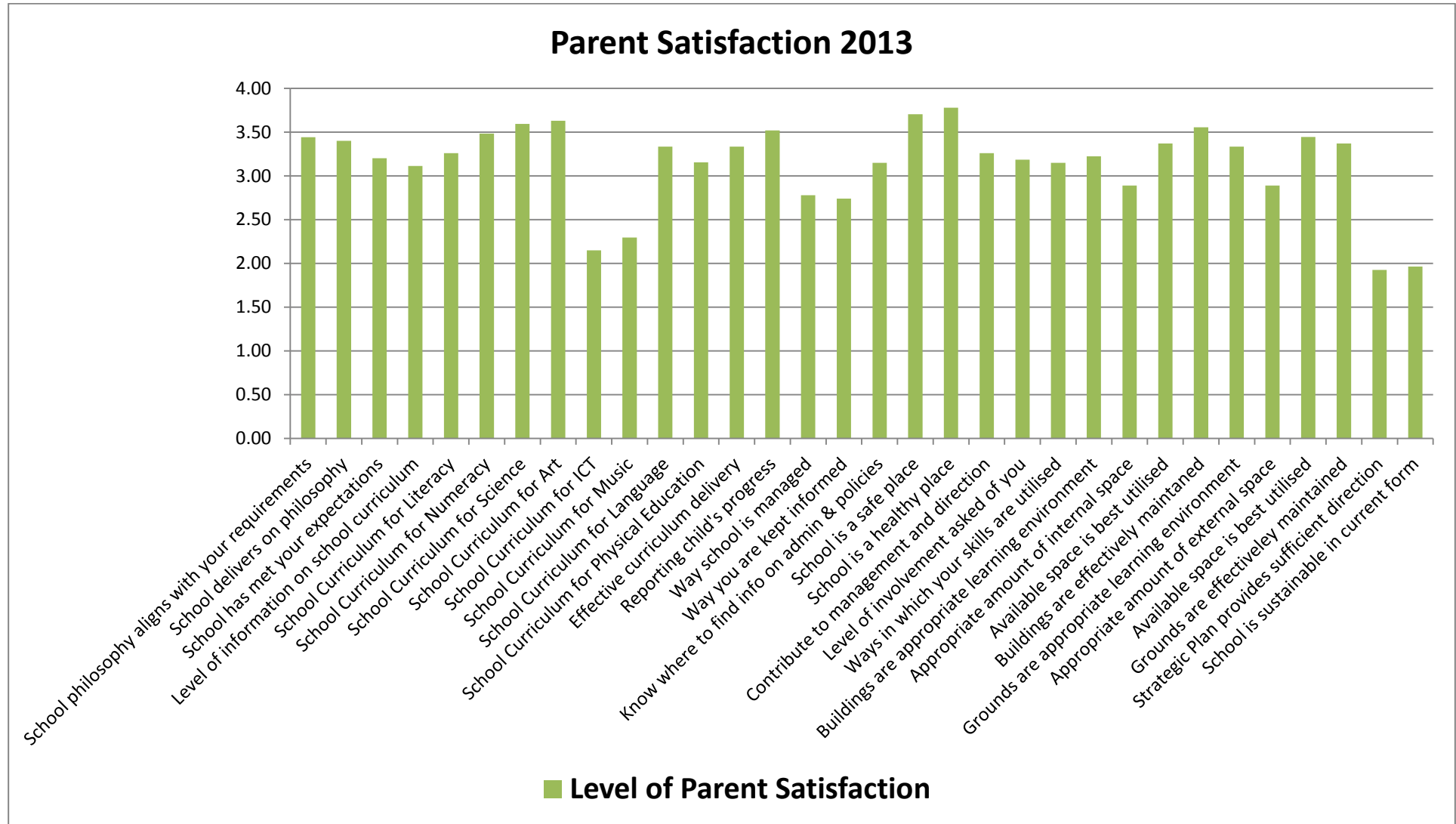
Work Health and Safety

In 2013 there were 16 Incident Reports (up from 14 in 2012) and 11 Hazard Reports (up from 5 in 2012). No incidents were reported to WorkCover.

During the year, ten staff members completed *CPR Refresher*, *First Aid Management of Anaphylaxis* and *Emergency Asthma Management*, three staff members attended a manual handling training session, a volunteer attended *Safe Systems of Work* and six staff members and eleven volunteers completed on-line VOCAM Safety TV training modules. All members of the Committee undertook Officer Training. The total WHS professional development expenditure was \$1,871.18.

School Satisfaction

Parents, students and employees were surveyed in term 4 2013. Staff indicated overall satisfaction and parents indicated high levels of overall satisfaction with the school in 2013. The results of the 2013 Parent Satisfaction Survey are shown below:



Our Students

Student Attendance

In 2013 there were 68 primary students and 12 Kinder students. There were ten Grade 6 Leavers at the end of the year. The average student attendance was 92.9%.

Student Outcomes in National Testing in 2013

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 & Punctuation	Numeracy
2013	The Cottage School	466	399	423	446	446
	National Average	419	416	411	428	397
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 & Punctuation	Numeracy
2013	The Cottage School	496	450	474	504	472
	National Average	502	478	494	501	486
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

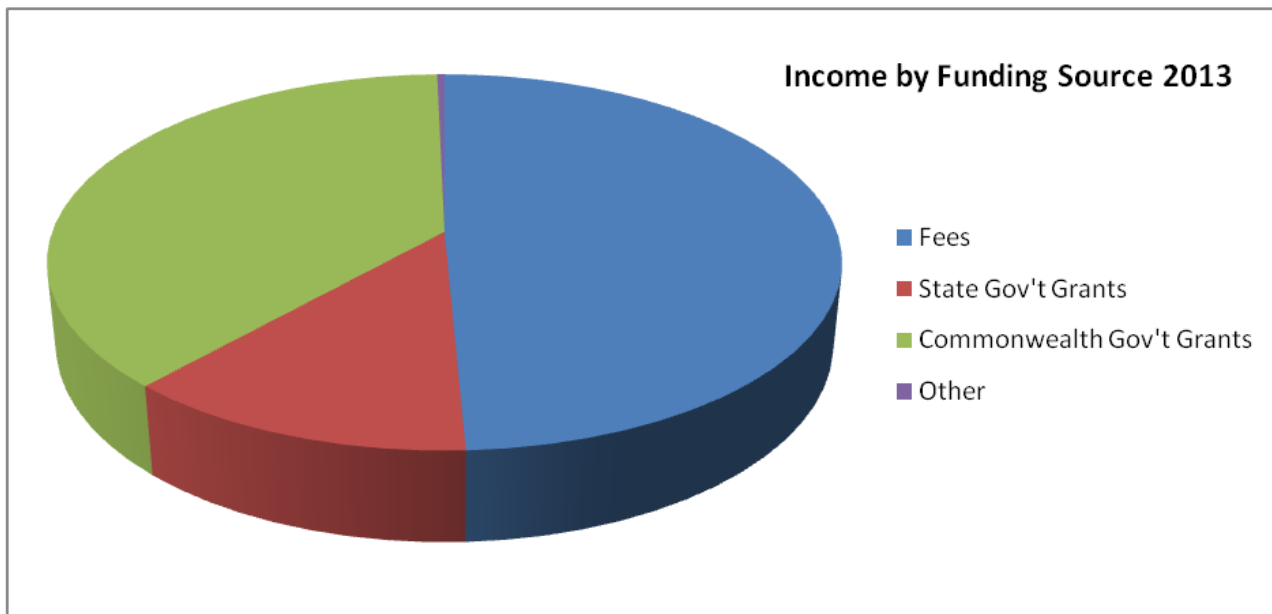
Colour Codes:

	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:	49.3%
State Government Grants:	12.4%
Commonwealth Government Grants:	37.9%
Other:	10.4%
Total Income for 2013:	\$947,511



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 2013 were the School Fair held in November, which raised \$16,034.43 and the Garden Markets held regularly throughout the year, which raised \$1,589.10.

FOCS funds have been put aside annually for the purchase of a bus. The amount accumulated to December 2013 was \$40,000.

The Cottage School Inc.
A.B.N 94 856 408 657

Financial Report
For the Year Ended 31 December 2013

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Accru⁺
Hobart

Level 1, 18 Ross Avenue
Rosny Park TAS 7018

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The Cottage School Inc.
Statement of Income and Expenditure
For the year ended 31 December 2013

2012		Notes	2013
\$			\$
	RECURRENT INCOME		
	<u>Tuition Income</u>		
414,639	Gross Tuition Fees and Charges		455,225
<u>10,434</u>	Camp Fees		<u>11,640</u>
425,073			466,865
	<u>Other Private Income</u>		
1,749	Interest from Investments		1,497
1,487	Donations		1,671
4,935	Donations - FOCS		0
0	Subscriptions		0
0	Sale of Assets		0
<u>3,636</u>	Miscellaneous Income	1	<u>122</u>
11,807			3,291
	<u>Income from Government Grants</u>		
334,460	Commonwealth Government General Grant		336,328
14,500	Commonwealth Government LNSNL	2	19,450
115,311	State Government General Grant		117,630
106	State Government Loan Interest		51
1,599	Other Government Grants	3	3,896
<u>465,976</u>			<u>477,355</u>
902,856	TOTAL INCOME		947,510

2012		Notes	2013
\$	LESS: RECURRENT EXPENDITURE		\$
	<u>Tuition</u>		
461,845	Salaries & Superannuation - Teachers, Primary	4	443,839
190,120	Salaries & Superannuation - Ancillary, Primary		187,718
64,203	Salaries & Superannuation - Kinder		110,027
8,887	Teaching Expenses - Primary		11,004
421	Teaching Expenses - Kinder		957
9,775	Camp Expenses		12,484
4,781	Cooked Lunch Expenses		3,783
5,090	Excursions		7,243
3,182	IT Expenses		4,611
1,080	Sports Expenses		1,210
<hr/>			<hr/>
749,385			782,876
	<u>Administrative and General</u>		
2,370	Audit Fees		2,349
3,701	Advertising		2,516
21,827	Depreciation		20,844
20,000	Bad Debts		8,461
758	Bathroom Supplies		796
926	Cleaning		1,204
-14,847	Long Service Leave Accrual		9,300
13,562	Insurance		15,854
1,200	Interest - Loans		0
7,510	Light, Power & Heating		8,434
111	Lease - 3 Percy Street		59
6,383	Maintenance		6,753
1,061	Office Expenses		1,075
3,068	OH&S		4,295
1,655	Paper, copying & recycling		1,975
6,517	Professional Development		10,778
3,520	Rates & Water		4,554
742	Security		932
2,113	Telephone		2,890
4,468	Subs & Dues		4,509
8,578	Sundry Expenses	5	10,241
4,340	Motor Vehicle Expenses		3,653
<hr/>			<hr/>
99,565			121,470
848,950	TOTAL OPERATING EXPENDITURE		904,346
53,906	<u>SURPLUS (DEFICIT) FROM OPERATIONS</u>		43,164

2012		2013
\$	LESS: EXTRAORDINARY SUNDRY ITEM	\$
0	GST Adjustment	6 9,500
		<hr/> 33,664
	ADD: CAPITAL RECEIPTS	
10,489	Donations from FOCS	0
0	Building Fund Donations	0
0	BER Administration Grant	945
<hr/> 10,489	TOTAL CAPITAL RECEIPTS	<hr/> 945
64,395	NET SURPLUS (DEFICIT) FOR THE YEAR	34,609
1,692,392	Accumulated Funds brought forward	1,756,787
1,756,787	ACCUMULATED FUNDS CARRIED FORWARD	1,791,396

The Cottage School Inc.
Balance Sheet
As at 31 December 2013

2012		Notes	2013
\$			\$
	<u>Current Assets</u>		
145,838	Cash at Bank		209,263
32,900	Investment Accounts		34,397
69,262	Debtors		36,520
-20,000	Provision for Doubtful Debts		-14,840
1,499	Undeposited Funds		0
17,224	GST Adjustment		0
<u>70</u>	Petty Cash		<u>8</u>
246,794			265,349
	<u>Non-Current Assets</u>		
<u>1,719,490</u>	Property, Plant & Equipment	7	<u>1,722,921</u>
1,966,285	<u>TOTAL ASSETS</u>		1,988,270
	<u>Current Liabilities</u>		
18,743	Fees in Advance		0
57,719	Grants in Advance	8	62,983
0	Credit Facility		0
43,201	Sundry Creditors and Accruals	9	30,422
<u>41,831</u>	Enrolment Deposits		<u>46,163</u>
161,493			139,569
	<u>Non-Current Liabilities</u>		
48,005	Provision for Long Service Leave		57,305
<u>48,005</u>			<u>57,305</u>
209,498	<u>TOTAL LIABILITIES</u>		196,874
1,756,787	NET ASSETS		1,791,396
1,756,787	ACCUMULATED FUNDS		1,791,396

The Cottage School Inc.
Notes to and forming part of the accounts
For the year ended 31 December 2013

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.

2012		2013
\$		\$
1. Miscellaneous Income		
0	Unidentified Bank Deposits	0
0	Absorption of old credits	0
1,756	Refunds/Reimbursements	-48
890	Transfer of Enrolment Deposits	0
960	Working Bee/Manure Dig Levies	120
30	Rental Income	50
3,636		122

2. Commonwealth Special Ed Grant

8,500	Commonwealth LNSLN Literacy Support	17,000
6,000	Commonwealth LNSLN Special Learning Needs	2,450
14,500		19,450

2012		2013
\$		\$
3. Other Govt Grants		
286	Student Assistance	143
1,312	Language Other Than English Grant	1,253
0	Training Incentive Scheme	2,500
<u>1,599</u>		<u>3,896</u>
4. Salaries & Superannuation - Teachers, Primary		
461,845	Discrepancy between audited figure of \$461,845 and Opening Balance for 2013 of \$455,345 has been noted by Auditor. Discrepancy appears in Superannuation (Sacrifice)	
5. Sundry Expenses		
707	Bank Charges	347
5,256	Use of school cheques to purchase FOCS items	3,773
0	Fines	456
2,615	Refreshments, working bee, sundry items	2,298
0	Workplace Relations Services	2,242
0	Student Attendance Data System Upgrade Expenses	1,125
<u>8,578</u>		<u>10,241</u>
6. GST Adjustment		
0	Adjustment to correct error in recording tax liability	9,500

2012		2013
\$		\$
7. 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
204,692	Fixtures & Fittings at Cost	215,313
88,448	Less: Accumulated Depreciation	<u>101,103</u>
<u>116,244</u>		114,210
19,363	Motor Vehicles at Cost	19,363
12,844	Less: Accumulated Depreciation	<u>13,496</u>
<u>6,519</u>		5,867
13,978	Office Equipment at Cost	21,228
9,225	Less: Accumulated Depreciation	<u>9,735</u>
<u>4,753</u>		11,493
55,507	Library Books at Cost	60,215
45,244	Less: Accumulated Depreciation	<u>48,754</u>
<u>10,263</u>		11,461
86,415	Computer Equipment at Cost	88,110
61,827	Less: Accumulated Depreciation	<u>65,344</u>
<u>24,588</u>		22,766
<u>1,719,490</u>	TOTAL PROPERTY, PLANT & EQUIPMENT	<u>1,722,921</u>
8. Grants in Advance		
55,719	State Government per Capita	62,983
	Received being: \$122,893.76	
	\$59,910.76 for 2013 and \$62,983.00 in advance for 2014	
<u>2,000</u>	IST Student Attendance Data System Upgrade Grant	<u>0</u>
57,719		62,983
9. Sundry Creditors and Accruals		
16,541	Accrued GST	9,942
-	Wages Liability	-
21,192	Accrued Group Tax	13,894
5,468	Accrued Superannuation	<u>6,586</u>
<u>43,201</u>		30,422

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 2013 and its performance for the period 1 January 2013 to 31 December 2013;
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 this¹² day of²..... 2014


.....
PRESIDENT


.....
TREASURER

The Cottage School Inc.

Committee Members for 2013

President Michelle Folder
93 Malunna Rd
Lindisfarne 7015

Vice President Tim Short
155 Tranmere Rd
Tranmere 7018

Secretary Jonathan Bedloe
182 Scenic Dve
Lewisham 7173

Treasurer Position Vacant

Committee Members

Lesley Gardner
904 Acton Rd
Acton Park 7170

Gillian Mee
68 Lincoln St
Lindisfarne 7015

Anne Knibbe
692 Oceana Dve
Tranmere 7018

Jane Patel
14 View St
Bellerive 7018

Vanessa Cueff
86 Dixon Point Rd
Sandford 7020

Co-ordinators

Tom Barnes
21 Frederick Henry Pde
Cremorne 7024

Kathryn Windfeld-Petersen
97 Cremorne Ave
Cremorne 7024

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 2013, 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 2013 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.


.....
Michael J Burnett B.Com. FCA
Registered Company Auditor
Partner, Accru⁺ Hobart
Lvl 1, 18 Ross Avenue
ROSNY PARK TAS 7018

Date: 13-2-14