

# COUNCIL ON THE AGEING (WA) INC.

## Annual Report 2019 to 2020



**COTA**   
WESTERN AUSTRALIA  
*for older Australians*

# TABLE OF CONTENTS

President and CEO Report .....	3
Some parting words from your retiring President .....	5
2019-2020 in Review .....	6
New Initiatives .....	8
2019-2020 Key Activities .....	9
Community Engagement .....	10
Policy and Advocacy .....	15
Our People .....	17
Governance.....	22
Board Attendance 2019-2020 .....	22
Financial Statements 2019-2020 .....	23
Audit Representation Letter .....	24
Audit Completion Report.....	30
Special Purpose Financial Report 30 June 2020 .....	53
About Council on the Ageing Western Australia .....	74
Acknowledgment of Country.....	74

# President and CEO Report



For several reasons, this has been a memorable year for COTA (WA). In September 2019, COTA (WA) reached the significant milestone of 60 years since inception, growing from humble beginnings in 1959 to become part of the COTA Federation, comprising all the State and Territory COTAs and



COTA Australia, and representing over 7 million older people across Australia.

With an ageing population and the onset of a worldwide pandemic, there has never been a more critical time for a Seniors' Peak Body to advocate for seniors issues to be at the forefront of both government and the community's priorities.

To empower us to be a more effective, efficient and visible Seniors Peak Body, COTA (WA) has undergone a significant transformation over the last 12 months including a restructure of the organisation as a result of an external review of its operations and functions. As the President and CEO respectively, it has been a challenging but exciting time to be at the helm through this critical phase.

As with most small not-for-profits, securing adequate funding and maintaining financial stability is fundamental to our existence. With this in mind, the financial result for 2019-2020 is pleasing and reflects strategic decisions by Board and management to reduce operating costs, however it should be noted that our end of year result has been enhanced by the federal government stimulus in response to COVID-19.

Despite these challenges, our key focus has been on increasing our engagement with seniors through a number of initiatives including presentations, surveys, attendance at senior's events and expos and building our social media presence. And while the statistics show that more and more seniors are connecting to technology, our feedback is that the overwhelming majority prefer face to face interaction and information that is provided in an easy to read printed format.

While we continue to enjoy strong support from our members, we also connect with many other older people every day through our scheduled activities. People from all cultures, of different genders and sexual orientations, living in varying financial and personal circumstances and experiencing differing levels of health provide us with valuable feedback and data that informs our policy and advocacy work.

It has been the busiest of years for the small but dedicated, multi-skilled COTA (WA) team who have pulled together through a tough year to build on the COTA (WA) brand and deliver an exceptional result, in the midst of a world crisis and in a strange new working environment



that saw us all operating remotely from home.

We have been very fortunate to have worked with some special tertiary-education student interns this year, who have been both enthusiastic and productive and who contributed significantly to some important work for the short time they were with us.

And of course, our fantastic team of volunteers who give their time, with passion and commitment, to improving the lives of seniors in our communities. Our sincere thanks and appreciation to you all for your individual and collective contributions.

There are also many organisations who have supported us over the financial year.

COTA (WA) acknowledges the ongoing support of Strength for Life program donor, The Lockwood Foundation. This program has over 5,000 participants.

Our Mall Walking partners include the shopping centres of Booragoon, Karrinyup, Clarkson, and Midland. We value their commitment to this program, which is increasing in popularity, with over 500 mall walkers.

A special mention must be given to The Bethanie Group who was instrumental in supporting the production of the COTA (WA) At Home Guide which was launched on 25 June 2020 by WA Minister for Seniors, the Hon. Mick Murray. COTA (WA) has supported many thousands of seniors through this very popular publication and video.

Our thanks to K&L Gates for their ongoing pro bono legal support and guidance to ensure the Board carries out its duties within the highest levels of good governance.

We also acknowledge the Department of Communities, Lotterywest, local governments and shires across the state and our senior's sector colleagues for your leadership and collaboration during what has been an unprecedented period in our history.

And of course, thank you to our members for whom we exist. It is a honour to represent your interests through this important time in our history.

And remembering that at the heart of everything we do is the community we serve, our older Western Australians.

A memorable year indeed.



**Christine Allen**  
Chief Executive Officer, Council on the Ageing (WA)



**Ronald Regan**  
President, Council on the Ageing (WA)



## Some parting words from your retiring President

Last year I related the sombre news of our major reorganisation, the significant loss that had been incurred and the uncertainty that lay ahead regarding the securing of ongoing funding.



As I step down from the Presidency at the 2020 AGM, I am pleased to relate that our financial position has improved significantly. That has been due to a range of factors - the reorganisation undertaken last year, the hard work of the Board, the strong leadership of our CEO, Christine Allen, the resultant securing or extension of a number of contracts, and ironically, COVID-19 which has seen us receive some anomalous income.

The Board is pleased to submit two Board nominations to Members at this year's AGM. They are:

- Renomination of our current Vice President, Gerri Clay, for a further one year, having already served eight (8) consecutive years on the Board; and
- Emeritus Professor Gary Martin, CEO and Executive Director, Australian Institute of Management WA (AIM) for a term of three years.

I am indebted to my fellow Board Directors for their significant contributions during what has been quite a challenging year. Also, I wish to pay particular homage to two of our Directors who are stepping down from the Board after a considerable period of distinguished service. They are:

- Ms. Bettine Heathcote AM, a long serving past President, Vice President and ongoing Life Member of COTA (WA); and
- Mr. Luke Garswood, CEO of Connect, Victoria Park whose contribution has been particularly significant in the policy area of COTA (WA).

Also, my special thanks to our CEO, Christine Allen. A sound, professional relationship between a Chair and CEO is crucial to the successful operation of any organisation, and I have thoroughly enjoyed working with Christine over the almost last two (2) years.

So, as I step down from the role of President, I am confident that COTA (WA) is now in a sound financial position and in very capable, experienced hands, both in terms of the quality of the Board and the CEO.

**Ronald Regan**  
**President, Council on the Ageing (WA)**

## 2019-2020 in Review

Building on the COTA (WA) brand by increasing our engagement with both the community and the sector has been a key priority which has resulted in our participation in many reference groups and committees to provide a seniors' perspective. Our role as the voice for seniors has seen us increase the number of interactions with community groups including presentations, programs, surveys and workshops, and by participating in community events such as Have a Go Day, the Care & Ageing Expo, Men's Sheds and many other seniors' activities. We have also worked closely with local councils and the Local Government Age Friendly Network to deliver a series of well-received information sessions on accessing aged care and other services.

Our increasing engagement with the WA community (over 67,000 interactions in the last 12 months) has also been helped by the significant upgrading of our website and increasing use of social media. We now reach many thousands of Western Australians, and not only older people. Responses in the hundreds to our quick surveys and Facebook entries signify a community reach far exceeding that which has traditionally occurred and includes a younger demographic as well as our older constituents.

In the last quarter of the financial year, the onset of the COVID-19 pandemic effectively saw the suspension of all COTA (WA) programs. While business as usual was disrupted, our workload increased exponentially as we responded to the needs of seniors who were identified, worldwide, as the cohort who were most vulnerable to the virus. In response to the pandemic, the WA State Government established the Seniors Taskforce, with COTA WA invited to co-chair the taskforce with Department of Communities. This initiative brought together some key sector organisations to monitor the impact of COVID-19 on seniors and to identify and develop solutions to address some of the key challenges, such as social isolation, access to support services and information and the significant amount of seniors who are not active users of technology.

As in previous years, we again partnered with Department of Communities and Lotterywest for the WA Seniors Awards and Community Grants Scheme. The Seniors Awards recognises the wonderful, and sometimes silent, contribution that our seniors make to their communities. This year our Patron, The Hon. Kim Beazley, Governor of Western Australia, hosted a morning tea at Government House in December 2019 to celebrate the WA Seniors Awards recipients. Government House was adorned with its spectacular Christmas decorations and, as an added bonus, guests were treated to a private tour of the home. As our Patron, The Governor is taking a keen interest in the issues affecting Western Australia's seniors and in particular, the impact of COVID-19 and the emerging issues relating to our most vulnerable seniors.



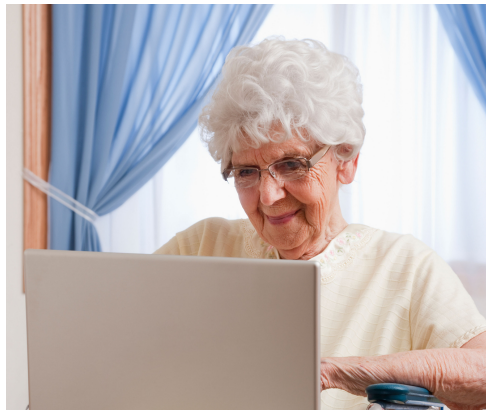
# COTA (WA) COMMUNITY ENGAGEMENT

Nearly 885 thousand (one-third) of Western Australians are aged 50+

We reached out to over **67,000** people through our programs and consultations over the year, here are some of the highlights.



**35,554**  
COTA (WA)  
Facebook reach



**1,002**  
COTA (WA) Interviews  
and surveys



**4,500**  
Strength for Life™ (Living Longer  
Living Stronger) participants



**19,977**  
COTA (WA) website  
visitors



**3,104**  
COTA Connections  
Newsletter subscribers



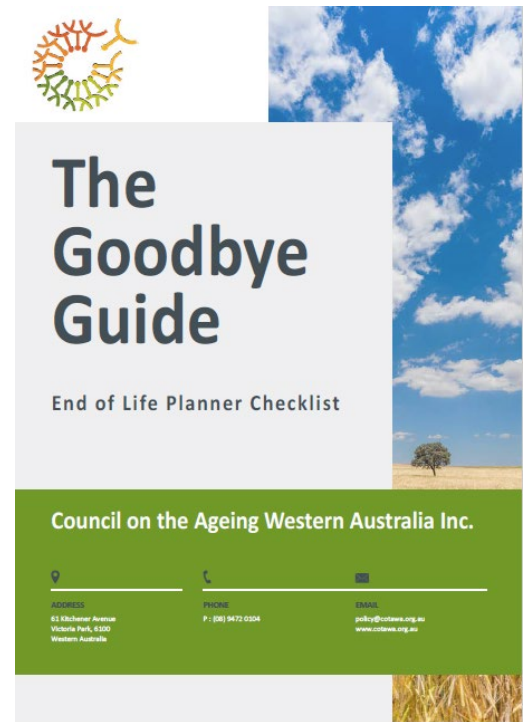
**10,000+**  
COTA (WA) At Home  
Guides printed



## New Initiatives

**The Goodbye Guide** is the first in a series of COTA (WA) Guides aimed at supporting seniors. This publication has been extremely well received for its simplicity and clarity in guiding people to organise and collate important documentation and information to help those who need to deal the affairs of a loved one. Our Chief Policy Officer, Chris Jeffery, launched the Goodbye Guide on the ABC Drive radio program.

[https://www.cotawa.org.au/wp-content/uploads/2019/11/GoodbyeGuide20191106\\_WebFill.pdf](https://www.cotawa.org.au/wp-content/uploads/2019/11/GoodbyeGuide20191106_WebFill.pdf)



In response to COVID-19, COTA (WA) developed our second guide, the **At Home Guide**, to support older people who may be living in isolation with limited or no access to essential services such as food, medical appointments and aged care services. The guide was produced in both a video version and a hard copy format and was formally launched on 25 June 2020 by WA Minister for Seniors, the Hon. Mick Murray.

The At Home Guide is supported by the Western Australian Government Department of Communities.



<https://www.cotawa.org.au/wp-content/uploads/2020/07/Website-COTAWA-SENIORS-AT-HOME-GUIDE-DownloadOnlineViewing-01July2020-FNL.pdf>

## 2019-2020 Key Activities

COTA (WA) participated in a number of events across the year including the Care & Ageing Expo and **Have a Go Day**, where we sought feedback from seniors through a comprehensive survey that provided us with some valuable feedback. Minister for Seniors, Mick Murray also took the time to visit the COTA (WA) stand to complete the survey.



**Care & Ageing Expo:** This annual event showcases aged care services and supports for seniors. COTA (WA) undertook a comprehensive seniors survey which captured valuable information from attendees.

### Launch of Strength for Life

Formerly Living Longer Living Stronger™, this program was relaunched as **Strength for Life** in February 2020 which saw all participating COTAs across Australia operating under the same name. Although fundamentally similar to Living Longer Living Stronger™ in its operation, its re-brand incorporates a new, fresher image emphasising its core component: building life-long strength.

This program continues to increase in popularity as participant numbers grow and new providers come on board.





# Community Engagement

## Projects and Programs

### Strength for Life

Strength for Life, formerly Living Longer Living Stronger™ (LLLS™) is a strength training program designed to improve and extend the quality of life for people over 50. Over 15 years, this program has helped up to 5,000 older people per year in Western Australia.

In 2019-2020 we signed seven (7) new providers and trained forty-seven (47) new instructors.

### Mall Walking

The Mall Walking Program has been operated by COTA (WA) since 2014. This initiative has great merit in delivering a valuable activity to seniors, with more than 500 people engaged in mall walking activity across participating shopping centres.



Mall Walking participants engage in gentle physical activity that is undertaken in a safe, social setting which is facilitated by trained Mall Walking leaders.

Much is written about the enormous health and social benefits older people gain from physically activity. Mall Walking provides a safe, even-surfaced environment not affected by adverse weather conditions.

Many health benefits are associated with increased levels of physical activity; lower incidence of hypertension, heart disease, osteoporosis, degenerative arthritis, colonic cancer, diabetes mellitus, improved mood and memory function and enhanced social networks. For older people, physical activity may offer a useful alternative to drug management or reduce the need for medication, limiting the problems associated with polypharmacy.



## Mentoring 2 Work

Mentoring 2 Work (M2W) is a federally funded program that empowers young adults to realise their potential with the support of mature age mentors.

M2W has seen some optimistic outcomes with 28 of the 230 young adults commencing in employment and 31 in meaningful study.

There are also numerous instances of tangible transformations experienced by the young adults due to the guidance and support of the mentors.

Now in to its second year, the program's success has been its ability to engage and support an exceptional group of mentors who have volunteered their time to support young adults.

We acknowledge the support of our partners University of Western Australia, United Way WA and the Department of Social Services.



The poster for Mentoring 2 Work features a collage of photos showing mentors and mentees interacting. At the top is the M2W logo. Below it is the COTA Western Australia logo. The title 'MENTORING2WORK' is prominently displayed in a large, bold font. The poster is divided into two main sections: 'Mentoring 2 Work' and 'Benefits'. The 'Mentoring 2 Work' section describes the program as a free initiative to empower young adults and lists eligibility criteria. The 'Benefits' section lists several advantages of participating, such as getting help from a personal mentor and increasing confidence. At the bottom, contact information and a website URL are provided, along with a note about the program's funding.

**Mentoring 2 Work**  
FREE program to empower and equip young adults with the skills and confidence to find and maintain employment.  
Are you between 18 and 25?  
Are you on a Centrelink payment?  
If so, we can match you with your personal mentor with industry experience who can assist you into a new job.

**Benefits**  
+ Get help from your personal mentor who has been there before  
+ Someone to support you while you are looking for work  
+ Increase your confidence and employability  
+ Meet more people who can help  
+ Have some fun!

mentoring2work@cotawa.org.au | www.mentoring2work.org.au  
Supported by the TAFE and Learn Fund - an initiative of the Australian Government Department of Social Services



The poster for COTA Western Australia features a group photo of diverse older adults. The text is organized into sections: the COTA logo and name, the title 'AGED CARE NAVIGATORS COMMUNITY HUB INFORMATION HUB', a central message about helping with aged care, and contact information at the bottom. The COTA logo is a stylized sunburst made of human figures.

**COTA**  
WESTERN AUSTRALIA  
for older Australians

**AGED CARE NAVIGATORS  
COMMUNITY HUB  
INFORMATION HUB**

WE CAN HELP YOU CONNECT WITH MY AGED CARE.  
WE CAN HELP YOU UNDERSTAND WHAT SUPPORT SERVICES ARE AVAILABLE TO MEET YOUR NEEDS AND HOW TO ACCESS THEM.  
WE HAVE INFORMATION ABOUT THE AGED CARE SYSTEM, SERVICES, MY AGED CARE AND ASSESSMENT PROCESSES.

**CONTACT COTA (WA)**  
1300 025 298  
agedcareinformation@cotawa.org.au

## Aged Care System Navigation

This project is part of a federally funded national trial to assist the community to navigate the aged care system until the point of service commencement.

COTA (WA) collaborated with local governments, community groups and seniors clubs to host seniors information sessions which include a presentation, Q&A and morning tea.

The program is delivered by a mix of staff and trained volunteers and is promoted through our community engagement channels, including Facebook and newsletters and events such as the Care & Ageing Expo and Have a Go Day.

## WA Seniors Awards

The WA Seniors Awards continue to be a core COTA (WA) activity in conjunction with the Department of Communities and Lotterywest. The Awards provide a fitting way to acknowledge the contribution that seniors make to the community, especially in highlighting the quiet achievers. The 2019 Seniors Awards were celebrated at the elegant Pan Pacific Hotel where finalists and recipients were acknowledged. Over 100 people attended this event with Channel 7 News reader, Susannah Carr, as the Master of Ceremonies.



A video was made to provide a long-lasting commemoration of this event.

[https://www.youtube.com/watch?v=EFXKFslz\\_YE](https://www.youtube.com/watch?v=EFXKFslz_YE)



In addition, the Governor of Western Australia, The Hon. Kim Beazley, hosted a morning tea for the award recipients and their guests at Government House in December 2019. The house was magnificently adorned for the festive season and guests were treated to a tour of the house and its history before some celebratory photographs with the Governor.

## **Community Grants Scheme**

COTA (WA) hosted the 2019 Community Grants on behalf of Western Australian Government Department of Communities and supported by Lotterywest.

The Seniors Week Community Grants were distributed to 97 community and local government organisations to host and deliver a series of community events for local seniors. Funded activities included both large and small events and covered a diverse range of activities, including concerts, movie nights, excursions, workshops, art and crafts, 'have-a-try' events, lunches, information sessions and dances.

Events were generally celebratory, and a number of events encouraged intergenerational participation through successful incorporation of local school students into the event.

A key focus was to include and encourage participation, particularly by seniors at risk of social isolation. The Seniors Week Community Grants therefore enabled communities to plan and deliver local initiatives that engaged and included socially isolated and/or disadvantaged older people.

Events took place across the whole of Western Australia. Successful grant recipients were asked to provide information about how many people participated in the event in their acquittal. We estimate that in excess of 100 volunteers would be involved in the events given the nature of the groups funded and some feedback from the organisations running the events.

A large proportion of the successful applications targeted rural and remote populations where opportunities for seniors to attend events is often limited.

Image: Avon Valley Arts Society: Paint Me a Picture – WA Seniors Week 2019





## Volunteer Week 2019 Morning Tea

Held at the Alexander Library, the aim of the function was to recognise the invaluable contribution of past and present volunteers.

Bettine Heathcote AM, Board Director COTA (WA) officiated and spoke at the Volunteer Week 2019 Morning Tea honouring the important role of volunteers.

Image: Bettine Heathcote AM, COTA (WA) Board Director and Emeritus Professor Bob Ziegler, COTA (WA) Ambassador.



# Policy and Advocacy

During 2019-2020 COTA (WA) continues to strongly represent the concerns of older Western Australians through its policy development and advocacy and maintaining our engagement with people over 50 to learn from their lived experiences about issues which affect their lives.

This included initiatives in a variety of areas including involvement in panel discussions; submissions to government on key issues affecting older people; participation on key committees and working parties; written surveys; face to face interviews and publication of documents.

In addition to operating at the State level, COTA (WA) is an active participant in National Policy Council and Policy Officer Meetings which are attended by all State and Territory COTAs. These meetings provide an opportunity for us to contribute and shape responses to national issues impacting older people as well as to share and learn about emerging areas.

## Consultations and Submissions to Government

WA Strategy to Respond to the Abuse of Older People (Elder Abuse): Online submission submitted, focused on social isolation and other social determinants of elder abuse.

One Rent Increase from Disaster: The Report of the Older Persons Homelessness Prevention Project: COTA (WA) chaired the WA component of this National research project. The report was launched at the WA Parliament.

Superannuated Commonwealth Officers' Association: presentation on aged care options.

Australian Communications Consumer Action Network/National Broadband Network Roundtable: No Western Australian Left Offline: information and feedback on the digital divide.

Elder Abuse and Ageism National Communication Strategy Stakeholder Workshop.

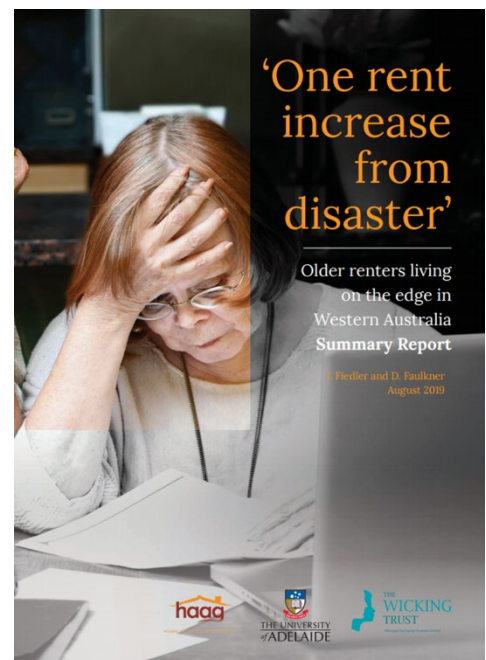
State Disability Draft Strategy: Member of focus group to provide feedback on the draft strategy

Advance Health Directive: Focus group on Shaping the Revised AHD.

Goals of Patient Care: Workshop on Interim Guidance for Health Professionals (Department of Health).

Advance Care Plan Review: Member of focus group instigated by WA End of Life Program (Department of Health).

Community Disaster Resilience Strategy: Feedback provided to State Emergency Management Committee.



## Committee Participation

COTA (WA) engagement strategies also include membership of relevant sector committees including:

- Western Australian Advocacy for Consumers of Energy (WA ACE) Forum Member
- Australian Council for Rehabilitation of Disabled (ACROD) Eligibility Review - Reference Body
- Co-Chair Seniors Taskforce (Department of Communities)
- Seniors Taskforce Communications/Connections Working Group (Department of Communities)
- Seniors Taskforce Safety Working Group (Department of Communities)
- Chair of Cahoots Shopping Service Seniors Reference Group
- Metronet Access and Inclusion Reference Group (State Government)
- Western Australian Electoral Commission (WAEC) Disability Reference Panel
- WA Partners in Culturally Appropriate Care (PICAC) Advisory Group
- Perth Airport Access and Inclusion Working Group
- City of Melville Access Advisory Panel
- Care & Ageing Expo Advisory Committee
- City of Mandurah Aged Care - COVID19 Support and Recovery Working Group
- City of Rockingham COVID-19 LRCG Social Wellbeing Sub-Committee
- Tenants Action Group of Western Australia
- Specialist Dementia Care Program Consultative Group
- Ageing on the Edge Working Group
- Sustainable Health Review Partnership Group: Department of Health Committee to advise on the Review's implementation strategies
- Sustainable Health Review Visual Identity Sub-Group
- Enhancing Mental Health and Social Care Services for Older Adults During Periods of Long-Term Isolation: Associate Investigator in this Edith Cowan University Research Project
- Advance Care Planning Consortium: Key stakeholders in the area to advise on strategies to increase the uptake of Advance Care Plans

Image: Launch of Ageing on the Edge Working Group – Parliament House 2019





# Our People

## Board

Ronald Regan, President

Gerri Clay, Vice President

Helen Moorhead, Board Director

Bettine Heathcote AM, Board Director

Rasa Subramaniam, Board Director (Resigned)

Michele Murdoch, Board Director (Resigned)

Luke Garswood, Board Director

Mary-Anne Stephens, Board Director

Helen Reid, Board Director

Judy Hogben, Board Director

Gary Martin, Board Director

## Executive Committee

Ronald Regan, President

Gerri Clay, Vice President

Bettine Heathcote, Board Director

Luke Garswood, Board Director

Christine Allen, CEO

## Finance And Risk Management Committee

Mary-Anne Stephens, Chair

Helen Moorhead, Board Director

Michele Murdoch, Board Director (Resigned)

Ronald Regan, President

Christine Allen, CEO

## **Staff**

Alex Pittendreigh, Website Development  
Christine Allen, CEO  
Chris Jeffery, Chief Policy Officer  
Daphne Daley, Project Officer ACSN and Mall Walking  
Dana Moore, Executive Assistant to CEO  
Flyura Pak, Finance & Administration (former)  
Geraldine Fuhri, Finance Officer  
Jane Newsome, Project Officer ACSN and Seniors Grants (former)  
Jed Kerry, Policy Officer  
Jennette Ward, Director Strategic Projects & Policy (former)  
Kairi Watty, SFL Program Manager  
Nick Probert, Project Officer M2W (former)  
Paul Abbott, Principal Project Officer M2W (former)  
Rick Lee, LLLS™ Program Manager (former)  
Sara Kerr, Project Officer M2W (former)  
Susannah Lingford, Project Officer M2W

## **Volunteers**

Emeritus Professor Bob Ziegler, COTA (WA) Ambassador  
Alex Pittendreigh, Website Development  
Chris Jeffery, Policy  
Daphne Daley, Mall Walking  
David Cook, ACS Fellow, PhD, MBA, BA (Hons), BA (Spec) FACS, Lecturer and Researcher ECU Security Research Institute  
Donna Leckie, Chief Operating Officer, Compatible Care  
Karen Zayas, Strength for Life  
Dr Melissa Ree, Clinical Psychologist BSc (Hons) MPsych (Clinical) PhD Sleep Matters  
Sam Spiro, Business Development Manager, Aged Care Services, MercyCare

## Volunteer Mall Walking Leaders

John Anderson

Maureen Banham

Valerie Boyle

Sue Brannen

Isabel Cole

Glenda Cooper

Jim Hattaway

Marian Hetherington

Stuart Leake

Lynn Pellick

Phillip Smith

Jessie Thiele

Ross Ayre

Kay Birtwistle

Ron Brannen

Nancy Ciampini

Tom Cooper

Valerie Chua

Ron Hetherington

Jan Lambrecht

Ned Martino

Helen Reynolds

Vince Smyth

John Thiele

Image: COTA (WA) Mall Walkers Have a Go Day 2019





## Organisational Membership

Advocare	Alzheimer's Australia WA
Bassendean Senior Citizens Welfare Association	Bayswater Bridge Club
Beverley Community Resource and Telecentre	Bridgetown-Greenbushes Recreation Centre
Busselton Senior Citizens Centre	Chorus Australia Ltd (Volunteer Task Force)
Chung Wah Comm Aged Care	City of Cockburn
City of Fremantle	City of Gosnells
City of Stirling	City of Swan
City of Wanneroo	Commonwealth Respite and Carelink Centre
Connect Victoria Park	Dale Cottages
Dying with Dignity WA Inc (DWDWA)	East Pilbara Independence Support (EPIS)
Eastern Goldfields Community Centre	Fresh Fields Aged Care (Hall & Prior)
Greenbushes Community Resource Centre	Harvey Recreation and Cultural Centre Inc
Historical Society of Cockburn	Independent Living Centre of WA
Italian Aged Care Incorporated	Jewish Care WA Inc.
Juniper Central / Uniting Church Homes	Koorda Community Resource Centre
Lawley Park Residents Committee	Life Without Barriers
Lockridge Senior Citizens Association	Meath Care
Melville Cares	Merredin Community Resource Centre
Merredin Senior Centre Inc.	Moora HACC & Moora Seniors Group
Mt Laverna Retirement Village Inc.	Mundaring Sharing Inc.
Naturaliste University of the Third Age Inc.	Nedlands Community Care
Northam Heritage Forum Inc	Older Womens Network (WA) Inc.

Park Homeowners Association WA Inc.

Relacs Pty Ltd

Superannuated Commonwealth Officers Association (SCOA)

Shire of Augusta Margaret River

Shire of Kellerberrin

Shire of Yilgarn

Southcare

TAPSS Community Care Inc.

Toodyay Community Resource Centre

Town of Narrogin

Umbrella Multicultural Community Care Services Inc.

WA Self-Funded Retirees

WANSLEA Family Service

Wyndham Family Support Inc.

Parkinson's WA

Rise, Your Community Support Network

Seniors Social Space Ellenbrook

Shire of Donnybrook – Balingup

Shire of Mundaring

South West Community Care

Tambellup Community Resource

The Bethanie Group Inc

Town of Cambridge

Tuart Place

University of the Third Age (UWA) Inc.

Walridge Village Residents Assoc Inc

Wickepin Community Resource Centre

# Governance

## Board Attendance 2019-2020

There were ten (10) COTA (WA) Board Meetings held in the 2019-2020 Financial Year.

Board Member attendance was recorded as follows:

Board Member Name	Board Role/s	Number Board Meetings Attended	% of Total Board Meetings 2019-2020
Ronald Regan	President Member FARM Committee Member Executive Committee	10/10	100%
Gerri Clay	Vice President Member Executive Committee	8/10	80%
Helen Moorhead	Board Director Member FARM Committee	10/10	100%
Bettine Heathcote AM	Board Director Executive Member Chair of Policy Exchange Group Member Executive Committee	9/10	90%
Rasa Subramaniam OAM JP	<b>Resigned September 2019</b> Board Director	0/1	0%
Michele Murdoch	<b>Resigned April 2020</b> Board Director Member FARM Committee	7/7	100%
Luke Garswood	Board Director Chair of Policy Committee Member Executive Committee	6/10	60%
Mary Anne Stephens	Board Director <b>Elected October 2019</b> Chair FARM Committee	10/10	100%
Helen Reid	Board Director <b>Elected October 2019</b>	9/10	90%
Judy Hogben	Board Director <b>Elected October 2019</b>	6/7	86%
Emeritus Professor Gary Martin	Co-Opted Director <b>Commenced May 2020</b>	2/2	100%



## Financial Statements 2019-2020

- Audit Representation Letter
- Audit Completion Report
- Special Purpose Financial Report 30 June 2020

BDO Audit (WA) Pty Ltd  
38 Station Street  
SUBIACO WA 6008

17 September 2020

Dear Sir

#### **AUDIT FOR YEAR ENDED 30 JUNE 2020 OF THE COUNCIL ON THE AGEING (WA) INCORPORATED**

This representation letter is provided in connection with your audit of the financial report of The Council on the Ageing (WA) Incorporated for the year ended 30 June 2020, for the purpose of expressing an opinion as to whether the financial report presents fairly in accordance with the Australian Accounting Standards to the extent described in Note 1.

We confirm that to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purposes of appropriately informing ourselves:

##### **Financial report**

1. We have fulfilled our responsibilities, as set out in your engagement letter dated 7 May 2020, for the preparation for the financial report in accordance with Australian Accounting Standards to the extent described in Note 1; in particular that the financial report presents fairly in accordance therewith.
2. We have established and maintained adequate internal controls to facilitate the preparation of a reliable financial report and adequate records have been maintained. Any and all deficiencies in internal control of which we are aware have been communicated to you.
3. We confirm that the selection and application of accounting policies remains appropriate, and that there have been no changes to the accounting policies applied in the previous annual financial statements or the methods used in applying them other than the adoption of the new standards - AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities and the new leases standard AASB 16 Leases.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
5. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
6. The entity has satisfactory title to all assets, and there are no liens or encumbrances on such assets that have not been disclosed, nor has any asset been pledged as collateral.

## **Books, records and documentation**

7. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
  - All minutes of meetings held by the Board of Directors, Committees and shareholders since the end of the previous reporting period have been given to you for your inspection;
  - Additional information that you have requested from us for the purpose of the audit;
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
8. All transactions have been recorded in the accounting records and are reflected in the financial report.

## **Uncorrected Misstatements**

9. We acknowledge that you have brought to our attention uncorrected misstatements detected during the course of your audit (Schedule attached). We have considered the effect of any uncorrected misstatements on the financial statements. We consider the effect of the uncorrected misstatements to be immaterial, individually and in aggregate, to the financial report taken as a whole.

## **Related parties**

10. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions.
11. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with Australian Accounting Standards in the financial report.

## **Fraud**

12. We acknowledge our responsibility for the design, implementation and maintenance of accounting and internal control systems that are designed to prevent and detect fraud.
13. We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
14. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where fraud could have a material impact on the financial report.
15. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial report communicated by employees, former employees, analysts, regulators or others.

## **Litigation and claims**

16. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered in the financial report; and accounted for and disclosed in accordance with Australian Accounting Standards.



### **Compliance with laws and regulations**

17. We have disclosed to you all known actual or possible non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
18. There have been no instances of non-compliance of laws and regulations involving management or employees who have a significant role in internal control.
19. There have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.

### **Subsequent events**

20. All events occurring subsequent to the date of the financial report and for which adjustment or disclosure are required have been adjusted or disclosed.

### **Other information**

21. We have informed you of all the documents that we expect to issue which may compromise other information accompanying the financial report.
22. The financial report and any other information obtained by you prior to the date of the auditor's report are consistent with one another, and the other information does not contain any material misstatements.

### **Impact of COVID-19**

23. We believe that the consequences of the COVID-19 pandemic, based on information known at the time of preparing these financial statements, have been adequately assessed and that these consequences have been properly measured and disclosed in the financial statements.
24. Regarding our going concern assessment, we have incorporated our best estimate of the likely impact of the COVID-19 pandemic in our analysis. We confirm that we intend to follow through on all management intentions incorporated into our analysis and that such actions are feasible.
25. To the extent our normal procedures and controls related to our financial close process at any of our locations were adversely impacted by the COVID-19 pandemic, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with Australian Accounting Standards and Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act).
26. Disclosures included in the financial statements regarding the relevant significant business, financial, and reporting impacts of the COVID-19 pandemic accurately reflect management's full consideration of such impacts.

### **Statement of Financial Position**

#### **Property, Buildings, Plant & Equipment**

27. Rates of depreciation applied to reduce book values of individual assets to their estimated residual values, reflect the probable useful lives of those assets to the entity.  
Allowances for depreciation have been adjusted for all items of property, plant and equipment that have been abandoned or are otherwise unusable.

28. The entity has no 'make good' obligations in respect of its property, plant and equipment for which it would be required to make a restoration provision under AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*.
29. Property, plant and equipment is appropriately recorded at the lower of amortised cost or its recoverable amount.
30. Only those items allowed to be capitalised under AASB 116 *Property, Plant and Equipment* have been recorded as additions during the period.

#### **Impairment of Assets**

31. We have reviewed the requirements of AASB 136 *Impairment of Assets* and have determined that there have been no impairment indicators in the period which would require the performance of impairment testing.

#### **Cash**

32. There are no arrangements including restrictions on cash balances, compensating balances and line-of-credit or similar arrangements.

#### **Liabilities**

33. All liabilities have been taken up in the financial statements.

### **Statement of Profit or Loss and Other Comprehensive Income**

#### **Revenue Recognition (AASB 15 Revenue from Contracts with Customers and AASB 1058 Income for Not-for-Profit Entities Impact of Adoption)**

34. Revenue has been recognised and measured in accordance with AASB 15 *Revenue from Contracts with Customers* ("AASB 15").
35. We have also assessed and where necessary made changes required under AASB 1058 *Income for Not-for-Profit Entities* ("AASB 1058").
36. We have considered the disclosure requirements of AASB 15 and AASB 1058 and are satisfied that these have been complied with in the financial report for the year ended 30 June 2020.
37. We confirm that donations and sponsorships do not meet the sufficiently specific performance obligations conditions and therefore have been recognised in line with the requirements of AASB 1058.

### **General**

#### **AASB 16 Leases**

38. We confirm that this standard was adopted 1 July 2019 and that the appropriate disclosures have been included in the financial report.
39. We confirm that we have performed appropriate procedures to assess the impact and all material impacts have been appropriately accounted for and disclosed.

#### **Going Concern**

40. The directors have assessed the going concern position of the company and determined that the budgets for the 2020 financial period represent the best estimates for the performance and cash flow movements of the company at this time.

41. The directors believe the company will be able to pay their debts if and when they fall due for a period of a least twelve months from signing of the 30 June 2020 financial report.

**Electronic presentation of Financial Report**

42. We are responsible for the electronic presentation of the financial report.
43. We will ensure that the electronic version of the audited financial report and the auditor's report on the web site will be identical to the final signed hard copy version.
44. We will clearly differentiate between audited and unaudited information in the construction of the entity's web site as we understand the risk of potential misrepresentation.
45. We have assessed the controls over the security and integrity of data on the web site and that adequate procedures are in place to ensure the integrity of the information published.
46. We will not present the auditor's report on the full financial statements with extracts only of the full financial statements.

Yours faithfully



Ron Regan

President

The Council on the Ageing (WA) Incorporated



Christine Allen

CEO

The Council on the Ageing (WA) Incorporated

## Schedule 1 - Uncorrected Misstatements

Description	Assets	(Liabilities)	(Reserves)	(Profit)/Loss
Revenue relating to FY2019 recognised in FY2020 (ACNS Contract)	-	-	(9,096)	9,096
<b>Net effect of uncorrected misstatements before tax</b>	-	-	<b>(9,096)</b>	<b>9,096</b>





# THE COUNCIL ON THE AGEING (WA) INCORPORATED

## ANNUAL COMPLETION REPORT

YEAR ENDED 30 JUNE 2020

---

# CONTENTS

Introduction	3
Executive Summary	4
Impact of COVID-19	5
Areas of audit focus	6
Summary of misstatements	10
Internal control	12
Other reporting requirements	14
Appendix 1 Proposed audit report	15
Appendix 2 Auditor independence declaration	17
Appendix 3 New developments & BDO insights	18
Appendix 4 Responding to COVID-19	22





# INTRODUCTION

17 September 2020

Dear Directors

We are pleased to present this report to those charged with governance of The Council on the Ageing (WA) Incorporated ("COTA WA") in relation to the 30 June 2020 annual audit.

As at the date of this report, we have substantially completed our audit and subject to the satisfactory resolution of the matters detailed on page 4, we expect to issue an unmodified audit report.

We have set out in this document the significant matters arising from our audit. This summary covers those matters we believe to be material in the context of our work.

Should you require clarification on any matter in this report before this date, please do not hesitate to contact me on +61 8 6382 4678.

We would like to take this opportunity to extend our appreciation to management for their assistance and cooperation throughout the course of our audit.

Yours faithfully,

Dean Just  
Engagement Partner



**DEAN JUST**  
Engagement Partner  
Tel: +61 8 6382 4678  
Dean.Just@bdo.com.au



**SAMUDRA NAIR**  
Engagement Manager  
Tel: +61 8 6382 4896  
Samudra.Nair@bdo.com.au



# EXECUTIVE SUMMARY

## PURPOSE

The purpose of this report is to communicate significant matters arising from our audit to those charged with governance. This report has been discussed with management.

## SCOPE

Our audit was conducted in accordance with Australian Auditing Standards and the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) for the year ended 30 June 2020.

## STATUS OF THE AUDIT

Our audit is in the process of being completed. We anticipate issuing an unmodified opinion, subject to below satisfactory completion of the following:

- ▶ Receipt of signed financial statements
- ▶ Receipt of signed management representation letter
- ▶ Subsequent events assessment to be finalised on date of sign off

A draft of the proposed audit report is included at [Appendix 1](#).

## SUMMARY OF MISSTATEMENTS

We have identified misstatements during our audit. The list of corrected and uncorrected misstatements is included in the respective section of this report. These misstatements are not material to the financial report.

## IMPACT OF COVID-19

The effects of COVID-19 needed to be incorporated into the preparation of the financial report for the year ended 30 June 2020. Refer to the next section which includes detail on the audit response.

## AREAS OF AUDIT FOCUS

In performing our audit, we have identified those matters that, in the auditor's judgement, were of the most significance in the audit of the financial report. These are outlined as below:

- ▶ Revenue recognition, including application of AASB 15 Revenue from contracts with customers and of AASB 1058 Income of Not-for-profit entities
- ▶ Management override of controls
- ▶ Going Concern

Refer to the next section of this report for further details on the significant risk areas and other areas focused on during the audit.

## SIGNIFICANT DIFFICULTIES ENCOUNTERED

Difficulties encountered during the audit can prolong the audit process, increase audit fees and in some circumstances, may lead to a modified audit opinion. We have not encountered any significant difficulties during the audit.



# IMPACT OF COVID-19

On 31 January 2020, the World Health Organisation (WHO) announced a global health emergency because of a new strain of coronavirus and the risks to the international community as the virus spreads globally beyond its point of origin. The impact of COVID-19 is ongoing and while it has not significantly impacted the entity up to 30 June 2020, it is not practicable to estimate the potential impact, positive or negative, after the reporting date.

The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided. Besides the serious public health threat that has arisen from the outbreak of COVID-19, it continues to have serious economic impacts on many businesses.

## COVID-19 AND THE FINANCIAL REPORT

### Description

Given the uncertainty surrounding the pandemic, we have identified a risk of material misstatement. There is a risk management have not adequately:

- Considered the impact of the pandemic on the financial position of the entity as at reporting date;
- Disclosed the judgements exercised in making this assessment; or
- Disclosed the uncertainties surrounding post balance date impact.

Relevant accounting standards:

- AASB 110 Events After the Reporting Date ("AASB 110")
- AASB 101 Presentation of Financial Statements ("AASB 101")
- AASB 120 Accounting for Government grants and disclosure of government assistance ("AASB 120")

Relevant auditing standard:

- ASA 570 Going Concern ("ASA 570")

### Findings & Conclusion

As a consequence of the risk identified, we have performed the following audit procedures:

- Enquiring with management regarding the impact of COVID-19 on the entity's operations and financial statements;
- Evaluating management's assessment of the going concern assumption, including consideration of the impact of COVID-19;
- Considering the adequacy of disclosures with the related areas are made in the financial report.

# AREAS OF AUDIT FOCUS

We identified the risk areas as part of our risk assessment procedures undertaken during the planning phase and continued to be alert for risks during the course of the audit. Our audit procedures focused on areas that were considered to represent risks of material misstatement. We set out below these key risk areas, including an outline of the work performed.

## REVENUE RECOGNITION, INCLUDING APPLICATION OF AASB 15 REVENUE FROM CONTRACTS WITH CUSTOMERS AND AASB 1058 INCOME OF NOT FOR PROFIT ENTITIES

### Description

Revenue is a presumed fraud risk in all revenue generating entities. COTA WA has multiple revenue and income streams, due to which there is a risk that revenue and income relating to each stream may be recognised inaccurately and does not comply with the applicable accounting policies.

#### Key estimates/ judgements:

- Separate performance obligations and transaction price Recognising revenue when (or as) the entity satisfies a performance obligation
- Determining if funds received were for the purpose of acquiring or constructing a non financial asset
- Determining if the transaction with a customer creates rights and obligations
- Identifying sufficiently specific performance obligations

#### Relevant accounting standards:

- AASB 15 Revenue from contracts with customers
- AASB 1058 Income of Not-for-Profit Entities

### Audit work performed

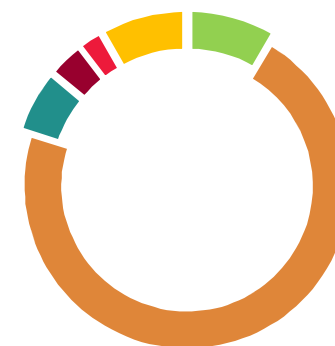
For the year ended 30 June 2020, the association recorded revenue and other income of \$1,755,891 (30 June 2019: \$1,368,225).

The year ended 30 June 2020 marked the first reporting period in which AASB 15 Revenue from contracts with customers and AASB 1058 Income of Not-for-Profit Entities were effective for COTA (WA).

AASB 15 establishes a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. Under AASB 15, revenue will only be recognised as the obligation under the contract are satisfied, resulting in a deferral of revenue until the obligations have been met.

The association has adopted the cumulative approach, whereby comparatives are not restated and any required adjustments on first time adoption are made via opening balances of retained earnings on 1 July 2019. On transition and application of this new accounting standards, it was determined that no adjustment is required.

Revenue and income source for the FY2020



- Grants
- Contract funding
- Donations and sponsorships
- Strength for life fees
- Other revenue
- Other income



## AREAS OF AUDIT FOCUS CONTINUED

### REVENUE RECOGNITION, INCLUDING APPLICATION OF AASB 15 REVENUE FROM CONTRACTS WITH CUSTOMERS AND AASB 1058 INCOME OF NOT FOR PROFIT ENTITIES continued

#### Audit work performed

As a result of the risk identified we performed the following audit procedures:

##### AASB 15 Revenue from contracts with customers

- Reviewed management's assessment on the impact of AASB 15 on transition (as at 1 July 2019) and for the year ended 30 June 2020;
- Verified the revenue recognition policy applied by the entity is in accordance with AASB 15;
- Reviewed contracts to verify the terms and conditions within the agreements and reviewed management's assessment against principles of AASB 15;
- Performed analytical procedures over the entity's revenue and compare actual results to BDO's expectations and prior year performance;
- Enquired as to the appropriateness of procedures in place to ensure proper cut-off for revenue has been achieved. From our testing performed, we verified that the income in advance recognised as at 30 June 2020 of \$438,921 (2019: \$335,711) was correctly recorded with no issues identified
- Substantively tested contracts and supporting information ensuring that revenue has been appropriately recorded; and
- Reviewed accounting policies and disclosures including significant estimates and judgements applied by management with the financial report.

##### AASB 1058 Income of Not for Profit entities

- Reviewed management's assessment on the impact of AASB 1058 on transition (as at 1 July 2019) and for the year ended 30 June 2020;
- Reviewed contracts to verify the terms and conditions within the agreements and reviewed management's assessment against principles of AASB 1058;
- Verified the accounting policy applied by the entity is in line with and income is recognised in the correct period;
- Tested that grant income that has been deferred due to the existence of a 'return obligation' has been appropriately recognised as a liability; and
- Considered the adequacy of the disclosures within the financial report.

Based on the audit work performed, noted an immaterial variance of \$9,096 for revenue relating contract funding (ACSN contract) incorrectly recognised in FY2020 rather than the previous year.

This adjustment has been taken to the summary of uncorrected misstatements on page 10 of this report.

Aside from the above, we are satisfied that revenue and other income is fairly stated.



## AREAS OF AUDIT FOCUS CONTINUED

### MANAGEMENT OVERRIDE OF CONTROLS

Description	Audit work performed	Summary of findings
<p>In accordance with the Auditing Standards Australia ("ASA") we are required to consider the risk of management override of controls.</p> <p>Whilst we have not encountered any specific examples of management override in our previous dealings with management, the risk is present in all companies.</p> <p>Management override is intrinsically linked to fraud and therefore the risk is deemed significant.</p> <p>We have applied scepticism in our audit procedures, however, our audit processes are not designed to detect fraud but to provide assurance on the financial statements as a whole.</p> <p>Relevant auditing standard:</p> <ul style="list-style-type: none"> <li>ASA 240 The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report ("ASA 240")</li> </ul>	<p>In response to the risk identified we have performed the following:</p> <ul style="list-style-type: none"> <li>Reviewed large and unusual journal entries made in the year and a sample based approach to agreeing journals to supporting documentation and are consistent with employee authority;</li> <li>Reviewed estimates and judgements applied by management in the financial statements;</li> <li>Reviewed our unadjusted audit differences for indications of bias or deliberate misstatement; and</li> <li>Enquired with management about fraud identification and the fraud risk framework and the appropriateness of this function in minimising fraud risk.</li> </ul>	<p>Based on the work performed, we did not identify any instances of management override of controls during the course of our audit.</p>



## AREAS OF AUDIT FOCUS CONTINUED

### GOING CONCERN

Description	Audit work performed	Summary of findings
<p>Key estimates/judgements:</p> <ul style="list-style-type: none"> <li>• Operating costs (and budgeted reductions)</li> <li>• Cash inflows from revenue</li> <li>• Other income requirements</li> </ul> <p>Relevant auditing standard:</p> <ul style="list-style-type: none"> <li>• ASA 570 Going Concern ("ASA 570")</li> </ul>	<p>At each reporting period the Directors are required to assess the ability of the entity to continue as a going concern for the next 12 months from the date of signing the year end financial report.</p> <p>For the financial year ended 30 June 2020, COTA (WA) had the following financial performance and positions:</p> <ul style="list-style-type: none"> <li>• Incurred a surplus of \$265,050</li> <li>• Positive operating cash flows of \$326,392</li> <li>• Positive working capital position of \$423,058.</li> </ul> <p>Management has prepared a cash flow forecast as part of their assessment of going concern. This cash flow forecast included the following key assumptions:</p> <ul style="list-style-type: none"> <li>• Income from grants and contract funding of \$977,165</li> <li>• Cash inflows from government stimulus of \$148,500</li> <li>• Cash outflows from operational expenses amounting to \$197,152</li> <li>• Cash outflows from salaries and wages of \$644,210</li> <li>• Cash outflows from project expenses of \$529,412</li> <li>• Budgeted net surplus for the year ended 30 June 2021 of \$46,169</li> </ul> <p>Based on the above, the organisation will be able to continue their planned activities and pay its debts, as and when they fall due, for at least the 12 months from the date of the signed Directors' declaration.</p>	<p>We are satisfied with management's assessment of going concern and that appropriate disclosure has been made.</p>



# SUMMARY OF MISSTATEMENTS

## UNCORRECTED MISSTATEMENTS

We detail below the uncorrected misstatements which we have identified during the audit, and that were determined by management to be immaterial, both individually and in aggregate to the financial report taken as a whole.

Misstatements have not been included if they are considered to be clearly trivial which we have set at \$1,706. Matters which are clearly trivial are regarded as clearly inconsequential when taken individually or in aggregate.

We will seek representation from management to acknowledge that:

- ▶ Uncorrected misstatements have been brought to their attention by us; and
- ▶ They have considered the effect of any uncorrected misstatements, aggregated during and pertaining to the latest year, on the financial report and consider the misstatements are immaterial individually and in aggregate to the financial report taken as a whole.

Description	Assets	(Liabilities)	(Reserves)	(Profit)/Loss
Revenue relating to FY2019 recognised in FY2020 (ACSN Contract)	-	-	(9,096)	9,096
Net effect of uncorrected misstatements before tax	-	-	(9,096)	9,096



# SUMMARY OF MISSTATEMENTS

## CORRECTED MISSTATEMENTS

We identified the following misstatements during the course of our audit which have been corrected:

Description	Assets	(Liabilities)	(Reserves)	(Profit)/Loss
Additional accrual for audit fees	-	(3,000)	-	3,000
Additional Cash flow boosting for employers to be recognised and amounts to be net off against PAYG	50,000	-	-	(50,000)
Net effect of corrected misstatements before tax	50,000	(3,000)	-	47,000



# INTERNAL CONTROL

## CURRENT YEAR

In accordance with ASA 265 Communicating Deficiencies in Internal Control to Those Charged with Governance and Management, we are required to communicate in writing, significant deficiencies in internal control identified during the audit to those charged with governance on a timely basis.

The standard defines a deficiency in internal control as follows:

1. A control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial report on a timely basis; or
2. A control necessary to prevent, or detect and correct, misstatements in the interim financial report on a timely basis is missing.

Significant deficiency in internal control means a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgement, is of sufficient importance to merit the attention of those charged with governance.

Our audit procedures did not identify any significant deficiencies that in our professional judgment are of sufficient importance to merit the attention of the Governance.



# INTERNAL CONTROL CONTINUED

## CURRENT YEAR

	Other deficiency in internal control	Recommendation	Management comments
1	<p><u>Frequency in changes to password for IT Applications and Software</u></p> <p>As part of our review of IT systems and controls, noted that the password is not changed frequently and there is no password policy in place.</p>	For additional security, we recommend a password policy to be implemented and suggest to reset and change passwords frequently.	<p>Management of COTA (WA)'s IT system is outsourced to Netlink who manage the integrity and security of data.</p> <p>There are currently 3 levels of security for staff to access the operating system:</p> <ol style="list-style-type: none"> <li>1. Password (14 characters)</li> <li>2. Pin number</li> <li>3. Digital authenticator (requires pin)</li> </ol> <p>An internal, recurring prompt will be set up as a reminder to change MYOB passwords periodically.</p>
2	<p><u>Inappropriate access to organisation's bank accounts</u></p> <p>During our review of processes noted that there was an employee who left the organisation and continued to be listed as an active user on the bank account</p>	We recommend that the organisation periodically review and delete users who are no longer with the organisation as this may make the organisation susceptible to fraud and increases risk.	COTA (WA) is in the process of having inactive users removed. The active users list will be reviewed bi-annually (or as required) by the FARM Committee.



## OTHER REPORTING REQUIREMENTS

### INDEPENDENCE AND ETHICS

In conducting our audit, we have complied with the independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) and s290 of APES 110 Code of Ethics for Professional Accountants.

We have obtained independence declarations from all staff engaged in the audit.

We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

We have not become aware of any issue that would cause any member of the engagement team, BDO or any BDO network firm to contravene any ethical requirement or any regulatory requirement that applies to the audit engagement.

In addition to the audit, we have completed the following engagements during the year:

- ▶ BDO Corporate & International Tax

The Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) requires the lead auditor to make a declaration to the directors regarding independence. We are in a position to make this declaration, a draft of which has been included at Appendix 2.

### NON-COMPLIANCE WITH LAWS AND REGULATIONS

We have made enquiries in relation to any non-compliance with laws and regulations during the course of our audit. We have not identified any instances of non-compliance with laws and regulations as a result of our enquiries.

We would like to remind you that under s311 and 601 HG of the Corporations Act 2001 we are obliged to notify ASIC about matters that we have reasonable grounds to suspect amount to a significant contravention of the Corporations Act. We have 28 days in which to report once we have identified or suspect a significant contravention.

We have not identified any reportable matters during the course of our audit.

### FRAUD

Management have confirmed that there were no matters of fraud identified for the period under audit, or subsequently. It should be noted that our audit is not designed to detect fraud however should instances of fraud come to our attention we will report them to you.

We have not identified any instances of fraud during the course of our audit.



# APPENDIX 1 PROPOSED AUDIT REPORT

## INDEPENDENT AUDITOR'S REPORT

To the members of The Council on the Ageing (WA) Incorporated

Report on the Audit of the Financial Report

### Opinion

We have audited the financial report of The Council on the Ageing (WA) Incorporated (the registered entity), which comprises the statement of financial position as at 30 June 2020, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the responsible entities' declaration.

In our opinion the accompanying financial report of The Council on the Ageing (WA) Incorporated, is in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- (i) Giving a true and fair view of the registered entity's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

### Basis for opinion

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 registered entity in accordance with the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (including Independence Standards) (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### 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 for the purpose of fulfilling the registered entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Other information

Those charged with governance are responsible for the other information. The other information obtained at the date of this auditor's report is information included in the registered entity's annual report, but does not include the financial report and our auditor's report thereon.





## APPENDIX 1 PROPOSED AUDIT REPORT CONTINUED

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Other matter

The financial report of The Council on the Ageing (WA) Incorporated, for the year ended 30 June 2019 was audited by another auditor who expressed an unmodified opinion on that report on 25 September 2019.

### Responsibilities of responsible entities for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members or other appropriate term. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the registered entity or to cease operations, or have 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 (<http://www.auasb.gov.au/Home.aspx>) at: [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of our auditor's report.

BDO Audit (WA) Pty Ltd

Dean Just  
Director

Perth, 17 September 2020



## APPENDIX 2 AUDIT INDEPENDENCE DECLARATION

We set out below our draft auditor independence declaration.

### DECLARATION OF INDEPENDENCE BY DEAN JUST TO THE DIRECTORS OF THE COUNCIL ON THE AGEING (WA) INCORPORATED

As lead auditor of The Council on the Ageing (WA) Incorporated for the year ended 30 June 2020, I declare that, to the best of my knowledge and belief, there have been:

1. No contraventions of the auditor independence requirements of section 60-40 of the Australian Charities and Not-for-profit Commission Act 2012 in relation to the audit; and
2. No contraventions of any applicable code of professional conduct in relation to the audit.

This declaration is in respect of The Council on the Ageing of (WA) Incorporated during the period.



## APPENDIX 3 NEW DEVELOPMENTS & BDO INSIGHTS

### 2020 NOT-FOR-PROFIT GOVERNANCE AND PERFORMANCE STUDY

In July 2020, the Australian Institute of Company Directors published their “Key findings from the 10<sup>th</sup> edition” which identified seven key areas of focus and trending themes for not-for-profit (“NFP”) organisations. These findings were based on 1,439 Australian respondents across six focus groups. The seven key areas reported are summarised below.

ONE

#### Directors’ time commitment

Over a five year trend, Directors are consistently devoting extra time to each NFP role. **50%** of respondents are spending more than two days per month on a NFP board

TWO

#### Board composition

NFP boards continue to comprise mostly older directors, with **77%** over 50 years old and only **5%** under 40 years old

THREE

#### NFP director remuneration

Directors report that there has been minimal change in the number of NFP who pay board fees

FOUR

#### Organisational performance

The NFP outlooks remain optimistic whilst reported profitability, based on responses is at a four year low. **91%** of respondents thought their organisation was effective in achieving its mission or purpose

FIVE

#### NFP mergers

Limited NFP directors said their organisation is engaged in a merger with another NFP, or is in the process of considering one

SIX

#### Strategic planning a priority for improvement

Income diversification and navigating changing operating environments were common strategic planning areas identified. **28%** of respondents rated their board’s performance as below average

SEVEN

#### Challenges facing sporting organisations

The largest challenges identified in the sports sector included social participation, infrastructure and income uncertainty





## APPENDIX 3 NEW DEVELOPMENTS & BDO INSIGHTS

### PROPERTY, PLANT AND EQUIPMENT – PROCEEDS BEFORE INTENDED USE

#### OVERVIEW

Sales proceeds may be generated by an entity whilst in the process of making an item of property, plant and equipment available for its intended use.

In order to create consistency across entities, the Australian Accounting Standards Board ('AASB') issued amendments to AASB 116 Property, Plant and Equipment which provides guidance on treatment of sales proceeds and related production costs arising during this period.

The following amendments have been introduced:

- ▶ Revenue generated before an asset is available for its intended use will no longer be able to be offset against the cost of the related property, plant and equipment, rather, any revenue generated will be required to be accounted for and disclosed in accordance with AASB 15 Revenue from Contracts with Customers in profit or loss;
- ▶ Costs of producing items of inventory before an asset is ready for its intended use must be recognised in profit or loss in accordance with applicable standard AASB 102 Inventories; and
- ▶ Separate disclosure is required for sale of items and costs of production recognised in profit or loss that fall outside of an entity's ordinary activities, specifying where these amounts are included in profit or loss.

#### KEY CONSIDERATIONS

This will impact entities in the mining industry through the following scenarios:

- ▶ Revenue from natural resources extracted and sold prior to an asset reaching commercial production will no longer be able to be capitalised. This includes natural resources extracted during the evaluation phase of a mine; and
- ▶ Revenue from natural resources that has been extracted as part of the process of constructing an underground mine where the mining operation extracts saleable 'product' during the construction of the mine.

Entities may also need to exercise extensive judgement in identifying costs associated with production of items for sale before an asset was ready for use, as opposed to those incurred in order to bring the asset to a state where it is available for use.

#### EFFECTIVE DATE

- ▶ The amendments apply for annual reporting periods beginning on or after 1 January 2022 and will apply retrospectively. Early adoption is permitted.



## APPENDIX 3 NEW DEVELOPMENTS & BDO INSIGHTS CONTINUED

### CYBER SECURITY

#### CYBER RISKS: UNIQUE TO EVERY ORGANISATION

Every business shares information — with vendors, contractors, partners, and customers, many of whom are now demanding easier and more open access. As a business grows, data sharing increases in both volume and frequency. Every one of these digital relationships presents an expanding set of cyber risks.

#### EFFECTIVE CYBER SECURITY IS APPROPRIATE CYBER SECURITY

The need for cyber security measures, and the way they are implemented, must be balanced strategically against an organisation's ability to operate effectively, and to actively pursue its future goals.

When managed like other forms of organizational risk, it can be a business - instilling confidence an organizations ability to operate, building trust with vendors, contractors, partners, and customers.

Ultimately, implementing a cost-effective cybersecurity framework includes careful consideration of your risk profile, understanding which digital assets are most critical to protect, and determining your resiliency when incidents do occur.

Establishing governance structures, understanding data privacy requirements, conducting risk assessments, planning incident response, and strategically transferring residual risk through insurance coverage—all begin by asking the right questions.

#### CYBER RISKS: WHAT YOU SHOULD KNOW

- What type of data does your organisation handle?
- Who requires access to each type of data?
- What and where are the particular points of vulnerability?
- Do you have an established definition of a cyber incident?
- What notification obligations do you have in the event of a breach?
- Are your policies, procedures, and controls aligned with current regulations and standards?



**Michael Cassidy**  
Partner, Forensic Services  
Michael.Cassidy@bdo.com.au  
08 6382 4761





## APPENDIX 3 NEW DEVELOPMENTS & BDO INSIGHTS CONTINUED

### CYBER SECURITY (CONTINUED)

#### CYBER RISK MANAGEMENT STRATEGY AND PROGRAM DESIGN

Design and implement a comprehensive program aligned with an existing enterprise risk management framework. Includes strategy, organisational structure, governance, policies and procedures, training, and both internal and external communications.

#### SECURITY ARCHITECTURE AND TRANSFORMATION

Design and implement a cybersecurity architecture and framework tailored to business needs and the enterprise ecosystem. Encompasses access controls, entitlement, data protection, security monitoring, data privacy, and the selection and implementation of security tools.

#### DIGITAL FORENSICS AND CYBER INVESTIGATIONS

Rapid response to breach incidents, including identification of cause and implementation of remediation measures for affected areas, as well as expert testimony when needed.

#### INCIDENT RESPONSE PLANNING

Develop and test comprehensive incident response plans to minimise the impact of a data breach. Considers company processes, as well as roles and responsibilities of individuals throughout the organisation.

#### BUSINESS CONTINUITY PLANNING AND DISASTER RECOVERY

Develop and test company-wide business continuity and disaster recovery plans for critical systems, applications, infrastructure, facilities, people, and business processes.

#### SECURITY EDUCATION AND AWARENESS

Develop and implement a tailored education program that meets the needs of general staff, executive management, and committee level members.

## APPENDIX 4 RESPONDING TO COVID-19

### COVID-19 AND YOUR BUSINESS

The unprecedented COVID-19 crisis affecting the globe has directly and materially impacted economic activity in Australia and throughout the world. This has caused some otherwise healthy businesses to experience material reductions to revenue while overhead expenses have remained relatively fixed. This inevitably leads to a cash flow crisis and even solvency concerns.

**Download Coronavirus (COVID-19) Business impact and risk response guide ►**



If your business is in this situation, an immediate and robust business rescue plan is necessary to give you the best chance to ensure long-term viability. Being proactive is critical.

Clients facing this scenario can click on the icon opposite for a detailed business impact and risk response guide. This provides guidance on the following areas:

- People and leadership
- Sustainability
- Operations
- Supply chain
- Health and safety.


There are a number of areas of a business that may continue to be impacted by the COVID-19 outbreak. BDO have therefore provided guidance on appropriate actions to mitigate the impact and manage associated risks to [‘Keep your business running’](#).

The Australian Government has also released a number of economic measures in response of COVID-19 and BDO can continue to help you navigate these [Stimulus Measures](#). Please refer to BDO’s ‘Stimulus measures’ resource page where BDO advisers continue to provide expert commentary on these measures and how businesses can access them via a range of technical updates, webinars and articles.

### COVID-19 AND FUTURE REPORTING PERIODS

We understand that this changing environment may continue to create challenges from a financial reporting perspective and create risks that entities may not have encountered before. BDO will continue to work closely with management to ensure these challenges are addressed on a timely basis.

Please refer to BDO’s [IFRS Advisory](#) Coronavirus resource page which continues to be updated with financial reporting bulletins and accounting news articles which address ongoing financial reporting considerations for businesses.



1300 138 991  
[www.bdo.com.au](http://www.bdo.com.au)

Distinctively different - it's how we see you  
AUDIT • TAX • ADVISORY

NEW SOUTH WALES  
NORTHERN TERRITORY  
QUEENSLAND  
SOUTH AUSTRALIA  
TASMANIA  
VICTORIA  
WESTERN AUSTRALIA

We have prepared this report solely for the use of The Council on the Ageing (WA) Incorporated. As you know, this report forms part of a continuing dialogue between the company and us and, therefore, it is not intended to include every matter, whether large or small, that has come to our attention. For this reason we believe that it would be inappropriate for this report to be made available to third parties and, if such a third party were to obtain a copy of this report without prior consent, we would not accept any responsibility for any reliance they may place on it.

BDO Audit WA Pty Ltd ABN 79 112 284 787 is a member of a national association of independent entities which are all members of BDO Australia Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Audit WA Pty Ltd and BDO Australia Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation.

# **The Council on the Ageing (WA) Incorporated**

**ABN 79 970 893 100**

## **Special Purpose Financial Report – 30 June 2020**



**The Council on the Ageing (WA) Incorporated**  
**Corporate Governance Statement**  
**30 June 2020**

The Board of Directors present their financial report of The Council on the Ageing (WA) Incorporated for the financial year ended 30 June 2020.

The Council on the Ageing (WA) Incorporated provides services, advocacy and advice to advance the rights, needs and interests of older Western Australians.

The Council on the Ageing (WA) Incorporated is governed by a Board of Directors and is comprised of a President, Vice President and seven Directors as at 30 June 2020.

The Board of Directors governs The Council on the Ageing (WA) Incorporated in accordance with its Constitution and its Board Policies. The Board of Directors sets its strategic direction, gives leadership, governs itself, works effectively and consistently ensures that its fiduciary responsibilities are met and holds its Chief Executive accountable for operational matters.

The Council on the Ageing (WA) Incorporated Board of Directors is comprised of not less than six (6) nor more than nine (9) people, all of whom are elected, and up to three (3) co-opted members. The Chief Executive is an additional Director of the Board without a deliberate vote.

The elected Directors elect the Executive consisting of the President, Vice President and two other Board Directors. The President can only serve for 3 consecutive years in this office. General members are elected as Directors for three (3) year terms and shall serve no more than two (2) consecutive terms in office without permission for extension from the members. Details of Directors who served on the Board during the 2019-2020 financial year are as follows:

Ron Regan

Gerri Clay

Bettine Heathcote AM

Luke Garswood

Helen Moorhead

Judy Hogben

Mary Anne Stephens

Helen Reid

Gary Martin

Michelle Murdoch (Resigned April 2020)

Rasa Subramaniam OAM JB (Resigned September 2019)

Christine Allen (Chief Executive Officer)

**The Council on the Ageing (WA) Incorporated**  
**Corporate Governance Statement**  
**30 June 2020**

The Chief Executive of The Council on the Ageing (WA) Incorporated is Christine Allen. She attends all Board Meetings and sits on the Executive and Finance Committee.

Under the Constitution, the Board is required to meet at least four (4) times a year. However, it is the current policy of the Board to meet at least eight (8) times a year.

The Board's key responsibilities include:

- Exercising the authority given to it by its Constitution;
- Ensuring Compliance with relevant legislation;
- Maintaining governance and holding its Chief Executive Officer accountable for all operational matters;
- Being accountable for The Council on the Ageing (WA) Incorporated's overall performance;
- Ensuring that The Council on the Ageing (WA) Incorporated is solvent and able to meet its financial obligations as and when they become due;
- Being responsible for Board development, succession planning and its own performance processes;
- Setting The Council on the Ageing (WA) Incorporated's strategic direction and progressing an annual work plan and agenda consistent with that direction;
- Exercising due diligence, fiduciary responsibility and ensuring that risk is identified and managed appropriately; and
- Being responsible for affixing the Common Seal according to its Constitution.

The Council on the Ageing (WA) Incorporated's financial statements are audited by BDO Audit (WA) Pty Ltd.

An Annual General Meeting is held annually to present the annual financial statements to the Members of The Council on the Ageing (WA) Incorporated. The next such meeting is scheduled for December 2020.

**The Council on the Ageing (WA) Incorporated**  
**Board of Directors' report**  
**30 June 2020**

The Board of Directors present their financial report of The Council on the Ageing (WA) Incorporated for the financial year ended 30 June 2020.

**Board of Directors**

The Board of Directors have been in office since the start of the financial year to the date of this report unless otherwise stated in the Corporate Governance Statement.

**Principal activities**

The principal activity of the Council during the financial year was the provision of services, advocacy and advice to advance the rights, needs and interests of older West Australians.

**Operating result**

The net surplus of the Council for the financial year ended 30 June 2020 amounted to \$265,050 (2019: deficit of \$92,794).

During the year, the Council applied the accounting policies described in Note 1 to these financial statements and complied with the financial reporting requirements of the Associations Incorporations Act (WA) 2015 and Division 60 of the Australian Charities and Not-for-profits Commission Act of 2012.

On behalf of the members



---

Ron Regan

President

18 September 2020  
Perth



---

Mary Anne Stephens

Director of the Board

18 September 2020  
Perth

**The Council on the Ageing (WA) Incorporated**  
**Financial report**  
**30 June 2020**

**Contents**

Statement of profit or loss and other comprehensive income	5
Statement of financial position	6
Statement of changes in equity	7
Statement of cash flows	8
Notes to the financial statements	9
Board of Directors' declaration	16
Auditor's independence declaration	17
Independent auditor's report to the member of The Council on the Ageing (WA) Incorporated	18

**General information**

The financial report covers The Council on the Ageing (WA) Incorporated as an individual entity. The financial report is presented in Australian dollars, which is The Council on the Ageing (WA) Incorporated's functional and presentation currency.

The financial report consists of the financial statements, notes to the financial statements and the Board of Directors' declaration.

The Council on the Ageing (WA) Incorporated is a not-for-profit incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business are:

**Registered office and Principal place of business**

Suite 2  
The Perron Centre  
61 Kitchener Avenue  
Victoria Park WA 6100

A description of the nature of the incorporated association's operations and its principal activities are included in the Board of Directors' report, which is not part of the financial report.

The financial report was authorised for issue, in accordance with a resolution of Committee members, on 17 September 2020. The Board of Directors have the power to amend and reissue the financial report.



**The Council on the Ageing (WA) Incorporated**  
**Statement of profit or loss and other comprehensive income**  
**For the year ended 30 June 2020**

	<b>Note</b>	<b>2020</b> <b>\$</b>	<b>2019</b> <b>\$</b>
<b>Revenue and other income</b>			
Grants	3	149,338	226,973
Contract funding	4	1,255,863	940,372
Other fees	5	60,407	66,473
Earned revenue		-	5,475
Commissions and royalties		18,544	19,595
Membership fees		18,084	20,830
Donations and sponsorships	6	106,887	69,155
Interest		2,658	6,493
Other income	7	144,110	12,859
		<u>1,755,891</u>	<u>1,368,225</u>
<b>Expenses</b>			
Employee benefits expense		(812,680)	(871,990)
Operating expenses	8	(169,549)	(143,863)
Accommodation expenses	9	(53,541)	(52,451)
Project expenses	10	(383,834)	(328,265)
Membership expenses		(9,134)	(11,195)
Other expenses		(27,943)	(34,834)
Depreciation and amortisation		(21,960)	(9,022)
Insurances		(12,200)	(9,399)
		<u>(1,490,841)</u>	<u>(1,461,019)</u>
<b>Surplus / (deficit) from operating activities</b>		265,050	(92,794)
Income tax expense		-	-
<b>Surplus / (deficit) after income tax expense</b>		265,050	(92,794)
<b>Other comprehensive income for the year, net of tax</b>		-	-
<b>Total comprehensive income/ (loss) for the year</b>		<u>265,050</u>	<u>(92,794)</u>

*The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes*

**The Council on the Ageing (WA) Incorporated**  
**Statement of financial position**  
**As at 30 June 2020**

	<b>Note</b>	<b>2020</b> <b>\$</b>	<b>2019</b> <b>\$</b>
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	11	904,496	597,493
Trade and other receivables	12	87,475	9,348
Other current assets		16,879	19,176
Total current assets		<u>1,008,850</u>	<u>626,017</u>
<b>Non-current assets</b>			
Property, plant and equipment		-	19,191
Right of use assets		4,840	-
Total non-current assets		<u>4,840</u>	<u>19,191</u>
<b>Total assets</b>		<u>1,013,690</u>	<u>645,208</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	13	76,916	76,552
Income in advance	14	438,921	335,711
Employee benefits	15	48,152	63,916
Lease liabilities		5,004	-
Other current liabilities		16,799	1,803
Total current liabilities		<u>585,792</u>	<u>477,982</u>
<b>Non-current liabilities</b>			
Employee benefits		3,655	8,033
Total non-current liabilities		<u>3,655</u>	<u>8,033</u>
<b>Total liabilities</b>		<u>589,447</u>	<u>486,015</u>
<b>Net assets</b>		<u>424,243</u>	<u>159,193</u>
<b>Equity</b>			
Retained surpluses	16	<u>424,243</u>	<u>159,193</u>
<b>Total equity</b>		<u>424,243</u>	<u>159,193</u>

*The above statement of financial position should be read in conjunction with the accompanying notes*

**The Council on the Ageing (WA) Incorporated**  
**Statement of changes in equity**  
**For the year ended 30 June 2020**

	<b>Retained surpluses \$</b>	<b>Total equity \$</b>
Balance at 1 July 2018	251,987	251,987
Deficit after income tax expense for the year	(92,794)	(92,794)
Other comprehensive income for the year, net of tax	-	-
	<hr/>	<hr/>
Total comprehensive loss for the year	(92,794)	(92,794)
	<hr/>	<hr/>
Balance at 30 June 2019	159,193	159,193
	<hr/>	<hr/>
	<b>Retained surpluses \$</b>	<b>Total equity \$</b>
Balance at 1 July 2019	159,193	159,193
Surplus after income tax expense for the year	265,050	265,050
Other comprehensive income for the year, net of tax	-	-
	<hr/>	<hr/>
Total comprehensive income for the year	265,050	265,050
	<hr/>	<hr/>
Balance at 30 June 2020	424,243	424,243
	<hr/>	<hr/>

*The above statement of changes in equity should be read in conjunction with the accompanying notes*

**The Council on the Ageing (WA) Incorporated**  
**Statement of cash flows**  
**For the year ended 30 June 2020**

	<b>Note</b>	<b>2020</b> <b>\$</b>	<b>2019</b> <b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from operations		1,675,106	1,356,383
Interest received		2,658	6,494
Payments to suppliers and employees		(1,351,372)	(1,489,335)
Net cash (used in) / generated from operating activities	17b	326,392	(126,458)
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(1,051)	-
Net cash used in investing activities		(1,051)	-
<b>Cash flows from financing activities</b>			
Instalments on lease vehicles		(18,338)	-
Net cash from financing activities		(18,338)	-
Net (decrease) / increase in cash and cash equivalents		307,003	(126,458)
Cash and cash equivalents at the beginning of the financial year		597,493	723,951
Cash and cash equivalents at the end of the financial year	17a	<u>904,496</u>	<u>597,493</u>

*The above statement of cash flows should be read in conjunction with the accompanying notes*



**Note 1. Significant accounting policies**

The Council on the Ageing (WA) Incorporated ("the incorporated association") is a not-for-profit entity for the purposes of preparing the financial statements.

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**New or amended Accounting Standards and Interpretations adopted**

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

The following Accounting Standards and Interpretations are most relevant to the incorporated association:

*AASB 1058 Income of Not-for-Profit Entities*

The incorporated association has adopted AASB 1058 from 1 July 2019. The standard replaces AASB 1004 'Contributions' in respect to income recognition requirements for not-for-profit entities. The timing of income recognition under AASB 1058 is dependent upon whether the transaction gives rise to a liability or other performance obligation at the time of receipt. Income under the standard is recognised where: an asset is received in a transaction, such as by way of grant or donation; there has either been no consideration transferred, or the consideration paid is significantly less than the asset's fair value; and where the intention is to principally enable the entity to further its objectives.

*AASB 15 Revenue from Contracts with Customers*

The incorporated association has adopted AASB 15 from 1 July 2019. The standard provides a single comprehensive model for revenue recognition. The core principle of the standard is that an entity shall recognise revenue to depict the transfer of services to customers at an amount that reflects the consideration to which the entity expects to be entitled in exchange for those services.

A contract is within the scope of AASB 15 if:

- The Company has an enforceable contract with a customer, and
- The contract includes sufficiently specific promises for the NFP Company to transfer goods or services to the customer or third party beneficiaries.

Under AASB 15, revenue will only be recognised as the obligations under the contract are satisfied, resulting in a deferral of income until the obligations have been met.

*AASB 16 Leases*

AASB 16 introduces new or amended requirements with respect to lease accounting. It introduces changes to lessee accounting by removing the distinction between operating and finance lease and requiring the recognition of a right-of-use asset and a lease liability at commencement for all leases, except short-term leases and leases of low value assets. The impact of the adoption of AASB 16 on the financial statements is described below.

*Impact of adoption*

AASB 15, AASB 16 and AASB 1058 were adopted using the modified retrospective approach and as such comparatives have not been restated. There was no impact on opening retained profits as at 1 July 2019.

The impact of the new Accounting Standards compared with the previous Accounting Standards on the current reporting period is as follows:

	New	Previous	Difference
	\$	\$	\$
Other non-current assets	4,840	0	4,840
Other current liabilities	(18,803)	(13,799)	(5,004)
Net assets	(13,963)	(13,799)	(164)

**Note1. Significant accounting policies (continued)**

**Basis of preparation**

In the Board of Directors' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and the Associations Incorporation Act (WA) 2015. The officers have determined that the accounting policies adopted are appropriate to meet the needs of the members of The Council on the Ageing (WA) Incorporated.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

*Historical cost convention*

The financial statements have been prepared under the historical cost convention.

*Critical accounting estimates*

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

**Revenue recognition**

The incorporated association recognises revenue as follows:

*Revenue from contracts with customers*

Revenue is recognised at an amount that reflects the consideration to which the incorporated association is expected to be entitled in exchange for services to a customer. For each contract with a customer, the incorporated association recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer of services promised.

Non-government revenue and grant revenue is recognised in the statement of profit or loss when it is controlled, unless any specific obligations attached to the funds have yet to be performed, when they are then recorded as deferred income in the statement of financial position until such conditions are met or services provided

*Donations*

Donations are recognised at the time the entity obtains control over the funds, which is usually at the time of receipt.

*Grants*

Grant revenue is recognised in profit or loss when the incorporated association satisfies the performance obligations stated within the funding agreements.

If conditions are attached to the grant which must be satisfied before the incorporated association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.

*Interest*

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

*Other revenue*

Events, fundraising and raffles are recognised when received or receivable.

Other revenue is recognised when it is received or when the right to receive payment is established.

*Volunteer services*

The incorporated association has elected not to recognise volunteer services as either revenue or other form of contribution received. As such, any related consumption or capitalisation of such resources received is also not recognised.

**Note1. Significant accounting policies (continued)**

**Income tax**

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

**Current and non-current classification**

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Deferred tax assets and liabilities are always classified as non-current.

**Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**Trade and other receivables**

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

**Property, plant and equipment**

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Motor vehicles (right-of-use)	Over the period of the contract
Computer equipment	3-5 years
Office equipment	3-5 years

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

**Trade and other payables**

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

**Employee benefits**

*Short-term employee benefits*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

*Other long-term employee benefits*

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

**Note 1. Significant accounting policies (continued)**

*Defined contribution superannuation expense*

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

**Fair value measurement**

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principal market; or in the absence of a principal market, in the most advantageous market.

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interests. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

**Goods and Services Tax ('GST') and other similar taxes**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

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 tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

**New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the incorporated association for the annual reporting period ended 30 June 2020. The incorporated association has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

**Note 2. Critical accounting judgements, estimates and assumptions**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

*Coronavirus (COVID-19) pandemic*

Judgement has been exercised in considering the impacts that the Coronavirus (COVID-19) pandemic has had, or may have, on the incorporated association based on known information. This consideration extends to the nature of the products and services offered, customers, supply chain, staffing and geographic regions in which the incorporated association operates. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the incorporated association unfavourably as at the reporting date or subsequently as a result of the Coronavirus (COVID-19) pandemic.

*Employee benefits provision*

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.



**The Council on the Ageing (WA) Incorporated**  
**Notes to the financial statements**  
**30 June 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>Note 3. Grants</b>		
Seniors Week	147,000	187,832
Other grants	2,338	39,141
	<u>149,338</u>	<u>226,973</u>
<b>Note 4. Contract funding</b>		
Mentoring 2 Work Project	963,900	893,810
Aged Care System Navigator Project	89,188	46,562
Strength for Life Project	202,775	-
	<u>1,255,863</u>	<u>940,372</u>
<b>Note 5. Other fees</b>		
Strength for Life license fees	48,392	49,020
Strength for Life course fees	12,015	17,453
	<u>60,407</u>	<u>66,473</u>
<b>Note 6. Donations and sponsorships</b>		
Strength for Life donation	50,000	50,000
Mall Walking sponsorships	24,000	16,000
At Home Guide sponsorships	30,000	-
Other fundraising and donations	2,887	3,155
	<u>106,887</u>	<u>69,155</u>
<b>Note 7. Other income</b>		
Sundry income	40	4,530
Other Income	3,570	8,329
Govt. Stimulus - Cash Flow Boosting for Employers	100,000	-
Govt. Stimulus - JobKeeper	40,500	-
	<u>144,110</u>	<u>12,859</u>
<b>Note 8. Operating expenses</b>		
Accounting fees	7,383	1,525
Audit fees	28,556	8,920
Bank fees	1,309	1,252
Bad debts	200	-
Board governance	2,114	12,596
Car lease	4,824	6,720
Consulting fees	4,780	-
Cleaning and pest control	22	-
COTA Australia levy	3,675	6,322
Hire car fuel	4,025	658
Health and safety	13	-
IT equipment	17,422	9,637
Legal fees	294	6,084
Motor vehicle maintenance	532	-
Postage	632	3,003
Recruitment	52,113	27,153
Staff amenities	696	3,419
Staff development	1,544	2,104
Stationery and printing	8,543	17,655
Subscriptions	2,076	1,778
Sundry expenses	855	1,652
Telephone and internet	10,583	7,127
Travel – staff	16,876	18,923
Travel – volunteer	-	1,062
Website	462	6,263
Write off expenses	20	-
	<u>169,549</u>	<u>143,863</u>
<b>Note 9. Accommodation expenses</b>		
Rent	29,777	31,060
Computer maintenance	21,686	21,000
Office maintenance	2,078	391
	<u>53,541</u>	<u>52,451</u>

**The Council on the Ageing (WA) Incorporated**  
**Notes to the financial statements**  
**30 June 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>Note 10. Project expenses</b>		
Advertising and promotion - Local	16,187	8,604
Advertising and promotion – National	35,857	-
Forums and seminars	(1,768)	99,433
Project expenses	24,832	46,419
Seniors week award expenses	86,051	19,828
At home guide expenses	27,664	-
Strength for Life expenses	1,036	300
Subcontractor - UWA	159,769	100,000
Subcontractor – United Way WA	15,000	40,000
Training expenses	6,699	13,681
Mentor and employer training	12,507	-
	<u>383,834</u>	<u>328,265</u>
<b>Note 11. Cash and cash equivalents</b>		
Cash on hand	93	500
Cash at bank	904,403	596,993
	<u>904,496</u>	<u>597,493</u>
<b>Note 12. Trade and other receivables</b>		
Trade debtors	11,946	8,737
Other receivables*	75,529	611
	<u>87,475</u>	<u>9,348</u>
*Other receivables include \$48,170 relating to the 'Boosting Cash flow for Employers' COVID-19 stimulus package		
<b>Note 13. Current liabilities - trade and other payables</b>		
Trade payables	18,317	27,134
BAS payable	31,943	(20,061)
Other payables	26,656	69,479
	<u>76,916</u>	<u>76,552</u>
<b>Note 14. Current liabilities – income in advance</b>		
Aged Care System Navigator – COTA Australia	-	9,095
Department of Communities – Community grants	3,007	-
Department of Communities – Peak funding	240,000	-
Department of Social Service	172,850	318,878
Mall Walking Project	-	6,000
Organisational membership fees	300	-
Strength for Life – COTA Australia	22,464	-
SFL course fees in advance	300	1,738
	<u>438,921</u>	<u>335,711</u>
<b>Note 15. Current liabilities - employee benefits</b>		
Annual leave	48,152	46,848
Long service leave	-	17,068
	<u>48,152</u>	<u>63,916</u>
<b>Note 16. Equity - retained surpluses</b>		
Retained surpluses at the beginning of the financial year	159,193	251,987
Surplus / (deficit) after income tax expense for the year	265,050	(92,794)
Retained surpluses at the end of the financial year	<u>424,243</u>	<u>159,193</u>

**2020**  
**\$**

**2019**  
**\$**

**Note 17. Cash flow information**

**(a) Reconciliation of cash**

For the purposes of the cash flow statement, cash includes cash and cash equivalents, net of any outstanding bank overdraft. Cash at the end of the reporting year is reconciled to the related items in the statement of financial positions as follows:

Cash in hand and at bank	904,496	597,493
--------------------------	---------	---------

**(b) Reconciliation of cash flow from operations with net surplus / (deficit) for the year**

Net surplus / (deficit) for the year	265,050	(92,794)
Non-cash flows in net surplus / (deficit)		
Depreciation of property, plant and equipment	21,960	9,022
Asset write off	16,784	-
Change in operating assets and liabilities		
(Increase) / decrease in trade and other receivables	(78,127)	(5,349)
(Increase) / decrease in prepayments	2,297	(6,481)
Increase / (decrease) in trade and other payables	118,570	(31,438)
Increase / (decrease) in employee benefits	(20,142)	582
Cash flows from operations	326,392	(126,458)

**Note 18. Capital risk management**

The incorporated association's objective is to manage working capital so as to ensure that liabilities can be settled as and when they fall due.

**Note 19. Remuneration of auditors**

During the financial year the following fees were paid or payable for services provided by the auditor of the incorporated association:

*Audit services - remuneration paid to auditors in relation to audit*

Butler Settineri (Audit) Pty Ltd	6,500	8,920
BDO Audit (WA) Pty Ltd	13,000	-
	19,500	8,920

**Note 20. Contingent liabilities and contingent assets**

The incorporated association had no contingent liabilities or contingent assets as at 30 June 2020 and 30 June 2019.

**Note 21. Commitments**

Capital Commitments	-	-
Operating Commitments	-	33,730
	-	33,730

**Note 22. Events after the reporting period**

The impact of the Coronavirus (COVID-19) pandemic is ongoing and while it has been financially positive for the incorporated association up to 30 June 2020, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No matter or circumstance has arisen since 30 June 2020 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

**The Council on the Ageing (WA) Incorporated**  
**Board of Directors' declaration**  
**30 June 2020**

In the Board of Directors' opinion:

- the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and the Associations Incorporation Act (WA) 2015;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2020 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the Board of Directors



---

Ronald Regan

President

18 September 2020  
Perth

DECLARATION OF INDEPENDENCE BY DEAN JUST TO THE DIRECTORS OF THE COUNCIL ON THE AGEING (WA) INCORPORATED

As lead auditor of The Council on the Ageing (WA) Incorporated for the year ended 30 June 2020, I declare that, to the best of my knowledge and belief, there have been:

1. No contraventions of the auditor independence requirements of section 60-40 of the Australian Charities and Not-for-profit Commission Act 2012 in relation to the audit; and
2. No contraventions of any applicable code of professional conduct in relation to the audit.

This declaration is in respect of The Council on the Ageing of (WA) Incorporated during the period.



Dean Just  
Director

BDO Audit (WA) Pty Ltd  
Perth, 18 September 2020



## INDEPENDENT AUDITOR'S REPORT

To the members of The Council on the Ageing (WA) Incorporated

### Report on the Audit of the Financial Report

#### Opinion

We have audited the financial report of The Council on the Ageing (WA) Incorporated (the registered entity), which comprises the statement of financial position as at 30 June 2020, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the responsible entities' declaration.

In our opinion the accompanying financial report of The Council on the Ageing (WA) Incorporated, is in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- (i) Giving a true and fair view of the registered entity's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

#### Basis for opinion

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 registered entity in accordance with the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (including Independence Standards) (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### 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 for the purpose of fulfilling the registered entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Other information

Those charged with governance are responsible for the other information. The other information obtained at the date of this auditor's report is information included in the registered entity's annual report, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Other matter

The financial report of The Council on the Ageing (WA) Incorporated, for the year ended 30 June 2019 was audited by another auditor who expressed an unmodified opinion on that report on 25 September 2019.

#### Responsibilities of responsible entities for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members or other appropriate term. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the registered entity or to cease operations, or have 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 (<http://www.auasb.gov.au/Home.aspx>) at:

[http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of our auditor's report.

BDO Audit (WA) Pty Ltd

A handwritten signature in black ink, appearing to read 'Dean Just', is written over the BDO logo.

Dean Just

Director

Perth, 18 September 2020

## About Council on the Ageing Western Australia

COTA (WA) is the peak body for all Western Australians over 50 years of age.

Established in 1959, our vision is for an equitable, just and inclusive society in which older people can flourish through advancing their distinctive rights, needs and interests. COTA (WA) focuses on policy issues affecting seniors and seeks to promote, improve and protect the circumstances and wellbeing of older people in Western Australia.

COTA (WA) is an incorporated, non-for-profit organisation governed by an elected Board, managed and run by professional staff and supported by the generous contributions of many volunteers.

## Acknowledgment of Country

COTA (WA) acknowledges the Traditional Owners of Country. We pay our respects to their Elders both past and present and acknowledge that the land on which we live and work, is and always will be, Aboriginal land.



© Council on the Ageing Western Australia Inc.



Copyright in this publication and all works comprised therein are owned by the Council on the Ageing (WA) Inc. ABN 79 970 893 100 (COTA WA). All rights reserved. Any reproduction, modification, alteration, adaption, publication or communication of any part or all of this publication is prohibited except with the express written permission of COTA (WA).

Excepting the artwork, photographs, logos or other material where copyright is owned by a third party, all material presented in this document is provided under Creative Commons Attribution 4.0.

<https://creativecommons.org/licenses/by-nd/4.0/>

**Recommended citation:**

Council on the Ageing (WA) Inc. (2020) Perth <http://www.cotawa.org.au>

Published by Council on the Ageing Western Australia and available at [www.cotawa.org.au](http://www.cotawa.org.au)

ABN: 79 970 893 100

**COTA WA**

The Perron Centre, 61 Kitchener Avenue, Victoria Park 6100

T: 08 9472 0104 | [policy@cotawa.org.au](mailto:policy@cotawa.org.au) | [www.cotawa.org.au](http://www.cotawa.org.au)

