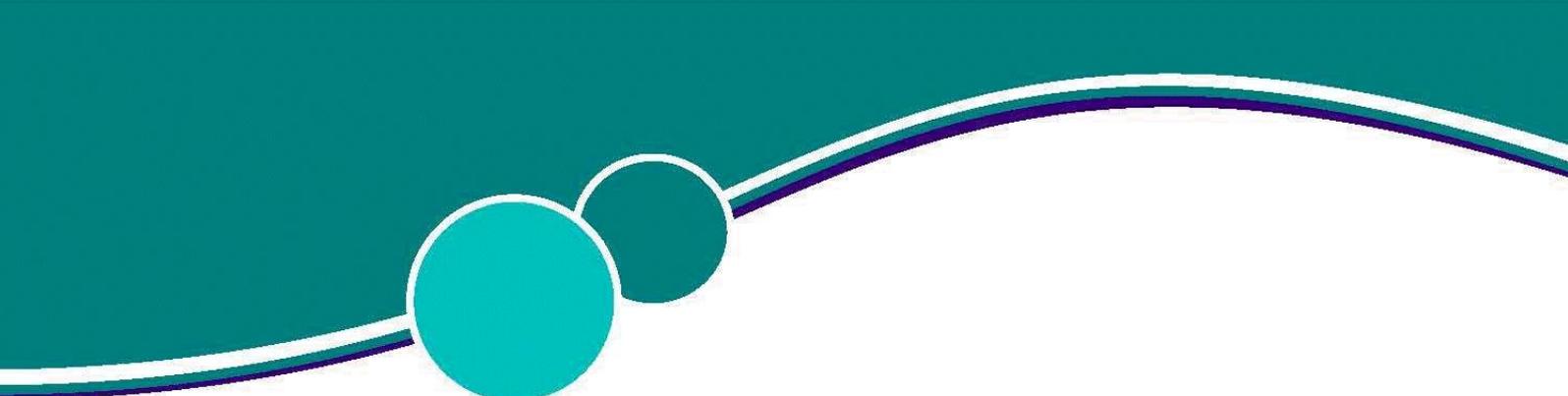




Peppercorn Services Inc. Annual Report 2016



Peppercorn Services Inc.

ABN: 34 611 224 255

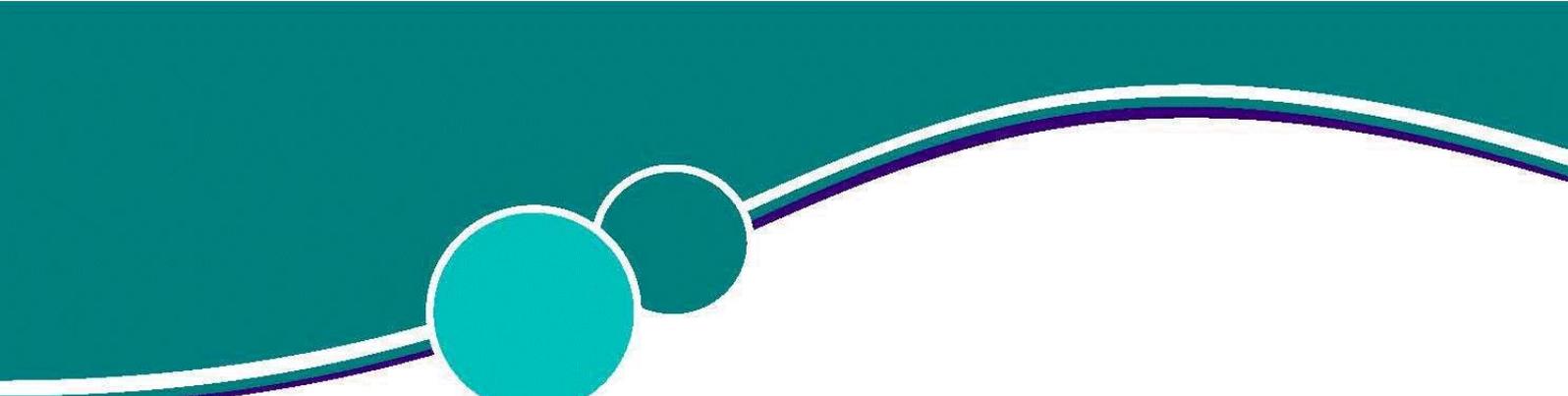
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Acknowledgement of Country

Peppercorn Services Inc. acknowledges the Darug nation as the traditional owners and custodians of the land on which our organisation operates, and pays respect to Elders past and present. As an organisation we also acknowledge the spiritual, physical, emotional, mental and economic connection of Aboriginal and Torres Strait Islander people to the Land and Seas. We acknowledge that the dispossession of Country, and the disruption to family connections have resulted in a breakdown of social networks and we will continue to strive to provide services that support social justice for all Australians.

Introduction

Founded in 2001, Peppercorn Services Inc. is an innovative, dynamic, multi service organisation which strives to adapt to and improve on best practice at all times.

Our core services include transport for our aged, disabled and isolated residents; early childhood education services; early intervention and prevention family and parenting programs; youth programs; community capacity building; and centre based meals and social support programs for seniors.

With a high level community profile and a good reputation through quality service delivery, partnerships with other organisations, collaborative ventures and by participating in the wider and isolated communities, we seek to contribute to the development of healthy, inclusive, sustainable and enterprising communities by supporting disadvantaged individuals and isolated communities.

Peppercorn Services Inc. is an incorporated, non-government, not for profit, community services organisation, registered as a Deductible Gift Recipient and Public Benevolent Institution and with the Australian Charities and Not-for-profit Commission (ACNC). As a values based organisation we are committed to ensuring equity and access to care and services to the people we serve. The organisation has 35 employees and 16 volunteers helping to deliver a wide range of programs.

Our organisation is unique as we deliver community services on behalf of Hawkesbury City Council under a Memorandum of Terms of Delegation, in addition to the directly funded services we provide to a number of communities across the Nepean, Blue Mountains and Hawkesbury region.



Governance is provided through a volunteer Board of Management and all operational matters rest with the Executive Officer. This model enables locally based autonomous service delivery to the community, whilst incorporating a high level of corporate governance and community member involvement.

Grants are received from all three tiers of government, local, state and federal, with additional support received through corporate sponsorships, grants and vehicle donations.

Our Mission & Values

Peppercorn Services Inc. cares about people. We believe in working with individuals, groups and communities to enhance the wellbeing of all.

Our services and programs improve the lives of families and individuals by creating and supporting a sense of belonging within the local community.

We care for families, our youth, people who are aged and those who experience disadvantage, vulnerability, isolation and disability.

Our Mission

Connecting people to family and community.

Our Values

- **serve** the community
- **be responsive**, open and accountable in all our dealings with people
- **provide** innovation, flexibility and continued improvement in our organisation
- **improve** and inform our practice in response to identified need and evidence
- **seek** to create and strengthen relationships to work collaboratively
- **utilise** our network of services to maximise positive client outcomes
- **create** opportunities for cultural, social and economic participation



Our Strategic Intent

Supporting families and communities

- Understand and respond to community and customer needs.
- Deliver flexible and responsive community support services.

Working together

- Use our network of services to maximise positive customer outcomes.
- Create and strengthen collaborative partnerships.

Striving for excellence

- Invest in innovation and continuous improvement.
- Remain financially viable, with a strong financial base.

Leading by example

- Have a healthy and strong workplace culture and sound corporate governance.
- Be widely regarded as an effective advocate for the Hawkesbury.

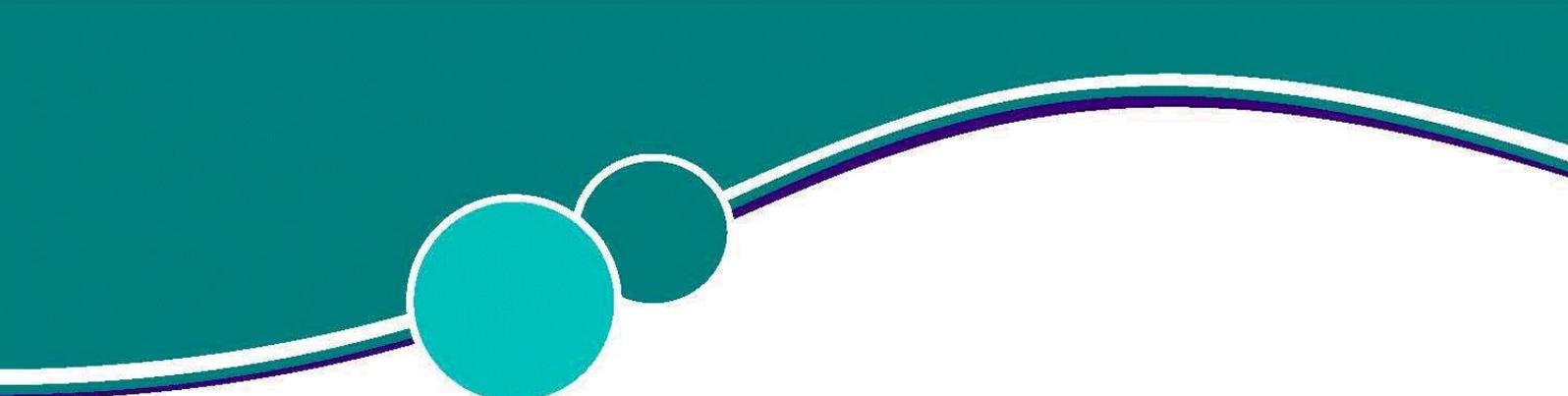
Preschool Garden Make-over



The gardens at the Forgotten Valley Preschool in South Maroota had been looking a little 'unloved', so we wrote to Bunnings at Dural to see if they could help in any way. Bunnings called and said they would love to come and DO our gardens for us with the children helping.

Now our gardens look amazing and the children love taking care of them each week. We have fruit trees, herbs and veggies as well as beautiful flowers in our front garden.

Thank you, Bunnings Dural!



Chairperson's Report

2016 has turned out to be even more hectic than 2015 with more changes to legislation and funding. As always you, our Peppercorn team, have met and surpassed all expectations. I am sincerely proud to be a small part of this. Our team has made many huge inroads with the new technology available today.

This year has seen us sadly farewell Denise Hancock as Executive Officer, she did a mammoth job of making Peppercorn the strong and vibrant business it is today. Thank you Denise for putting your heart and soul into your role. I wish Denise success and happiness in whatever the future holds for her. Thank you to Sharon Fisher for holding the fort in the interim.

Our Board will also say goodbye to our Mayor Kim Ford. Kim has been a valuable member of the Board and his time, expertise, and support will be greatly missed. Thank you Kim, I'm sure you will make a positive difference no matter what your new endeavours are.

I would like to say a very big thank you to our volunteers, without your special talents we would not function so efficiently.

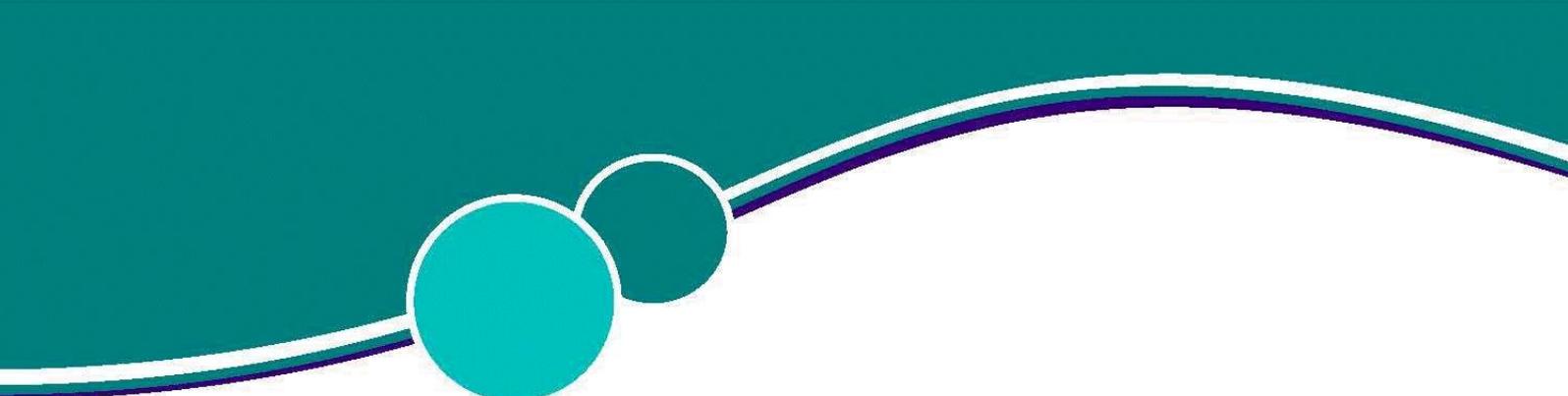
Our funders, Federal and State Governments, Hawkesbury City Council, local businesses, and individuals, but for whom we could not function, we are immensely grateful. You all give us the opportunity to fulfil our core values of supporting the community by working together whilst striving for excellence and leading by example.

The entire 2016 Peppercorn Board all shared their extensive business experiences from their various fields of expertise which enabled us to perform the duties of the Board. I thank each of you for your time, commitment and support.

As Chair I'm proud of the entire organisations commitment to our community and to Peppercorn Services. I'm honoured to have been on the Board for the past six years, three of which as Chair.

Thank you is never enough.

Shirley McDonald,
Chairperson



Acting Executive Officer's Report

It is my pleasure to present the Acting Executive Officer's report for the 2016 Peppercorn Services Incorporated (PSInc) Annual Report.

Over the past year PSInc. has continued to increase and improve service delivery, invest in our teams, and review practices across all services and programs. This ongoing focus on continuous improvement has resulted in the high quality results presented in this report.

Our achievements are in response to defined strategic goals and planned outcomes. In April the Board of Management met to review the goals set in 2014-2015 and reinforce the strategic priorities of supporting families and communities, working together, striving for excellence and leading by example.

The services that PSInc. provides are multi-faceted, spanning our community's needs from babies, children, our youth, families and our elderly. Our transport services reach out to those who are isolated and in need of transport for access or social support, or who need to travel to medical services and cannot do so independently. Our family support and early intervention programs work with families to raise healthy and happy children while the preschool aims to have the littlest learners ready and able to move to big school. The lawn & garden maintenance program supports older people to maintain their independence and enable them to remain living in their own homes and perhaps attend our centre based meals program which provides a healthy lunch, activities and social support.

The achievements of each of our services are detailed on the following pages. This past year has been a great success on many measures, not in the least in the efforts of our people. PSInc. is privileged to have an outstanding team - managers, coordinators, team members, and especially volunteers, who willingly give up their time to support Peppercorn Services. Thank you.

Thank you to those who fund PSInc's mission and vision. The support we receive from the three tiers of government, and the generous donations received from local organisations and individuals all allow us to keep on doing what we do.

Thank you to the Board of Management for their leadership and governance. A particular thank you to the Chairperson Shirley McDonald. Thank you also to Denise Handcock who over four years as Executive Officer guided the organisation through a time of significant change, leaving as her legacy a strong, capable and vibrant organisation.

Finally to our clients, you are the reason we are here and we thank you for your continuing support.

Sharon Fisher
Acting Executive Officer

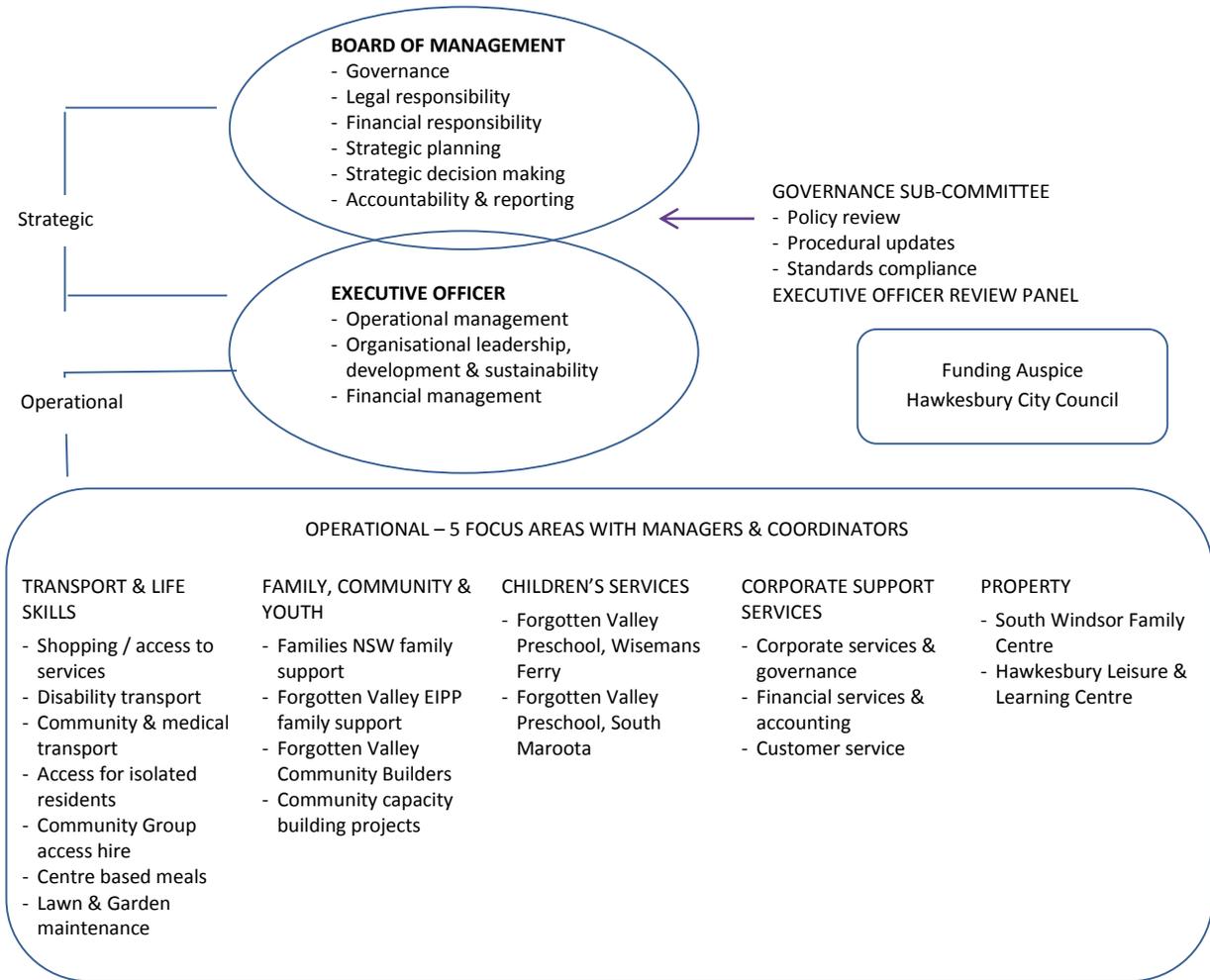
Organisational Structure

Board of Management at June 2016

Shirley McDonald (Chairperson)	Joseph Litwin (Treasurer)
Kerry Spindler (Vice Chairperson)	Meagan Ang (Secretary & Public Officer)
Kaylene Kelland	Councillor Kim Ford
Bronwyn Reed	Debra Dixon
Rob Ewin	

Board Member	Meetings Eligible	Meetings Attended	Attendance Rate
Shirley McDonald (Chairperson)	11	10	91%
Kerry Spindler (Vice Chair)	11	8	73%
Joseph Litwin (Treasurer)	11	9	82%
Meagan Ang (Secretary & Public Officer)	11	8	73%
Clr Kim Ford	11	8	73%
Kaylene Kelland	11	8	73%
Bronwyn Reed	11	11	100%
Debra Dixon	11	10	91%
Rob Ewin	7	6	86%
Nigel Robinson (resigned March 2016)	5	2	40%

Organisational Structure and Communication Chart



Windsor Toyota donated Camry



Christmas Party 2015



Christmas in July at HLLC

Peppercorn Community Transport

We provide a range of coordinated transport services for older people, younger people with disability and transport disadvantaged people living in the Hawkesbury. Easy access to transport enables our clients to maintain their independence, remain connected, fosters independence and increases regular participation in community activities.

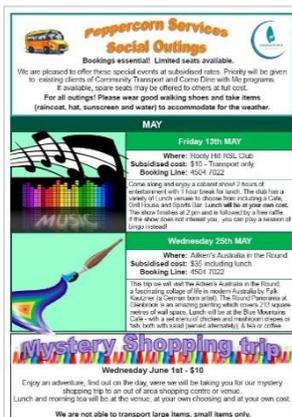
The majority of coordinated transport services are provided to eligible Commonwealth Home Support (CHSP), Community Care Support (CCSP), and Community Transport (CTP) clients.

- Door to door shopping bus
- Social outings
- Medical and hospital appointment transfers
- Subsidised bus hire to not for profit community groups within the Hawkesbury Local Government Area
- Youth subsidised transport
- Youth group transport
- Access for residents in isolated areas
- Low support disability access
- High support disability access

2015 – 2016 Highlights

In the 2015-2016 financial year in line with our practice of maintaining high quality and reliable fleet vehicles, Peppercorn Community Transport placed orders for a new Mitsubishi Rosa and Mercedes Sprinter to be delivered early in the new financial year. They will replace the aging vehicles of the same type and both will be fitted with wheelchair accessible options.

The bi-monthly newsletters continue to be popular, with now more than 700 issued in print or electronically. Filled with information on upcoming social outings, the newsletter also includes special offers for the Lawn & Garden Maintenance program, hints and tips for everyday living and client stories.



Peppercorn Community Transport



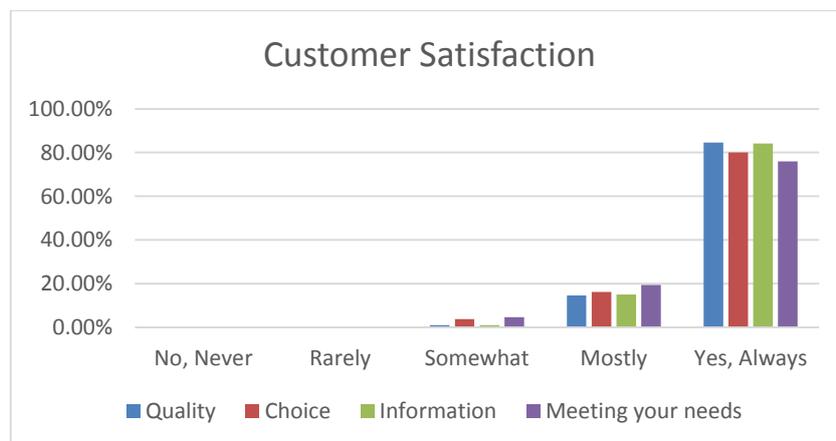
Our feature social outings are a huge success with two or three outings each month. This years' highlight was an evening cruise on Sydney Harbour complete with buffet meal on a wheelchair accessible vessel.

The outing was a great success, and Sydney Harbour was magnificent. Thank you to our volunteer Gail Pausey for these beautiful pictures.



Annual Satisfaction Survey

In May in conjunction with the Home & Garden Maintenance and Meals programs, we issued our annual client satisfaction survey. We are very proud of the results, with the overall satisfaction result at 92% or greater in each area.



"All your services are very good. I feel we are very lucky to be looked after so well, thank you."

"Just to thank everyone connected with Peppercorn. You have helped me so much."

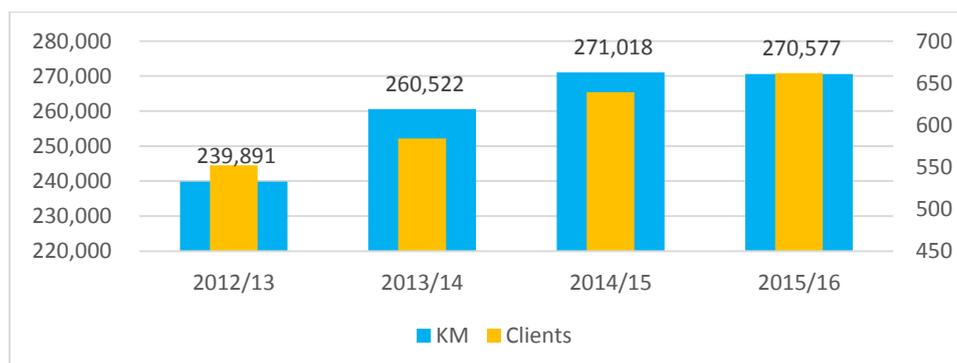
Peppercorn Community Transport

Services Delivered

<p>HRT (Health) funded transport services delivered to Hawkesbury residents who have no access to public or private transport to attending surrounding hospitals for health appointments and restorative and rehabilitative treatments, including oncology treatments.</p>	<p>527 trips</p>
<p>Community Home Support Program (CHSP) 11,434 trips delivered</p>	<p>CHSP funded services to meet the needs of frail aged residents. Comprising 65-75% group transport to day centres, shopping, community access and social trips and 25-35% flexible, individual transport to medical appointments and community access.</p>
<p>Community Care Support Program (CCSP) 1,850 trips delivered</p>	<p>CCSP funded services to meet the needs of younger people with a disability, comprising 80-90% group transport to day centres, shopping, community access and social trips; and 10-20% flexible, individual transport to medical appointments and community access.</p>
<p>Community Transport Program (CTP) 4,586 trips delivered</p>	<p>CCSP funded services to meet the needs of younger people with a disability, comprising 80-90% group transport to day centres, shopping, community access and social trips; and 10-20% flexible, individual transport to medical appointments and community access.</p>

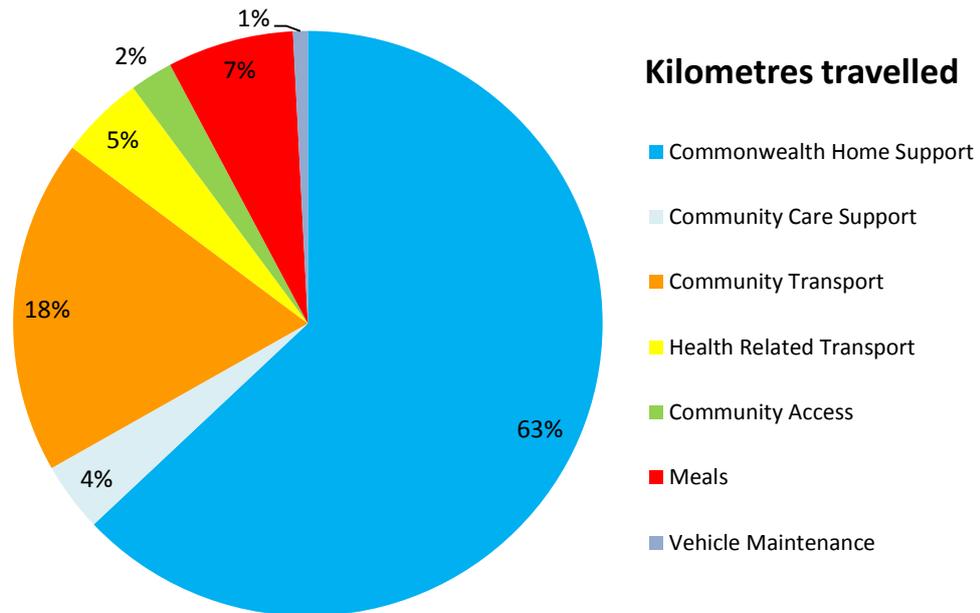
* Note: trips delivered exclude any same day cancellations or no shows.

Kilometres Travelled – 4 year trends



Peppercorn Community Transport

Kilometres travelled by service stream



Donors

Generous donations have been received from a variety of private individuals and local businesses. Your support is invaluable to the services we provide, whether it be a gift card to be presented as a lucky door prize, your time supporting our events or a larger donation of funds or facilities.

Special mention to:

- Windsor Toyota for the use of a dedicated Toyota Camry for our Medical Transport programs
- Specsavers Richmond for their ongoing support
- The Rotary Club of Richmond
- The Hawkesbury Race Club for funds raised from Christmas in July charity race day with significant support from Evergreen Turf and the Turf Industry.

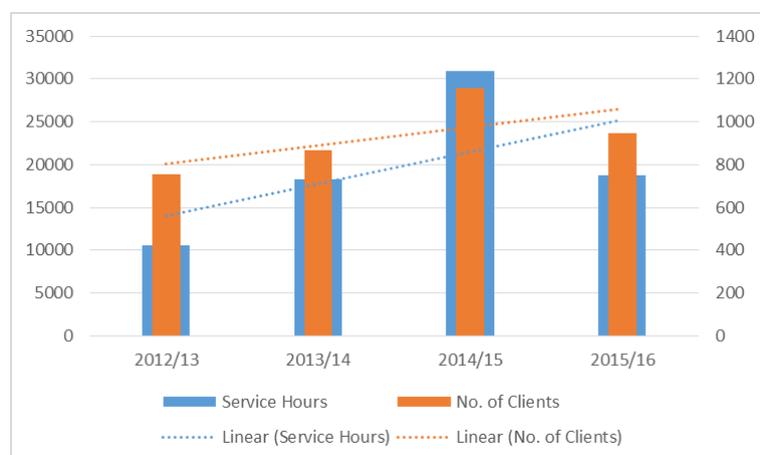
We cannot thank you enough.

Home & Garden Maintenance

We provide a range of home and garden maintenance services for older people, younger people with disability and their cares, people living in the Hawkesbury, Blue Mountains and Penrith local government areas. The service supports people to maintain their independence and enable them to remain living in their own homes.

The Peppercorn Home & Garden Maintenance Service is a service supported by funding from the Australian Government under the Commonwealth Home Support Program (CHSP) and the NSW Government under the Community Care Support Program (CCSP).

- Lawn and garden maintenance
- Garden clean-ups
- Gutter cleaning
- Pressure cleaning



The trend lines here shows the year on year increase in service hour outputs and client numbers. 2014/15 represent a significant deviation in that the service was able to offer a one off storm clean up service after significant weather events that year. 2015/16 has contracted back to the core activities of Lawn and Garden Maintenance.

The power of collaboration

Recently a client came to us via Community Services at Blue Mountain City Council (BMCC). The client had suffered a severe stroke was difficult to understand, particularly on the telephone. She had limited family support and as a result was struggling with accessing services via the My Aged Care assessment line.

We were able assist by arranging in home support by BMCC and the MAC regional assessment officer to have the client registered for services and formally referred to us for Lawn Maintenance. Our team was then able to arrange for a suitable contractor on her behalf and the service has commenced.

Meals, Activities & Social Support

We support older people and people with physical, intellectual and/or neurological disabilities and their carers by providing flexibility and choice to enhance wellness and enable people to stay in their own homes. Our services include social outings, nutritional meal dining options, and activity groups.

2015 – 2016 Highlights

2015/16 has been an exciting year for this service. In January 2016 the renovations at the Hawkesbury Leisure and Learning Centre were complete and we were able to move many of our services offerings back to the centre. The newly renovated centre is a purpose built space suitable not only for our seniors programs but for the community as a whole. The service still holds twice weekly lunches, with one in centre at the other at a local club. The men's group is going strong, and our special events such as Christmas in July and Melbourne Cup are eagerly anticipated.

Service Statistics:



Social Support

2013/14 - 4451 hours

2014/15 - 4695 hours

2015/16 – 4278 Hours

Meals

2013/14 - 2805

2014/15 - 3084

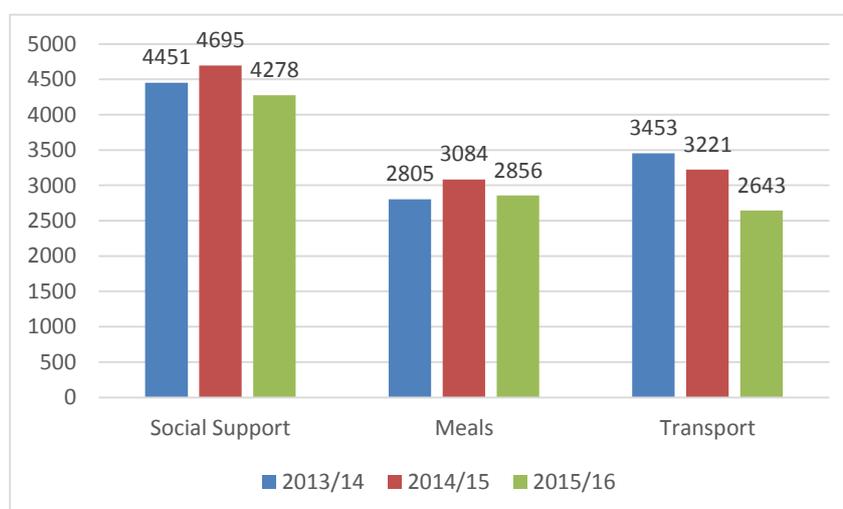
2015/16 – 2856

Transport

2013/14 - 3453 trips

2014/15 - 3221 trips

2015/16 – 2643 trips



The Hawkesbury Leisure & Learning Centre

Most of the Hawkesbury Leisure & Learning Centre (HLLC) renovations were completed by November 2015, when the newly created position of Manager of Wellbeing Services was appointed. The centre began to operate while the finishing touches were put in place and was officially opened on March 22, 2016.

HLLC is a hub that facilitates the connecting of communities, individuals and groups. Its target is to promote social and cultural inclusiveness and be a central point for information sharing and networking. The centre is off to a good start, and 2016/17 looks to be an exciting year as more community groups, businesses and individuals discover its facilities and great location.



Extract from the Hawkesbury Gazette March 30, 2016 – Launch event for the grand reopening of the Hawkesbury Leisure & Learning Centre.

The Forgotten Valley Preschools

The Forgotten Valley Mobile Preschool Resource Unit provides quality early childhood education and care for children 3-6 years of age. The preschool operates from two venues during school terms located at South Maroota and Wisemans Ferry. As the only dedicated preschool in the area it is highly valued by the parents and grandparents of the children who attend.

In September 2015 the service participated in the Operational Support Program to determine eligibility for the offer of an Opt In Contract from 2016. The offer was received and accepted with the Opt In Contract now in place for a four year term.

The mobile preschools have continued to provide high quality education and care services to the children in their catchment areas. The preschool team use Early Learning Year Framework (ELYF) principles while operating on an 'Out of Scope' basis. Towards the end of the financial year the team implemented Storypark, a program designed to create ePortfolios for early childhood teachers to record children's learning stories online and share privately with family. The team continues to employ new technologies with three new iPads purchased and used with appropriate education applications.

Location and Day	2012 - 2013	2013 - 2014	2014-2015	2015-2016
South Maroota – Monday	12	12	9	16
South Maroota – Tuesday	12	9	7	12
Wisemans Ferry – Wednesday	6	11	12	8
Wisemans Ferry – Thursday	13	12	9	5
Wisemans Ferry – Friday	4	8	9	12
Total	47	52	46	53



Individualised programmed activities and group work improve the developmental and educational outcomes for children attending our service.

Family, Community & Youth

The Family, Community & Youth Team provides prevention and intervention support for families and community members, including parenting programs, skills based workshops, events, and family support.

During 2015/16 growth continued in all areas of service delivery. The team has maintained their accreditation to facilitate 123 Magic and Emotion Coaching parenting program, Circle of Security parenting program, Triple P Positive Parenting program and Engaging Adolescents. Team members are newly accredited in the Baby in Mind and Tuning into Kids parenting programs.

Family Fun Day



	2015	2016
Attendees	438	495
- Adults	154	175
- Children	250	320

A wonderful day was had at our Family Fun Day held at the South Windsor Family Centre. As part of National Families Week we celebrated the theme 'Stronger Communities Stronger Families'.

Community members were encouraged to complete evaluations and surveys. The results show an increase in the meaningful and positive impact the work being undertaken by the Family, Community & Youth Team is having on families and community members.

- Our friends involved with the service appreciate the help for their family
- The service has helped my son a lot who is a single dad
- You do a great job every year – well done!
- Keep up the great work.
- Everyone is so helpful
- This service provides a great community event
- What a fantastic event – thank you

Survey results show that 96% of respondents felt more a part of their community by attending the event, and the same number indicated that they were happy with the services provided to their family or themselves.



Family, Community & Youth

Supported Playgroups

Supported playgroups provide child support in a friendly environment and act as a support tool for parents with young children. The playgroups create opportunities for relationships to be made between parents and their children, parents with other parents, and between parents and service providers. They provide a range of learning experiences for children to help stimulate their development and a facilitator is available to provide advice and information on parenting issues and community supports, while modelling play, communication skills and behaviour management techniques. The program has a very flexible delivery model which allows it to adapt appropriately to the needs and interests of the target groups.

Peppercorn's Family, Community & Youth team facilitate four playgroups per week at Wisemans Ferry, Hobartville Public School, Windsor South Public School, and the South Windsor Family Centre. Significant growth has been seen in all the supported playgroups.

- In 2015 Windsor South Public School had 8 parents enrolled and 15 children. In 2016 this increased to 20 parents and 23 children. An overall increase of 87%
- In 2015 the South Windsor Family Centre supported playgroup had 9 parents enrolled and 15 children. In 2016 this increased to 21 parents and 25 children. An overall increase of 92%

Following are just two examples of the positive outcomes gained through participating in a supported playgroup. Note that for the purposes of privacy the names have been changed.

Jack & Karen

Jack is 3 and has been attending playgroup with his mother Karen. Karen has described her son as being "full on" and "difficult to cope with" at times. Jack had been disruptive and often refused to participate with other children within the group and at times refusing to eat morning tea or distracting other children while eating.

At the beginning of each playgroup, we have outdoors activities that we refer to as "getting our jiggles out". This time consists of stretches, yoga poses and activities such as a 'bear hunt' and 'bug catching'. Jack is now beginning to actively participate in these times, often taking the lead with other children, helping them to find the bugs that had been hidden, or to help hide the teddy for the bear hunt.

Most recently, Jack has taken a keen interest in participating in craft and story time. Proud of his art work, he has stated that it is his "most best time" (sic) at playgroup. In August, Jack actively participated in story time, requesting that other children "sit down" so that he could hear the story. At the completion he asked for a second story, and then a third. Karen said at the conclusion of playgroup that Jack has "never before sat and listened to single a story, let alone two" and that this was an achievement for both of them.

Family, Community & Youth

John & Anne

John is a 4 year old boy who has a diagnosis of ASD and lives with his mother Anne, a single parent. John attends few social activities due to his diagnosis, and Anne is a fulltime university student.

Initially John had not wanted to be involved in craft or morning tea time however in recent weeks, John has become actively involved and recently made a number of fans and dragons for the school multicultural day. Anne has advised that John is now asking to come to playgroup and has been interacting well with other children at playgroup.



The last word is a comment made by a young 3 year old, who regularly attends our Supported Playgroup at South Windsor Family Centre with his family. Sitting at the table ready for craft he declared: 'I think playgroup is just wonderful'. It put a smile on many faces. 😊

Community Builders

Community capacity building continues in Wisemans Ferry and the surrounding areas. The Forgotten Valley Views and the Living Heritage, two well respected local magazines came together early 2016 to share their resources, experience, knowledge and love of the local area and small communities. Both magazines have been a vital part of their local communities and are a true reflection of community life.

Community consultation throughout the merger process provided opportunity for passionate community members to come together to express their many thoughts on combining the two magazines. The merge of the two magazines will ensure the Forgotten Valley, South Maroota and surrounding small communities will continue to contribute to and receive a community owned and volunteer run magazine. It is a platform to share stories, experiences and knowledge for many years to come.

Our People

Peppercorn Services highly values its employees and volunteers alike and sees them as our most important asset. We are an equal opportunity employer and strive to be an employer of choice. Training is provided specific to positions held, and advancement by further tertiary education is encouraged, with eligible employees receiving financial and leave assistance to complete their studies.

Peppercorn's Christmas celebrations are the forum for our annual team member of the year awards with reward and recognition the centre point of the event. The team member of the year is drawn from across the organisation, employees and volunteers alike.

Team member of the Year: Marina Polakov – Transport Coordination Unit

Runner up: Veronique Pierre – Family, Community & Youth
Sharon Fisher – Corporate Services

Team Member Satisfaction Survey

The annual survey was conducted in May, and the results continued to show that overall, staff and volunteers were very happy with the work they perform, communication within the organisation and the level of management received.

Question asked:	Response Rate
How meaningful is your work?	96% indicated extremely or very meaningful
Overall, are you satisfied with your manager / coordinator?	92% extremely or very satisfied
As a volunteer how much of an impact do you feel your volunteer work has?	100% say a great deal or a lot of impact

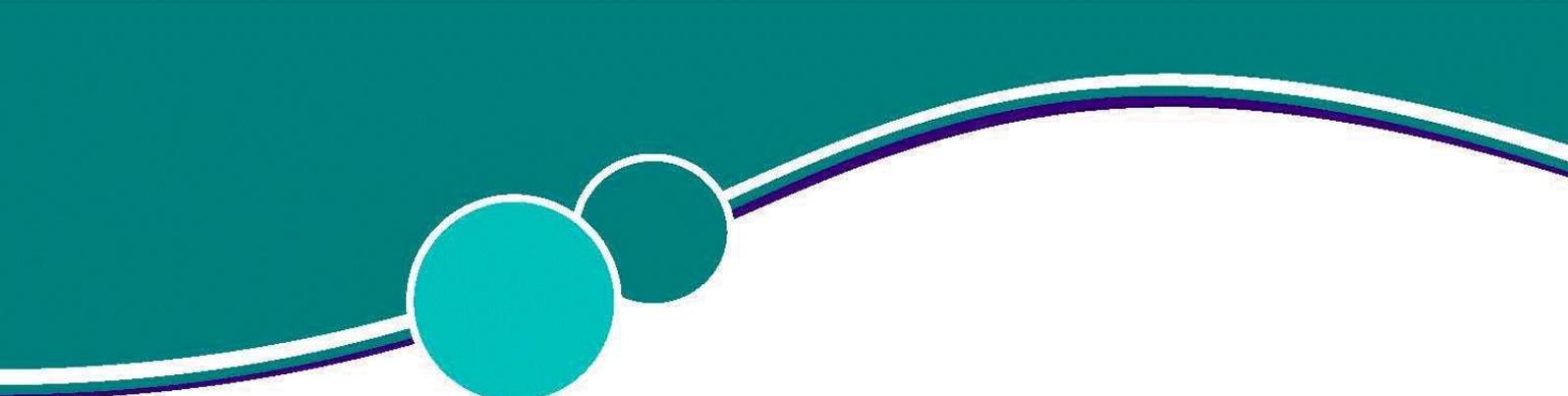
You will not find another community organisation more committed to the Hawkesbury and the wider communities we serve in assisting people to achieve their goals. The people within Peppercorn are reflective of our stated values to serve the community and to always strive for excellence by working together and leading by example.



Our Funders

Funder		Service	Coverage	Location
NSW Education and Communities	 Education & Communities Office of Education Early Childhood Education and Care	Mobile Preschool	Isolated communities of the Forgotten Valley in the Hawkesbury, Hills, Hornsby & Gosford LGA's	South Maroota & Wiseman's Ferry
NSW Education and Communities – Preschool Disability Support Program	 Education & Communities Office of Education Early Childhood Education and Care	Mobile Preschool	Isolated communities of the Forgotten Valley in the Hawkesbury, Hills, Hornsby & Gosford LGA's	South Maroota & Wiseman's Ferry
NSW Family & Community Services	 Family & Community Services Community Services	Hawkesbury Community Builders	Isolated communities of the Forgotten Valley in the Hawkesbury, Hills, Hornsby & Gosford LGA's	Wiseman's Ferry
NSW Family & Community Services	 Family & Community Services Community Services	Strengthening Communities - Families NSW	Residents of the Hawkesbury LGA	South Windsor Family Centre
NSW Family & Community Services	 Family & Community Services Community Services	EIPP Family Support	Isolated communities of the Forgotten Valley in the Hawkesbury, Hills, Hornsby & Gosford LGA's	Wiseman's Ferry
NSW Health - Nepean Blue Mountains AHS	 NSW Health	Community Medical Transport	Residents of the Hawkesbury LGA	South Windsor
Commonwealth Department of Health	 Australian Government Department of Health	CHSP Lawn & Garden Service	Residents of the Hawkesbury, Nepean and Blue Mountains LGA's	Hawkesbury Leisure & Learning Centre
NSW Department of Ageing, Disability & Home Care	 Family & Community Services Ageing, Disability & Home Care	CCSP Lawn & Garden Service		
Commonwealth Department of Health	 Australian Government Department of Health	CHSP Multi Service Outlet Services	Residents of the wider Hawkesbury plus the isolated communities of the Forgotten Valley incorporating the Hills, Hornsby & Gosford LGA's	Bus Depot, Hawkesbury Leisure & Learning Centre
NSW Department of Ageing, Disability & Home Care	 Family & Community Services Ageing, Disability & Home Care	CCSP Multi Service Outlet Services		
Transport for NSW - incorporating:				
Commonwealth Department of Health	 Australian Government Department of Health	CHSP Transport Services - including High Support Disability, Low Support (shopping) & Medical Transport	Residents of the wider Hawkesbury plus the isolated communities of the Forgotten Valley incorporating the Hills, Hornsby & Gosford LGA's	Bus Depot, South Windsor, Peppercorn Place
NSW Department of Ageing, Disability & Home Care	 Family & Community Services Ageing, Disability & Home Care	CCSP Transport Services - including High Support Disability, Low Support (shopping) & Medical Transport	Residents of the wider Hawkesbury plus the isolated communities of the Forgotten Valley incorporating the Hills, Hornsby & Gosford LGA's	Bus Depot, South Windsor, Peppercorn Place
NSW Transport for NSW, Community Transport	 NSW Transport for NSW	Community Transport Services, including Isolated Residents	Residents of the wider Hawkesbury plus the isolated communities of the Forgotten Valley incorporating the Hills, Hornsby & Gosford LGA's	Bus Depot, South Windsor, Peppercorn Place
Hawkesbury City Council	 Hawkesbury City Council	Peppercorn Place front desk support Hawkesbury Leisure & Learning Centre Community Access		Peppercorn Place Richmond Various locations

Peppercorn Services Inc. is supported by financial assistance from the Australian Government and the NSW Government, and although funding has been provided by them, the material contained in this report does not necessarily represent the views or policies of the Australian or NSW Governments.



Treasurer's Report

I am pleased to present the Audited Financial Statements for Peppercorn Services Inc. for the financial year 2015 - 2016.

Peppercorn's financial management systems operate in accordance with Australian Accounting Standards and meet the reporting requirements of our funding bodies. Our chart of accounts is based on the Australian Government Department of Finance National Standard Chart of Accounts for reporting by not-for-profit organisations and is compliant with the guidelines set down by the ACNC.

We undertake a strict financial auditing process utilising the expertise of HG Khouri & Associates, Certified Practising Accountants. The audit is conducted in accordance with Australian Auditing Standards, which require that the auditors comply with ethical requirements and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement. The audit involves procedures to obtain audit evidence about the amounts and disclosures in the financial report.

Procedures selected depend on the auditor's judgement and include the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. The audit also evaluates the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

Our audited financial reports are supplied to our funders and are lodged with the ACNC.

Joseph Litwin,
Treasurer

Annexure One: Audited Financial Report



**PEPPERCORN SERVICES INC.
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2016**

Peppercorn Services Inc.
ABN 34 611 224 255
Responsible Persons Declaration
for the Year Ended 30 June 2016

In the opinion of the responsible persons of the association:

1. The financial report presents a true and fair view of the financial position of Peppercorn Services Inc. as at 30 June 2016 and its performance for the year ended on that date;
2. At the date of this statement, there are reasonable grounds to believe that Peppercorn Services Inc. will be able to pay all of its debts as and when they become due and payable;
and
3. The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

This statement is made in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013 and is signed for and on behalf of the management committee by:



Shirley McDonald



Joseph Litwin

Dated this 27th day of OCTOBER 2016

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Comprehensive Income
 for the Year Ended 30 June 2016

	Note	2016 \$	2015 \$
Revenue	2	2,487,120	2,799,555
Employee expenses		(1,535,187)	(1,791,739)
Depreciation & impairment losses		(124,005)	(148,398)
Contractor expenses		(347,334)	(504,450)
Operating lease expense		(6,825)	(5,782)
Occupancy & Utilities		(70,662)	(73,406)
Insurance		(46,793)	(46,273)
Program expenses		(112,606)	(124,195)
Motor Vehicle		(79,937)	(88,152)
Communication & IT expenses		(58,317)	(49,315)
Other expenses		(93,844)	(25,543)
Profit (Loss) for the year	3	11,610	(57,698)
Other comprehensive Income after Income tax:			
Other comprehensive Income for the year, net of tax		0	0
Total comprehensive Income for the year		11,610	(57,698)
Total comprehensive Income attributable to members of the entity		11,610	(57,698)

The accompanying notes form part of these financial statements.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Financial Position
 for the Year Ended 30 June 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	1,427,069	1,495,620
Trade and other receivables	6	20,560	9,342
Deposits		61,991	176
TOTAL CURRENT ASSETS		<u>1,509,620</u>	<u>1,505,138</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	202,290	285,695
TOTAL NON-CURRENT ASSETS		<u>202,290</u>	<u>285,695</u>
TOTAL ASSETS		<u>1,711,910</u>	<u>1,790,833</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	140,520	218,363
Employee benefits	9	75,674	75,541
Current tax liabilities	10	23,130	14,656
Unspent grant funds	11	74,741	110,380
TOTAL CURRENT LIABILITIES		<u>314,065</u>	<u>418,940</u>
NON-CURRENT LIABILITIES			
Employee Benefits	9	126,852	112,510
TOTAL NON-CURRENT LIABILITIES		<u>126,852</u>	<u>112,510</u>
TOTAL LIABILITIES		<u>440,917</u>	<u>531,450</u>
NET ASSETS		<u>1,270,993</u>	<u>1,259,383</u>
EQUITY			
General Reserves	12	583,377	583,377
Retained earnings		687,616	676,006
TOTAL EQUITY		<u>1,270,993</u>	<u>1,259,383</u>

The accompanying notes form part of these financial statements.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Changes In Equity
 for the Year Ended 30 June 2016

	Retained Earnings \$	Financial Assets Reserve \$	General Reserves \$	Total \$
Balance at 30 June 2014	758,704		558,377	1,317,081
Comprehensive Income				
Profit (Loss) for the year	(57,698)			(57,698)
Other comprehensive Income for the year				
Total comprehensive Income	(57,698)			(57,698)
Transfers to Reserves	(25,000)		25,000	
Balance at 30 June 2015	676,006		583,377	1,259,383
Comprehensive Income				
Profit (Loss) for the year	11,610			11,610
Other comprehensive Income for the year				
Total comprehensive Income	11,610			11,610
Transfers to Reserves				
Balance at 30 June 2016	687,616		583,377	1,270,993

The accompanying notes form part of these financial statements.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Cash Flows
 for the Year Ended 30 June 2016

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts in course of operations		2,363,630	2,513,953
Cash payments in course of operations		(2,468,214)	(2,641,235)
		(104,584)	(127,232)
Interest received		41,178	56,529
Net Cash generated from operating activities	13	(63,406)	(70,753)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant & equipment		(40,600)	(136,096)
Proceeds from sale of property, plant & equipment		35,455	8,182
		(5,145)	(127,914)
Net increase (decrease) in cash held		(68,551)	(198,667)
Cash at the beginning of the period		1,495,620	1,694,287
Cash at the end of the period	5	1,427,069	1,495,620
RECONCILIATION OF CASH			
Cash		1,310	1,904
Short term deposits		1,132,260	1,395,935
Cash at Bank		293,499	97,781
		1,427,069	1,495,620

The accompanying notes form part of these financial statements.

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

The financial statements cover Peppercorn Services Inc. as an individual entity. Peppercorn Services Inc. is an association Incorporated in New South Wales under the *Associations Incorporation Act 2009*.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

Peppercorn Services Inc. applies Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010-2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements and other applicable Australian Accounting Standards – Reduced Disclosure Requirements.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Associations Incorporation Act 2009. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

(a) Income Tax

The Association is endorsed as an income tax exempt charity under Subdivision 50-B of the Income Tax Assessment Act 1997. As such, the financial statements make no provision for income tax.

(b) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Plant and equipment

Plant and equipment is measured on the cost basis and is therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(e) for details of impairment).

The cost of fixed assets constructed by the association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item can be measured reliably. All other repairs

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

and maintenance are recognised in profit or loss during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Leasehold improvements	5%
Motor Vehicles	20%
Leased plant and equipment	10% - 33%
Computer Equipment & Software	25% - 33%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation relating to that asset are transferred to retained earnings.

(c) Leases

Leases of property, plant and equipment where substantially all the risks and benefits incidental to the ownership of the asset but not the legal ownership are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recognising an asset and a liability at the lower of the amount equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset or ownership over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as expenses on a straight-line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(d) Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost. *Fair value* represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest rate method.

The association does not designate any interests in subsidiaries, associates or joint venture entities as being subject to the requirements of Accounting Standards specifically applicable to financial instruments.

(i) *Financial assets at fair value through profit or loss*

Financial assets are classified at 'fair value through profit or loss' when they are held for trading for the purpose of short-term profit taking, where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in fair value (ie gains and losses) recognised Included in profit or loss.

(ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

(iii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the association's intention to hold these investments to maturity. They are subsequently measured at amortised cost using the effective interest rate method.

(iv) *Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (ie gains or losses) recognised in other comprehensive Income (except for impairment losses and foreign exchange gains and losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive Income is reclassified into profit or loss.

(v) *Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

Impairment

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are immediately recognised in profit or loss. Also, any cumulative decline in fair value previously recognised in other comprehensive Income is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual right to receipt of cash flows expires or the asset is transferred to another party, whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(e) **Impairment of Assets**

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Impairment testing is performed annually for any goodwill and any intangible assets with indefinite lives.

(f) **Employee Provisions**

Short-term employee benefits

Provision is made for the association's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The association's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements of obligations for other long-term employee benefits for changes in assumptions are recognised in profit or loss in the periods in which the changes occur.

The association's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the association does not have an unconditional right to defer settlement for at least 12 months after the reporting date, in which case the obligations are presented as current provisions.

(g) Cash and Cash Equivalents

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

(h) Revenue and Other Income

Non-reciprocal grant revenue is recognised in profit or loss when the association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

The association receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in profit or loss.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax.

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

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 ATO, are presented as operating cash flows included in receipts from customers or payments to suppliers.

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

(j) **Comparative Figures**

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

Where the association has retrospectively applied an accounting policy, made a retrospective restatement or reclassified items in its financial statements, an additional statement of financial position as at the beginning of the earliest comparative period will be disclosed.

(k) **Trade and Other Payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(l) **Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(m) **Key Estimates**

Impairment

The Association assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

Employee benefits

For the purpose of measurement, AASB 119: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. As the association expects that all of its employees would use all of their annual leave entitlements earned during a reporting period before 12 months after the end of the reporting period, the association believes that obligations for annual leave entitlements satisfy the definition of short-term employee benefits and, therefore, can be measured at the (undiscounted) amounts expected to be paid to employees when the obligations are settled.

(n) **Critical Accounting Estimates and Judgements**

The Board of Management evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Association.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

	2016 \$	2015 \$
NOTE 2: REVENUE AND OTHER INCOME		
Revenue:		
- Grants	2,007,197	2,198,650
- Sales	143,814	135,630
- Administration and Carers Levy	0	130,373
- Contributions from Hawkesbury City Council	152,955	140,261
- Fees received	91,259	89,942
	2,395,225	2,694,856
Other revenue:		
- Donations & Fundraising	606	6,529
- Costs recovered	5,227	20,998
- Interest received	41,177	56,529
- Profit on sale of non current assets	35,455	2,044
- Other Income	9,430	18,599
	91,895	104,699
Total revenue	2,487,120	2,799,555

Current year grant income includes \$27,158 from prior years surpluses of Life Skills grant funding unexpended. The balance of unexpended grant funding has been treated as a liability in the current year. The balance of unexpended Life Skills Funding shown as a liability in the accounts is \$73,451.

NOTE 3: PROFIT FOR THE YEAR

Significant Expenses		
- Occupancy & Utilities	70,662	73,406
- Insurance	46,793	46,273
- Program Expenses	112,606	124,195
- Consultancy & External Contractors	347,334	504,450
- Motor Vehicle Expenses	79,937	88,152
- Communication & IT Expenses	58,317	49,315

NOTE 4: AUDITORS' REMUNERATION

Remuneration of the auditor of the association for:		
- auditing or reviewing the financial report	13,684	13,361
- other services	0	0
	13,684	13,361

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
NOTE 5: CASH AND CASH EQUIVALENTS		
Cash at bank and in hand	282,726	99,685
Short-term bank deposits	1,144,343	1,395,935
	1,427,069	1,495,620

The effective interest rate on short-term bank deposits was 2.81% (2015: 3.31%); these deposits have an average maturity of 180 days.

NOTE 6: TRADE AND OTHER RECEIVABLES

CURRENT

Trade receivables	20,560	9,342
Total current trade and other receivables	20,560	9,342

Current trade receivables are non-interest bearing loans and are generally receivable within 30 days. A provision for impairment is recognised where there is objective evidence that an individual trade receivable is impaired. No impairment was required at 30 June 2016 (2015: No impairment).

Credit risk

The association has no significant concentration of credit risk with respect to any single counterparty or group of counterparties.

The balances of receivables that remain within initial terms (as detailed in the table) are considered to be of high credit quality.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

	2016 \$	2015 \$
NOTE 7: PROPERTY, PLANT AND EQUIPMENT		
Furniture & fittings, plant & equipment:		
At cost	245,381	204,782
Accumulated depreciation and provision for impairment	245,381	204,782
	0	0
Computer software		
At cost	3,686	3,686
Accumulated depreciation	3,686	3,686
	0	0
Leasehold improvements:		
At cost	73,359	73,359
Accumulated depreciation	48,209	44,559
	25,150	28,800
Motor Vehicles		
At Cost	617,307	717,559
Accumulated depreciation	440,167	460,664
Total Motor Vehicles	177,140	256,895
Total property, plant and equipment	202,290	285,695

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Furniture & fittings, plant & equipment	Computer Software	Leasehold Improvements	Motor Vehicles	Total
	\$	\$	\$	\$	\$
Balance at 30 June 2014	52,324	1,363	62,938	217,833	334,458
Additions	1,868	0	0	134,227	136,095
Disposals			(30,324)	(6,137)	(36,461)
Depreciation expense & impairment	(54,192)	(1,363)	(3,814)	(89,028)	(148,397)
Carrying amount at 30 June 2015	0	0	28,800	256,895	285,695
Additions	40,600	0	0		40,600
Disposals					
Depreciation expense & impairment	(40,600)	0	(3,650)	(79,755)	(124,005)
Carrying amount at 30 June 2016	0	0	25,150	177,140	202,290

2016
\$

2015
\$

NOTE 8: TRADE AND OTHER PAYABLES

CURRENT

Unsecured liabilities:

Trade Creditors	67,995	126,742
Other Creditors and Accruals	72,525	91,622
	<u>140,520</u>	<u>218,364</u>

NOTE 9: EMPLOYEE BENEFITS

CURRENT

Provision for leave (excluding long service leave)	75,674	75,541
Opening Balance at 1 July	75,541	114,254
Increase / (decrease) in provision during the year	133	(38,713)
Balance at 30 June	<u>75,674</u>	<u>75,541</u>

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

	2016 \$	2015 \$
NON CURRENT		
Provision for long service leave	126,852	112,510
Opening Balance at 1 July	112,510	150,462
Increase / (decrease) in provision during the year	14,342	(37,952)
Balance at 30 June	126,852	112,510

NOTE 10: CURRENT TAX LIABILITIES

GST Payable	23,130	14,656
Total Current Tax Liabilities	23,130	14,656

NOTE 11: GRANTS RECEIVED IN ADVANCE / UNSPENT

HACC Funding - Multi Service Outlet	1,510	1,742
HACC Funding - Home Maintenance	71,941	97,138
Hawkesbury City Council	0	11,500
DET Funding – Preschool Disability Support	1,290	0
Total unspent grant funds	74,741	110,380

Approval to carry forward surplus funds is required for HACC funding from the relevant department. Once approved, these funds must be carried forward and reported in the related expenditure for the following year. At the date of this report formal approval had not been received for all of the carried forward amount.

Current year unspent grant funds includes an amount of \$73,451 from prior years funding – refer Note 2.

NOTE 12: RESERVES

General reserve

The general reserve represents funds set aside for future asset replacement.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

	2016 \$	2015 \$
NOTE 13: CASH FLOW INFORMATION		
Reconciliation of net Cash Provided by Operating Activities to Operating Profit after Income tax		
Operating profit/(loss) after income tax	11,610	(57,698)
Depreciation & provision for impairment	124,005	148,398
Loss/(gain) on disposals	(35,455)	28,280
Change in assets and liabilities		
Decrease (increase) in debtors	(11,218)	6,698
Decrease (increase) in deposits	(61,815)	0
Increase (decrease) in creditors and accruals	(69,369)	110,527
Increase (decrease) in income in advance	(35,639)	(230,292)
Increase (decrease) in employee leave provisions	14,475	(76,665)
	(63,406)	(70,753)

NOTE 14: RELATED PARTY TRANSACTIONS

a. Key Management Personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the association, directly or indirectly, including its committee members, is considered key management personnel.

Key management personnel compensation

– short-term Benefits	135,123	132,329
– post-employment Benefits	0	0
	135,123	132,329

b. Other Related Parties

The following persons held the position of Board Member of the Association during the financial year.

Full year: Shirley McDonald; Joseph Litwin; Bronwyn Reed; Kaylene Kelland; Meagan Ang; Kerry Spindler; Clr Kim Ford; Debra Dixon.

Part year: Nigel Robinson (Sep – Feb); Rob Ewin (Nov – Jun).

Board Members provided their services to the Association at no cost.

There were no transactions with Board Members during the financial year.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

NOTE 15: EVENTS SUBSEQUENT TO REPORTING DATE

Since the end of the financial year, there are no events or transactions which could render any particulars included in the financial statements to be misleading or inaccurate.

NOTE 16: FINANCIAL RISK MANAGEMENT

The association's financial instruments consist mainly of deposits with banks, accounts receivable and payable, and leases.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2016 \$	2015 \$
Financial assets			
Cash and cash equivalents	5	1,427,069	1,495,620
Receivables	6	20,560	9,342
Total financial assets		1,447,629	1,504,962
Financial liabilities			
Financial liabilities at amortised cost:			
– trade and other payables	8	140,520	218,364
Total financial liabilities		140,520	218,364

Financial Risk Management Policies

The association's Treasurer is responsible for, among other issues, monitoring and managing financial risk exposures of the association. The Treasurer monitors the association's transactions and reviews the effectiveness of controls relating to credit risk, financial risk and interest rate risk. Discussions on monitoring and managing financial risk exposures are held bi-monthly and minuted by the committee of management.

The Treasurer's overall risk management strategy seeks to ensure that the association meets its financial targets, while minimising potential adverse effects of cash flow shortfalls.

Specific Financial Risk Exposures and Management

The main risks the association is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

(a) Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the association.

Peppercorn Services Inc.
ABN 34 611 224 255
Notes to the Financial Statements
for the Year Ended 30 June 2016

Credit risk is managed through maintaining procedures (such as the utilisation of systems for the approval, granting and removal of credit limits, regular monitoring of exposure against such limits and monitoring of the financial stability of significant customers and counterparties) ensuring, to the extent possible, that members and counterparties to transactions are of sound credit worthiness.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating or in entities that the committee has otherwise cleared as being financially sound.

Credit risk exposures

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

There is no collateral held by the association securing trade and other receivables.

Trade and other receivables that are neither past due nor impaired are considered to be of high credit quality.

The association has no significant concentrations of credit risk with any single counterparty or group of counterparties.

(b) Liquidity risk

Liquidity risk arises from the possibility that the association might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The association manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financing activities;
- only investing surplus cash with major financial institutions; and
- proactively monitoring the recovery of unpaid subscriptions.

(c) Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows will fluctuate due to changes in market interest rates. The Association's interest-bearing financial assets and financial liabilities expose it to risks associated with the effect of fluctuations in the prevailing levels of market interest rates on its financial position and cash flows.

Net Fair Values

Fair value estimation

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair values derived may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgment and the assumptions have been detailed below. Where possible, valuation information used to calculate fair value is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices.

Peppercorn Services Inc.
 ABN 34 611 224 255
 Notes to the Financial Statements
 for the Year Ended 30 June 2016

		2016 \$		2015 \$	
	Note	Net Carrying Value	Net Fair Value	Net Carrying Value	Net Fair Value
Financial assets					
Cash and cash equivalents	(i)	1,427,069	1,427,069	1,495,620	1,495,620
Trade and other receivables	(i)	20,560	20,560	9,342	9,342
Total financial assets		1,447,629	1,447,629	1,504,962	1,504,962
Financial liabilities					
Trade and other payables	(i)	140,520	140,520	218,364	218,364
Total financial liabilities		140,520	140,520	218,364	218,364

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, trade and other receivables and trade and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts relating to the provision of annual leave, which is outside the scope of AASB 139.

NOTE 17: CAPITAL COMMITMENTS

	2016 \$	2015 \$
– Motor Vehicles	183,881	0
	183,881	0

Capital commitments relate to Motor Vehicles ordered where funds have been committed but the assets not yet received.

NOTE 18: ASSOCIATION DETAILS

The registered office of the association is:

Peppercorn Services Inc.
 320 George Street
 Windsor NSW 2756

The principal places of business is:

Peppercorn Services Inc.
 320 George Street
 Windsor NSW 2756



H G KHOURI & ASSOCIATES
Accountants and Business Advisors

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
PEPPERCORN SERVICES INC.**

Report on the Financial Report

We have audited the accompanying financial report of Peppercorn Services Inc. (the association), which comprises the statement of financial position as at 30 June 2016, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Associations Incorporation Act 2009 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting obligations under the NSW Associations Incorporation Act 2009. We disclaim any assumption of responsibility for any reliance on this report or on

HG Khouri & Associates Services Pty Ltd A.B.N. 26 001 893 214

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PO Box 151 Windsor NSW 2756

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Email: hgkhouri@hgk.com.au



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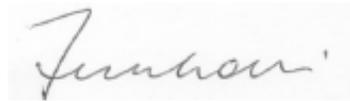
the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

Auditor's Opinion

In our opinion, the financial report of Peppercorn Services Inc. is in accordance with the Associations Incorporation Act 2009, including:

1. giving a true and fair view of the association's financial position as at 30 June 2016 and of its performance for the year ended on that date; and
2. complying with Australian Accounting Standards – Reduced Disclosure Requirements.



H G Khouri & Associates

Frank G Khouri B Bus. FCPA, CTA

Partner

312 George Street Windsor NSW 2756

Dated: 20 October 2016



HG Khouri & Associates Services Pty Ltd A.B.N. 26 001 893 214

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H G KHOURI & ASSOCIATES

Accountants and Business Advisors

AUDITORS DISCLAIMER

PEPPERCORN SERVICES INC.

(OUR CLIENT)

ADDITIONAL INFORMATION INCLUDED FOR THE BENEFIT OF MEMBERS ON THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2016

The additional financial data presented in the following income and expenditure statements is in accordance with the books and records of Peppercorn Services Inc. for the year ended 30 June 2016 which have been subject to the auditing procedures applied in our statutory audit of the Association. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither we nor any member or employee of our firm undertakes responsibility in any way whatsoever to any person (other than our client) in respect of such data, including any errors or omissions therein however caused.

H G Khouri & Associates

Frank G Khouri B.Bus.,FCPA, CTA

Partner

312 George Street Windsor NSW 2756

Dated: 20 October 2016

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Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>CONSOLIDATED</u>		
INCOME		
Grants Received – Commonwealth	912,840	959,682
Grants Received – Commonwealth (non-recurrent)	15,000	8,491
Grants Received – State	1,063,142	1,016,361
Grants Received – State (non-recurrent)	11,215	13,402
Grants Received – State (prior year carried forward)	0	195,989
Grants Received – Other	5,000	4,725
Sales	143,814	135,631
Fees Received	91,259	89,942
Donations Received	606	3,637
Fundraising	0	2,891
Admin and Carers Levy Received	0	130,373
Interest Received	41,177	56,529
Costs Recovered	5,227	20,998
Other Income	9,430	18,599
Contribution from HCC	152,955	140,261
Profit on Sale of Non-current Assets	35,455	2,044
	2,487,120	2,799,555
EXPENDITURE		
Advertising & Promotion	468	2,000
Auditor's Remuneration	13,684	13,361
Bank Charges	1,606	2,004
Board Expenses	3,016	2,923
Cleaning & Waste Disposal	1,974	15,560
Computer Expenses	41,414	31,925
Contractor Payments	347,334	504,450
Depreciation and impairment losses	124,005	148,397
Donations	31	0
Donations Received Expended	606	3,638
Employee Assistance Program	1,315	895
Equipment Hire / Lease	6,825	5,782
Fundraising Expended	0	487
Insurance - Workers Compensation	32,502	32,235
Insurance	14,291	14,039
Loss on Sale / Disposal of Assets	0	30,324
Low Value Assets	1,221	0
Memberships & Subscriptions	6,999	6,707
Motor Vehicle Expenses	79,937	88,152
Printing & Stationery	3,201	3,044
Program Expenses	112,606	124,197

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
Recruitment Expenses	12,590	1,316
Rent & Occupancy Costs	29,814	35,278
Repairs & Maintenance – Air Conditioning	7,127	5,804
Repairs & Maintenance – Fire Services & Risk Management	1,167	1,371
Repairs & Maintenance – Tenant Amenities	3,248	1,261
Repairs & Maintenance – General	5,813	6,986
Salaries & Wages and Oncosts	1,549,662	1,715,075
Security Costs	1,775	249
Staff Amenities	6,050	9,461
Staff Training	23,870	19,925
Sundry Expenses	1,044	2,638
Telephone	16,902	17,391
Travel & Accommodation	2,905	2,949
Uniforms	574	456
Utilities – Electricity, Water	19,747	6,899
Volunteer Reimbursements	187	74
	<u>2,475,510</u>	<u>2,857,253</u>
SURPLUS/(DEFICIT) FOR THE YEAR	<u>11,610</u>	<u>(57,698)</u>

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PEPPERCORN TRANSPORT</u>		
INCOME		
Grants Received – Commonwealth	422,327	423,213
Grants Received – State	385,451	374,048
Sales	90,785	83,946
Costs Recovered	165,320	176,603
Other Income		536
Donations Received	606	369
Contributions from HCC	17,079	7,970
Profit on Sale of Non-current Assets	35,455	2,044
	1,117,023	1,068,729
EXPENDITURE		
Building Contributions	26,076	16,232
Contractor Payments	4,650	1,228
Corporate Overhead Charges	130,350	124,032
Depreciation and impairment losses	79,755	89,028
Donations Received Expended	606	369
Insurance – Workers Compensation	13,781	12,625
Memberships and Subscriptions	500	0
Motor Vehicle Expenses	233,352	251,115
Program Expenses	27,220	23,767
Project Management Contribution	0	4,913
Recruitment Expenses	2,959	1,091
Salaries & Wages and Oncosts	568,239	549,560
Staff Training	13,147	5,362
Telephone, Fax & Internet	1,032	408
Uniforms	574	456
Volunteer Reimbursements	187	74
	1,102,428	1,080,260
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	14,595	(11,531)

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PEPPERCORN LIFE SKILLS</u>		
INCOME		
Grants Received – Commonwealth	490,513	457,027
Grants Received – Commonwealth (non-recurrent)	15,000	0
Grants Received – State	80,164	78,201
Grants Received – State (non-recurrent)	0	850
Grants Received – State (prior year brought forward)	0	195,989
Sales	53,029	51,685
Fees Received	19,964	26,111
Costs Recovered	23,260	14,935
	681,930	824,798
EXPENDITURE		
Building Contributions	24,251	3,833
Corporate Overhead Charges	92,315	86,314
Computer Expense	3,018	1,415
Depreciation and impairment losses	5,727	658
Insurance - Workers Compensation	3,139	3,065
Loss on Disposal of Assets	0	30,324
Motor Vehicle Expenses	6,678	7,577
Program Expenses - Contractor Payments	342,684	492,903
Program Expenses	26,523	26,218
Project Management Contribution	6,012	6,992
Recruitment Expenses	550	0
Rent & Occupancy Costs	2,018	9,848
Repairs & Maintenance	0	1,764
Salaries & Wages and Oncosts	164,192	175,967
Staff Training	0	2,709
Telephone, Fax & Internet	376	883
Travel & Accommodation	782	1,066
	678,265	851,536
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	3,665	(26,738)

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PEPPERCORN PROPERTY MANAGEMENT</u>		
INCOME		
Grants Received – State (non-recurrent)	4,215	0
Grants Received – Other	5,000	0
Costs Recovered	94,392	75,956
Fees Received	18,636	655
Other Income	9,403	12,875
Contributions from HCC	100,003	41,870
	231,649	131,356
EXPENDITURE		
Advertising & Promotion	376	0
Bank Charges	126	0
Cleaning & Waste Disposal	25,234	15,560
Computer Expense	2,907	22
Corporate Overhead	8,284	0
Depreciation and impairment losses	35,483	42,406
Equipment Hire / Lease	3,826	1,891
Insurance – Workers Compensation	2,723	1,107
Printing & Stationery	240	0
Program Expenses	4,603	0
Recruitment Expenses	574	0
Rent & Occupancy Costs	11,862	11,663
Repairs & Maintenance – Air Conditioning	7,127	5,804
Repairs & Maintenance – Fire Services & Risk Management	1,165	1,369
Repairs & Maintenance – Tenant Amenities	3,248	1,261
Repairs & Maintenance – General	3,510	3,682
Salaries & Wages and Oncosts	84,103	46,605
Security Costs	1,775	249
Staff Amenities	343	0
Staff Training	180	0
Sundry Expenses	780	0
Telephone, Fax & Internet	11,006	10,918
Travel & Accommodation	167	0
Utilities – Electricity, Water	18,998	6,557
	228,640	149,094
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	3,009	(17,738)

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PEPPERCORN FAMILY, COMMUNITY & YOUTH SERVICES</u>		
INCOME		
Grants Received – Commonwealth	0	8,491
Grants Received – State	468,495	457,069
Fees Received	6,256	7,380
Other Income	0	250
Contributions from HCC	5,000	5,000
	479,751	478,190
EXPENDITURE		
Building Contributions	22,784	21,627
Corporate Overhead Charges	68,112	68,171
Depreciation – Plant & Equipment	1,191	0
Insurance – Workers Compensation	5,698	6,193
Low Value Assets	1,221	0
Program Expenses	46,561	44,809
Project Management Contribution	6,347	5,410
Recruitment Expenses	8,488	225
Salaries & Wages and Oncosts	311,176	326,915
Staff Training	9,972	2,846
Travel & Accommodation	1,679	1,579
	483,229	477,775
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	(3,478)	415

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PEPPERCORN CHILD CARE</u>		
INCOME		
Grants Received – Commonwealth	0	79,442
Grants Received – State	129,032	107,043
Grants Received – State (non-recurrent)	7,000	12,552
Grants Received – Other	0	4,725
Fees Received	46,403	55,799
Fundraising Contributions	0	2,891
Admin and Carers Levy Received	0	130,373
Other Income	0	1,175
Contributions from HCC	2,677	15,410
	185,112	409,410
EXPENDITURE		
Building Contributions	8,489	22,854
Corporate Overhead Charges	22,916	51,515
Depreciation – Plant & Equipment	1,849	0
Fundraising Expended	0	1,699
Insurance – Workers Compensation	2,414	5,850
Program Expenses	7,699	26,891
Rent & Occupancy Costs	1,289	640
Repairs & Maintenance	2,303	1,540
Salaries & Wages and Oncosts	137,403	339,462
Staff Training	0	1,439
Sundry Expenses	0	2,192
Telephone, Fax & Internet	0	0
Utilities – Electricity, Water	750	342
	185,112	454,424
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	0	(45,014)

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>PROJECT COORDINATION</u>		
INCOME		
Costs Recovered	6,347	12,291
EXPENDITURE		
Building Contributions	5,848	5,410
Insurance – Workers Compensation	1,799	3,689
Program Expenses	0	2,515
Rent & Occupancy Costs	0	3,083
Salaries & Wages and Oncosts	(700)	(5,100)
Staff Training	(600)	186
	6,347	9,783
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	0	2,508

Peppercorn Services Inc.
 ABN 34 611 224 255
 Statement of Income & Expenditure
 for the Year Ended 30 June 2016

	2016	2015
	\$	\$
<u>CUSTOMER & CORPORATE SERVICES</u>		
INCOME		
Donations Received	0	3,268
Interest Received	41,178	56,529
Costs Recovered	327,989	335,056
Other Income	27	3,763
Contributions from HCC	28,196	70,011
	<u>397,390</u>	<u>468,627</u>
EXPENDITURE		
Advertising	93	2,000
Auditor's Remuneration	13,684	13,361
Bank Charges	1,480	2,004
Board Expenses	3,016	2,923
Computer Expenses	35,489	30,488
Consultancy & External Contractors	0	10,320
Depreciation and impairment losses	0	16,305
Donations	31	0
Donations Received Expended	0	2,057
Employee Assistance Program	1,315	895
Equipment Hire / Lease	3,000	3,891
Insurance – Workers Compensation	2,948	(294)
Insurance	14,291	14,039
Memberships & Subscriptions	6,499	6,707
Printing & Stationery & Resources	2,962	3,044
Project Management Contribution	6,944	6,000
Recruitment Expenses	18	0
Rent & Occupancy Costs	14,645	10,044
Salaries & Wages and Oncosts	285,249	281,667
Staff Amenities	5,707	9,461
Staff Training	1,171	7,383
Sundry Expenses	265	446
Telephone, Fax & Internet	4,488	5,182
Travel & Accommodation	276	304
	<u>403,571</u>	<u>428,227</u>
SURPLUS/(DEFICIT) FROM THIS ACTIVITY	<u>(6,181)</u>	<u>40,400</u>

Peppercorn Services Inc.

ABN: 34 611 224 255

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