

Annual Report 2020



KIDSAFE ANNUAL REPORT 2019-2020

CONTENTS

President’s Report 3

From the CEO 4

Board Members..... 5

Staff 5

The Year..... 5

Financial Statements 10

ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO



PRESIDENT'S REPORT 2020

WOW, what a year 2020 has been.

Along with everyone else Kidsafe Tasmania has been affected in many ways, especially on how our business was operated during the first half of the year.

Unfortunately, because of Covid-19 we have been forced to cut back on our staff, which resulted in one staff being made redundant.

I would like to thank Lisa for all her hard work she did assisting our CEO whilst she was at Kidsafe and wish her well for the future.

The Kidsafe office was closed for several weeks with our CEO working from home and then doing an excellent job in coming back and getting the office Covid-19 safe once we were slowly allowed back into the work force.

Despite the huge difficulties that Kidsafe Tasmania has faced because of the pandemic we have carried on business and have increased the overall presence around the whole of the State. We adapted quickly and changed our model, increasing our web site presence. Our data showed this was taken up by our audience.

The huge change at the beginning of this year was the appointment of Peter Gillon as our Road Safety Manager and the implementation of free car restraint checks and fittings. This service has proved extremely popular all around the State and the service will continue in the future with the possible of a recovery fee for some service. It quickly found an important role during COVID-19 supporting new mums getting their child seat fitted to get their new babies' home from hospital.

The new appointment of our Road Safety Manager resulted in funding by State Growth through the Road Safety Levy for a five-year program to delivery accessible free car seat checks for children and education for users. As a result our relationship with RACT has concluded. We now employ our own accredited child restraint fitters.

With the assistance of our new Graphic Designer, Kidsafe Tasmania Monthly Newsletters are now being produced which provides valuable information about our services and various information on Child Safety and accident prevention.

The Kidsafe Tasmania Web site has also been upgraded and really shows what we do as an organisation. www.kidsafetas.com.au

Another great addition is the ongoing radio advertising on 7HOFM which resulted from an ongoing donation from CACSA www.cacsagroup.com.au Its Directors Reg and Jenny Allen are great supporter and truly believe in helping to make children's lives safer.

A great thanks to them both in getting our name out into the public. We have also received great support from 7HO FM and thank them also.

The continual reporting to funders (requiring our CEO to do a great deal of extra work) and the regular meetings have continued with the Department of Health, State Growth and CAPFA with all our required outcomes being met which has resulted in ongoing funding being guaranteed from grants.

I would like to thank the Board of Kidsafe for their ongoing commitment, even though due to Covid-19 we only managed to have three face to face Board Meetings during the year. We keep the organisation functioning by phone and emails.

I believe a special mention should be made to our Treasurer Sharon James who has done an excellent job with the accounts. A job that is extremely hard to fill. Thank you very much Sharon.

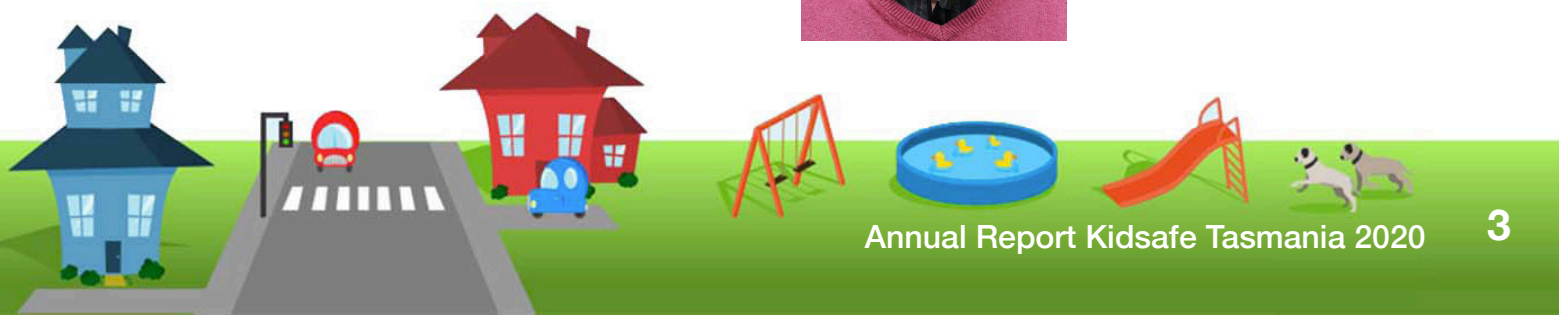
Also, I would also like to thank Peter Gillon who has provided ongoing support to me as President when I have needed it, especially on continual pressing matters from the CAPFA, our National body.

Finally thank you to our CEO Jenny for your ongoing hard work to make sure that Kidsafe Tasmania continues to prosper which it is doing and will do into the future.

Thanks, one and all the future of Kidsafe Tasmania looks very secure.



Peter Gibson
President
Kidsafe Tasmania



FROM THE CEO

2019 saw Kidsafe Tasmania consolidate its future and we were looking forward to a busy first half of 2020. Then COVID-19 threw a curve ball at us and we quickly needed to adjust our business model to survive. Fortunately, we have a very nibble board and a supportive President that rallied to the challenge and along with me we changed our business to an on-line, fast moving, agile web based information delivery service along with launching our new Face Book page .

We insured we were contactable by phone to support our clients and launched our COVID safe fitting service for new mums about to have babies so they could transport them home safely. We were agile at writing policies and procedures to address safety issues and got thing running very quickly when we could continue some parts of our business.

This meant we had to restructure the business, and this led to some staff changes to cope with the new environment we were forced to operate in.

I would like to thank our Board for their continued support and willingness to be so adaptable in such circumstances. I also thank our Treasurer and bookkeeper Sharon for her great work during this time and being on top of every new thing being released by governments that effected our business.

I was supported over this time with staff who went above and beyond to ensure we were helping our clients as much as we could and thinking on their feet to solve emerging problems. They did a great job! Thank you.

We secured our regular funding from Population Health for three years and State Growth through the Road Safety Fund for five years, and although we struggle financially especially as demand grows but funds do not we will continue to deliver the high standard of service we do.

Testament to this is during COVID-19 we have seen a considerable increase in unintentional injuries in young people across Tasmania and Kidsafe will continue to support our clients as much as we can to reduce unintentional injury to young ones ad keep them as safe as possible.

All the world looks forwarded to a better 2021 and Kidsafe will, in its small way, continue to help make it better.



Jenny Branch-Allen
CEO
Kidsafe Tasmania



BOARD MEMBERS

Peter Gibson
Chair



Peter Gillon
Vice Chair



Sharon James
Treasurer



Peter Ridler



Darryn Perry (No photo)

STAFF

Jenny Branch-Allen CEO

Peter Gillon Manager Road Safety

Geoff Lucas Media and Communications Officer

THE YEAR

CHILD RESTRAINT CHECKING PROGRAM

Funded by Community Road Safety Grant for \$27,500

A successful first six months saw Kidsafe Tasmania, with RACT as partner, to deliver successful child restraint fitting sessions to group of parents across Tasmania.

When COVID-19 hit we had a period of no fittings and then had to adjust our deliver model to meet the needs of, especially, mothers about to have a child, and those generally having difficulty fitting restraints. We had a flurry of calls. We developed a one on one, fitting service with COVID-19 fitting policy and kits for our fitters to use. We had to have fitters available in both ends of the state for travel restriction reasons and the North-West was totally isolated due to their circumstances with COVID-19. That eased towards the end of the reporting period.

We changed our website to provide information and had our fitters talk through installing a restraint over the phone mostly using facetime for those with simple issues. We conducted a media program on radio and social media which attracted an increased response. We had many thankful parents, carers and workers

who transport children as commercial restraint fitters were closed.

We believe even with the enormous barriers COVID-19 put in front of us, we achieved increased awareness on fitting child restraints correctly we were agile in responding to the challenge and those carrying children in restraints in their vehicles were able to be helped through trying times.

The total cost to deliver the project was \$36,882.09

Evident by the increase in hits on our website January to June 2020. We had 220 visits during this time. We have also changed our process of collecting data to be more specific in child restraints.

The new book Car Seat Safety has been well received by clients as well as the information bags provided at the time of fitting.

Changing to the one on one fitting service has been well utilised by clients and continues to grow. Getting back to group sessions has proved more difficult with centres and other organisation still very cautious.



Radio advertising has given us good results. We continue to receive donations to advertise through this medium.

We have collected data at events and on an individual basis as attached to report.

We have positive feedback from clients on fitting their restraints and correcting problems. Some are confident they can do it better themselves in the future some are not.

PUBLIC HEALTH SERVICES FUNDED PROGRAM

Kidsafe Tasmania 6 monthly Service Delivery Report

1st Jan- 30th Jun 2020

Consumer Outcomes:

- Tasmanian children will be protected from unintentional injury
- There will be a greater awareness of ways to prevent childhood injury
- Community settings and environments will be safer for children

Activities:

Advocacy – positively influence preventable childhood injury policy and practice in key government and community settings

Partnership/ Collaboration – be a valued and active member of strategic injury prevention stakeholder and partnerships networks

Public Awareness/ Community Education – provide effective and evidence-based messages to organisations and the public to prevent unintentional injury to children in Tasmania.

Resource Development – source, develop and provide relevant and valued evidence-based resources, targeted to its consumer populations

Why is this a priority – to assist with preventing unintentional deaths and reducing severity of unintentional injuries to children under the age of 14 years.

Target Outcomes for this period:

1. Focus on Burns Awareness Month in June, in the lead up we have reports from the Royal Hobart Hospital (RHH) Burns Unit a doubling in admissions for burns related incidents in younger people during COVID-19. Develop a comprehensive program to deliver safety messages to prevent burns. Advocate with major stakeholders about the burns program.
2. Establish Facebook and YouTube for Kidsafe Tasmania to get out safety messages on unintentional injury during lock down due to COVID-19 out to our clients.
3. Look at, assess, and make major changes to our website to ensure unintentional safety information is available to those caring for their children at home during COVID-19.
4. Develop a new business model, policies, and procedures to meet the changing environment brought about by COVID-19.

Important Performance Measures Information

Most Important Performance Measure Changes:

1. Percent and number of uptake of services from Kidsafe in identified and targeted communities and populations.
2. Evidence of policy and/or practice changes that result in government and community settings becoming safer for children.



KIDSAFE HAS:

Most Important Performance Measure Data (KPIs)

KidSafe Tasmania Activities:

- Advocacy
- Partnerships
- Public Awareness activities
- Total Contacts: 8,500 approx.
- Royal Hobart Regatta - Boy/Girl competition

Kidsafe Tasmania continues to be involved in the Boy/Girl competition by providing a judge and Kidsafe goodies bags as prizes that include key unintentional injury prevention information.

We give out 100 bags at the event and reach about 1500 families through our advertising at the site and 7HO interview on the day of the event.

- I have not included any families of which we saw with child restraint check, these families though received an information pack with across the board information on injury prevention. We run an emergency service for new mums during COVID-19 to have a one on one free fitting of car restraints service so they could bring their babies home safely from hospital.

Reached: 100

Resource Development

- Blue Book - complete rewrite of the five Kidsafe pages in the book. Attachment
- Working with Burns Unit, Scallywags & EXIT LEFT to produce clip using children to talk about burns prevention. This has been delayed and instead of being ready for June it will be ready in July due to COVID-19 restrictions.

- National - new Family Day-care Guidelines on website.
- Fact sheets on playgrounds. Attached
- Burns first aid magnet

Story behind the Baseline

Advocacy

- Minister Sarah Courtney - Health
- Minister Michael Ferguson - State Growth
- Minister Jeremy Rockcliff - Education
- Cassy OConner
- Rebecca White
- Madeleine Ogilvie

Memberships

- TasCOSS
- Australian Injury Prevention Network AIPN
- Australian Road Safety Council ARSC
- We contacted members of parliament re: Burns awareness month, What Kidsafe does and why during COVID -19 our messages were important, Tenancy rules- changing the rules around wall fixtures. We provided them with some draft legislation.
- National Injury Prevention Plan
- Public Health Services- provided several papers
- TasCOSS- specifically the North West Coast
- CHAPS- early parenting groups
- Responses were sought from Government to comment on the draft Injury Prevention Plan. Kidsafe as a collective have responded to the National Injury Prevention Plan, this has been submitted. Attached



Partnerships

- TasCOSS- took part in the North West Coast response during COVID- 19
- National Kidsafe Project- Shut the Pool Gate, Burns Prevention Month
- Safe Sleeping Coalition- limited work due to COVID-19
- Royal Hobart Hospital Burns Unit
- Other Kidsafe offices in Australia
- Safe Kids International presentation on the bush fire crisis in Australia. Papers attached
- Button Batteries - National Kidsafe Australia submission
- Child Restraint Education Program (CREP)- National Kidsafe Australia input 2020
- National CEO zoom meetings throughout COVID as support network

Public Awareness

- Child & Family Burnie- 20 parents
- Coastal Day Care Burnie- 3 people
- Family Day Care Guidelines- support carers
- Royal Hobart Regatta- 2000

- Standards Australia changes on website
- Recall notices on website
- Coronavirus awareness on webpage
- Recognition of grandparents on webpage
- Kids Alive Do the Five on webpage
- Phone Calls, media, emails etc - 2127

Media & advertising

- Going back to school safely - radio, print media
- Burns Awareness - radio, print media
- Advertised Kidsafe sessions on playground maintenance courses, burns prevention in schools and child restraints.
- We have been running advertising campaigns with 7HO on an unintentional injury during the year. Gardening with your kids. Preventing Burns. Road Safety and About Kidsafe. We also have been doing morning radio with them on relevant issues.

Due to COVID-19 we have not been able to re-engage with Rosetta Primary community.

All our booking was cancelled from March onwards.

CASE STUDY - Changing our business during COVID -19

Background information

COVID-19 has presented us with many challenges and opportunities. As our primary business has been meeting with the community through events and sessions in various places around Tasmania, when we were unable to do this, we had to find another way to effectively reach our clients.

About the Client

Our client then became those we could not see physically but were at home often schooling

their children, maybe working in full-time or part-time employment from a home office or running the home in stressful circumstances.

The Challenge

No face to face contact with clients. Presenting information in a meaningful and understandable way to client using social media and our website. Using the telephone effectively to communicate. Adapting to individual request on specific requests. Develop effective policies to operate the business.



The Solution

We employed a person with media and advertising experience to work on our website, to set up Facebook and YOUTUBE pages. I have been supplying new content on a weekly basis. We have been tracking data from the webpage to see most used pages and adjusted information as required. We have set up a kid's page.

We have been available for all emails and phone calls to receive a quick turnaround

in responses to their questions and provide practical solution in the COVID-19 environment.

I am proud of how we have performed over the last few months; we have never been busier developing online resources, writing policies, procedures and contributing to discussions to help our community.

OTHER MEASURES & WORK ACHIEVED

What we have done?

New Actions

Facebook and YOUTUBE accounts have been set up. We have been updating our website weekly and have launched a kid's page.

We have developed new policies and procedures to deal with operating a business through COVID-19, so we remain relevant and provide information to our clients to help keep children safe, especially at home during their stay at home. We have had to change our business model. We had to let one staff member go during the restructure. We created a new position for media and website to enhance our presence on social media.

We created a page on Dogs in Cars after request from concerned public. Several concerns were raised about dogs unrestrained in cars travelling with children. We took several aspects of dogs in cars and created a page on our website.

What has worked Locally

Being contactable by phone 24/7 to provide support to those unable to access services and advice during COVID-19. We had a few stressed parents who just could not find anyone else to support them.

Data development

Website data has been developed to deliver more accurate data in hits on specific areas. As attached

Total contacts:

User sessions	2015
Page Views	3308

We developed a new way of reporting to the Board which we hope we can share with PHS in the future. This is issued monthly. Attached

Partners with a Role to Play

Rebuilding now we can reengage with clients could be slow as everyone re-enters at their own pace. We have developed a return to work COVID-19 plan and have rules around working with others. Building back to capacity will take time as everyone gets back to the new normal of working with the community. We have started to take bookings as of July 1st, 2020.

Documents Attached

- Return to work plans
- Policy documents
- New monthly reporting format.
- Bush fire crisis- preparedness
- New Fact sheets
- Burns magnet photo
- Emails from clients about Kidsafe Tasmania interactions



**KIDSAFE, CHILD ACCIDENT PREVENTION
FOUNDATION OF AUSTRALIA (TASMANIA) INC.**

Financial Statements

For the Year Ended 30th June 2020

Parker Accounting & Financial Services Pty Ltd
Suite 1, Level 1 398 Main Road
Glenorchy TAS 7010

Phone: 03 6272 0855 Fax: 03 6273 3408
E-mail: stuart@taxcounter.com.au



**KIDSAFE, CHILD ACCIDENT PREVENTION
FOUNDATION OF AUSTRALIA (TASMANIA) INC.**

CONTENTS

Statement of Receipts and Payments

Notes to Accounts

List of Committee Members

Committee Statement

Auditors Report



Profit & Loss Statement

July 2019 To June 2020

Income		
Grant Income		\$105,746.48
Donation/Gift Income		\$2,068.00
Sundry Income		\$5,500.00
Interest Income		-\$89.58
Total Income		\$113,224.90
Total Cost Of Sales		\$0.00
Gross Profit		\$113,224.90
Expenses		
General Expenses		
Accounting/Bookkeeping Fees	\$2,904.55	
Advertising & Marketing	\$15,661.96	
Bank Fees	\$80.00	
Parking/Tolls Expenses	\$57.05	
Internet	\$100.00	
Computer Expenses	\$349.26	
Stationery	\$361.30	
Postage	\$258.82	
Subscriptions	\$6,304.55	
Rent	\$5,615.53	
Fitting Child Restraints		\$540.00
Resources	\$204.50	
Equipment	\$451.82	
KM Reimbursement	\$1,885.25	
Total General Expenses		\$34,234.59
Payroll Expenses		
Wages & Salaries Expenses	\$64,046.20	
Travel & Accom. Expenses	\$8,644.07	
Food	\$370.00	
Other Payroll Expenses	\$5,461.63	
Total Payroll Expenses		\$78,521.90
Insurance Expenses		
Business Insurance	\$656.26	
Total Insurance Expenses		\$656.26
Total Expenses		\$113,952.75
Operating Profit		-\$727.85
Total Other Income		\$0.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$727.85



Sharon Gowrie

This report includes Year-End Adjustments.

Page 1 of 1



Balance Sheet

As of June 2020

Assets**Current Assets****Bank Accounts**

Business Bank Account #1

\$5,124.94

Term Deposit

\$30,254.69

Petty Cash/Cash On Hand

\$50.00

Total Bank Accounts

\$35,429.63

Other Current Assets

Prepaid Rent/Other

\$2,228.76

Total Other Current Assets

\$2,228.76

Total Current Assets

\$37,658.39

Non-Current Assets**Office Equipment**

Office Equipment At Cost

\$3,599.77

Accum. Depr. Office Equipment

-\$3,599.77

Total Office Equipment

\$0.00

Computers

Computers At Cost

\$1,000.00

Accum. Depr. Computers

-\$1,000.00

Total Computers

\$0.00

Total Non-Current Assets

\$0.00

Total Assets

\$37,658.39

Liabilities**Current Liabilities****GST Liabilities**

GST Clearing

-\$367.70

Total GST Liabilities

-\$367.70

Payroll Liabilities

PAYG Withholding Payable

-\$4,133.60

Other Payroll Liabilities

\$739.63

Provision for Annual Leave

\$13,814.05

Provision for LSL

\$2,909.67

Total Payroll Liabilities

\$13,329.75

Total Current Liabilities

\$12,962.05

Total Liabilities

\$12,962.05

Net Assets

\$24,696.34

Equity

Prior Year's Surplus/Deficit

-\$4,310.86

Retained Earnings

\$29,735.05

Current Year Surplus/Deficit

-\$727.85

Total Equity

\$24,696.34

This report includes Year-End Adjustments.

Page 1 of 1



Auditor


KIDSAFE, CHILD ACCIDENT PREVENTION FOUNDATION OF AUSTRALIA (TASMANIA) INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNT POLICIES

This special purpose financial report is of the Association, a single body incorporated in Tasmania. The report has been prepared to satisfy the requirements of the Associations Incorporations Act 1964 and for the information of members, and is not designed for other purposes. The committee has determined that the Association is not a reporting entity, and that there is no requirement to prepare the accounts in accordance with Australian Accounting Standards APES 315 'Compilation of Financial Information'.

The report has been prepared in accordance with the accounting policies set out below in this note. The committee has based the policies on Australian Accounting Standards and other authoritative pronouncements, modified to best suit the information needs of the members of the Association, subject to their constitution rules and statutory reporting requirements. The report is prepared on the cash basis using historical costs, modified where stated for revaluations and impairment of non-current assets, and of the fair value for financial assets and financial liabilities.

The financial report has been prepared in accordance with the following Australian Accounting Standards:

- AASB 110: Events after Balance Date
- AASB 118: Revenue
- AASB 120: Accounting for Government Grants and Disclosure of Government Assistance
- AASB: 1018 Profit and Loss Accounts
- AASB: 1031 Materiality

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared, on a cash basis whereby items are brought into account as money is paid or received, from the records of the Kidsafe, Child Accident Prevention Foundation of Australia (Tasmania) Inc.



Contact List 2019-2020

Name	Address	Mobile/email
President Peter Gibson	453 Gordon River Road Bushy Park 7140	psdagibson@gmail.com 0419889377
Vice-President Peter Gillon	7 Eucalypt Rise Howrah 7018	peter.gillon@mosaictas.org.au 0407692403
Executive Darryn Perry	16 Correa Street Howrah 7018	darryn.perry@interact.com.au
Executive Peter Ridler	PO Box 156 Moonah 7009	peter.ridler@ozrentals.com.au
Executive/Treasurer Sharon James	75 Burwood Drive Blackmans Bay 7052	sharonjames0275@gmail.com 0437006474
Executive		
CEO Jenny Branch-Allen	P.O. Box 19 Claremont 7011	Jenny.branch@gmail.com tas@kidsafe.com.au 0417381721
Book Keeper Sharon James	75 Burwood Drive Blackmans Bay 7052	sharonjames0275@gmail.com 0437006474

Kidsafe Tasmania

ABN: 15100 122 598

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20 Lampton Avenue
Glenorchy 7010

jenny.branch@gmail.com

M: 0417 381 721

Jenny Branch-Allen
An Director



KIDSAFE, CHILD ACCIDENT PREVENTION FOUNDATION OF AUSTRALIA (TASMANIA) INC.

STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that the Kidsafe, Child Accident Prevention Foundation of Australia (Tasmania) Inc is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on page 1.

1. Presents a true and fair view of the financial position of Kidsafe, Child Accident Prevention Foundation of Australia (Tasmania) Inc as at 30th June 2020 and its performance for the year ended on that date.
2. At the date of this statement there are reasonable ground to believe that Kidsafe, Child Accident Prevention Foundation of Australia (Tasmania) Inc will be able to pay its debts as and when they fall due.

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

President



Treasurer



Dated this

15th day of October 2020.



INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF THE KIDSAFE, CHILD ACCIDENT PREVENTION FOUNDATION OF AUSTRALIA (TASMANIA) INC.

Scope

We have audited the attached special purpose financial report, comprising the Statement of Income & Expenditure and Statement of Financial Position, of Association Inc. for the year ended 30 June 2020. The Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc's Committee of Management is responsible for the financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the need of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc's constitution. We disclaim any assumption of responsibility for any reliance on this report or on 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.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting whereby revenue is recorded when it is received, expenses are recorded when they are paid, and no assets or liabilities, other than cash and bank balances are recorded. Accounting Standards and other professional reporting requirements (UIG Consensus Views) are not applicable to the cash basis of accounting adopted by Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc.

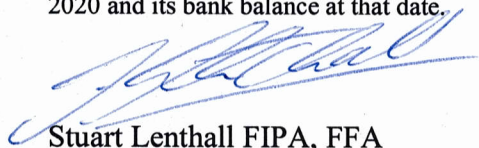
The audit expressed in the report has been formed on the above basis.

Qualification

As is common for organizations of this type, it is not practicable for Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc. to maintain an effective system of internal control over donations, subscriptions and other fund raising activities until their initial entry into the accounting records. Accordingly, our audit in relation to donations, subscriptions and other fund raising activities was limited to amounts recorded.

Qualified Audit Opinion

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the limitations discussed in the qualification paragraph not existed, the above financial report presents fairly in accordance with the cash basis of accounts, as described above, the payments and receipts of Kidsafe, Child Accident Prevention Foundation Of Australia (Tasmania) Inc for the year ended 30 June 2020 and its bank balance at that date.


Stuart Lenthall FIPA, FFA

Dated 16th October 2020



KIDSAFE, CHILD ACCIDENT PREVENTION FOUNDATION OF AUSTRALIA (TASMANIA) INC.

Checks undertaken:

A complete check for period 1st July 2019 to 30th June 2020

- Receipts to the Cash Sheets.
- Expenses claimed to the Cash Sheets.
- Expenses claimed to the Cheque Book.
- Cheque Book to the Bank Statement.
- Checking of Minutes
- Bank Reconciliation.

Specific Queries and Details:

Other Suggestions

- Generally, the accounts were well kept.

Errors

- Limited invoices/receipts for Charge Card payments.
- Missing Charge Card Statements (detailed) for March-April. April-May and May-Jun 2020.
- Suggest attach receipts to Credit Card Statements..
- BAS payment for the 4th Qtr 2019 not shown on bank statements. How paid?

The above comments do not in anyway reflect on the competency of those preparing the financial reports for audit.


Auditor



