



**Business  
Education  
Network**

*Assisting Young People to  
Create a Better Future*



# ANNUAL REPORT 2017

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[www.theben.org.au](http://www.theben.org.au)



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# CHAIRPERSON'S REPORT

It has been an exciting and challenging year that brought many rewards and raised a number of issues for us to deal with.

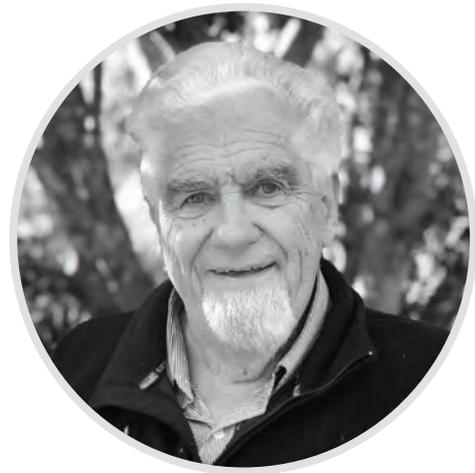
The year started with the challenge of finding staff for the seven contracts we were awarded by the Education Department- a sharp increase from the one contract from the previous year. However we were fortunate to find the right mix of staff to place us in our strongest position to meet the challenges..

It was the excellent caliber of staff which has placed us in a position where today we can begin looking to the further development of the BEN to meet more demands for our services..

However the new contracts have removed any ability to provide a qualification or even a certification for students attending the BEN and participating in activities. This matter was raised with the Department in a meeting I attended with the E.O. The reason the qualification or certification provision was removed was to encourage students to attain their Higher School Certificate and also encourage them to undertake a TAFE or University course.. However the result has been a reduction of the incentive for students attending the BEN and dissatisfaction expressed by parents., Under the new system time is now allocated for students to enjoy sporting activities rather than learning about future career opportunities when they are with us. We met with the Department's Co-coordinator of the program, but we were advised that both programs needed to be implemented.

The matter will be raised with the Department and the Minister again.

Our Careers Expo was again a success, despite it being removed from the list of similar events provided by the National Association of Prospective Student Advisers (NAPSA). It was also of concern that one of the members of NAPSA was spreading false stories that the BEN Careers Expo was not suitable for university-intentioned students. The matter has since been raised with NAPSA.



The staff we have has more than fulfilled expectations and the programs.

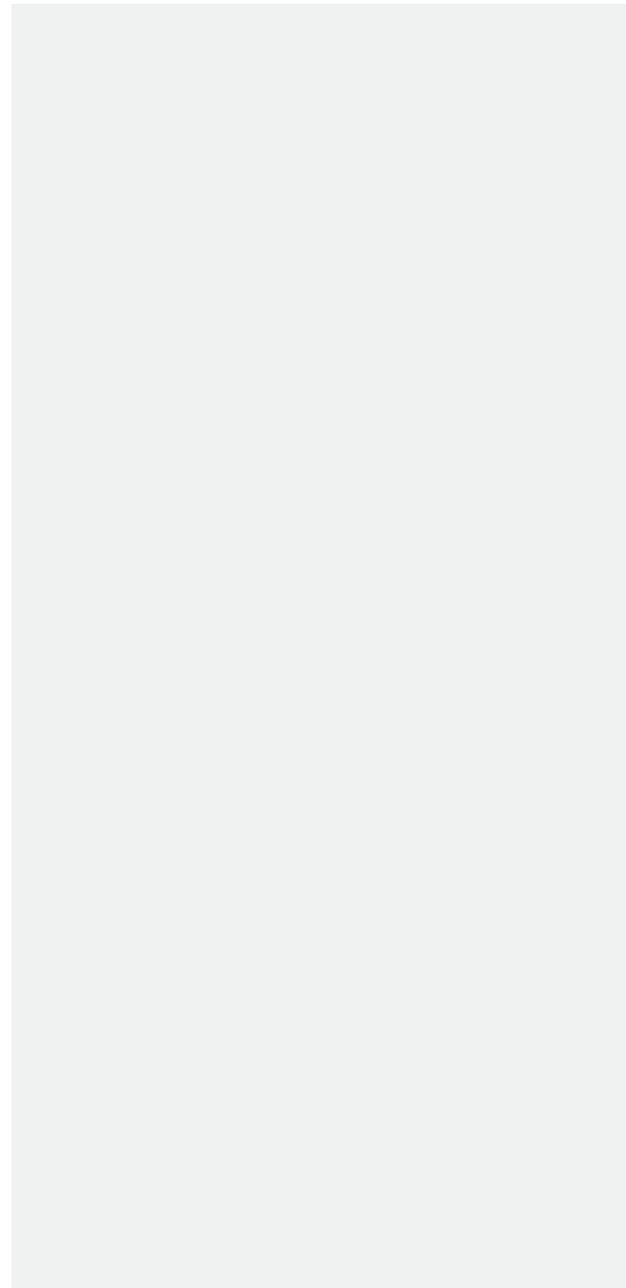
The new BEN CENTRAL coffee trailer has been working well but assistance is needed from volunteers as the task is becoming too great for the staff to maintain. We are seeking volunteers to assist in this area.. However the coffee cart has been a great boon from a public exposure standpoint as well as a fund-raising activity.

The Board has worked well together to support the Executive Officer in her drive to deliver the finest quality programs possible.

Our Executive Officer, Samantha King has once more put in an outstanding performance and will be celebrating her 15th year with us in 2018. Her dedication to the BEN is outstanding and has been a driving force behind its expansion and development. To encourage her development the Board has approved for her professional development to support her continued tenacity in responding to the needs of young people in the adolescence space.

As an organization, we look forward to the new challenges and successes the work we do brings and look forward to celebrating our 25th year in 2018 with the community.

*Jan Nicholas*  
Chairperson



# EXECUTIVE OFFICER'S REPORT

Well.. What a year!!

2017 starting at a hard and fast pace with the amazing news that we were successful with all our bids for the Links to Learning programme. Based on the programming we would need to provide, we were faced with the recruitment of some amazing new staff members under the support and direction of newly appointed Programme Manager, Etienne Gilbert.

With new schedules and staff it was a slow start but with some amazing outcomes and partnerships arising. Thanks to the support of Leading Edge, we were able to incorporate equine therapy as a tool with our Links students and sustainability studies with the Kimbriki Recycling Centre. We engaged with over 25 external partners to support our students with a breadth of activities which also allowed us the ability to support the varying levels of required support. We achieved 70% of our targeted enrolment figure which was slightly below our anticipated figures but given we had some significant staffing challenges to contend with at supporting schools and then had to consequently engage with new schools, it was overall a good start to a new programme format.

Our Work Placement partnership with AusSIP continues to grow strong with lots of strategic partnerships with larger corporates being acquired. 2,200 students were successfully placed with a stronghold of 177 Host employers, many of which commit to multiple students per week for most of the year.



*Samantha King*  
Executive Officer

Work Inspirations also proved to be a productive part of 2017 with sessions delivered at both Balgowlah Boys and Mackellar Girls Campus. These events were a great insight to students and we could not have been as successful on these events without the support of local networks such as Inspiring Women, Warringah Chamber of Commerce and Northern Beaches Council.



**2017**  
**IN REVIEW**

The Careers Expo ins 2017 had its challenges with our removal from the NAPSA (National Association of Prospective Student Advisors) calendar of annual career events and the introduction of a competing event at the International College of Management – Sydney (ICMS Manly). In response to this, we reduced our event length to 1 day instead of 2 so that the schools in the region did not feel compelled to make decision based on provider but rather based on the suitability of the date and time. This had mixed results from both schools and exhibitors as there was mixed overall communications about what was happening with the event. Overall the event was a success for the day and approx. 800 students attended the event. There will be some modifications for 2018 in the timings of the event and we will be further investigating the removal of the vent from the NAPSA calendar in pursuit of its reinstatement.

We have also had active engagement with local networks within the community including executive involvement in the Warringah Chamber of Commerce and the Northern Beaches Youth Interagency. Additionally, we also are active members of Warringah Chamber of Commerce, Chatswood Chamber of Commerce, alliance members of the NSW Business Chamber and Youth Mentoring Association of NSW.

2017 also saw the BEN as Finalists in NSW Business Chamber – North Eastern Sydney Region Employer of Choice category and personally in the Business Leader category. This was great recognition to the team both past and present for its work in the community and also to the BEN as a employer considerate not only of its client and stakeholder needs but also its personnel.

BEN Central was an initiative developed in 2017 with the purchase of a mobile café trailer. This investment was to support entrepreneurial skills in local youth, as a fundraising tool and also a teaching tool for our Links to Learning students. The start of 2017 was mainly set up and training with the end of 2017 seeing our involvement in the Northern Beaches Council “Friday Night Light” summer skate programme for youth. It was a great tool to get out into the community as well as break in BEN CENTRAL to the community.

Help Central in a pilot programme we are currently scoping in order to create opportunities for young people to gain experience in the events and entertainment industry without having to travel out of the region. Karen Plant approached the organisation having scoped various ways to implement her community support programme. Essentially a barter system where businesses could better connect via a community return on investment programme. This evolved into a project based approach to have community partners involved in special projects in which youth could play a role in supporting the projects and in turn, gaining experience in specialty industries that may not normally provide easily accessible opportunities for youth. This project is still be scoped but I would like to personally commend Karen for her countless contributed hours donated to the organisation to date.

Unilever has again supported the BEN as part of the #giveitacrack campaign in the corporate social responsibility focus. 40+ staff from Unilever gave our home at “Granmas” a clean up and in turn worked side by side with our Links to Learning students to share some insight to life long learning and what they would do different if they were in a young person’s shoes again. These days have been amazing and we look forward to working alongside Unilever in 2018 and beyond.

Annual Charity Golf Day was hosted at Cromer Golf Club for the second year with some slight growth in players and sponsorships. The main reason for this event and other fundraising is to address the gaps that our current funding has presented so that we can expand on our current offerings and ensure that young people get the support they need to find their way successfully into adulthood.

And lastly, at the end of 2017 we were successful in applying for a Stronger Communities Grant care of the office of Jason Falinski, member for Mackellar. These critical funds will support the update of critical infrastructure as well as give our student lunchroom a deserved facelift.

**2018 will bring some more exciting new challenges and it will also see my personal celebration of 15 years with the BEN and the quarter century of the BEN in the community.**

**I look forward to reporting to you the amazing achievements of the BEN in its 25th year!**

# WORK PLACEMENT SUPPORT PROGRAMME

2017 what an exciting year! Work Placement is offered to year 11 and year 12 students to enrich and prepare the students for their work readiness to bridge the gap between High School and Employment after they achieve their HSC. As a "good will" programme, our Host Employers are not paid to take students for work placement and often see this as an opportunity to support students who were like them - when they were younger. Many employers have participated and received students week in and week out with numerous Host Employers hosting up to 4 students per week every week of the year. In the Construction sector and in the Hospitality sector a number of students were offered apprenticeships based on their encouraging performance during their work placement. Most of these employment outcomes are incidental and as a result of the young person - giving their best - at work placement.

Throughout the year we convene Industry Reference Groups which allows us to stay in touch with what specific industries need and of course, the perspective of the host employer. In 2017, we did a focus on Construction. Our take home from this discussion group was to work with host employers and facilitate a mini workshop in the classroom called "what to expect on a construction work placement site" this would be used as a tool for teachers as part of their work readiness program and would be conducted before the student is sent out for their work placement. This will unpack any reservations and anxiety the student may have before they participate in work placement.



**Miramare Gardens** - who have hosted within the last 12 months 120 students we are very grateful you are working with us at The BEN

**Duffield Constructions** - who have taken within the last 12 months 55 students again we are very grateful you are working with us and helping the youth of today with work readiness

And a noted advocate for the growing Hospitality industry is **Group Executive Chef - John McFadden** who has brought the BEN with him in his journey and passion for expanding the hospitality industry from the Parkroyal Hotel group and now to the Crinitis Restaurant group.

On behalf of Aimee, Sam and myself, we would like to thank all our Host Employers for their dedication and support in enriching the education journey for local young people and their ultimate entry into the workforce after school.



*Michele Collins*  
Field Officer - Work Placement

**Life is pretty  
simple: You do  
some stuff. Most  
fails. Some works.  
You do more of  
what works.**

***Leonardo da Vinci***

# 2017-2018 LINKS TO LEARNING REPORT

Mid 2016 saw the launch of the tender for the future Links to Learning program with significant changes to the structure and format of delivery. Based on extensive consultation with the Local Advisory Group and participating schools, 7 tender responses were developed and submitted by our organisation.

These bids reflected the learnings from previous years as well as alignment with the current school needs. These bids include programme models of 1 or 2 days per week for either 15 or 30 weeks. There is also the inclusion of a 1 day per week - 10 week Boot Camp aimed at supporting year 10/11 nearing the 17 year age group with an intensive life skills / workplace readiness program.

Early December 2016, we were excited to hear that we were successful in all 7 bids. This increased our capacity to over 200 students for 2017 and expanded our operations to 5 days per week.

Therefore, 2017 brought some exciting changes in Programing and in staffing. Along with all the changes came new opportunities and new challenges.

Overall, 2017 was successful. with 16 schools referring 150 students. 70% of our KPI were achieved based on overall numbers required.

In 2017 we collaborated with over 25 external services and group facilitators. The Links team participated in about a dozen community events and meetings. Some of our successful community partners included, Kimbriki (Environment Engagement), Leading Edge Life Skills (Equine Therapy Program), PCYC (Sport and community connection) and Head Space (Mental Health and Wellbeing).

Some amazing projects again were completed and students were engaged in a wide variety of activities such as; site maintenance and landscaping projects, small woodwork projects, hospitality and coffee making skills development, job seeking and employability skills development, yoga, equine therapy, sports, well-being talks and workshops, recreational outing and much more.

The Links case workers did an amazing job at balancing group activities and one on one case work appointments. Despite the case work only representing about 5% of the scheduled Program activities, some of our most influential and meaningful work was achieve during these appointments.

The quality of the Links team work was highlighted by our student's survey, revealing that "staff", by far, was established as the "best" part of the Program.

In retrospect, the overall 2017 Program feedbacks were really positive. It is fair to say that the Program works and that there is a clear need within the schools and in the community for such Program.

Unfortunately despite all our successes, reaching 70% of our KPI met that from the Department of Education's perspective, we were underperforming and our 2017 Funding and the 2018 Programing had to be adjusted. Challenges with the Program promotion and school communication were identified as part of the cause of low referrals in some of the Projects offered.

We took the feedback and challenges on board and developed some strategies to increase our 2018 referrals.

We currently have 24 schools, either, already referring or looking at referring in 2018 and have multiple continued and new partnerships with external community services.

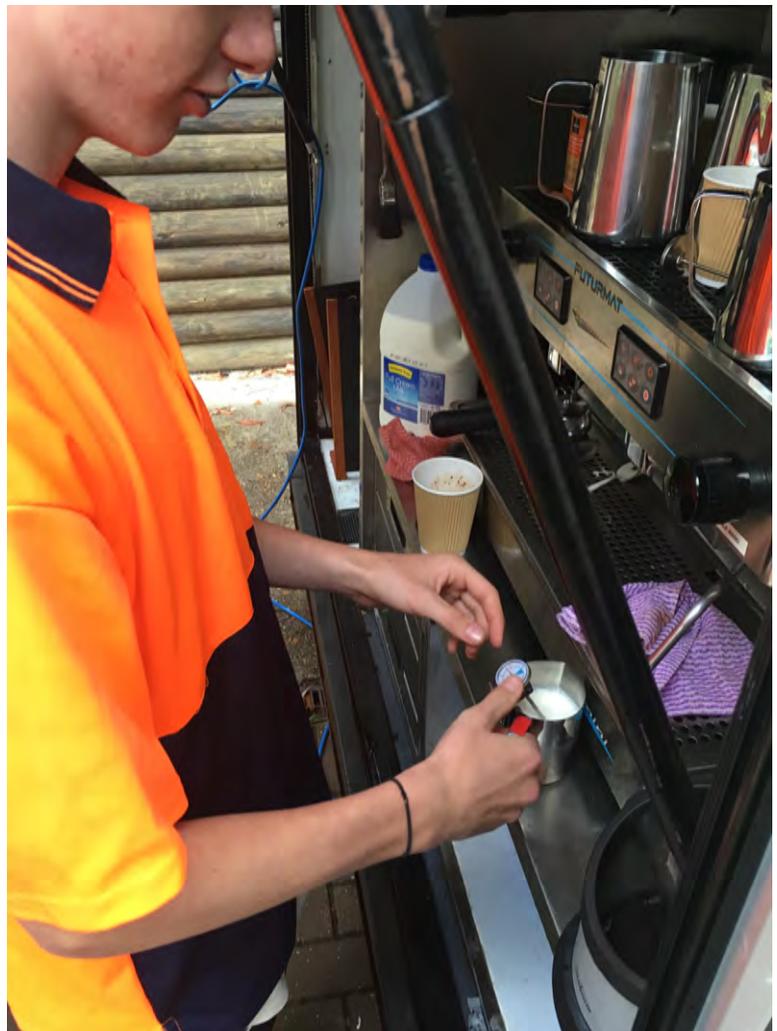
A great part of our work needs to remain focus on creating, building and maintaining great relationship with, schools, students, parents and other supportive community connections to increase not only the number of referrals but also the quality of each referrals.

We aim for every student with the potential of benefiting from the Program (within our foot print) to have the opportunity to consider the Links to Learning Program as an option for them to work towards achieving better educational and wellbeing outcomes in their lives.

Here at Links we love youth work, we love life skills education and we look forward working with all young people coming through our doors.



*Etienne Gilbert*  
Links Program Manager



# CASE STUDIES

## 10

### HANNAH'S STORY

Hannah began the Links to Learning Program as a quiet, cautious young lady with an interest in writing, drama and all things creative! Her short term goals consisted of improving at Maths and attending all the days required in order to complete Year 9 at School.

Hannah believed that her barriers towards achieving these goals were a lack of motivation towards school, not feeling supported and challenging teacher relationships.



Upon commencement of the program, Hannah was polite and respectful and displayed a keen interest within the program.

As she began to settle, Hannah was able to build a more honest relationship with staff, opening up about her thoughts and feelings, along with issues going on with her outside of Links.

Throughout the program, Hannah did present with mental health issues. However, during these times, staff were able to offer her extra support and keep her engaged within the program and School.

As Hannah progressed, she demonstrated a positive shift in her attitude, which in turn created a stronger support network for her on site and a more positive outlook towards her future.

Hannah also made the choice to increase her days of attending the program from 1 to 2, per week. This also allowed her to the opportunity to engage in the Horticulture Program, which provided her with new friendships, further exposure to hands on learning and a set of newly found practical skills.

Hannah was able to work with staff in order to set strategies towards achieving her goals and some of these included; gaining a more positive outlook towards School and herself, surrounding herself with positive people, using Links as a support network and to try to study more.

When asked what she enjoyed most about the project Hannah "really liked being in a different environment from school" and found the staff "really supportive". Hannah also made new friends and found the environment "very relaxing".

This year, Hannah has returned to full time School and is "really enjoying it". She continues to work on her ability to cultivate positive self-talk and build supportive, trusting relationships. Hannah is also working towards achieving her new goal of successfully completing Year 10 at School.

## 02

## ADRIAN'S STORY

Adrian Shoenmarker was referred to the Links to Learning program from Asquith boy's high school for being at risk of disengaging from School. Adrian showed interest in the Links program as he had expressed a specific interest in landscaping

From the beginning of the program, Adrian knew what he wanted to achieve at Link, this showed in the way he engaged in the Horticulture program as well as days that were spent inside the classroom learning about life skills.



His attendance record at Links to Learning was fantastic, having only missed a few days of the entire 30 week program. At the same time, at school Adrian's attitude towards his peers and teachers improved throughout the year. His teachers seen him grow into a mature and confident young man with a clear sense of direction with regards to his career. He has been a motivated and hardworking student throughout the whole year, and his trainers at Links to Learning made the following statements:

*“Adrian’s overall engagement in the program benefited not only himself but his peers.”*

*“Adrian was one of the most consistently engaged student within the learning classroom activities.*

*“When a timeline needed to be met, teachers could always rely on Adrian to complete the task set out”*

At the start of the Links to learning program, it took time for Adrian to develop trusting relationships with the staff and trainers. Over time, when trust developed Adrian gained confidence to turn to staff for help with issues he was dealing with outside of school. Adrian expressed that his main goal is to work towards building a career and to create the financial freedom to become independent. This is a huge motivational factor for him. Adrian always worked hard and took pride in his work he also developed natural leadership abilities and has been able to drive and motivate other students in the program.

Giving his positive attitude, work ethic, and his confidence in his abilities, it is no surprise to us that he was given the opportunity to start an apprenticeship whilst he was still enrolled at school.

# TREASURERS REPORT

In this next section you will find all the relative audited financials for the Business Education Network for our financial (calendar) year.

Our organisation is contracted to undertake a vast majority of the work we do. As a requirement and standard of the organisation, we audit all our contracted accounts annually based on our financial year (Calendar year). These accounts are independently audited by:

**IJR Accounting Pty Ltd**

**Suite 31**

**12-14 Waratah Street**

**Mona Vale, NSW 2103 Australia**

These audits are representative of the four key areas of business; Links to Learning – Engage, Links to Learning – Connect, Work Placement Support Programme and the Fundraising Account.

In 2017, we finished in a positive position with all necessary accruals and fiduciary responsibilities in hand. The strong connection, transparency and strategic vision between our Board and Executive Officer allow us to maintain being a strong local youth service for the immediate and long term future.

*Sylvia Borg*  
Treasurer

**Instead of  
worrying about  
what you cannot  
control, shift  
your energy to  
what you can  
create**

**Roy T. Bennett**

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
**PROJECT ID**  
**PROJECT NAME:** "LINKS TO LEARNING REENGAGE 30 - Bootcamp to Success "  
**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1	\$30,309.00
Funding Payment 2	\$22,732.00
Funding Payment 3	\$22,732.00
SACS Payment 1	\$1,161.82
SACS Payment 2	\$1,414.30
<b>TOTAL INCOME</b>	<b>\$78,349.12</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$972.00
Rental Cost Project Delivery	\$5,009.66
Admin Costs-Student Travel	\$10,500.45
Admin Costs-Consumable & Equip	\$8,916.10
Admin Costs-Audit & Profess	\$2,320.00
Admin Costs-Other Project Cost	\$652.95
Gross Wages	\$17,821.23
Superannuation	\$26,849.95
<b>TOTAL EXPENDITURE</b>	<b>\$76,738.16</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION** **\$1,610.96**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b> .....	<b>Date</b> .....
<b>Name</b> .....	<b>Phone</b> .....
<b>Position</b> .....	<b>Company</b> .....
<b>Professional Membership Number</b> .....	<b>Member Type (eg CPA)</b> .....

**The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.**

Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
**PROJECT ID:**  
**PROJECT NAME:** "LINKS TO LEARNING BOOTCAMP TO SUCCESS"  
**PROJECT LOCATION:** INGLESIDE

INCOME	2017
1ST GRANT PAYMENT	\$20,000.00
2nd GRANT PAYMENT	\$15,000.00
3RD GRANT PAYMENT	\$15,000.00
SACS ERO PAYMENT 1	\$766.36
SACS ERO PAYMENT 2	\$933.27
<b>TOTAL INCOME</b>	<b>\$51,699.63</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$236.02
Rental Cost Project Delivery	\$3,503.26
Admin Costs-Consumable & Equip	\$1,706.96
Admin Costs-Audit & Profess	\$1,765.00
Admin Costs-Other Project Cost	\$7,668.34
Gross Wages	\$33,151.63
Superannuation	\$3,799.90
<b>TOTAL EXPENDITURE</b>	<b>\$51,831.11</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION      \$-131.48**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
.....	.....
<b>Name</b>	<b>Phone</b>
.....	.....
<b>Position</b>	<b>Company</b>
.....	.....
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>
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Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED

**PROJECT ID**

**PROJECT NAME:** LINKS TO LEARNING RECONNECT 30

**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1	\$51,356.00
Funding Payment 2	\$38,517.00
Funding Payment 3	\$38,517.00
SACS Payment 1	\$1,968.18
SACS Payment 2	\$2,396.39
<b>TOTAL INCOME</b>	<b>\$132,754.57</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$1,750.00
Rental Cost Project Delivery	\$10,032.85
Admin Costs-Student Travel	\$8,000.00
Admin Costs-Consumable & Equip	\$12,500.84
Admin Costs-Audit & Profess	\$1,820.00
Admin Costs-Prof Dev Staff	\$636.37
Admin Costs-Other Project Cost	\$37,237.87
Gross Wages	\$55,895.50
Superannuation	\$3,244.60
Professional Development	\$181.82
<b>TOTAL EXPENDITURE</b>	<b>\$131,299.85</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION**      **\$ 1,454.72**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service or assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

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.....	.....
<b>Name</b>	<b>Phone</b>
.....	.....
<b>Position</b>	<b>Company</b>
.....	.....
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>
.....	.....

**The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.**

Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED

**PROJECT ID**

**PROJECT NAME:** LINKS TO LEARNING STRIVE

**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1	\$56,618.00
Funding Payment 2	\$42,464.00
Funding Payment 3	\$42,464.00
SACS Payment 1	\$2,170.00
SACS Payment 2	\$2,641.91
<b>TOTAL INCOME</b>	<b>\$146,357.91</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$1,944.00
Rental Cost Project Delivery	\$9,568.13
Admin Costs-Consumable & Equip	\$8,391.77
Admin Costs-Audit & Profess	\$1,820.00
Admin Costs-Prof Dev Staff	\$2,629.80
Admin Costs-Other Project Cost	\$35,951.03
Gross Wages	\$83,335.46
Superannuation	\$5,234.16
<b>TOTAL EXPENDITURE</b>	<b>\$148,874.35</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION      \$-2,516.44**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
<b>Name</b>	<b>Phone</b>
<b>Position</b>	<b>Company</b>
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>

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## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
**PROJECT ID**  
**PROJECT NAME:** LINKS TO LEARNING RECONNECT 15  
**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1	\$60,000.00
Funding Payment 2	\$45,000.00
Funding Payment 3	\$45,000.00
SACS Payment 1	\$2,529.00
SACS Payment 2	\$2,799.75
<b>TOTAL INCOME</b>	<b>\$155,328.75</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$3,175.00
Rental Cost Project Delivery	\$11,710.30
Admin Costs-Student Travel	\$8,485.45
Admin Costs-Consumable & Equip	\$11,739.47
Admin Costs-Audit & Profess	\$2,645.00
Admin Costs-Prof Dev Staff	\$2,730.71
Admin Costs-Other Project Cost	\$46,327.02
Gross Wages	\$60,632.16
Superannuation	\$3,009.11
<b>TOTAL EXPENDITURE</b>	<b>\$150,454.22</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION      \$ 4,874.53**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
<b>Name</b>	<b>Phone</b>
<b>Position</b>	<b>Company</b>
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>

**The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.**

Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

Reporting Period: 1 January 2017 to 31 December 2017

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
**PROJECT ID**  
**PROJECT NAME:** LINKS TO LEARNING REENGAGE 15  
**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1	\$42,588.82
Funding Payment 2	\$31,940.00
Funding Payment 3	\$31,940.00
SACS Payment 1	\$1,762.00
SACS Payment 2	\$1,949.86
<b>TOTAL INCOME</b>	<b>\$110,180.68</b>

EXPENDITURE	2017
Funding In School Co-Ordination	\$1,426.00
Rental Cost Project Delivery	\$7,596.84
Admin Costs-Student Travel	\$7,095.45
Admin Costs-Consumable & Equip	\$7,051.35
Admin Costs-Audit & Profess	\$1,820.00
Admin Costs-Other Project Cost	\$17,243.68
Gross Wages	\$59,436.94
Superannuation	\$5,075.19
<b>TOTAL EXPENDITURE</b>	<b>\$106,745.45</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION** **\$3,435.23**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
<b>Name</b>	<b>Phone</b>
<b>Position</b>	<b>Company</b>
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>

The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.

Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
**PROJECT ID**  
**PROJECT NAME:** WPSP  
**PROJECT LOCATION** INGLESIDE

INCOME	2017
Funding Payment 1 & 2	\$280,608.74
<b>TOTAL INCOME</b>	<b>\$280,608.74</b>

EXPENDITURE	2017
Audit & Professional	\$5,515.00
Funding InSchool Co-Ordination	\$59.68
Rent & Outgoings	\$17,667.98
Consumables	\$20,393.32
Communication	\$15,011.56
Promotion & Marketing(includes membership fees)	\$14,355.75
Superannuation	\$15,560.70
Wages	\$188,194.98
Motor Vehicle & Travel Costs	\$8,167.30
Professional Development	\$2,611.60
IT Expenses	\$10,675.01
<b>TOTAL EXPENDITURE</b>	<b>\$298,212.88</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION -17,604.14**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
.....	.....
<b>Name</b>	<b>Phone</b>
.....	.....
<b>Position</b>	<b>Company</b>
.....	.....
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>
.....	.....

**The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.**

Please attach qualifying statements, where necessary.

## 2017 LINKS TO LEARNING COMMUNITY GRANTS PROGRAM AUDITED FINANCIAL STATEMENT

*Reporting Period: 1 January 2017 to 31 December 2017*

**ORGANISATION NAME:** NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED

**PROJECT ID**

**PROJECT NAME:** ACHIEVE

**PROJECT LOCATION** INGLESIDE

INCOME	2017
1ST GRANT PAYMENT	\$32,064.00
2ND GRANT PAYMENT	\$24,048.00
3RD GRANT PAYMENT	\$24,048.00
SACS ERO PAYMENT 1	\$1,229.09
SACS ERO PAYMENT 2	\$1,496.18
<b>TOTAL INCOME</b>	<b>\$82,885.27</b>

EXPENDITURE	2017
FundingInSchool Co-Ordination	\$1,037.00
Rental Cost Project Delivery	\$7,455.85
Admin Costs-Student Travel	\$4,400.00
Admin Costs-Consumable & Equip	\$2,257.34
Admin Costs-Audit & Profess	\$1,820.00
Admin Costs-Prof Dev Staff	\$696.07
Admin Costs-Other Project Cost	\$2,856.87
Gross Wages	\$46,243.53
Superannuation	\$5,293.50
Travel	\$155.64
<b>TOTAL EXPENDITURE</b>	<b>\$72,215.80</b>

**UNSPENT 2017 FUNDS TO BE RETURNED TO THE DEPARTMENT OF EDUCATION** **\$10,669.47**

I have audited the accounting and associated records relating to the above mentioned project and have received from the organisation concerned all the information to substantiate that the funds have been expended in accordance with the conditions of the 2017 Funding Agreement with the Department of Education. In my opinion the above statement shows a fair and accurate record of the receipts and payments relating to the project and no funding has been accrued. I confirm that the organisation's accounts reflect no fee for service for assistance provided under this Project. I certify that I am a member of the Institute of Chartered Accountants or a member of the Australian Society of Certified Practising Accountants or a member of the National Institute of Accountants holding a current Public Practice Certificate and I am not an employee of the organisation, or a person who has any financial interest in the organisation.

<b>Sign</b>	<b>Date</b>
.....	.....
<b>Name</b>	<b>Phone</b>
.....	.....
<b>Position</b>	<b>Company</b>
.....	.....
<b>Professional Membership Number</b>	<b>Member Type (eg CPA)</b>
.....	.....

**The original unaltered 2017 AUDITED FINANCIAL STATEMENT must be submitted to: Coordinator, Youth at Risk, Links to Learning Program, NSW Department of Education and Communities, Locked Bag 53, DARLINGHURST NSW 1300.**

Please attach qualifying statements, where necessary.

# INDEPENDENT AUDITOR'S REPORT

MEMBERS OF NORTHERN BEACHES BUSINESS EDUCATION NETWORK  
INCORPO ABN 92 047 481 509

In my opinion, the financial report presents fairly in accordance with the accounting policies described in Note 1 of the financial statements, the financial position of NORTH ERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED as at 31 December 2017 and the results of its operations and its cash flows for the year then ended.

In my opinion, the financial report presents a true and fair view of the financial position of NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED as at 31 December 2017 and the results of its operations and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

**Name of Firm:** IJR Accounting Pty Limited  
Accountants & Business Advisors

**Name of Principal:** \_\_\_\_\_  
Ian Rae



**Address:** Commercial Suite 6 Level 1 1741-1745 Pittwater Road Mona Vale NSW 2103

**Dated this 29 day of May 2018**

## COMPILATION REPORT

TO NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED  
ABN 92 047 481 509

I have compiled the accompanying special purpose financial statements of NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED which comprise the balance sheet as at 31 December 2017, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

The specific purpose for which the special purpose financial statements have been prepared is set out in the notes to the accounts.

### The responsibility of the committee of management

The Committee of Management of NORTHERN BEACHES BUSINESS EDUCATION NETWORK INCORPORATED is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

### My responsibility

On the basis of the information provided by the committee of management I have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in the notes to the financial statements and APES 315: Compilation of Financial Information.

I have applied professional expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in the notes to the financial statements .I have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants .

### Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, I am not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements Accordingly , I do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who is responsible for the reliability, accuracy and completeness of the information used to compile them. I do not accept responsibility for the contents of the special purpose financial statements.

**Name of Firm:** IJR Accounting Pty Limited  
Accountants & Business Advisors

**Name of Principal:** \_\_\_\_\_  
Ian Rae



**Address:** Commercial Suite 6 Level 1 1741-1745 Pittwater Road Mona Vale NSW 2103

**Dated this 16 day of May 2018**

# INCOME STATEMENT

## FOR THE YEAR ENDED 31 DECEMBER 2017

### INCOME

Government Grants	1,012,946.83	580,817.60
SACS ERO Payment	25,218.11	10,548.04
Interest Received	-	0.15
Other Income	-	1,125.15
	<u>1,038,164.94</u>	<u>592,490.94</u>

### OTHER INCOME

Membership Fees	-	109.09
	<u>1,038,164.94</u>	<u>592,600.03</u>

### EXPENDITURE

Accommodation Costs Rental Lease Costs Project	-	15,319.18
Admin Costs-Student Travel	38,574.17	-
Audit & Bookkeeping Fees	19,525.00	18,790.00
Communication Costs	15,011.56	8,148.60
Consumables	72,957.15	26,167.93
External Provider Costs	-	68,527.93
Funding In-School Coordination	10,599.70	9,841.09
Insurance	-	4,287.34
IT Support	10,675.01	7,558.03
Management Committee Expenses	-	1,313.50
Motor Vehicle Expenses	6,382.13	-
Other Project Costs	166,870.31	31,058.92
Professional Development	10,139.32	6,130.21
Promotion & Marketing	12,591.48	16,539.57
Recruitment & Consultancy	-	11,127.36
Rent & Outgoings	17,412.98	12,987.93
Rental Cost Project Delivery	55,131.89	-
Salaries	553,740.15	326,302.03
Superannuation	44,912.98	15,691.35
Tolls & Parking	371.66	-
Travelling Expenses	1,476.33	5,976.78
	<u>1,036,371.82</u>	<u>585,767.75</u>
Profit before income tax	1,793.12	6,832.28

# BALANCE SHEET

## AS AT 31 DECEMBER 2017

### ASSETS

#### CURRENT ASSETS

Cash and cash equivalents

151,558.99

241,220.88

Trade and other receivables

28,874.80

63,847.29

#### TOTAL CURRENT ASSETS

180,433.79

305,068.17

#### TOTAL ASSETS

180,433.79

305,068.17

### LIABILITIES

#### CURRENT LIABILITIES

Trade and Other Payables

171,808.39

245,893.27

#### TOTAL CURRENT LIABILITIES

171,808.39

245,893.27

#### TOTAL LIABILITIES

171,808.39

245,893.27

#### NET ASSETS

8,625.40

59,174.90

### MEMBERS' FUNDS

Reserves

-

52,342.62

Retained earnings

8,625.40

6,832.28

#### TOTAL MEMBERS' FUNDS

8,625.40

59,174.90

# OUR SUPPORTERS

We would like to acknowledge the following funders who supporter the BEN during the 2017 year;

**Primary funder** - NSW Department of Education

**Supplementary Funders** - Northern Beaches Council and Stronger Communities Funding as recommended by Jason Falinski MP.

We could also have not been as successful in supporting young people without having the support of the local secondary schools in the region:

Barrenjoey High School	Northern Beaches Secondary College Manly Campus
Bradfield College	Northern Sydney Institute - North Sydney College
Brigidine College St Ives	Oxford Falls Grammar School
Chatswood High School	Pittwater High School
Covenant Christian School	Pittwater House Girls College
Davidson High School	Pittwater House Grammar School
Galstaun College	Pymble Ladies' College
Glenaeon Rudolf Steiner School	Queenwood School for Girls
Hamazkaine Arshak and Sophie Galstaun School	Ravenswood School for Girls
Killara High School	Roseville College
Killarney Heights High School	SCECGS Redlands
Ku-ring-gai Creative Arts High School	SHORE - Sydney Church of England Grammar School
Loreto Kirribilli	St Aloysius College
Marist College North Shore	St Augustine's College
Masada College	St Ignatius' College
Mater Maria Catholic College	St Ives High School
Mercy Catholic College	St Luke's Grammar School
Monte Sant' Angelo Mercy College	St Paul's Catholic College
Mosman High School	St Pius X College
Narrabeen Sports High School	Stella Maris College
Northern Beaches Christian School	The Beach School
Northern Beaches Secondary College - Balgowlah Boys Campus	The Forest High School
Northern Beaches Secondary College Cromer Campus	Turrumurra High School
Northern Beaches Secondary College Freshwater Senior Campus	Wenona School
Northern Beaches Secondary College Mackellar Girls Campus	Willoughby Girls High School

Our organisation could not do what it does without the assistance of the broader community. This includes a long list of host employers supporting our students in over 2,200 placements each year.

A J Aluminium	Commodore Hotel (The Lantern Group)	Jay Car Electronics NSW
Abbotts Electrical Connection	Computer & Mac Services Pymble	JellyFish Cafe Manly
Unnersal Electrical Services	Constentino Plumbing SO	Kaltech Security (SO)
Adam Watts Building Services	Cruise View Travel	Kinky Boots Australia
AEW Build	D.T.S&E Phillips	Knox Family Real Estate
AFN Solutions Pty Ltd	Danbuilt Pty Ltd	Kyora Landscapes
All Truck Mechanics Pty Ltd	Danes Wahroonga	Lindsay & Edmunds Chocolates
Allec Electrical	Das Bierhaus	Linx Group (NSW) Pty Ltd
Altone Constructions	Dave Norton Constructions	Little Parrot Restaurant
Alzheimers Australia NSW	Davidson High School	LJ Hooker Avalon
Ambience Entertainment	DPM Bricklaying SO	Long Reef Golf Club Pty Ltd ( SO)
Animal Logic Pty Ltd	DPS Projects	Lyon Technics
ARB Brookvale	E4 Electrical Group SO	M&D M Ryan Electrical
Armchair Collective	East West Engineering	Made Contracting Pty Ltd
Arrowfield Stud	Economos Pty Ltd SO	Maish Construction Pty Ltd
AusCare Constructions Pty Ltd	Edelman Electrics Pty Ltd SO	Mal Industries
Australian Catholic University SO	EFEX Group PTY LTD	Manly Fish Market
Australian Institute of Police Management	El karium	Manly Wharf Hotel
Avanti Pizzeria Restaurant	Element Electrical SO	Matrix Solutions (SO)
Avoka Technologies	Epic Promotions SO	Maximum Tiling
B + K Mulligans Plumbing Pty Ltd	Epicentre Theatre Company INC	Mercedes Benz Fashion Week (MiroHouse Productions)
Barocco Bar Warriewood (SO)	Extreme Dance Pty Ltd	Modern Teaching Aids Pty Ltd
Barrenjoey House	Fairfax Events	Mono Constructions
BAU Group	Fernbank Retirement Village	Moo Gourmet Burgers (SO)
BCI Business Brokers	Feros Hotel Group Pty Ltd - Taren Point Hotel	Mr Pool Clean
Behagg Constructions Pty Ltd	Festival Of Choral Music - DoE Arts Unit	N+K Edwards Electrical
Belrose Public School SO	Fika Swedish Kitchen	Narrandera Fisheries Centre
Ben Tregear Electrical	Fletcher International Exports	Nature Care Wholistic and Medical Centre
Beukers Building	Forty Beans	New Wave Pool Finishers
Bigair	Fratelli Fresh	North Shore and Beaches Landscaping
Billieoh	Fredon Industries PTY LTD	Northern Beaches Council
Bistro Aroca	Freshwater Tree Service	Northern Beaches Fencing
Bluewater	Frigcorp Buidling Technologies	Nourished Cafe
Bone Dry Plumbing SO	Gidgee Enterprise Pty Ltd	Novotel Sydney Central WEX
Boom Eatery	Glenagle Built	Olympus Sports
Briskett	GMC Constructions (NSW) Pty Ltd	On The Ball
British Bricklaying	Gosford Christian Broadcaster	On The Market
BTL Building Pty Ltd	Grantagri CA & KM Grant	Opteon Central West NSW Pty Ltd
Bungarra Alpine Centre (SO)	Green Elec Pty Ltd	Owl Electrical and Communications Pty Ltd
Buttercup	Greenpoint Constructions	Payless Tyres Forestville
Canvas	H2O Café / Restaurant	Peter Davies
Carriageworks	Halls Construction and Development	Platinum Direct Finance
CBD Building ( SO)	Hello Manly Booking and Information Centre	Premier Automotive
Chalkboard Cafe SO	Henry Andrews - DHA	Pub2Pub
Channel 9	Hills The Flower Market	PWB Building
Chatswood Real Estate	Hinchey Building	Q Station
Childcare Specialists	Hitch Electrical	Quinlan Electrical Pty Ltd
Chill Bar SO	HJ & SM Bull	Ridgeway Projects Pty Ltd
Christie & Hood	Honey & Co Cafe	Roseberry Street Cafe
City Beach - NSW	Houlihans Cafe	Roses Deli
City Electric Supply	Hunters Hill Art Exhibition	
CJE Constructions	Icon Performance Health	
Classic Cottages SO	Identity PR	
CMS Conference Centre	Imac Developments (students own)	
CMS Surveyors Pty Ltd SO	iTravel	
Coeliac NSW/ACT	ITS Pipetech	
Colbros Electrical Contracting SO	J.A.Mclaughlin Family Trust	
Coles Supermarket Manly	James Hurt Building & Construction	
Collaroy Services Beach Club	Java Lava Cafe	







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**Business  
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*Assisting Young People to  
Create a Better Future*



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**new**

**links to learning**

**WPSP**