

Meeting of Councillors to be held at 2 Thames St., Balmain NSW on Tuesday 3 September 2019 at 10am

## AGENDA

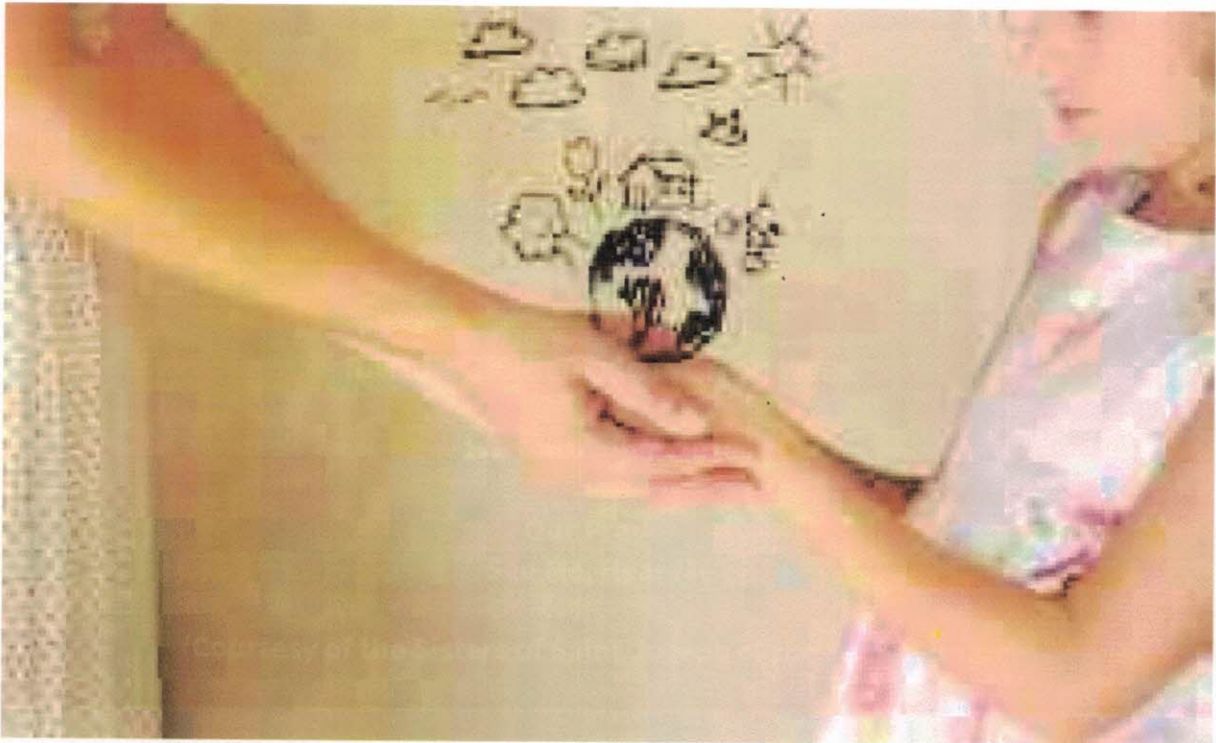
1. Apologies
2. Acknowledgement of Country
3. Prayer - Page 2
4. Conflicts of Interest – The Chair to enquire whether any Councillor or attendee has any actual, perceived or potential conflict of interest regarding any matter to be addressed at the meeting or affecting the Federation more broadly.
5. Section 127 of the Corporations Act 2001 (Cth) – This section allows companies to execute documents (including deeds), without the use of a common seal if the document is signed by any two directors or one director and a secretary. The Chair to enquire whether any documents have been signed in this manner since the last meeting.
  - Document to authorise Greg Smith to sign annual information statement with ACNC.
6. Minutes of meeting dated 5 June 2019 - Page 3
7. Business arising from the minutes - Refer Action Items
  - Date and content of meeting with Bishop Randazzo - Verbal Report - Br Paul
  - Website & Espirito - Verbal Report – Greg
  - Religious Exemptions - Verbal Report – Marita
  - School Affiliations & BGA Funding - Page 7
  - New Members – Sophia Ministries & Maronite Sisters - Verbal Report - Greg
  - CSNSW Stakeholders Forum - Verbal – Attendees
8. Correspondence – Leonie Keaney - Page 8
9. Education Policy Committee
  - Minutes of Meetings – 13 June 2019 & 16 August 2019 - Page 9
  - Survey & Principals’ Forum - Page 15
  - Committee Membership – Terms and Replacements - Page 17
10. Executive Officer’s Report
  - Financial Summary & Cash Flow Projection - Page 20
  - 2018 Financial Statements & Audit - Page 24
  - Annual General Meeting & Members’ Forum – 20 November 2019 - Page 41
  - ACNC – Annual Information Statement - Page 42
  - Commbiz – Additional Authorisers - Verbal Report
11. Other Business
12. In camera Session – Executive Officer & Subscriptions - 2020 - For Discussion
13. Next Meeting – Scheduled for 23 October 2019 – Balmain
14. Close

**NATIONAL CHILD PROTECTION WEEK**

**1-7 September 2019**

**Our Prayer  
See Me, Hear Me**

**(Courtesy of the Sisters of Saint Joseph of the Sacred Heart)**



Gracious God provide us with a listening heart that we see and hear the voice of each of our children.

We ask you God to strengthen and guide all in our Catholic communities. Grant us the ability and time to listen carefully when children come to us seeking help.

May our institutions and families respect, listen and do what is required to help all children feel safe.

Help us to recognise the hurt felt by those wounded initially by abuse then again through the failure to be heard. We stand in constant need of your healing and help.

Let your grace and love fall gently upon our children giving them the inner strength, peace, and resilience to seek out assistance when required.

We ask you God to provide each us with the wisdom to involve children in making institutions and communities safer.



**FEDERATION**  
of Religious Institute  
and Ministerial PJP  
Catholic School Authorities  
in NSW and ACT

Minutes of the Meeting of Councillors held at 2 Thames St., Balmain NSW  
on 5 June 2019 at 10am

Present: Br Paul Oakley (Chair)  
Kitty Guerin (Secretary and Councillor)  
Paul Mastronardi (Deputy Chair)  
Marita Winters (Councillor)  
Frank Malloy (Councillor)

In Attendance: Greg Smith (Executive Officer)  
Kerrie Smith (for website presentation)

Apology: Leonie Keaney (Treasurer)

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Welcome: Br Paul welcomed those present.

Website & Espirito: Kerrie provided a presentation on the Federation's proposed website and advised that Councillors and members of the Education Policy Committee would shortly be receiving details to provide their access to the relevant portals. Greg advised that a news article and the next edition of Espirito would focus upon the work of the Education Policy Committee. Br Paul thanked Kerrie on behalf of the Council for her work on this project.

Agenda Items -

- 1 - Apologies: The Council noted and accepted the apology as recorded above.
- 2 - Acknowledgement of Country: Br Paul acknowledged the traditional owners of the land on which the meeting took place.
- 3 - Prayer: Kitty led the meeting in prayer.
- 4 - Conflicts of Interest: In response to enquiry from the Chair, no person present declared any conflict of interest in relation to any agenda item or other matters relating to the Federation.
- 5 - Section 127 Corporations Act: In response to enquiry from the Chair, the Executive Officer reported that since the last meeting, the following document had been executed in accordance with Section 127 of the Corporations Act.

- Document authorising the removal of Suzanne Fabian

and addition of Leonie Keane as authorisers under the Commbiz online banking system with CBA Limited.

6 - Previous Minutes: RESOLVED that the minutes of the meeting held on 6 March 2019 be adopted.

7 - Business Arising from the Minutes:

**Meeting with Bishop Randazzo** – Br Paul reported that he had sought a meeting with either Bishop Randazzo or Archbishop Fisher depending upon availability. He advised that the absence of Bishops due to commitments in Rome during July and August 2019 may cause a delay in securing a meeting. Greg reported that the discussion notes for this meeting had been circulated to leaders of member religious institutes and PJPs as well as principals of members' schools. It was agreed that these notes should not be provided to Catholic Schools NSW until the Bishop or Archbishop had been briefed on their contents.

**Website and Espirito** – refer above.

8 – Correspondence: Nil

9 – Religious Exemptions in Anti-Discrimination Legislation:

The Council discussed the Australian Law Reform Commission's review of the framework of religious exemptions in anti-discrimination legislation across Australia. It was agreed that the Federation should play a role in keeping members informed on this process and any comments or submissions made by NCEC, but in respecting the diversity of views amongst members, it should not formulate any single position on behalf of members.

Greg and Marita agreed to stay abreast of emerging issues and keep the Council and members of the Federation informed.

10 – Education Policy Committee:

The Council noted the draft minutes of the Education Policy Committee meeting held on 17 May 2019.

Kitty reported that a survey on services to schools had been sent to principals of members' schools, the results from which would be presented and discussed at the next meeting, in the presence of executive staff of Catholic Schools NSW. The Committee discussed issues included in the survey and Greg undertook to circulate;

- details of school affiliations with block grant authorities (BGAs) and school representative bodies, and,

- methodology and quantum of funds distributed to BGAs in NSW.

11 – Executive  
Officer’s Report:

Greg reported on the following matters:

- The financial summary and cash flow showed the Federation to be in a sound financial position with approximately \$8,500 funds forecast to remain as at 31 March 2020, prior to receipt of 2020 subscriptions. Greg expressed concern that the level of subscriptions was insufficient to cover planned expenditure for 2020 without an increase of about 37.5% or receipt of funds from other sources. The Council agreed that this shortfall would need to be addressed later in the year when setting 2020 subscription levels.
- All records had been provided to the Federation’s auditor to allow the audit to be completed during late June or early July, ahead of consideration of the financial report by the Council at its next meeting.
- The Annual Information Statement would be lodged with ACNC by the due date of 30 June 2019.
- Payment for 2019 subscriptions had been received from all current members, however membership application from Sophia Education Ministries along with their subscription payment was awaited.

The Council RESOLVED that all Councillors be included as authorisers in the Commbiz online banking system.

12 - Other Business:

Nil.

13 - Next Meeting:

While the next meeting had been scheduled for 28 August 2019, Br Paul advised that he was not available on this date and the Council agreed that instead, the meeting be held at Balmain on Tuesday, 3 September 2019 at 10am. Greg undertook to inform Leonie of this change.

Closure:

There being no further business the meeting closed.

Read and Confirmed as  
a true and correct record

Chair

Dated

## **ACTION ITEMS**

Minute 7	Meeting with Bishop Randazzo	- Br Paul
	Website & Espirito	- Greg
Minute 9	Religious Exemptions	- Marita & Greg
Minute 10	Survey of Schools' Requirements	- Education Policy Committee
	Meeting with CSNSW	- Education Policy Committee
	School Affiliations & BGA Funding	- Greg
Minute 11	2020 Subscriptions	- Council
	2018 Audit	- Greg
	2018 Annual Information Statement	- Greg
	Sophia Ministries	- Greg
	Commbiz Authorisers	- Greg
Previous Meetings	PIT Scores	AGDET

## Greg Smith

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**From:** Greg Smith  
**Sent:** Monday, 8 July 2019 5:21 PM  
**To:** fran.warner1a@gmail.com; Frank Malloy; Guerin Kitty (kittyguerin@gmail.com); Marita Winters; Paul Mastronardi; Paul Oakley  
**Subject:** Catholic BGA etc.

Dear Councillors

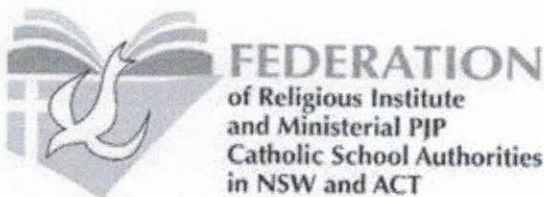
Membership of the Catholic BGA and related issues were discussed at the last Council meeting and I undertook to investigate and report on financial aspects.

While I don't have current data on BGA and representative body for each school, the following is my best estimate based upon 2018 data:

Total schools operated by Federation members	- 45
Total in ACT	- 3
Total in NSW	- 42
Total who are members of AIS	- 28 (67%)
Total capital grants awarded by CBGA in 2018	- \$ 58.3m
Total students in NSW Catholic Schools	- 260,000
Grants attracted per student	- \$ 224
Total who are members of AIS BGA	- 7
Total students in these schools	- 7,479
Estimated funding attracted to AIS by these 7 schools	- \$ 1.675m
Estimated funding attracted to CBGA by remainder	- \$ 6.269m
Total nominating AIS NSW as Representative body	- 7 (not necessarily same schools as AIS BGA).

Regards  
Greg

Greg Smith  
Executive Officer



ABN 24 622 756 245

T 02 9844 5405

M 0405 191 905

E [contact@federation.org.au](mailto:contact@federation.org.au)

PO Box 356 Newport NSW 2106

## Greg Smith

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**From:** Paul Oakley <PDOakley@edmundrice.org>  
**Sent:** Tuesday, 9 July 2019 10:12 AM  
**To:** Leonie Keaney; leonie.keaney@gmail.com  
**Cc:** Greg Smith  
**Subject:** RE: Leave arrangements

Dear Leonie

We can certainly grant you leave as you care for and support John. I am sure that I can say that we all want to express our concern for John and for you during this time which we pray will be a time of healing for him. In the case of the Federation the membership of the Council is personal so there will be no need for any action on the part of GSE. Greg will continue to be in contact with GSE through the chair Fran Warner to ensure that communication is maintained. I have copied Greg in to this email. I will pass on your good wishes to the other members of the Council.

Wishing a speedy recovery for John and God's blessings for both of you,

*Paul*

Paul D. Oakley cfc  
For the Federation Council

 Please consider the environment before printing this email.

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**From:** Leonie Keaney [mailto:executivedirector@goodsameducation.org.au]  
**Sent:** Monday, 8 July 2019 6:26 PM  
**To:** Paul Oakley <PDOakley@edmundrice.org>  
**Subject:** Leave arrangements

Paul

As indicated previously, I have decided to take leave until the end of the year so that I can support and care for my husband John as he goes through chemotherapy and other treatment. I begin leave this Thursday, 11 July. This means that I will have to withdraw from the Council for that time and from the Treasurer's role – although Greg will tell you that I haven't actually done anything yet because of frustrations with Commbiz. I'm not sure what you would like GSE to do and what the requirements are from ACNC. GSE would be happy to nominate a replacement for me for the period I am on leave if that is what you wish but I will take your advice on that. You can contact me on.

My apologies Paul for this inconvenience. Please give my good wishes to Kitty, Paul, Marita, Frank and Greg

With thanks

*Leonie*

Minutes of the Meeting of the Education Policy Committee  
held at Level 10, Polding Centre, 133 Liverpool St, Sydney on 13 June 2019 at 2pm.

Present: Kitty Guerin – Committee Chair  
Tony Fitzgerald  
John Robinson  
Jennie Hickey

In Attendance: Representing Catholic Schools NSW (CSNSW)  
- Dallas McInerney  
- Danielle Cronin  
- Brian McDonald  
- Geoff Miller  
- Kwame Wetsi  
Paul Oakley – Chair of Council  
Greg Smith - Executive Officer

Apologies: Marea Nicholson  
Anne Wenham  
Jane Curran

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Welcome: Kitty welcomed those present and noted the apologies of those listed above.

Acknowledgement  
of Country: Dallas acknowledged the traditional owners of the land on which the meeting  
took place and paid respect to the elders, past, present and emerging.

Prayer: Kitty led the meeting in prayer.

Conflicts of Interest: In response to enquiry from the Committee Chair, no person present declared  
any conflict of interest in relation to any agenda item or other matters relating to  
the Federation.

Previous Minutes: RESOLVED that the minutes of the meeting held on 17 May 2019 be adopted.

Business Arising from  
the Minutes: At Kitty's invitation, Dallas provided a broad outline of the recommendation from  
the National Schools Resourcing Board that families' actual incomes and other  
family factors replace characteristics of the census collection districts in which  
families of a school reside. This will determine SES for the purposes of "capacity  
to contribute" in determining funding for non-government schools. He advised  
that the Australian Government had adopted this recommendation and that  
representatives of CSNSW were involved in the consultation process to bring this  
about. Geoff then provided a presentation on the issues being considered in the

consultation and the difficulties being presented in data matching. He advised that the new SES methodology (PIT scores) would be applied for all non-government schools from 2022 but that schools may apply the PIT scores from 2020 if to their benefit. He advised that clarification of the methodology was expected during August 2019, with schools to receive advice of their new SES before the end of 2019.

Greg expressed concern at the published SES scores arising from the 2016 census, which for RI/PJP schools showed disproportionate increases on average, when compared with other non-government schools. These changes would have arisen from changes in family cohorts and their addresses, as well as changed socioeconomic factors in the relevant census collection districts. While it was noted that schools may never need to apply the 2016 scores and may continue to retain their 2011 SES scores until 2021, then apply the new PIT scores, risk of these factors also flowing through to impact the 2019 PIT scores remained.

Danielle referred to the NSW Curriculum Review, advising that while an interim report had been provided to the Minister, no further information had been released, with the final report expected by the end of 2019.

Memorandum of Understanding:

Br Paul advised that the Council had developed a set of principles for discussion with representatives of the NSW Bishops, and that he was awaiting a date to meet with Bishop Randazzo.

CSNSW Services:

The committee noted the report on the survey of school principals on services to their schools. It was noted that schools will source services from a range of areas depending upon their specific needs, and that both the Federation and CSNSW should work towards ensuring that:

- schools are aware of what is available from CSNSW,
- services complement and add value to what might be available elsewhere,
- services are available to those who are unable to access them elsewhere,
- services are available in areas that are uniquely Catholic, and,
- the relationship between CSNSW and RI/PJP schools reflects the shared responsibility of all Catholic School Authorities for contributing to the vitality and viability of the ongoing work and growth of Catholic education.

The meeting agreed to continue discussions towards the above aims.

SchoolsHub Access:

In responding to privacy concerns about access to SchoolsHub portals for RI/PJP schools by CSNSW, Danielle advised that CSNSW previously had access to the Schools Entry Point (SEP) for all Catholic Schools and that this access had been automatically transferred across to SchoolsHub. This transfer of access had not extended to authority to access individual Commonwealth funded programs which had subsequently been requested of school principals.

Communications:

Greg advised that at the request of CSNSW he had provided postal addresses for all leaders of RI and PJP members so that they may be invited to the forthcoming governance symposium. He noted that the responsible persons for most member

schools would include directors of schools.

**Next Meeting:** 11:30am – Friday 9 August 2019 [**Proposed change to Friday 16 August 2019, at Polding Centre, 133 Liverpool Street, Sydney**].

**Other Business:** Greg raised the issue of the consideration by some Dioceses of charging rent for Diocesan schools and advised that this had been a long-standing issue for RI/PJP schools governed by separate legal entities to their Canonical authorities. Dallas undertook to keep the Federation abreast of ongoing discussions on these issues.

**Closure:** Kitty thanked Dallas and his colleagues for their time and interest in attending the meeting and for hosting the meeting. There being no further business, the meeting closed.

Read and Confirmed as  
A true and correct record

Chair

Dated

**ACTION ITEMS:**

1. Impact of funding changes upon RI/PJP schools  
- Pending advice from Commonwealth – approx. August 2019
2. NSW Curriculum Review  
- Pending NESA final report to Minister – end of 2019
3. Br Paul Oakley to meet with Bishop Randazzo.
4. Progression of CSNSW Services Offering – Committee/CSNSW



**FEDERATION**  
of Religious Institute  
and Ministerial PJP  
Catholic School Authorities  
in NSW and ACT

Minutes of the Meeting of the Education Policy Committee  
held at Level 5, Polding Centre, 133 Liverpool St, Sydney on 16 August 2019 at 11:30am.

Present: Kitty Guerin – Committee Chair

John Robinson  
Jennie Hickey  
Marea Nicholson  
Anne Wenham  
Jane Curran

In Attendance: - Greg Smith - Executive Officer  
- Br Paul Oakley – Chair of Council – from 12:30pm  
- Danielle Cronin Catholic Schools NSW (CSNSW) – from 12:30pm

Apology: Tony Fitzgerald

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Welcome: Kitty welcomed those present and noted the apology listed above.

Acknowledgement  
of Country: Kitty acknowledged the traditional owners of the land on which the meeting took place and paid respect to the elders, past, present and emerging.

Prayer: Kitty led the meeting in prayer.

Conflicts of Interest: In response to enquiry from the Committee Chair, no person present declared any conflict of interest in relation to any agenda item or other matters relating to the Federation.

Previous Minutes: RESOLVED that the minutes of the meeting held on 13 June 2019 be adopted.

Business Arising from  
the Minutes: It was noted that:

- Schools had not yet received advice from the Commonwealth Department of Education of their **revised SES scores** calculated with reference to the direct income measures of parents and carers. Greg advised that he would be presenting an analysis of the impacts of changes to schools' SES upon recurrent funding at the afternoon's principals' forum.
- No further information had been forthcoming from NESA regarding the **NSW curriculum review**.
- Br Paul had arranged a meeting with Bishop Randazzo regarding the development of the **memorandum of understanding** between NSW/ACT Bishops and Federation members, to take place during September 2019.

Principals' Forum: The committee discussed the outcomes expected from the afternoon's principals' forum and Marea suggest that the following be included:

- a) framework of relationships between the parties
- b) actions required by Federation
- c) actions required by CSNSW
- d) actions required by individual College/ PJPs
- e) managed expectations

It was also agreed that the forum may assist in providing a scaffold for relationships for schools and their Canonical authorities, particularly in light of recent and likely future changes in heads of schools. The facilitation of professional development in this space, for principals, governing bodies and business managers by the Federation was also discussed.

Commonwealth  
Census:

In response to concerns raised by some principals relating to data errors in the upload of data by CSNSW, Danielle advised that this had arisen from a processing error by the department and that she would mention this at the afternoon's forum.

State of the System: The Committee discussed the "State of the System – 2019" report prepared by CSNSW, including data on Congregational schools. It was agreed that the authority of CSNSW to publish this data be discussed with them.

Next Meeting:

Next scheduled meetings:

- Friday 13 September 2019 at 9:30am.
- Friday 25 October 2019 at 9:30am.

This committee discussed whether there was a need to proceed with the September meeting and it was agreed that this be considered following the afternoon's principals' forum.

Other Business:

Read and Confirmed as  
A true and correct record

Chair

Dated

**ACTION ITEMS:**

1. Impact of funding changes upon RI/PJP schools
  - Pending advice from Commonwealth – approx. August 2019
2. NSW Curriculum Review
  - Pending NESAs final report to Minister – end of 2019

3. Br Paul Oakley to meet with Bishop Randazzo.
4. Progression of CSNSW Services Offering – Principals' Forum
5. State of the System Report – Greg/Marea
6. 13 September meeting - Committee

## Principals' Briefing Notes – 16 August 2019

The Federation and its Education Policy Committee is continuing the process of developing a positive and productive relationship with Catholic Schools NSW (CSNSW). As both are relatively new and important players in Catholic Education, it is critical that each establishes its place in an environment of significant change.

This forum and these notes are intended to provide principals with the opportunity to reflect upon the issues that have arisen during the consultation process and help to advise CSNSW on some of the areas that you would like to see developed in the areas of service delivery, advocacy and mutual support.

We were pleased to be invited during October 2018, to participate, along with Diocesan directors of education, in a survey of services offering, conducted by CSNSW. The response to this invitation outlined the complexity in operating a modern Catholic school, the differences between Congregational and Systemic schools in a range of areas and the diversity of stakeholders that provide support to our schools.

The Federation has also attended and participated in annual stakeholder days conducted by the board and executive of CSNSW over the past two years.

The speakers will outline the process that has occurred over the past year or so, leaving time at the end for advice and feedback from principals.

**Brother Paul Oakley** will speak about the unique and various governance models for Catholic Congregational schools, and how the initial members of the Federation agreed upon a set of guiding principles, outlined in the Federation's constitution:

- a. Catholic education shares in realising God's mission in the Church.
- b. Each Catholic school is a particular expression of the Church's service of this mission and an integral part of its local Diocese and of the Universal Church.
- c. The ecclesial imperatives of collegiality and subsidiarity define the mutual relationships that exist among all the Catholic School Authorities within the Federation.
- d. Catholic School Authorities within the Federation acknowledge and value the interdependence that should prevail among them, in the interests of the common good of the Catholic education sector.
- e. While each authority governs its school(s) with due autonomy and freedom, all accept a share of responsibility for contributing to the vitality and viability of the ongoing work and growth of Catholic education.

It is hoped that these principles will form the basis of a memorandum of understanding between the Bishops and the other Catholic school authorities.

**John Kyle-Robinson** will present and evaluate the results of the recent survey of principals that many of you recently participated in, including a summary of those areas of service that are most commonly sourced from CSNSW, other membership bodies and canonical authorities as follows:

CSNSW -

- Special Needs Support (85% of respondents)
- Funding Advocacy – Recurrent & Capital (69% of respondents)
- Advocacy for Curriculum/Policy (42% of respondents)
- Religious Dimension (35% of respondents)
- Teacher Development & Comms Support (equal) (each 27% of respondents)

AIS NSW -

- Teacher Development (92% of respondents)
- Advocacy for Curriculum/Policy (73% of respondents)
- Compliance (73% of respondents)
- Leadership Development (69% of respondents)
- Funding Advocacy – Recurrent & Capital (62% of respondents)

Canonical Authorities -

- Formation (77% of respondents)
- Religious Dimension (65% of respondents)
- Compliance – Governance & Board Evaluation (35% of respondents)
- Certification of Financial Viability (35% of respondents)
- Section 83C (31% of respondents)

**Danielle Cronin**, Director of Education Policy at CSNSW will respond to these needs including the role of CSNSW as a block grant authority and a representative body, with reference also to the Choice and Affordability Fund.

Danielle will speak on the commitment of CSNSW to ensure that:

- schools are aware of what is available from CSNSW,
- services complement and add value to what might be available elsewhere,
- services are available to those who are unable to access them elsewhere,
- services are available in areas that are uniquely Catholic, and,
- the relationship between CSNSW and Congregational schools reflecting the shared responsibility of all Catholic School Authorities for contributing to the vitality and viability of the ongoing work and growth of Catholic education (as outlined by Br Paul).

**Greg Smith** will speak about the unique recurrent funding issues for Catholic Congregational schools in NSW, providing some examples of the potential funding threats that may arise from the use of Direct Income Measures in the determination of schools' socio-economic scores.

**Marea Nicholson** will facilitate a session where **Maria Pearson, Lee MacMaster and Stephen Walsh** will provide their thoughts on what they most need and expect from CSNSW in the management of their schools. Marea will then invite all attendees to provide advice and comments, and ask questions of Danielle and the other presenters.

## Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT

Council Meeting – 3 September 2019

At its meeting on 16 August 2019, the Education Policy Committee noted that committee members Jane Curran and Anne Wenham are to retire from their roles as principals at the end of 2019. The committee therefore discussed the Council's need to replace these committee members and the following is suggested for the Council's consideration.

The Committee's terms of reference note that;

- members are appointed by the Council of the Federation and the Committee is accountable to the Council,
- the Committee consists of a Chair, appointed by the Federation Council, and at least five other members with appropriate skills and expertise, and,
- members are appointed for two years, with an opportunity for renewal. A review of the membership will be held every two years to ensure effective continuity and succession planning.

The existing members were invited to join the Committee following the Council meeting of 5 March 2018 and the first Committee meeting was held on 21 May 2018. Existing members are:

- Kitty Guerin – Chair
- Marea Nicholson
- Jennie Hickey
- Tony Fitzgerald
- John Kyle-Robinson
- Anne Wenham
- Jane Curran

While not specified in the terms of reference for the committee, the Committee Chair should be a member of the Council for reporting and communications purposes. It is therefore proposed that:

- the terms of reference be amended to reflect this requirement,
- Kitty, or another Councillor be appointed until the end of 2021,
- Kitty to approach other existing members, asking whether they wish to continue on the Committee from 2020, and if so, for a further one or two years, and,
- Kitty to recommend committee membership from 2020, with approximately half of members (other than the Chair) to be appointed until the end of 2020 and the remainder until the end of 2021.

Minimum, preferred and maximum Committee membership, and a quorum for meetings are also to be discussed and documented in the terms of reference.

THE FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC  
SCHOOL AUTHORITIES IN NSW AND ACT.

EDUCATION POLICY COMMITTEE

TERMS OF REFERENCE

The Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT (**Federation**) is established to represent the interests of these authorities and their schools in the increasingly complex and dynamic educational context.

The Federation follows on and benefits from the work and leadership of the Conference of Leaders of Religious Institutes of NSW (CLRINSW) undertaken through its Education Committee. In recognition of the autonomy of members, it provides a mechanism to seek a common voice.

The Education **Policy** Committee is established by the Federation Council under whose authority it operates. The Committee will work on matters pertinent to Catholic education in NSW and ACT.

This Committee will

- be the point of contact with the Chief Executive Officer and the staff of Catholic Schools NSW;
- nominate and provide proactive support for the representatives on peak Catholic bodies e.g. CSNSW reference groups, CCER and CBGA committees;
- adopt an issues focus rather than a reporting focus;
- be an inclusive and balanced voice on public issues e.g. funding;
- promote important educational issues;
- liaise with the CRA Education Committee.

**CONTEXT: CHALLENGES AND OPPORTUNITIES**

This Committee will need

- to recognise and work with the existing education entities (CSNSW, CCER, CBGA) to develop the goodwill necessary for the development an inclusive voice;
- to develop a forum and a process to make a contribution to the mission of Catholic education;
- to communicate with the members, Board Chairs and principals.

**MEMBERSHIP**

- The Committee is appointed by the Council of the Federation and is accountable to the Council.
- The Education **Policy** Committee will consist of a Chair, appointed by the Federation Council from the Councillors, and at least five other members with appropriate skills and expertise.
- At least 50% of Committee members is required to form a quorum for the purposes of holding meetings of the Committee.
- Members will be appointed for a maximum of two years, with an opportunity for renewalre-appointment for further terms. A review of the membership will be held every two years to ensure effective continuity and succession planning.
- Membership of the Education **Policy** Committee is voluntary.
- Expenses related to fulfilling the tasks of the Committee will be met by the Federation.
- Committee members will possess the following skills and qualities:

**Commented [GS1]:** Is this too high?  
Is the suggestion that if the membership falls below 6, the committee cannot meet?  
Also there is no maximum.

- I. Expertise and experience in education, a considerable understanding of the issues, and a state and national outlook;
- II. Leadership skills and an ability to engage others in the work of education;
- III. Excellent communication skills, a clear understanding of the mandate and a balanced perspective.

#### **COMMITTEE STRUCTURE and OPERATING PROCEDURES**

- The Federation Education Policy Committee is supported by the Executive Officer of the Federation using communication via teleconferencing or other means allowing for
  - I. a voice in NSW/ACT for issues to be pursued;
  - II. events to be planned and executed;
  - III. education personnel to gather and collaborate at a local level;
  - IV. information about issues to be provided to the Federation Council.

#### **MEETINGS**

- The Education Policy Committee will meet at least six-four times per year, in person or by teleconference.

#### **REPORTING TO THE FEDERATION COUNCIL**

- The Federation Executive Officer will provide secretariat support to the Committee.
- The Federation Council will receive the minutes of the Education Committee.

Federation of Religious Institute and Ministerial PJP  
Catholic School Authorities in NSW and ACT  
Financial Report - 8 Months ended 31 August 2019

Financial Performance

	2019 Year To Date	2019 Full Year Estimate	2018 Full Year Actual	2020 Draft Budget	2020 Draft Breakeven	2020 Draft Surplus
Income						
<i>Subscription per student Increase in subscriptions (%)</i>		\$1.25 4.2%	\$1.20 N/A	\$1.30 4.0%	\$1.70 36.0%	\$2.00 60.0%
Subscriptions	\$49,848	\$49,848	\$47,310	\$51,842	\$67,793	\$79,757
Contributions - Federation Launch	\$0	\$0	\$3,400	\$0	\$0	\$0
Contribution CLRI	\$0	\$0	\$21,493	\$0	\$0	\$0
Interest Received	\$532	\$700	\$314	\$300	\$300	\$300
Other Income	\$25	\$100	\$75	\$100	\$100	\$100
Total Income	\$50,405	\$50,648	\$72,592	\$52,242	\$68,193	\$80,157
Expenses						
Executive Officer Services	\$36,000	\$54,000	\$24,000	\$55,350	\$55,350	\$55,350
Legal Expenses	\$0	\$0	\$2,000	\$0	\$0	\$0
Audit Fees	\$0	\$1,550	\$1,500	\$1,600	\$1,600	\$1,600
Insurances - General	\$1,643	\$2,478	\$1,867	\$2,540	\$2,540	\$2,540
Virtual Office Expenses	\$792	\$1,037	\$874	\$1,063	\$1,063	\$1,063
Printing, Artwork & Stationery	\$0	\$0	\$754	\$0	\$0	\$0
Meeting Expenses	\$237	\$2,000	\$391	\$2,050	\$2,050	\$2,050
ICT Expenses - Office 365 & Domain Name	\$3,631	\$4,000	\$195	\$4,100	\$4,100	\$4,100
Postage	\$164	\$300	\$166	\$308	\$308	\$308
Insurance - Workers Compensation	\$151	\$227	\$161	\$233	\$233	\$233
Teleconferencing Costs	\$0	\$300	\$151	\$308	\$308	\$308
Parking Expenses	\$45	\$150	\$133	\$154	\$154	\$154
Bank Fees	\$7	\$12	\$5	\$12	\$12	\$12
Total Expenses	\$42,670	\$66,054	\$32,197	\$67,718	\$67,718	\$67,718
Net Surplus/Deficit	\$7,735	-\$15,406	\$40,395	-\$15,476	\$475	\$12,439 15.5%

These accounts are not audited - refer compilation report dated 27 August 2019

Federation of Religious Institute and Ministerial PJP  
 Catholic School Authorities in NSW and ACT  
 Financial Report - 8 Months ended 31 August 2019

Financial Position	31 August 2019	31 December 2018
<b>Current Assets</b>		
Cash at Bank	\$ 9,204	\$ 12,688
Term Deposits	\$ 40,000	\$ 30,000
Receivables	\$ 2,647	\$ 1,224
Prepayments	\$ 1,579	\$ 668
Deposits	\$ 109	\$ 109
Accrued Income	\$ 231	\$ 306
<b>Total Current Assets</b>	<b>\$ 53,770</b>	<b>\$ 44,995</b>
<b>TOTAL ASSETS</b>	<b>\$ 53,770</b>	<b>\$ 44,995</b>
<b>Current Liabilities</b>		
Other Payable Amounts	\$ 5,639	\$ 4,600
<b>Total Current Liabilities</b>	<b>\$ 5,639</b>	<b>\$ 4,600</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 5,639</b>	<b>\$ 4,600</b>
<b>NET ASSETS</b>	<b>\$ 48,131</b>	<b>\$ 40,395</b>
<b>RETAINED Earnings</b>	<b>\$ 48,131</b>	<b>\$ 40,395</b>

These accounts are not audited - refer compilation report dated 27 August 2019

Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Limited  
Cash Flow Projection as at 31 August 2019

	Actual to 31/08/2019	30/09/2019	31/10/2019	30/11/2019	31/12/2019	31/01/2020	29/02/2020	31/03/2020
<b>INFLOWS</b>								
Members' Subscriptions Inc GST	\$ 51					\$ 140	\$ 157	
Members' Subscriptions Exc GST	\$ 48,692							
Interest Received	\$ 301							
Other Income	\$ 25							
GST Refunds	\$ 4,225	\$ 1,573				\$ 1,645		
From Term Deposits	\$ 40,000	\$ 10,000		\$ 10,000		\$ 10,000	\$ 10,000	
Total Inflows	\$ 93,294	\$ 10,000	\$ 1,573	\$ 10,000	\$ -	\$ 11,785	\$ 10,157	\$ -
<b>OUTFLOWS</b>								
Executive Officer Fees	\$ 37,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 5,074	\$ 5,074
Insurance General	\$ 2,478						\$ 2,500	
Insurance Workers Comp	\$ 227						\$ 250	
Meeting Costs	\$ 261	\$ 300		\$ 1,600				\$ 300
Legal/Audit Expenses	\$ 1,100	\$ 550					\$ 1,100	\$ 615
Website	\$ 3,795							
Other Expenses	\$ 967	\$ 550	\$ 550	\$ 550	\$ 550	\$ 500	\$ 550	\$ 550
GST Remittances	\$ -	\$ -						
Term Deposit	\$ 50,000							
Total Outflows	\$ 96,778	\$ 6,350	\$ 5,500	\$ 7,100	\$ 5,500	\$ 6,000	\$ 9,474	\$ 6,539
<b>SURPLUS/(DEFICIT)</b>	<b>-\$</b>	<b>\$ 3,484</b>	<b>-\$ 3,927</b>	<b>\$ 2,900</b>	<b>-\$ 5,500</b>	<b>\$ 5,785</b>	<b>-\$ 683</b>	<b>\$ 6,539</b>
<b>OPENING BANK</b>	<b>\$ 12,688</b>	<b>\$ 9,204</b>	<b>\$ 12,854</b>	<b>\$ 8,927</b>	<b>\$ 11,827</b>	<b>\$ 6,327</b>	<b>\$ 12,112</b>	<b>\$ 12,795</b>
<b>CLOSING BANK</b>	<b>\$ 9,204</b>	<b>\$ 12,854</b>	<b>\$ 8,927</b>	<b>\$ 11,827</b>	<b>\$ 6,327</b>	<b>\$ 12,112</b>	<b>\$ 12,795</b>	<b>\$ 6,256</b>
<b>TERM DEPOSITS</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDS</b>	<b>\$ 49,204</b>	<b>\$ 42,854</b>	<b>\$ 38,927</b>	<b>\$ 31,827</b>	<b>\$ 26,327</b>	<b>\$ 22,112</b>	<b>\$ 12,795</b>	<b>\$ 6,256</b>

These accounts are not audited - refer compilation statement dated 27 August 2019

COMPILATION REPORT TO FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED ("the Client")

We have compiled the accompanying special purpose financial statements of FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED, being the financial summary, which comprises statements of financial performance and financial position, and cash flow projection.

*The Responsibility of [Those Charged with Governance]*

The Councillors of FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED are solely responsible for the information contained in the special purpose financial statements and have determined that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

*Our Responsibility*

On the basis of information provided by the Councillors we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework and APES 315 Compilation of Financial Information, subject to the limitations applying to a small charity by the Australian Charities and Not-for-profits Commission.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Councillors provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were compiled exclusively for the benefit of the Client. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Greg Smith Education Pty Ltd  
Greg Smith CA  
248 Lower Plateau Rd, Bilgola Plateau NSW 2107

27 August 2019

**Director: Greg Smith CA, FAICD**

ABN 36 616 885 057  
248 Lower Plateau Rd, Bilgola Plateau NSW 2107  
0405 191 905  
greg@gseducation.com.au  
www.gseducation.com.au

**Federation of Religious Institute and Ministerial PJP  
Catholic School Authorities in NSW and ACT Limited**

**ABN 24 622 756 245**

Financial report  
For the period from registration on  
9 November 2017 to 31 December 2018

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

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**Principal activities**

The principal activities of the Company during the Period were to participate in the development of and advocacy for issues impacting the interests of students attending its members' schools and Catholic education more broadly, and to inform members and their schools of developments in these areas.

No significant changes in the nature of these activities occurred during the Period

**Information on Councillors**

<b>Br Paul Oakley cfc</b>	Chair since registration
Experience	President Edmund Rice Education Australia
<b>Paul Mastronardi</b>	Deputy Chair since registration
Experience	Executive Director Dunlea Centre
<b>Suzanne Fabian</b>	Treasurer to 9 November 2018
Experience	Chair Dominican Education Australia
<b>Kathleen Guerin</b>	Secretary and Chair of Education Policy Committee since registration
Experience	Chair St Lucy's School and Chair Brigidine College, St Ives
<b>Leonie Keaney</b>	Treasurer from 26 November 2018
Experience	Executive Director Good Samaritan Education
<b>Dr Francis Malloy</b>	Councillor since registration
Experience	National Director Marist Schools Australia
<b>Marita Winters</b>	Councillor since 9 November 2018
Experience	Executive Officer Dominican Education Australia

<b>Meetings of Councillors</b>		
<b>Councillors</b>	<b>Councillors' meetings</b>	
	Number eligible to attend	Number attended
Br Paul Oakley cfc	14	14
Paul Mastronardi	14	12
Suzanne Fabian	12	13
Kathleen Guerin	14	12
Leonie Keaney	14	11
Dr Francis Malloy	14	10
Marita Winters	2	1

<b>Governance Process</b>
---------------------------

The Company is governed by the Council. The Council has a standing Committee named the Education Policy Committee, membership of which is determined by the Council. The Council meets regularly to conduct the business of the Federation, receive reports including on the Federation's finances and reviews the activities of the Education Policy Committee.

<b>Auditor's independence declaration</b>
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A copy of the auditor's independence declaration under section 307C of the *Australian Charities and Not-for-profits Act 2012* in relation to the audit for the Period is provided with this report.

Signed in accordance with a resolution of the Council.

Councillor: \_\_\_\_\_

Councillor: \_\_\_\_\_

Dated this 3<sup>rd</sup> day of September 2019



**Directors**

Jane Perry FCA  
Phillip N. McCarthy FCA  
Brad Druitt CA  
Thomas P. McCarthy CA

**AUDITOR'S INDEPENDENCE DECLARATION  
UNDER SECTION 60-40 OF AUSTRALIAN CHARITIES AND NOT FOR PROFITS  
COMMISSION ACT 2012  
TO THE MEMBERS OF FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL  
PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

We declare that, to the best of our knowledge and belief, during the year ended 31<sup>st</sup> December 2018 there have been:

- (i) No contraventions of the auditor independence requirements as set out in the *Australian Charities and Not for Profits Commission Act 2012* in relation to the audit; and
- (ii) No contraventions of any applicable code of professional conduct in relation to the audit.

**Name of Firm:** McCARTHY SALKELD  
CHARTERED ACCOUNTANTS

**Name of Partner:** \_\_\_\_\_  
Phillip McCarthy FCA

**Address:** Ground Floor, Suite 3  
410 Church Street  
North Parramatta NSW 2151

**Dated this**        **day of**        **2019**

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

	Notes	\$
<b>Revenue</b>		
Members' Subscriptions		47,310
Members' Contribution – Federation Launch		3,400
Donation – CLRI	2	21,493
Investment Income		314
Other Income		75
<b>Total Revenue</b>		<u>72,592</u>
<b>Expenditure</b>		
Executive Officer Services		24,000
Legal Expenses		2,000
Insurances		1,867
Audit Fees - audit services		1,500
Other Expenses		2,830
<b>Total Expenditure</b>		<u>32,197</u>
<b>Surplus</b>		<u>40,395</u>
<b>Other comprehensive income for the year</b>		-
<b>Total comprehensive income</b>		<u>40,395</u>

The accompanying notes form part of these financial statements

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2018**

	Notes	\$
<b>Current assets</b>		
Cash and cash equivalents	3	12,688
Other financial assets	4	30,000
Receivables	5	1,224
Other assets	6	<u>1,083</u>
<b>Total current assets</b>		<u>44,995</u>
<b>Total assets</b>		<u>44,995</u>
 <b>Current liabilities</b>		
Payables	7	<u>4,600</u>
<b>Total current liabilities</b>		<u>4,600</u>
<b>Total liabilities</b>		<u>4,600</u>
 <b>Net assets</b>		 <u>40,395</u>
 <b>Funds</b>		
Retained earnings		<u>40,395</u>
<b>Total funds</b>		<u>40,395</u>

The accompanying notes form part of these financial statements

FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245

STATEMENT OF CHANGES IN EQUITY  
FOR THE PERIOD ENDED 31 DECEMBER 2018

	Notes	\$
<b>Total equity</b>		
Balance at beginning of the period		
Movements in equity from:		-
Retained earnings		40,395
Balance at the end of the period		<u>40,395</u>
<b>Retained earnings</b>		
Balance at beginning of the period		-
Surplus for the period		40,395
Total comprehensive income		<u>40,395</u>
Balance at the end of the period		<u>40,395</u>

The accompanying notes form part of these financial statements

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

	Notes	\$
<b>Cash flow from operating activities</b>		
Donations, subscriptions and other payments received		77,357
Payments for programs and to suppliers and employees		-34,669
Interest received		
<b>Net cash provided by operating activities</b>	8(b)	<u>42,688</u>
<b>Cash flow from investing activities</b>		
Payment for property, plant and equipment		
Payment for investments		-30,000
<b>Net cash used in investing activities</b>		<u>-30,000</u>
<b>Reconciliation of cash</b>		
Cash at beginning of the financial year		
Net increase / (decrease) in cash held		<u>12,688</u>
<b>Cash at end of financial year</b>	8(a)	<u>12,688</u>

The accompanying notes form part of these financial statements

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

\$

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Preparation**

The financial report is prepared on an accruals basis.

The financial report has been prepared for the period commencing on the company's registration on 9 November 2017 and ending on 31 December 2018, referred to in the Councillors' report and the financial report as the Period Ended 31 December 2018.

The councillors have determined that the company is not a reporting entity on the basis that, in the opinion of the councillors, there are unlikely to exist users of the financial report who are unable to command the preparation of reports tailored so as to satisfy, specifically, all of their information needs. Accordingly, this financial report is a special purpose financial report, which has been prepared for use by the councillors and members of the company. The Federation is a not-for-profit entity.

The financial report was approved by the councillors as at the date of the councillors' report.

The financial report has been prepared in accordance with Australian Accounting Standards applicable to entities reporting under the *Australian Charities and Not-for-profits Commission Act 2012*

**(a) Revenue**

Revenue from members and from the rendering of services is recognised in the membership year or upon the delivery of the service. Donations are recognised as revenue when received.

Interest revenue is measured in accordance with the effective interest method.

All revenue is measured net of the amount of goods and services tax (GST).

**(b) Income tax**

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

**(c) Cash and cash equivalents**

Cash and cash equivalents include cash on hand and at banks and short -term deposits with an original maturity of three months or less held at call with financial institutions.

**(d) Plant and equipment**

The company has not held any property, plant or equipment at any time during the period.

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**NOTES TO FINANCIAL STATEMENTS (Continued)  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

\$

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(e) Provisions**

No provisions have been made in these financial statements

**(f) Leases**

The company has not entered into any lease agreements

**(g) Employee benefits**

The company has not employed any employees

**(h) Goods and services tax (GST)**

Revenues and expenses are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the item of the expense.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Trade creditors are recognised as liabilities excluding GST.

**NOTE 2: DONATION CLRI**

During the period the company received a donation from the Conference of Leaders of Religious Institutes upon its winding up

**NOTE 3: CASH AND CASH EQUIVALENTS**

Cash at bank	12,688
--------------	--------

**NOTE 4: OTHER FINANCIAL ASSETS**

Term deposits with original term exceeding 90 days	30,000
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**NOTE 5: RECEIVABLES**

**CURRENT**

GST Refundable	1,224
----------------	-------

**NOTE 6: OTHER ASSETS**

**CURRENT**

Prepaid insurances	668
Accrued income	306
Deposits	109
Total Other Assets	1,083

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**NOTES TO FINANCIAL STATEMENTS (Continued)  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

\$

**NOTE 7: PAYABLES**

**CURRENT**

Trade creditors	3,100
Accrued charges	1,500
Total Payables	4,600

**NOTE 8: CASH FLOW INFORMATION**

**(a) Reconciliation of cash**

Cash at the end of the period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position is as follows:

Cash at bank	12,688
--------------	--------

**(b) Reconciliation of cash flow from operations with surplus**

Surplus from ordinary activities	40,395
----------------------------------	--------

**Changes in operating assets and liabilities**

(Increase) in receivables	-1,224
(Increase) in other assets	-1,083
Increase in payables	4,600
Cash flows from operating activities	42,688

**NOTE 9: EVENTS SUBSEQUENT TO REPORTING DATE**

There has been no matter or circumstance, which has arisen since 31 December 2018 that has significantly affected or may significantly affect:

- (a) the operations, in financial years subsequent to 31 December 2018, of the organisation, or
- (b) the results of those operations, or
- (c) the state of affairs, in financial years subsequent to 31 December 2018, of the organisation.

**NOTE 10: MEMBERS' GUARANTEE**

The company is incorporated under the *Corporations Act 2001* and is a company limited by guarantee. If the company is wound up, the Constitution states that each member or party that has been a member within the 12 months prior to the winding up is required to contribute to a maximum of \$10 each towards meeting any outstanding obligations of the company. At 31 December 2018 the number of members was 17. The combined total amount that members of the company are liable to contribute if the company is wound up is \$170.

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**NOTES TO FINANCIAL STATEMENTS (Continued)  
FOR THE PERIOD ENDED 31 DECEMBER 2018**

\$

**NOTE 11: COMPANY DETAILS**

The office of the company is:

C/- 248 Lower Plateau Rd, Bilgola Plateau NSW 2107

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**COUNCILLORS' DECLARATION**

The responsible persons declare that in their opinion:

(a) there are reasonable grounds to believe that the Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT is able to pay all of its debts, as and when they become due and payable; and

(b) the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* .

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013* .

---

Councillor

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Councillor

Dated this 3rd day of September 2019

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**AUDITOR'S REPORT  
TO THE MEMBERS**

To be provided

**FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP  
CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED  
ABN 24 622 756 245**

**DRAFT RESOLUTIONS**

RESOLVED that the draft Councillors' Report as tabled be adopted and two councillors be authorised to sign the report in accordance with this resolution.

RESOLVED that the draft financial statements and Councillors' Declaration as tabled be adopted and two councillors be authorised to sign the declaration in accordance with this resolution.

RESOLVED that the second annual general meeting of the company be held at 9am on 20 November 2019, in the Taylor/Barlow Rooms, Level 8, Polding Centre, 133 Liverpool Street, Sydney NSW, and that the secretary be authorised to issue the notice of meeting to the members.



Australian  
Charities and  
Not-for-profits  
Commission

# FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LTD

- Charity is registered
- Charity reporting is up to date

## Annual Information Statement 2018

**Legal Name:**

Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Ltd

**ABN:**

24622756245

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## About the charity

**Charity size:**

Small

**Is the charity an incorporated association?**

No

**Does the charity intend to fundraise in the next reporting period?**

No

**Basic Religious Charity:**

No

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## Activities and Beneficiaries

Did the charity operate in the 2018 reporting period?

Yes

**Main activity:**

Other education

**Main activities:**

Religious activities

**Description of charity's activities and outcomes:**

We provide support services for Canonical school authorities in NSW & ACT

**Where the charity conducted activities during the 2018 reporting period:**

- Australian Capital Territory
- New South Wales

**Will the charity change or introduce any activities in the 2019 period?**

No

**Main beneficiary:**

Children - aged 6 to under 15

**Other beneficiaries:**

- Youth - aged 15 to under 25
- Other charities

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## Annual report

Note: If you want to see the financial report or annual report that this charity has submitted, go back to [Financials & Documents](#).

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## Human Resources

**Human resources:**

- Full time employees: 0
- Part time employees: 0
- Casual employees: 0
- Full-time equivalent staff (FTE): 0
- Estimated number of volunteers: 13

# Financial Reporting

Charity's 2018 reporting period:

9 November 2017 to 31 December 2018

Accounting method used in the 2018 reporting period:

Accrual

## Income and Expenses

### Income Statement summary

#### Revenue/receipts

Donations and bequests:	\$21,493.00
Revenue from providing goods or services:	\$50,710.00
Revenue from government including grants:	\$0.00
Revenue from investments:	\$314.00
Other revenue/receipts:	\$75.00
<b>Total revenue/receipts:</b>	<b>\$72,592.00</b>
Other income (for example, gains):	\$0.00
<b>Total income/receipts:</b>	<b>\$72,592.00</b>

#### Expenses/Payments

Employee expenses/payments:	\$0.00
Grants and donations made for use in Australia:	\$0.00
Grants and donations made for use outside Australia:	\$0.00
Other expenses/payments:	\$32,197.00
<b>Total expenses/payments:</b>	<b>\$32,197.00</b>
<b>Net surplus/(deficit):</b>	<b>\$40,395.00</b>

### Balance Sheet Extract

Total assets:	\$44,995.00
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<b>Total liabilities:</b>	\$4,600.00
<b>Net assets/liabilites:</b>	\$40,395.00

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