Welcome: By Peter Williams [Chair]
Invitation to all present to sign AGM Attendance record

Apologies: Anne Peace, Rod Young, Merryl Steeper, James Fairlie.

Motion: [Apologies be received] Moved: Seconded:

Attendance: Names to be listed from AGM sign-in attendance record.

Minutes of the 2013 Annual General Meeting held 26th June 2014
Motion: [Minutes of 2014 AGM as circulated be approved as true and correct]
Moved: Seconded:

Business Arising from AGM:
Auditors for 2014 were Stubbyerfield Group
Motion: [Auditors for 2015 to be Stubbyerfield Group].
Moved: Seconded:

Correspondence: None

Reports:
Chairperson’s Report Mr. Peter Williams [Tabled]
Treasurer’s Report Mrs. Jodi Spence [Tabled]
Auditor’s Report Stubbyerfield Group [Tabled]
CCAE Manager’s Report Mr. Richards Francis [Tabled]

Motion: [All Annual reports be received and accepted]
Moved: Seconded:

Election of Board Members from June 2015 to May 2016
Manager-CCAE conducts election of the Board of Management. CCAE constitution allows for 12 members with quorum of 5. The following persons have accepted nomination for the CCAE Board.
Mrs. Gwen Smith Mrs. Jodi Spence Mr. Bryan Pickthall
Mr. Peter Williams Mr. Rodney Young
Motion: [There being no further nominations it is moved all nominations be accepted and members duly elected] Moved: Seconded:

Election of Board Members from June 2015 to May 2016
I now invite nominations from the floor from those elected as Board Members to be Chairperson of the Board of Management.
Motion: [I nominate ..................... as Chairperson] Moved: Seconded:

Certification of AGM Financials by Newly Elected Chairperson

Close
Welcome: By Peter Williams [Chair]
Invitation to all present to sign AGM Attendance record

Apologies: Anne Peace, Merryl Steeper, Sallyanne Dobson, Robert Foran, Cath Williams, Rebecca Amy, Kerri Leeson-field, Megan Shaw, James Fairlie, Heather Berryman, Craig Danswan, Megan Shaw, Joanne Duncan, Paula Grech.

Motion: [Apologies be received]
Moved: Karen Hagan Seconded: Bryan Pickthall - Carried

Attendance: Names to be listed from AGM sign-in attendance record.
Richards Francis, Karen Hagan, Peter Minchin, Peter B Williams, Kerrie Boyd, Rima Mehta, Bryan Pickthall, Lyndall Caddaye, Shirley Harris, Craig Mann, Neil Thomas, Lesley Hjorth, Gwen Smith, Janine O’Callaghan

Minutes of Previous Annual General Meeting
Motion: [Minutes of 2013 AGM as circulated be approved as true and correct]
Moved: Gwen Smith Seconded: Janine O’Callaghan - Carried

Business Arising from AGM:
Auditors for 2013 were Stubberfield Group
Motion: [Auditors for 2013 approved by the Board of Management were
[Stubberfield Group and Auditors for next year’s 2014 report again be
[Stubberfield Group.
Moved: Bryan Pickthall Seconded: Karen Hagan - Carried

Correspondence: None

Reports:
Chairperson’s Report Mr. Peter Williams [Tabled]
Treasurer’s Report Mrs. Merryl Steeper [Tabled]
Auditor’s Report Stubberfield Group [Tabled]
Motion: [That the annual Statements give a true and fair view of financial performance and position of incorporated association – ECEG Incorporated.
Moved: Gwen Smith Seconded: Bryan Pickthall - Carried

CCAE Manager’s Report Mr. Richards Francis [Tabled]
Motion: [All Annual reports be received and accepted]
Moved: Peter Minchin Seconded: Lyndall Caddaye - Carried
Election of Board Members from June 2014 to May 2015
Manager-CCAЕ conducts election of the Board of Management. CCAЕ constitution allows for 12 members with quorum of 5. The following persons have accepted nomination for the CCAЕ Board.

- Mrs. Anne Peace
- Mrs. Gwen Smith
- Mr. Bryan Pickthall
- Mr. Peter Williams

Motion: [There being no further nominations it is moved all nominations be [accepted and members duly elected]
Moved: Richards Francis  Seconded: Karen Hagan - Carried

Election of Board Members from June 2014 to May 2015
I now invite nominations from the floor from those elected as Board Members to be Chairperson of the Board of Management.

Motion: [I nominate Peter WILLIAM as Chairperson]
Moved: Bryan Pickthall  Seconded: Janine O'Callaghan - Carried

Certification of AGM Financials by Newly Elected Chairperson

Close
During 2014 we had a number of significant achievements:
- Renewal of the RTO training licence for 5 years.
- Registration with the ATO for Deductable Gift Recipient [DGR] status.
- Registration for Foundation Level funding with HESG.
- 118.5% increase in nationally accredited enrolments.
- Improved training outcomes with 99 students completing qualifications.

However 2014 was very challenging year for Campaspe College of Adult Education with an a very disappointing accrual loss of $80,721. At the commencement of 2014, the Victorian Government’s Higher Education Skills Group [HESG] slashed funding to 12 core income earning programs of CCAE. These cuts ranged from 17% to 82.5% and on average were 38%. These cuts were made well after we had made our forward plans for the year.

The Higher Education Skills Group [HESG] cuts saw a dramatic decline in income per course. Consequently, even with 419 accredited enrolments in 2014 compared to the 192 accredited enrolments of 2013, [227 additional accredited enrolments or 118.5% increase] Campaspe College only received an additional $1400 from HESG in 2014 compared with its 2013 HESG revenue.

In response to these significant funding cuts we increased our enrolments in nationally accredited, ACFE pre-accredited and Life and Leisure courses, from 692 enrolments in 2013 to 917 enrolments in 2014, a 32.5% increase.

Naturally the increased training came at a higher cost in wages and salaries from the extra work load associated with audit compliance.

Another factor affecting costs in 2014 was the re-registration audit, not only in fees [some $20K], but in the cost of additional wages of administrative staff.

Facing these challenges our staff responded magnificently by developing more efficient business practices, providing up-to-date programs, competitive pricing for customers and significant marketing both in the media and with JSA’s, Centrelink, local businesses and at CCAE itself.

The Board wishes to acknowledge the outstanding efforts and dedication of all of our staff and our Manager in the provision of quality training and guiding us through yet another challenging year.

We also thank our many partners, the many individuals, groups and businesses that work with CCAE and assist in its quality delivery and client learning outcomes. We trust you will continue to share the future journey of CCAE with us.

I wish to thank all Board Members for volunteering your time and talents and being prepared to make difficult decisions to ensure CCAE is a viable entity into the future for the benefit of our community.

Finally, the Board of Management thank you for your interest and look forward to continuing to work with you in seeing CCAE prosper as it meets the training and educational needs of the community we all love.
In 2014, on an accrual accounting basis, CCAE made an operating loss before depreciation of $41,128 with a net loss of $80,721.

<table>
<thead>
<tr>
<th>Non-Current Asset comparisons:</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Additions (at cost)</td>
<td>$540.3K</td>
<td>$540.3K</td>
<td>$563.1K</td>
<td>$563.1K</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors – Operating and GST</td>
<td>$110.4K</td>
<td>$105.3K</td>
<td>$40.9K</td>
<td>$82.3K</td>
</tr>
<tr>
<td>The above as a % of Current Liabilities</td>
<td>68.74%</td>
<td>50.09%</td>
<td>26.92%</td>
<td>43.48%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowings - Bank</td>
<td>$305.0K</td>
<td>$299.4K</td>
<td>$275.1K</td>
<td>$318.1K</td>
</tr>
</tbody>
</table>

Gross income was only $700 less in 2014 compared to 2013. This is a remarkable achievement in light of Government policy actions. At the commencement of 2014, the Higher Education Skills Group (HESG) reduced payments per nominal hour in a broad range of core income producing programs.

- Aged Care: 30% cut from $10.00 to $7.00.
- HACC, Disability, Community Services: 38% cut from $8.00 to $5.00.
- Children’s Services III: 28% cut from $7.00 to $5.00.
- Hospitality II [Kitchen Operations]: 82% cut from $8.50 to $1.50.
- Holiday Parks & Resorts III: 77% cut from $6.50 to $1.50.
- Info Digital Media & Technology II: 30% cut from $5.50 to $3.85.
- Info Digital Media & Technology III: 17% cut from $5.50 to $4.55.
- Business Administration III: 30% cut from $1.50 to $1.05.
- Financial Services II and III: 33% cut from $4.50 to $3.00.
- Vocational Preparation I: 30% cut from $5.00 to $3.50.

From the attached 2013 pie chart it is possible to see the potential impact on CCAE operations with 71% of our previous income sources affected by the cuts. Below are the HESG affected areas and their contribution to 2013 income.

- Aged Care, HACC and Disability: 25% of CCAE income.
- Community Services: 9% of CCAE income.
- Children’s Services III: 12% of CCAE income.
- Hospitality II [Kitchen Operations]: 4% of CCAE income.
- Holiday Parks & Resorts III: 1% of CCAE income.
- Info Digital Media & Technology II: 9% of CCAE income.
- Info Digital Media & Technology III: 1% of CCAE income.
- Business Administration III: 1% of CCAE income.
- Financial Services II and III: 3% of CCAE income.
- Vocational Preparation I: 7% of CCAE income.

The attached 2014 pie chart indicates how CCAE has adjusted its operations to compensate for the reduced funding. Even with a 118.5% increase in accredited enrolments in 2014 compared to 2013, [227 additional accredited enrolments] CCAE only received an additional $1,400 from HESG in 2014 compared with its 2013 HESG revenue.
Below are the HESG affected areas and their contribution to 2014 income.

- Aged Care, HACC and Disability 25% of CCAE income.
- Community Services 05% of CCAE income.
- Children’s Services III 11% of CCAE income.
- Commercial Cookery III 12% of CCAE income.
- Holiday Parks & Resorts III Deleted from Program in 2014.
- Info Digital Media & Technology II
- Info Digital Media & Technology III 08% of CCAE income.
- Business Administration III 01% of CCAE income.
- Financial Services II and III 02% of CCAE income.
- Vocational Preparation I Deleted from Program in 2014.
- CGEA I intro, I and II 20% of CCAE income.

<table>
<thead>
<tr>
<th>Total Income comparisons:</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEECD Grants</td>
<td>55.54%</td>
<td>67.67%</td>
<td>57.67%</td>
<td>57.85%</td>
</tr>
<tr>
<td>Course Fees</td>
<td>22.54%</td>
<td>18.97%</td>
<td>19.87%</td>
<td>22.41%</td>
</tr>
<tr>
<td>ACFE Grants and other</td>
<td>15.85%</td>
<td>07.25%</td>
<td>14.99%</td>
<td>10.01%</td>
</tr>
<tr>
<td>Sundry income, fundraising, Donations</td>
<td>00.73%</td>
<td>02.53%</td>
<td>03.67%</td>
<td>04.67%</td>
</tr>
<tr>
<td>Venue Hire</td>
<td>02.41%</td>
<td>00.74%</td>
<td>01.11%</td>
<td>01.65%</td>
</tr>
<tr>
<td>Wage Subsidies</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>00.62%</td>
</tr>
</tbody>
</table>

In 2014, DEECD-HESG contributed 57.85%, ACFE 10.01% with non-government sources of 32.14% of total income compared to 27.34% of non-government sources in 2013. Although some competitors charge no fees, CCAE has found those who make a contribution generally complete the course undertaken.

The training required to recover income through higher volume came at an additional cost of some $134K compared to 2013.

- Course costs $ 8K
- Cleaning $ 8K
- Staff Development & Amenities $ 6K
- Salaries and Long Service Leave $97K
- Superannuation $12K
- Telephone and Internet $ 3K

Accountancy/Bookkeeping and Legal Fees increased due to the re-registration audit and the application for Deductible Gift Recipient status with the RTO. Other items were comparatively neutral.

**Debtors System**

Our AVETMISS compliant VETtrak system does not transfer financial information automatically to MYOB. In 2014 it was confirmed all amounts in VETtrak were transferred correctly to MYOB as were payments made against these debts in both VETtrak and MYOB.

Nevertheless, in 2014 the write-off of $38K of bad debts and cancelled enrolments is significantly higher than the $6K in 2013. An issue affecting this matter was the loss of both office staff in May 2014 with consequent loss of continuity until staff were retrained – about 3 months.
Where clients approve CentreLink payments, these are received regularly but bear little relationship to the length of the course – usually payments are still outstanding at the end of course.

Youth cohort [14-24] often fail to make regular payments and/or withdrawal without notice.

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding collectable debtors</td>
<td>$26,333</td>
<td>$32,503</td>
<td>34,472</td>
</tr>
<tr>
<td>Bad Debts as a percentage of course fees</td>
<td>21.22%</td>
<td>03.03%</td>
<td>16.51%</td>
</tr>
</tbody>
</table>

**Course fees**

In light of the Government cuts, instead of increasing fees, CCAE reduced fees to be more competitive in the market place and attract more enrolments.

The playing field within which CCAE operates is uneven. The Government provides subsidies to TAFE and often fails to challenge organisations that charge no fees, when the Government requires a student contribution of 20%.

CCAЕ made substantial reductions in course fees in order to make enrolment more viable for clients. In particular we needed our costs to be more attractive to those who are not eligible for concession or subsidy.

In 2014 course fees collected were only 12.5% higher than in 2013 even though we had 227 more students enrol in accredited programs.

**HESG**

The difficulty in working with HESG is that CCAE has a contract where HESG continually makes ‘contract’ changes to conditions at will and without advance notice.

The changes frequently involve increased costs in audit compliance and often reductions in payments for programs with CCAE required to update increasingly complex audit documents in non-negotiable, inflexible and sometimes unrealistic time frames.

**Business Viability**

- The decision not to employ permanent staff has reduced the Christmas – New Year financial pressure when no training occurs yet permanent staff are paid wages plus a 17.5% annual leave loading.
- CCAЕ fee structure appears to be attractive with more clients inclined to pay cash for program delivery.
- The concern going forward is that Governments seems focused on reducing payments per scheduled hour. Not once has HESG provided a rise in payment rates yet the costs of program delivery and compliance keep increasing.
Funding SVTS Pay January 1 until December 31 2013

- Diploma of Community Services Work
- Certificate III in Children's Services
- Certificate II in Holiday Parks and Resorts
- Certificate II in Hospitality (Kitchen Operations)
- Certificate III HACC, III, IV Aged Care III, IV Disability
- Certificate III & IV in Education Support Cert IV in Training and Assessment
- Certificate II, III & IV in Community Services Work
- Certificate I in Vocational Preparation
- Certificate I, II & III in Information, Digital Media and Technology
- Certificate I Intro, I & II in General Education for Adults
- Diploma of Children's Services (Early childhood education and care)
- VCAL - Victorian Certificate of Applied Learning (Foundation)
- VCAL - Victorian Certificate of Applied Learning (Intermediate)
- VCAL - Victorian Certificate of Applied Learning (Senior)

Prepared by Janine O'Callaghan
Funding SVTS Pay January 1 until December 31 2014

- GSEA Cert I, II and III
- Certificate II in Skills for Work and Vocational Pathways
- Info Tech Cert II and III
- Business Cert II, III and Management
- Diploma Children’s services
- Finance Cert II, III and IV
- Community Services Cert II III & IV
- Children Services Cert III
- Aged Care III & IV - Disability-HACC IV
- Diploma Community Services
- Certificate IV Youth Work
- Certificate III in Hospitality Commercial Cookery
- Certificate III in Edu Support & TAE
- Certificate IV Hospitality

Prepared by Janine O’Callaghan
CONSUMER AFFAIRS VICTORIA
Department of Justice Victoria
Schedule 1
Regulation 15

FORM 1
Association Incorporation Reform Act 2012
Sections 94(2)(b), 97(2)(b) and 100(2)(b)

This form is required to be provided to the members at
the AGM with the association’s accounts

Annual statements give true and fair view of financial
performance and position of incorporated association

We [Peter B Williams – Chairperson] and [Gwen Smith – Board Member], being
members of the committee of the Echuca Community Education Group
Incorporated, T/A Campaspe College of Adult Education and Campaspe Youth
Empowerment Services, certify that:

The statements attached to this certificate give a true and fair view of the
financial performance and position of the Echuca Community Education Group
Incorporated, T/A Campaspe College of Adult Education and Campaspe Youth
Empowerment Services during and at the end of the financial year of the
association ending on 31st December 2014.

Signed: ...............................................................  
Peter B Williams [Chairperson – 2014-15]
27th May 2015

Signed: ...............................................................  
Gwen Smith [Board Member – 2014-15]
27th May 2015
22nd May 2015

Echuca Community Education Group Inc.
Campaspe College of Adult Education
103 – 109 Hare Street
ECHUCA VIC 3564

Dear Sirs,

We have completed the audit of the organisation for the year ended 31st December 2014. We did not locate any matters which would cause the audit report for the organisation to be qualified. We were however required to complete a number of adjusting entries in the MYOB system in order to produce an accurate set of financial statements. We also noted the following matters during the conduct of the audit which we now bring to your attention for management purposes.

1. Accounts Receivable/Income System

   1. Our audit of the accounts receivable/income system was concentrated largely around the area under which the student fee invoices are raised (the VETTRAK system).

   We have determined that the internal controls used in the system to raise invoices can be relied upon to achieve accurate results. We can also conclude that the internal controls will ensure that all students are invoiced for services/courses provided.

   We were also able to conclude during the course of the audit that invoices recorded in the BETTRAK system had been completely and accurately updated onto the MYOB.

2. We have then conducted a review as to the collectability of the invoices which remained unpaid at the end of the year. The result of the review (including a review of amounts received from debtors subsequent to 31st December 2014) is as follows:

   (i) Invoices have been cancelled where students did not continue with courses plus an additional amount of overdue student fees and other debtors have been written off as bad debts. The total adjustment was $37,979.94.

   (ii) The final debtors amount in respect to student fees and other debtors disclosed in the financial statements totals $34,471.87. We are confident that this amount accurately reflects the collectable accounts receivable of the organisation.

3. We can also conclude that income received from government agencies (including amounts receivable as at the 31st December 2014), are correctly disclosed in the financial statements.

ADVISERS:  
Steven J. Stubberfield FCPA (FPS)  
Ian C. Sinnett CA  
Colin W. Grant CA  
Todd Charnas CPA (FPS)  
Andrew R. Dickets CA  
Marcus N. D'Angri CPA  
Vince Fusti B. Bus  
Steven Palling CA

CONSULTANTS:  
Michael J. Kiely FCPA  
Kirk Teasdale CPA

HEAD OFFICE:  
Stubberfield Partners  
ABN 87 589 422 717  
25-31 Nish Street  
Echuca VIC 3564  
Telephone: (03) 5482 1994  
Facsimile: (03) 5482 4602  
admin@stubberfieldgroup.com.au  
www.stubberfieldgroup.com.au

BRANCHES:  
26 Gillies Street  
Rochester VIC 3561  
Telephone: (03) 5484 1108  
Facsimile: (03) 5484 2288

"Liability limited by scheme approved under Professional Standards Legislation other than for the acts or omissions of financial services licensees"
Observations & Recommendations

1. We recommend that accounts receivable should be continually reviewed in order to determine collectability. From that point an assessment may be made as to which accounts should be written off as not collectable. This will provide more accurate and up to date information for management purposes.

2. We recommend that all student files should be retained for audit inspection. Of the files which we chose to review, 5 were not able to be located.

3. We recommend that fees receivable from students for courses should be held in a holding account in the MYOB record. The fees should be transferred to revenue as the course is completed.

   Where the course is being completed over a longer term, the fees should be brought to account progressively.

   This accounting treatment will provide a more correct matching of course income and expenses.

2. Other Matters

   The following issues were identified during the current audit review:

   (i) We noted that there were 2 large deposits made into the Westpac Bank during the year as follows:

       $ 4,400.00  11/04/2014
       $13,200.00  24/04/2014

       These amounts were not recorded into the receipting records of the organisation. It is not known as to what these amounts relate to. Both amounts have been recorded as donations to the organisation.

   (ii) Following the AGM for the 2013 year, 2 new directors were appointed to the board of management (being Rod Young and Jodie Spence).

       The appointments were not recorded in the minutes of a board meeting.

       We recommend that significant decisions such as appointment of new directors should always be recorded in the minutes of meetings as having been ratified by the board.

   (iii) Our inspection of the payroll records revealed that the following employees do not have a current tax file number declaration form on their files.

       Joanne Duncan
       Shirley Ann Harris
       Shoo Wen Lim
       Sherran Hancock

       We recommend that each employee should be requested to complete a new application form.
(iv) We note that employee Craig Mann has been conducting evening classes during the year. These classes had been classified as "overtime” work.

Superannuation entitlements have not been calculated on the wage payments relating to the evening classes on the basis that the wages were not derived from "ordinary time earnings”.

We understand however, that Craig is employed on a casual basis. We consider that the wages (being on a casual basis) are "ordinary time earnings”.

We therefore consider that superannuation entitlements should be calculated on these payments.

We have calculated that this matter has resulted in an underpayment of superannuation entitlements up to the 31st December 2014 of $597.92.

We recommend that this issue should be followed up and adjusted accordingly.

(v) During the conduct of the audit, we have adjusted a number of invoices which were issued in respect of funding receivable from government agencies.

The effect of the adjustments was to alter the GST classifications on some of the invoices.

The amendments will require that the GST reporting (i.e. the BAS) of the organisation will need to be adjusted. We have informed Mr Neil Thomas of this issue.

3. **Bookkeeping**

We request that the following should continue to be carried out in respect to the audit.

(i) The clearing accounts held on the MYOB system should be reconciled to $NIL prior to the commencement of the audit. Specifically, these accounts held on the MYOB system are as follows:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1110</td>
<td>Electronic Clearing</td>
</tr>
<tr>
<td>1-1115</td>
<td>Cash Drawer</td>
</tr>
<tr>
<td>1-1118</td>
<td>Undeposited Funds</td>
</tr>
<tr>
<td>2-9999</td>
<td>Suspense</td>
</tr>
</tbody>
</table>

(ii) Once the audit is commenced, we request that no further accounting entries should be completed in the MYOB system in the year under review by CCAE employees without our authorisation. This situation can cause delay and additional cost to the audit.

4. **Business Viability**

The following statistics reveal a decline in the performance of the organisation.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit/(Loss)</td>
<td>$(80,721)</td>
<td></td>
<td>$61,917</td>
<td>$(60,555)</td>
</tr>
<tr>
<td>Loans &amp; Overdraft – Westpac Bank</td>
<td>$373,294</td>
<td></td>
<td>$341,132</td>
<td>$364,471</td>
</tr>
<tr>
<td>Excess of Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>over Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$96,845</td>
<td>$68,937</td>
<td>$97,349</td>
<td></td>
</tr>
</tbody>
</table>

The following were the major variances between income sources and expenses as compared to the prior year:

### Income

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACFE Grants</td>
<td>$103,843</td>
<td>$154,004</td>
</tr>
<tr>
<td>Course Fees &amp; SVTS Payments</td>
<td>$823,634</td>
<td>$796,236</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Bookkeeping &amp; Legal Fees</td>
<td>$49,330</td>
<td>$38,601</td>
</tr>
<tr>
<td>Bad Debts &amp; Cancelled Enrolments</td>
<td>$37,980</td>
<td>$6,200</td>
</tr>
<tr>
<td>Contract Cleaning &amp; Products</td>
<td>$8,529</td>
<td>$241</td>
</tr>
<tr>
<td>Tutor Wages &amp; Contracts</td>
<td>$447,275</td>
<td>$391,436</td>
</tr>
<tr>
<td>Administration &amp; Maintenance Wages</td>
<td>$264,695</td>
<td>$223,609</td>
</tr>
<tr>
<td>Superannuation</td>
<td>$37,696</td>
<td>$25,263</td>
</tr>
</tbody>
</table>

We enclose the following for your reference.

1. Completed Financial Statements
2. Audit Report
3. Our Account for professional Services

Finally, we wish to thank the staff of the organisation for their assistance in completion of the audit. We look forward to our continuing professional relationship.

Yours faithfully,

**STUBBERFIELD GROUP**

[Signature]

IAN SINNETT
ECHUCA COMMUNITY EDUCATION GROUP INC  
TAS CAMPASPE COLLEGE OF ADULT EDUCATION  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31ST DECEMBER 2014

<table>
<thead>
<tr>
<th>INCOME</th>
<th>NOTE</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fees</td>
<td></td>
<td>229,981</td>
<td>204,021</td>
</tr>
<tr>
<td>ACFE Grants</td>
<td></td>
<td>103,843</td>
<td>154,004</td>
</tr>
<tr>
<td>DEECD Grants - Programs &amp; Equipment</td>
<td></td>
<td>593,653</td>
<td>592,215</td>
</tr>
<tr>
<td>Amortization - Building Fund</td>
<td></td>
<td>27,470</td>
<td>27,470</td>
</tr>
<tr>
<td>Administration - Sundry Income &amp; Fundraising</td>
<td></td>
<td>12,888</td>
<td>10,954</td>
</tr>
<tr>
<td>Venue Hire</td>
<td></td>
<td>16,884</td>
<td>11,402</td>
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<tr>
<td>Donations</td>
<td></td>
<td>34,982</td>
<td>26,742</td>
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<tr>
<td>Wage Subsidies</td>
<td></td>
<td>6,411</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>$1,026,112</strong></td>
<td><strong>$1,026,808</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy, Bookkeeping &amp; Legal Fees</td>
<td></td>
<td>49,330</td>
<td>38,601</td>
</tr>
<tr>
<td>Advertising &amp; Promotions</td>
<td></td>
<td>29,578</td>
<td>32,207</td>
</tr>
<tr>
<td>Archive Expenses</td>
<td></td>
<td>1,357</td>
<td>1,571</td>
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<tr>
<td>Bad Debts &amp; Cancelled Enrolments</td>
<td></td>
<td>37,980</td>
<td>6,200</td>
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<tr>
<td>Bank Charges &amp; Collection Fees</td>
<td></td>
<td>3,813</td>
<td>3,319</td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
<td>8,529</td>
<td>241</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td></td>
<td>2,171</td>
<td>363</td>
</tr>
<tr>
<td>Conferences &amp; Corporate Hospitality</td>
<td></td>
<td>1,255</td>
<td>180</td>
</tr>
<tr>
<td>Course Costs</td>
<td></td>
<td>56,402</td>
<td>48,125</td>
</tr>
<tr>
<td>Electricity &amp; Gas</td>
<td></td>
<td>10,928</td>
<td>11,482</td>
</tr>
<tr>
<td>Motor Vehicle Expenses</td>
<td></td>
<td>1,880</td>
<td>2,377</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>8,883</td>
<td>8,307</td>
</tr>
<tr>
<td>Interest &amp; Charges - Loans, Overdraft &amp; ATO</td>
<td></td>
<td>25,848</td>
<td>29,758</td>
</tr>
<tr>
<td>Printing, Stationery, Photocopying &amp; Postage</td>
<td></td>
<td>22,360</td>
<td>20,042</td>
</tr>
<tr>
<td>Rates</td>
<td></td>
<td>5,569</td>
<td>6,474</td>
</tr>
<tr>
<td>Repairs, Replacements &amp; Maintenance</td>
<td></td>
<td>6,511</td>
<td>18,075</td>
</tr>
<tr>
<td>Salaries &amp; Long Service Leave</td>
<td></td>
<td>711,970</td>
<td>615,045</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>5,384</td>
<td>2,468</td>
</tr>
<tr>
<td>Staff Development &amp; Amenities</td>
<td></td>
<td>10,192</td>
<td>4,042</td>
</tr>
<tr>
<td>Staff &amp; Student Welfare</td>
<td></td>
<td>66</td>
<td>3,340</td>
</tr>
<tr>
<td>Subscriptions &amp; Memberships</td>
<td></td>
<td>4,199</td>
<td>1,459</td>
</tr>
<tr>
<td>Sundry, Freight &amp; ATO Adjustments</td>
<td></td>
<td>4,584</td>
<td>15,049</td>
</tr>
<tr>
<td>Superannuation</td>
<td></td>
<td>37,696</td>
<td>25,283</td>
</tr>
<tr>
<td>Telephone &amp; Internet</td>
<td></td>
<td>13,192</td>
<td>10,667</td>
</tr>
<tr>
<td>Uniforms</td>
<td></td>
<td>193</td>
<td>349</td>
</tr>
<tr>
<td>Workcover &amp; OHS</td>
<td></td>
<td>7,570</td>
<td>11,537</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td><strong>$1,067,240</strong></td>
<td><strong>$916,561</strong></td>
</tr>
</tbody>
</table>

Operating Profit/(Loss) For Year (prior to depreciation)  
- 41,128  110,247
Depreciation (Plant, Equipment & Buildings)  
39,593  48,330
Net Profit/(Loss) For Year  
- 80,721  61,917
Accumulated Profits Brought Forward  
96,675  34,626
Accumulated Profits Carried Forward  
3

$15,954  $96,543

The accompanying notes form part of these financial statements.
ECHUCA COMMUNITY EDUCATION GROUP INC.
T/AS CAMPASPE COLLEGE OF ADULT EDUCATION
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2014

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Floats</td>
<td>550</td>
<td>550</td>
</tr>
<tr>
<td>Prepayments &amp; Sundry Debtors</td>
<td>7455</td>
<td>5762</td>
</tr>
<tr>
<td>Accrued Income</td>
<td>50048</td>
<td>44367</td>
</tr>
<tr>
<td>Debtors - Operating</td>
<td>34472</td>
<td>32503</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>92525</strong></td>
<td><strong>83182</strong></td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Overdraft</td>
<td>55098</td>
<td>66000</td>
</tr>
<tr>
<td>Provision for Annual Leave</td>
<td>14606</td>
<td>11219</td>
</tr>
<tr>
<td>Provision for Long Service Leave</td>
<td>37320</td>
<td>33937</td>
</tr>
<tr>
<td>Creditors - Operating, GST &amp; Short Term Loans</td>
<td>82346</td>
<td>40963</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>189370</strong></td>
<td><strong>152119</strong></td>
</tr>
<tr>
<td><strong>Working Capital/(Deficiency)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-96845</td>
<td>-68937</td>
</tr>
<tr>
<td><strong>NON CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>26004</td>
<td>26004</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>-24941</td>
<td>-24486</td>
</tr>
<tr>
<td>Kitchen Project</td>
<td>38509</td>
<td>38509</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>-8667</td>
<td>-7704</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td>534252</td>
<td>538594</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>-469738</td>
<td>-460935</td>
</tr>
<tr>
<td>Building Additions (at cost)</td>
<td>563102</td>
<td>563102</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>-98553</td>
<td>-76028</td>
</tr>
<tr>
<td>Land &amp; Buildings (Existing) (at valuation)</td>
<td>701211</td>
<td>491652</td>
</tr>
<tr>
<td>Building Improvements (at cost)</td>
<td>255687</td>
<td>255687</td>
</tr>
<tr>
<td><strong>Total Non Current Assets</strong></td>
<td><strong>1516866</strong></td>
<td><strong>1344395</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non Current Liabilities</strong></td>
<td>318196</td>
<td>275132</td>
</tr>
<tr>
<td><strong>TOTAL NON CURRENT LIABILITIES</strong></td>
<td><strong>318196</strong></td>
<td><strong>275132</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Profits</td>
<td>15954</td>
<td>96543</td>
</tr>
<tr>
<td>Asset Revaluation Reserve</td>
<td>522729</td>
<td>313170</td>
</tr>
<tr>
<td>Building Funding Reserve</td>
<td>563142</td>
<td>590613</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td><strong>1101825</strong></td>
<td><strong>1000326</strong></td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements.
Note 1. Accounting Policies.

This special purpose financial report has been prepared for distribution to the members to fulfill the Committee of Management's financial reporting requirements under the constitution of the Echuca Community Education Group Inc (the organisation). The accounting policies used in the preparation of this report, as described below, are consistent with the financial reporting requirements of the organization's constitution and with previous years, and are, in the opinion of the Committee of Management, appropriate to meet the needs of members.

a) The financial report has been prepared using the accrual basis of accounting including the historical cost convention and the going concern assumption.

b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the organization because it is not a "reporting entity". The Committee of Management has, however, prepared the financial report in accordance with all Accounting Standards and other mandatory professional reporting requirements in Australia.

c) INCOME TAX

The Organisation is exempt from income tax under Section 23 of the Income Tax Assessment Act 1936 as amended.

d) PROPERTY PLANT & EQUIPMENT

Property, plant & equipment are brought into account at cost or fair value, less where applicable any accumulated depreciation or amortization. The depreciable amount of all fixed assets, except buildings and freehold land, are depreciated over their useful lives commencing from the time the asset is held ready for use.

e) EMPLOYEE BENEFITS

The amounts accrued for employee benefits are based on pay rates current at Balance Date.

Long Service Leave
The provision for Long Service Leave is determined in accordance with Accounting Standard AASB 1028. Generally, the entitlement under various awards becomes payable upon completion of ten years service. However, upon termination of employment, a prorata amount of Long Service Leave will be payable upon completion of four years of service.

Salaries and Wages and Annual Leave
Liabilities for salaries and wages and annual leave are recognised, and measured as the amount unpaid at the reporting date in respect of employee's service up to that date.

f) REVENUE RECOGNITION
Revenue is recognised in accordance with AAS 15. Income is recognised as revenue to the extent it is earned. Unearned income at reporting date is reported as income received in advance.
Amounts disclosed as revenue are, where applicable, net of returns, allowances and duties and taxes

**Government Grants**
Grants are recognized as revenue when the Association gains control of the underlying assets. Where the grants are reciprocal, revenue is recognised as performance occurs under the grant.

**g) GOODS AND SERVICES TAX**
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognized as part of the cost of the acquisition of the asset or as part of an item of expense.

Receivables and Payables in the Statement of Financial Position are shown inclusive of GST. GST receivable from and payable to the Australian Taxation Office (ATO) is included in the Statement of Financial Position. The GST component of a receipt or payment is recognised on a gross basis in the Statement of Cash Flows in accordance with AAS 28.

**Note. 2. Borrowings - Bank**

<table>
<thead>
<tr>
<th>Non Current Liability</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowings:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Loans – Westpac Business Development</td>
<td>$318,196</td>
<td>$275,132</td>
</tr>
</tbody>
</table>

**Loan Security.**
There is a registered mortgage on Lot 1 on Plan of Subdivision 430701U situated at 103 – 109 Hare Street, Echuca.

**Note. 3. Land and Buildings – at Valuation**
During the year, the services of a registered valuer were retained to value the property at 103-109 Hare Street Echuca. The valuation was as follows:

- Land $ 800,000  
- Buildings $ 720,000  

$1,520,000

The total valuation has been brought to account in the books as an adjustment to Land and Buildings (Existing – at Valuation). A corresponding increase has been made to the “Asset Revaluation Reserve” in the equity section of the financial statements.

**Note. 4. Accumulated Profits**
The carrying value of accumulated profits has been adjusted as at 1st January, 2014 due to a prior year adjustment. The adjustment is represented by a minor correction to student fee income.

| Balance disclosed as at 31st December, 2013 | $ 96,543 |
| Adjustment as at 1st January, 2014          | 132      |
| Opening Balance as at 1st January, 2014     | $ 96,675 |
Cash Flow From Operating Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from customers</td>
<td>986301</td>
<td>996190</td>
</tr>
<tr>
<td>Payments to Suppliers and employees</td>
<td>-1025091</td>
<td>-939500</td>
</tr>
<tr>
<td>Donations</td>
<td>34982</td>
<td>26742</td>
</tr>
<tr>
<td>Interest costs of finance</td>
<td>-25848</td>
<td>-29758</td>
</tr>
<tr>
<td>Net cash provided by (used in) operating activities (note 2)</td>
<td>-29656</td>
<td>53874</td>
</tr>
</tbody>
</table>

Cash Flow From Financing and Funding Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for Plant &amp; Equipment</td>
<td>-2505</td>
<td>-30335</td>
</tr>
<tr>
<td>Bank Loan - Borrowings Increase</td>
<td>43063</td>
<td>-24298</td>
</tr>
<tr>
<td>Net cash provided by (used in) financing activities</td>
<td>40558</td>
<td>-54633</td>
</tr>
<tr>
<td>Net increase (decrease) in cash held</td>
<td>10902</td>
<td>-959</td>
</tr>
<tr>
<td>Cash at the beginning of the year</td>
<td>-65450</td>
<td>-64491</td>
</tr>
<tr>
<td>Cash at the end of the year (note 1)</td>
<td>-54548</td>
<td>-65450</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements.
Echuca Community Education Group Incorporated
Trading As Campaspe College of Adult Education
Statement of Cash Flows
For the year ended 31st December, 2014

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Note 1. Reconciliation of Cash

For the purposes of the statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

<table>
<thead>
<tr>
<th>Cash Floats</th>
<th>550</th>
<th>550</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at Bank</td>
<td>-55098</td>
<td>-66000</td>
</tr>
<tr>
<td></td>
<td>-54548</td>
<td>-65450</td>
</tr>
</tbody>
</table>

Note 2. Reconciliation of Net Cash
Provided By/Used in Operating Activities to Net Profit/(Loss)

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating profit (loss)</td>
<td>-80721</td>
<td>61917</td>
</tr>
<tr>
<td>Amortization Income</td>
<td>-27470</td>
<td>-27470</td>
</tr>
<tr>
<td>Depreciation - Equipment, Vehicle &amp; Buildings</td>
<td>39593</td>
<td>46330</td>
</tr>
<tr>
<td>(Increase) / Decrease in Debtors, Accrued Income &amp; Prepayments</td>
<td>-9343</td>
<td>29794</td>
</tr>
<tr>
<td>Increase / (Decrease) in Trade Creditors, GST &amp; Short Term Loans</td>
<td>41383</td>
<td>-64389</td>
</tr>
<tr>
<td>Increase / (Decrease) in Employee Entitlements</td>
<td>6770</td>
<td>5224</td>
</tr>
<tr>
<td>Prior Year Adjustment</td>
<td>132</td>
<td>268</td>
</tr>
<tr>
<td>Net Cash provided by/(used in) Operating Activities</td>
<td>-29656</td>
<td>53674</td>
</tr>
</tbody>
</table>
INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
ECHUCA COMMUNITY EDUCATION GROUP INC
T/AS CAMPASPE COLLEGE OF ADULT EDUCATION.

SCOPE

We have audited the financial report of Echuca Community Education Group Inc. being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and the Notes to the Financial Statements for the year ended 31st December 2014. The committee is responsible for the financial report and has determined that the accounting policies used are appropriate to meet the requirements of the Associations Incorporations Act (Vic) and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Echuca Community Education Group Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act (Vic). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report presents fairly the Associations financial position, and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

AUDITOR'S INDEPENDENCE DECLARATION

As lead engagement auditor for the audit of Echuca Community Education Group Inc. for the year ended 31st December 2014, I declare that, to the best of my knowledge and belief in relation to this audit, there has been:

(a) no contraventions of the auditor independence requirements as set out in the Associations Incorporation Act 1981; and

(b) no contraventions of any applicable code of professional conduct in relation to the audit.
AUDIT OPINION.

In our opinion the financial report of Echuca Community Education Group Inc. presents a true and fair view of the financial position of Echuca Community Education Group Inc as at 31st December 2014 and the results of its operations for the year then ended.

STUBBERFIELD GROUP
CERTIFIED PRACTISING ACCOUNTANTS
25 – 31 NISH STREET, ECHUCA. VICTORIA.

Partner – IAN SINNETT CPA, CA

Overview

Many aspects of the 2014 Business Plan were successfully implemented, the most significant being the successful re-registration of CCAE’s five year RTO training licence with VRQA. Other achievements were:

- Obtaining a three year Higher Education Skills Group [HESG] contract instead of the traditional one year contract.
- Obtaining Deductable Gift Recipient status with the ATO.
- Expanded use of eLearning ... successfully used in Financial Services, Bookkeeping, Accounting, Business, Business Administration, Aged Care, Disability and Home and Community Care programs.
- Consolidation of Echuca College auspicing. Now extended to Cohuna SC.
- Traineeships were targeted with an increase in enrolments evident in 2015.
- Requested 12000 ACFE hours, received 11,029 plus another 2,024 in the year.

The greatest challenge was adjusting to the reduction in Higher Education Skills Group [HESG] funding affecting 12 programs that provided 71% of 2013 income.

CCAE had to grow its enrolment to compensate for the reduced hourly rate from HESG. In 2013 ECEG had 192 accredited enrolments. Enrolments were slow at first, but with reduced pricing, enrolments improved. Nevertheless, CCAE was unable to close the gap and recorded an accrual loss of $80,721.

Office Administration

With the simultaneous loss of two staff in May, and the hiring of two new team members, other staff offered their services, creating a harmonious administration team of 7 people providing support to Finance/MYOB operations, trainers and a welcoming public face.

Adult Community and Further Education [ACFE]

CCAE delivered 13,053 ACFE hours in 2014 an increase on the 10,008 ACFE hours of 2013. ACFE pre-accredited programs must demonstrate a pathway to: further education, further training, volunteer work, part-time and/or full-time work.

Demographic Overview

The majority of youth enrolments are 16-24 years of age and come with manners and attitude more in keeping with the needs of our adult clients who are our primary source of income and successful completions.

The youth are positive contributors to the life CCAE. They are involved in fund raising activities, assist in maintenance work, prepare meals, and are generally polite and courteous. Many are seeking a challenge and have demonstrated this by a 9% increase in the completion rate of units undertaken in 2014.

In 2014 CCAE enrolled students at 14 years of age with special permission from DEECD. Nevertheless, 2014 saw a decline in CCAE youth [16-24] numbers from 218 in accredited and pre-accredited programs in 2013 to 139 in such programs in 2014. However, those that join CCAE tend to stay and complete their programs and are often enrolled in two accredited courses in the year.

In 2014, those aged 45+ returned to accredited education and training in greater numbers for higher level qualifications, with many undertaking two programs.
### Number of clients by age cohort.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2012</td>
<td>2013</td>
<td>2014</td>
</tr>
<tr>
<td>16-24</td>
<td>52</td>
<td>99</td>
<td>151</td>
</tr>
<tr>
<td>25-34</td>
<td>27</td>
<td>58</td>
<td>85</td>
</tr>
<tr>
<td>35-44</td>
<td>30</td>
<td>88</td>
<td>118</td>
</tr>
<tr>
<td>45-54</td>
<td>45</td>
<td>89</td>
<td>134</td>
</tr>
<tr>
<td>55-64</td>
<td>20</td>
<td>53</td>
<td>73</td>
</tr>
<tr>
<td>65+</td>
<td>08</td>
<td>20</td>
<td>28</td>
</tr>
<tr>
<td>Total</td>
<td>182</td>
<td>407</td>
<td>589</td>
</tr>
</tbody>
</table>

### Scope of Registration

In 2014 Campaspe College modernised its Scope of Registration. Foundation Skills [FSK] Training Package, Transition Education, Early Childhood Education and Care [C-III + Diploma] and Youth Work C-IV were added to scope. CCAE was consistently the first RTO in the area with the latest version of a nationally accredited program.

### High Education Skills Group [HESG]

The HESG contract is not a contract in the true sense of the word where both parties are obligated to certain conditions for a specified period. HESG continually change major contractual conditions at will and without notice. These changes always involve increased costs in audit compliance and often reductions in program payments affecting program budgets and viability.

In 2014 CCAE commenced the first year of a three year HESG contract. CCAE was able to guarantee potential clients that it could continue training in 2015. Consequently our nationally accredited enrolment intake kept improving throughout the second half of 2014. By June the total HESG enrolment was 236, August 311, mid-September 357 and at end of November 419.

### Conclusion

I am pleased to report CCAE’s reputation as a quality training and education centre is continuing to rise.

- Organisations are requesting our trainers and administrators to assist with their operations.
- Program marketing has improved with resultant increase in enrolments in accredited programs.
- CCAE’s new fee structure has encouraged potential clients to commence fee-for-service training.

An issue going forward is, although most clients require a Certificate-III for employment, only a small percentage of them require Certificate-IV or Diploma as these are generally associated with administration roles. In addition, for those seeking retraining in a new field, many find they are ineligible for subsidised training as they have a qualification equal to or higher than the qualification they now want to enrol in, or have already had two attempts at different qualifications at the same level. The latter applies even if they self-funded attempts. As a rural RTO with limited market, this will affect HESG enrolments.

I wish to convey my sincere thanks to all who have assisted and worked with CCAE: to workplaces in providing students with work-experience and practical placement to gain first-hand experience; to JSA’s, CentreLink, CCYC staff, ACFE staff, ACE/Vic, CC-LLEN staff and business houses that have assisted with CCAE marketing.

Thankyou to all CCAE staff and volunteers for your professionalism, initiative, commitment to students and commitment to CCAE during challenging times. Without your help, expertise and dedication CCAE would not exist. Lastly, thankyou to the Board of Management members for a vision and commitment to Campaspe College of Adult Education. The excellent reputations of CCAE trainers and support staff has generated enrolments when it is possible for students to train elsewhere for less money, in less time, but with less care and support.