

ANNUAL REPORT 2024-25

Highgate
PLAYGROUP



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ABOUT US



Highgate Forrest Park Playgroup (ABN: 94 723 597 013), or more commonly referred to as Highgate Playgroup, has brought together families within the community for over 25 years. Located in Forrest Park, Mount Lawley, Highgate Playgroup has sessions available 6 days a week, Monday to Saturday for babies and children up to the age of 5 years old.

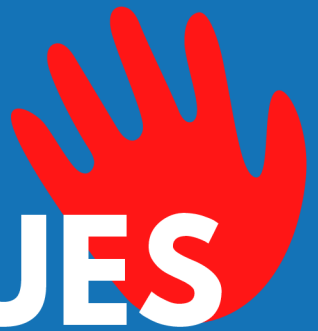
Highgate Playgroup has been an established not-for-profit since 1997 when it officially became an incorporated association. We are a member of Playgroup WA, and are run by a group of dedicated members elected to the management committee (see page 5 for current committee members) who volunteer their time, skills and services to run and promote playgroup.

Our beautiful venue, leased from the City of Vincent, includes indoor and outdoor play areas, kitchen facilities, baby change areas and child friendly toilets as well as toys and equipment to keep everyone entertained for hours on end.

Highgate Playgroup continues to thrive thanks to the support of the local community, businesses, members and local government.



OUR MISSION, VISION & VALUES



OUR MISSION

To support young children and families in our community to enjoy, learn and grow through playgroup.

OUR VISION

For all children and families in our community to thrive.

OUR VALUES

- **PLAY:** The importance of play in learning.
- **COMMUNITY:** Building stronger bonds within our community.
- **SUPPORT:** Supporting young families within our community.



CHAIR REPORT



What a bumper year 2024-25 has been for Highgate Playgroup!

A quick update on Committee movements – during this financial year, we said goodbye to our wonderful enrolment and purchasing team Yumiko Tokiwa, Shuri Mitteregger and Hiroe Yoshioka as well as our co-treasurer Ivy Huang – I would like to thank them for the tireless work and effort they put in to making Highgate Playgroup such a wonderful place while they were in the roles! We also welcomed some wonderful new faces with Mona Humphreys joining as enrolment officer, Dhyana Ishibashi as marketing officer and Momoko Seki as purchasing officer who are both doing an incredible job as part of the team. Remaining by my side on the Committee this year has been our incredible Treasurer, Mike Christiansen, Secretary, Viola Poppe, and Party Hire Coordinator, Monika Mecivic. This dedicated team has been the absolute foundation of Highgate Playgroup and are the reason why Highgate Playgroup is such a beautiful, welcoming space. On behalf of all our members, I want to thank the Committee for their continued hard work and commitment.

I'm pleased to report that our membership has grown by 8.5%, reaching 89 members for the 2024-25 year (including committee members). Our party hire service also experienced significant growth, generating \$16,050 in revenue this financial year, which has greatly supported our operating costs. Looking ahead to the 2025-26 financial year, we aim to continue this upward trend in both membership and party hire by focusing on marketing and promoting Highgate Playgroup and its facilities.

Our member events, under the guidance of Viola Poppe, have continued to be a major drawcard for our playgroup. In 2024-25, we hosted a wide range of successful events including:

- Magic Dale;
- Swan Valley Cuddly Animal Farm;
- End of Year Christmas Party;
- Made to Be Messy;
- Children's First Aid Course (thank you to Royal Lifesaving WA in providing this training free of charge to our members);
- Rock 'n' Toddle; and
- Dancing Notes

CHAIR REPORT

We plan to continue hosting bi-monthly events throughout the 2025-26 year to keep our members engaged and connected.

In 2024-25 we were very grateful to receive an election commitment from Mr Frank Paolino, Member for Mount Lawley, to repair the flooring at the playgroup, and thank him for his continued support. We will be looking to conduct these flooring repairs in 2025-26.

For 2025-26, along with the flooring repairs, we will also be looking to improve the vibrancy and visibility of the outside of our playgroup with an outside mural and updates to the outdoor play area. We will also be looking to increase our marketing activity and strengthen our relationships with local community groups, organisations and business to ensure continual connection and support of Highgate Playgroup. I encourage all members to reach out to the Committee with any suggestions or improvements they would like to see for the coming year.

Highgate Playgroup continues to be such a joyful, warm space for me to grow and develop my skills as a parent, surrounded by a supportive community. It has been invaluable to have a safe and welcoming place to connect with other parents, share experiences, and watch our children grow and learn together. My son, who has just turned two, has been attending since he was just four months old, and it has been so wonderful to see his development through play and interaction with other children. My hope for Highgate Playgroup is that we continue to grow our membership so that more parents can benefit from the support and joy that playgroup provides.

Thank you, once again, to our committee for their hard work, to our members for their ongoing support, and to our local community for embracing Highgate Playgroup as a valued part of family life in Mount Lawley.

Rosie Paul

CHAIR



FINANCIAL REPORT



I am pleased to present the 2025 Treasurer's Report to the members of the Highgate Forrest Park Playgroup Inc (Playgroup). The Playgroup is a community based not for profit playgroup whose objective is to provide opportunities for children to learn through play and develop social, emotional, physical and cognitive skills in a safe, nurturing and stimulating environment.

The Treasurer's role is to manage the Playgroup's income and expenses and to track the Playgroup's progress against a budget set by the Playgroup's committee (Committee). This includes being able to explain any differences against the budget and monitor any upcoming financial decisions. The Treasurer also manages the Playgroup's bank account, with a second Committee member (usually the Chair) reviewing and providing authorizations on any payments.

1. Income statement for the 2024 - 2025 Financial Year (FY24/25)

Highgate Playgroup reports overall Profit of \$7,673.48 between the 1 July 2024 and 30 June 2025. This is a better result than expected when compared to the budget set and approved by the 2024 Playgroup Committee which forecasted a deficit of \$4,450.00 for FY24/25. (see Attachment 1)

An extremely good result with net difference of \$12,373.48 between budgeted and actual, likewise when compared to a losses of \$1,089.82 in the 2023-2024 and \$6,000.65 in the 2022-2023 financial year's it reflects our committee's diligent financial management throughout the year and commitment to making The Highgate Playgroup successful into the future.

It is noted that:

- **Income:** Total income was \$28,210.00 which is \$10,210.00 more than the budgeted income of \$18,000.50.
 - Revenue from membership fees for FY 24/25 totalled \$11,860.00 providing an additional income of \$902.50 above budget also healthy increase from last year's \$10,970.00.
 - Cashflow from party hire was \$16,050.00 which was \$10,050.00 above budget expectations. A very healthy increase from \$5,080 as reported in FY23/24 and \$1,740.00 as reported in FY22/23.
 - We received 1 Donation of \$300. No fundraising revenue was obtained, and no community grants were received.

FINANCIAL REPORT



- **Expenses:** Total expenses were \$20,286.52 which was \$2,163.48 less than the budgeted expenses of \$22,450.00. However, it's important to note that with increased memberships and bookings of party hires that our operating costs would generally increase. Likewise, Australia is still dealing with cost-of-living increases our playgroup is not immune from. Thus, our costs have increased by \$3,146.70 from the \$17,139.82 spent in FY23/24.

The underspend was predominantly associated with:

- Savings on cleaning costs by having a busy bee.
- We purchased soft play equipment rather than hiring it for the Christmas party.
- PGWA changed the way insurance was charged to us at the start of the 2025 calendar year and members now pay PGWA directly. Thus, saving us > \$1,865.00 from the budget.
- We didn't need to pay for gutter cleaning or COV maintenance this year.

Increased expenditure predominantly included:

- Operational expenses like supplies and stripe fees have increased mostly due to having more members and transactions.
- COV water rates increased substantially.
- Approved purchasing of some toys and books in the previous financial year did not get realized until this year.

2. **Balance Sheet**

Total equity in the balance sheet as of 30th June 2025 is \$48,592.76. Which includes holding 13 bonds of \$250 each for future party hire reservations. (Total \$3250) and prepaid deposits of \$184.75 for prebooked member events to be held in FY 25/26.

Overall, the Playgroup continues to hold a strong financial position after another productive and successful financial year. Having again increased our enrolment numbers and income generated from party hire, meanwhile also keeping our overall outgoing expenses well within the allocated budget. This combined has changed our forecasted deficit for FY24/25 into profit equating to a positive net cashflow variance of \$12373.48 above budget.

FINANCIAL REPORT

Despite the generous revenue and resulting net equity position, Highgate Forrest Park Playgroup Inc is still comfortably within the tier 1 band of the Associations Incorporation Act 2015 (WA) (being less than \$250,000 revenue) which means that it does not require independent auditing. However, the Playgroup is a not for profit so it noted that legally any income must be used to promote the objects and purposes of the association.

With that in mind, the budget for 2025/2026 Financial Year (see Attachment 2) has been adjusted to budget for:

1. Building and maintenance costs increased by \$30000.

- \$25000 to allow for the floor replacement of which \$20000 will come from a grant Supported by the Department of Communities and \$5000 as a contingency for unexpected, related costs as approved by our committee.
- \$4000 to allow for the painting of a mural on the exterior walls of playgroup, which we are hoping to secure a grant to cover up to half or \$2000 of this cost under the COV Mural co-funding program.
- At the AGM a Motion was passed to increase the building and maintenance costs by an additional \$1000 to allow for a contingency budget to cover unexpected costs related to the mural.
- \$1000 for anticipated increased costs due to more use of the premises as we gain popularity.

2. Cleaning budget has been increased to \$6500 to allow for more regular cleaning due to demand.

3. Marketing increased to \$1500 allowing for including professional photography and advertising (\$1000).

4. Digital & Website Maintenance budget increased by \$300 to allow for the inclusion of "Elementor".

5. Meeting catering has been increased by \$100 to allow for more in-person committee meetings.

6. Member events budget has been increased to \$3000 to allow for additional inclusion of families and our increased membership numbers by allowing us to run additional and bigger events.

7. Budget for Emergency services levy has been reduced to \$500 as we have paid back the deficit owed from previous financial years.

8. Other minor general increases for inflation and additional usage as we become more popular include things like Electricity, Water, Rates, Insurance, Stripe fees, Food, Consumables and Craft Supplies.

FINANCIAL REPORT

- 9..Due to the increased popularity of playgroup, we are also budgeting for increased refunds under exceptional circumstances related to both party hire and enrolments.
- 10.We have added back into the budget \$350 to allow for appreciation committee gifts to thank the current team and help with retention of future volunteers.
- 11.Income generated from party hire we are hoping to increase further through advertising and increasing rates. However, we are budgeting \$17000 in line with the performance of the past financial year.
- 12.Income from enrolments has been increased to \$10920 to reflect current membership figures.
- 13.We Have already received a grant of \$20000 to replace the playgroups flooring and anticipate another \$2000 towards the mural. Any other grants would also be very welcome.

This presented the FY25/26 budget represents an overall deficit of -\$8030. However, this does include \$2000(+1000) out of pocket for the mural and a contingency of \$5000 out of pocket for the flooring replacement and the additional \$2000 allocation for party hire refunds under exceptional circumstances. Considering the Playgroup has an overall comfortable positive net equity position, this is a reasonable position to be in and we look forward to presenting members with an exciting program of events in the 2026 membership year whilst at the same time continuing to pursue diligent financial management.

Michael Christiansen

TREASURER



EOFY REPORT 2024-25



Cash at Bank	1/07/2024	40,669.28	Start of year	
Current Bank	31/06/2025	48,592.76	End of Year	
Expenses				
Item No.	Description	Budgeted	Actual	Variance
1	Administration Expenses			
1.1	Building Maintenance - General	\$ (1,000.00)	\$ (400.00)	\$ 600.00
1.2	Cleaning Contractor	\$ (4,000.00)	\$ (2,520.00)	\$ 1,480.00
1.3	Marketing	\$ (500.00)	\$ (445.50)	\$ 54.50
1.4	PO Box Rental	\$ (300.00)	\$ (315.00)	\$ (15.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)	\$ (535.50)	\$ 164.50
1.6	Purchases - Toys & Books	\$ (500.00)	\$ (667.68)	\$ (167.68)
1.7	Digital & Website Maintenance	\$ (600.00)	\$ (875.05)	\$ (275.05)
2	Events			
2.1	Christmas Party	\$ (3,000.00)	\$ (1,966.69)	\$ 1,033.31
2.2	Meeting Catering	\$ (200.00)	\$ (38.46)	\$ 161.54
2.3	Member Events	\$ (2,000.00)	\$ (2,013.75)	\$ (13.75)
3	City of Vincent Payments			
3.1	CoV Electricity	\$ (600.00)	\$ (573.54)	\$ 26.46
3.2	CoV Emergency Services Levy	\$ (1,450.00)	\$ (1,389.41)	\$ 60.59
3.3	CoV Lease Annual Fee	\$ (600.00)	\$ (589.04)	\$ 10.96
3.4	CoV Maintenance	\$ (300.00)	\$ -	\$ 300.00
3.5	CoV Water Rates	\$ (1,350.00)	\$ (1,923.14)	\$ (573.14)
4	Insurance			
4.1	Party Hire Insurance - FinSure	\$ (800.00)	\$ (790.00)	\$ 10.00
4.2	PGWA Insurance	\$ (2,500.00)	\$ (635.00)	\$ 1,865.00
5	Operational			
5.1	Stripe Fees	\$ (600.00)	\$ (774.50)	\$ (174.50)
5.2	Purchases - Food and Consumables	\$ (500.00)	\$ (610.54)	\$ (110.54)
5.3	Purchases - Craft Supplies	\$ (650.00)	\$ (592.18)	\$ 57.82
6	Refunds			
6.1	Enrolment Refunds	\$ (300.00)	\$ (854.54)	\$ (554.54)
6.2	Party Hire Refunds (Not Bonds)	\$ -	\$ (1,777.00)	\$ (1,777.00)
7	Other			
7.1				
Total Expenses:		\$ (22,450.00)	\$ (20,286.52)	\$ 2,163.48
Income				
Item No.	Description	Budgeted	Actual	Variance
A	Bank Interest	\$ 1,000.00	\$ -	\$ (1,000.00)
B	Enrolments	\$ 11,000.00	\$ 11,860.00	\$ 860.00
C	Fundraising Income	\$ -	\$ -	\$ -
D	Party Hire	\$ 6,000.00	\$ 16,050.00	\$ 10,050.00
E	Income Other, Gifts and Donations	\$ -	\$ 300.00	\$ 300.00
Total Income		\$ 18,000.00	\$ 28,210.00	\$ 10,210.00
Net Profit / Loss		-\$ 4,450.00	\$ 7,923.48	\$ 12,373.48
Cash reserves change			\$ 7,923.48	
Current Liabilities				
Party Hire Bonds currently held		13	\$ 3,250.00	
Party hire bonds from previous financial year		-12	\$ (3,000.00)	
Net Bonds			\$ 250.00	
Grand Total			\$ 7,673.48	

BUDGET 2025-26



Expenses		
Item No.	Description	FY25/26 Budget
1	Administration Expenses	
1.1	Building Maintenance - General	\$ (32,000.00)
1.2	Cleaning Contractor	\$ (6,500.00)
1.3	Marketing	\$ (1,500.00)
1.4	PO Box Rental	\$ (350.00)
1.5	Purchases - Furniture & Equipment	\$ (700.00)
1.6	Purchases - Toys & Books	\$ (500.00)
1.7	Digital & Website Maintenance	\$ (900.00)
2	Events	
2.1	Christmas Party	\$ (3,000.00)
2.2	Meeting Catering	\$ (300.00)
2.3	Member Events	\$ (3,000.00)
3	City of Vincent Payments	
3.1	CoV Electricity	\$ (650.00)
3.2	CoV Emergency Services Levy	\$ (500.00)
3.3	CoV Lease Annual Fee	\$ (600.00)
3.4	CoV Maintenance	\$ (300.00)
3.5	CoV Water Rates	\$ (2,100.00)
4	Insurance	
4.1	Party Hire Insurance - FinSure	\$ (850.00)
4.2	PGWA Insurance	\$ -
5	Operational	
5.1	Stripe Fees	\$ (850.00)
5.2	Purchases - Food and Consumables	\$ (800.00)
5.3	Purchases - Craft Supplies	\$ (700.00)
5.4	Purchases - EOY Committee Gifts	\$ (350.00)
6	Refunds	
6.1	Enrolment Refunds	\$ (500.00)
6.2	Party Hire Refunds (Not Bonds)	\$ (2,000.00)
Total Expenses:		\$ (58,950.00)

Income		
Item No.	Description	
A	Bank Interest	\$ 1,000.00
B	Enrolments	\$ 10,920.00
C	Fundraising Income	\$ -
D	Gifts and Donations.	\$ 22,000.00
E	Party Hire	\$ 17,000.00
Total Income		\$ 50,920.00

Projected Loss	-\$ 8,030.00
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Highgate PLAYGROUP

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