



2020 / 2021

Annual Report

Awen's Story

Otis Guest

It was a cold September day in the Adelaide Hills. Awen was dressed for the weather in a hat, scarf, gloves and a big warm coat. She suddenly experienced a sharp stabbing pain to her left breast and crouched on her knees in pain, her ex-husband thought instantly that she was experiencing a heart attack. As a Registered Nurse of 30 years, Awen knew this wasn't a cardiac event, this was different.

She returned home to check her breast thoroughly for any lumps or swelling but couldn't find anything out of the ordinary. An urgent Mammogram was booked and she went alone with a positive outlook. They reassured her that despite calcification being present, her mammogram was clear and that she was to "come back when you're 50".

Over the next eight weeks Awen experienced intermittent buzzing sensations in her breast. It wasn't normal for her and she knew in her heart this needed further investigation. Awen followed her intuition and instinct and rang Breast Screen SA for another mammogram. This mammogram came back showing a small 1cm lesion above her nipple. It was confirmed by her General Practitioner a few days later as Ductal Carcinoma in situ (DCIS). Awen remembers sitting in the GP's office thinking "Great! I've been diagnosed with breast cancer on the day I've been nursing 30 years...I have a party to go to tonight!!!"

So Awen's journey started; surgery, lots of tests and seeing an Oncologist. During chemo Awen was told by a friend in Victoria, about The Otis Foundation. She researched us and was overwhelmed to see what kind of work we do. After making contact Awen was thrilled to be offered a property called St Brigid's in Goolwa, SA – a 100-year-old Baltic pine church that was relocated from interstate. It was beautiful, peaceful and serene. She and her loved ones read, slept in and made the most of the beautiful outdoor bath! Awen is forever grateful to The Otis Foundation and hoped to one day to become an ambassador.

Awen did become an Otis Ambassador, has led many fundraising events for us and now works as a nurse in the Pilbara, WA. Awen continues to advocate for women (particularly those in remote areas) knowing their bodies and seeking medical attention if something doesn't feel right.



THE OTIS FOUNDATION ANNUAL REPORT

2020 / 2021

The Otis Foundation is the only charity in Australia dedicated to gifting retreat accommodation to those experiencing breast cancer.

VISION

To provide retreat accommodation to as many people experiencing breast cancer as possible, so they may temporarily escape the psychological and emotional challenges that accompany a breast cancer diagnosis.



MISSION

To provide quality service and engagement to all stakeholders in the acquisition and provision of no cost accommodation.

To generate income that will support growth to serve increasing numbers of people facing the challenges of breast cancer.



VALUES

Unconditional

Compassionate

Responsive

Each year we...



Offer over
3,400
Nights at no cost



Make over
700
Stays available to
people experiencing
breast cancer



Welcome over
2,500
guests

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THANK YOU AUSTRALIAN HORIZONS FOUNDATION

You made such a difference



A national raffle conducted by the Australian Horizons Foundation (with the support of Eye Candy Motorsports & Flash Market) was a huge success, with The Otis Foundation being named as the main beneficiary. The raffle included three fully customised vehicles, all wrapped in bright pink.

The donation of half a million dollars by Australian Horizons Foundation will allow the Otis Foundation to continue to work with our current and new partners, donors, property owners, supporters and volunteers to move towards providing 20% more gifted retreats to those facing breast cancer each year for the next 3 years.

This is particularly important at this time as we have not been able to deliver our services to those most in need during times of lockdown. We can only imagine what this extra burden has had on those with breast cancer whom The Otis Foundation exists to serve. With public health restrictions now easing and together with this generous donation and others that we have received, The Otis Foundation remains in a stronger position than ever to continue with our mission.



FROM OUR CHAIR

Anne Baker



On behalf of the Board, I would like to acknowledge the challenges and disappointments that so many people have faced over the last two years due to the COVID-19 pandemic. The impact on health, relationships, income and wellbeing has been unprecedented and we hope everyone has some time to restore and catch up with loved ones over the coming summer and next year is a positive one.

The Board is pleased to acknowledge that 2020/21 has been a busy one despite the various State lockdowns and myriad of restrictions. Whilst the number of guest stays has been limited, the team and CEO Claire have worked diligently to refine all the internal governance policies, operational practices and importantly continued to engage with and grow the many stakeholders, partners and volunteers. The results of this work have seen a significant boost to Otis cash reserves and increased Australia wide awareness of Otis and its' services. Otis is both ready and excited to meet the growing demand for guest stays going forward!

The Board is proud to present the 2020/21 Financial Balance Sheet and Profit & Loss Statement to demonstrate the successful year and would like to highlight the following achievements;

- Income is the highest since Otis inception (inc 1999)
- Expenses are the lowest in over 10 years
- Otis owned properties undergo regular maintenance, with the units refurbished
- Donor Properties have increased across Australia along with the number of stays offered
- Otis partnerships have been enhanced and new partnerships established
- Regular Sub-Committee reviews of Finance/Audit and Risk
- IT equipment and associated software replaced
- Policies and procedures reviewed and enhanced
- Board Review and renewal

One vital aspect of the ongoing success of the Otis Foundation, is the amazing and continuing contribution of so many volunteers who identify with the Otis Mission and readily give enormously of their time, expertise, energy and donations. Without each and every one of these volunteers Otis would not be where it is today and, in a position to grow the number of guest stays each year. A huge and heartfelt thank you to all the volunteers – you inspire us and a difference every day!

FROM OUR CEO

Claire Culley



Despite the many challenges of the 2020-21 financial year the incredible generosity of our property donors, partners, sponsors and volunteers nationwide remains humbling. The impact of strangers gifting a break in their property to another stranger, is profound. The backing and belief we receive from all supporters is remarkable and never taken for granted. The alignment of old and new support remains central to the delivery of the Otis gift and we look forward to delivering time away to more people experiencing breast cancer.

Despite numerous border closures and lockdowns, we have worked diligently to provide retreats to as many guests as possible. As we focus on re-commencing guest stays in all states, we have an ongoing COVID-19 Safety Management plan in place for all aspects of our work and accommodation to ensure the safety and wellbeing of our guests, staff, volunteers and partners.

During the year we have continued to re-connect with stakeholders, recognising the value and contribution of past and present staff and supporters, and, increasing our reach through social media.

As we celebrate the Foundations 21st birthday we continue to recognise the contribution of the Bendigo & Adelaide Bank as our Founding Partner. As our relationship with the Bank has matured, we have been supported in delivering over 1,500 nights' accommodation each year for over a decade.

In 2021 we have working with new partners including the Australian Horizons Foundation from who we were humbled to receive a \$500k donation from the 'Pink Car' raffle, this has made a profound difference. We were also delighted to be accepted into the Catalyst Technologies Evergreen Program allowing access to their crisis management program.

As we move into 2022, we remain focused on providing a compassionate, unconditional and responsive service so that individuals and families experiencing breast cancer may temporarily escape the emotional and psychological challenges that accompany a breast cancer diagnosis. To manage the ever-growing waitinglist, we are delighted to have partnered with ALI Group with the aim to increase our guest stays by 500 nights each year for the next 3 years.

From a personal perspective I am immensely proud of the Otis staff who have again experienced much change over the last 12 months including welcoming a new team member and continuing to work remotely to provide continuity in the provision of the Otis gift. It is a privilege to be part of the Otis family and work with the Otis Board, Operational team, amazing stakeholders and guests.

Yours in kindness and care.
Claire Culley CEO

A handwritten signature in black ink that reads "Claire Culley". The signature is written in a cursive, flowing style.

FROM OUR FINANCE & AUDIT COMMITTEE

Otis FAC Committee Report YE 2020 / 21

FAC Chair: Anne Baker

Members: Andrew Barling, Sara Jorgenson and Kerry Hamilton

The focus across the year for the Finance and Audit Committee has been to review the Board stewardship function in the key areas of Finance, Budget, Regulatory Compliance and Fundraising to ensure accurate and transparent processes as well as sustainability for the long-term future of the Otis Foundation.

Throughout the year there has been sizeable growth in income from fundraising, donations and grants (government and corporate) and a corresponding tightening of expenditure across all areas. Claire and the Otis team's ability to be versatile and resilient in managing cancellations and rebooking stays has been commendable, always ensuring that a future guest stay is a priority!

These positive operational and financial results bode well for continuing to maximise the Otis' teams time on prioritising guest stays and increasing the number of stays available to individuals with a breast cancer diagnosis across Australia.

Many thanks to Claire and each of the valued Otis team members for their continued commitment to serving the Otis Mission and embracing all aspects of assisting the many women and men impacted by breast cancer.



FROM OUR RISK COMMITTEE

Otis Risk Committee Report YE 2020 / 21

RC Chair: Damian Burley

Members: Manny Cao and Lana Fox

The focus across the year for the Risk Committee has been to assist the Board in its oversight of the Otis Foundation's risk management in the key areas of Risk Tolerance, Business Continuity & Crisis Planning, Compliance and Risk Mitigation Systems Development as well as ensuring an adequate insurance framework.

Throughout the year there has been a focus on transparency of risk identification and mitigation with the establishment of a Risk Register and COVID Safe Plans in response to the ongoing Pandemic. Monitoring and implementing controls and mitigation actions have ensured we have reduced the potential severity of a number of Otis' risks across a range of categories. Significant work has also occurred with the development of Risk Management Policy and work flows to decrease the risk associated with person dependent roles which may impact both governance and operational functions.

In late 2020 Otis was delighted to be accepted into the Catalyst Technologies Project Evergreen allowing access to the CQ Command Crisis Management Program.

Towards the end of the financial year the risk of Cyber Threat emerged as a high risk leading to an external review scheduled for late 2021. Reputational risks have also been a major consideration for the Risk Committee, with ongoing considerations being discussed at board level to support Otis' long term sustainability, transparency and trust for all our stakeholders. Thank you to all committee members, Claire and the Operational team for ensuring Otis remains focused on sustainability through active risk identification and reduction.

OUR PEOPLE

Board of Directors

Name	Position
Manny Cao	Chair
Andrew Barling	Deputy Chair
Damian Burley	Director / Family Representative
Anne Baker	Director
Sophie Daley	Director
Kerryn Hamilton	Director

As at 30 June 2021

Operational Team

Name	Position
Claire Culley	CEO
Jennifer Fitzpatrick	Finance Manager
Nola Tranter	Property and Bookings Manager
Bec McCulloch	Bookings Officer
Mandy Mitchell	Fundraising & Events Manager

As at 30 June 2021



Claire



Jenny



Nola



Bec



Mandy

OUR PARTNERS

The Otis Foundation has developed strategic relationships with partners over many years. We are grateful for their contribution and support, which ensures that we can provide the far-reaching gift of offering retreat accommodation to those dealing with the challenges of breast cancer.

Principal Founding Partner



Principal Partner



Major Partner



Corporate Supporters



BLACKBURN



Retreat Partner



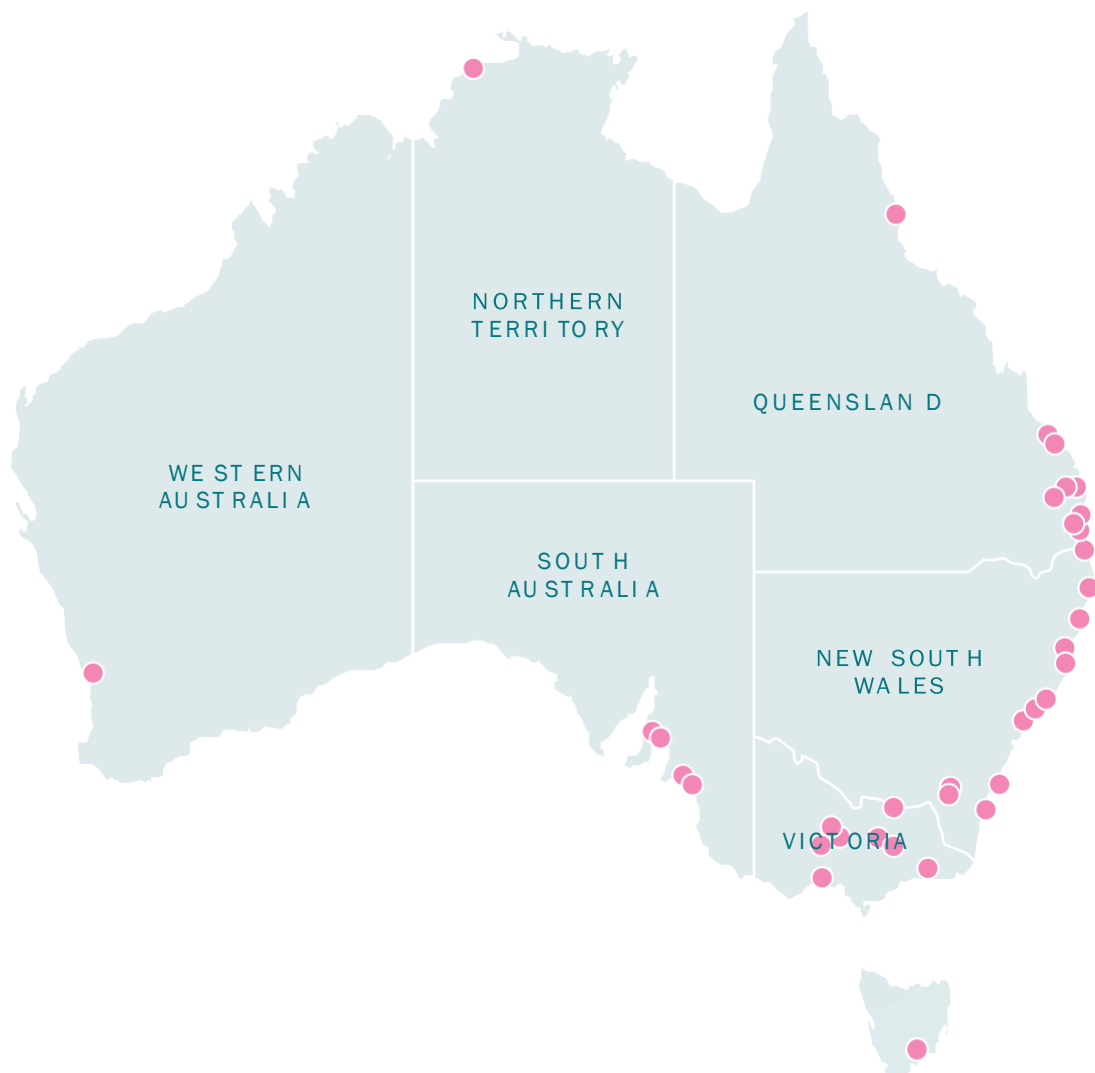
Major Donors



WHERE WE ARE

Thanks to the generosity of our property donors and partnership with Classic Holidays, The Otis Foundation offered retreat accommodation with properties in Queensland, New South Wales, Victoria, South Australia, Western Australia, the Northern Territory and Tasmania.

Property Map



THE LAUNCH OF OUR NEW PARTNERSHIP WITH ALI GROUP

A message from CEO, Huy Truong

“21 years ago, the wife of a good friend tragically died from breast cancer. Her name was Judy and she was 36 years old. Judy and Andrew lived on a beautiful property just outside of Bendigo. During her illness Judy reflected on how wonderful it would be for those suffering from breast cancer to have access to a retreat where they can cry, they can laugh and they can spend quality time with their family or for a brief period of time, escape!

Judy and Andrew had a dog called Otis and thus The Otis Foundation was born. Since its inception, The Otis Foundation has provided free retreats for over 20,000 breast cancer sufferers and their loved ones. Unfortunately, there has been an increasing demand each year as more and more people are inflicted with this serious illness.

On behalf of ALI, I am really proud to announce a partnership to support Otis, where we hope in the coming years to get behind their mission of providing more retreats for those suffering from breast cancer, seeking respite or to create some lasting memories with families and loved ones.

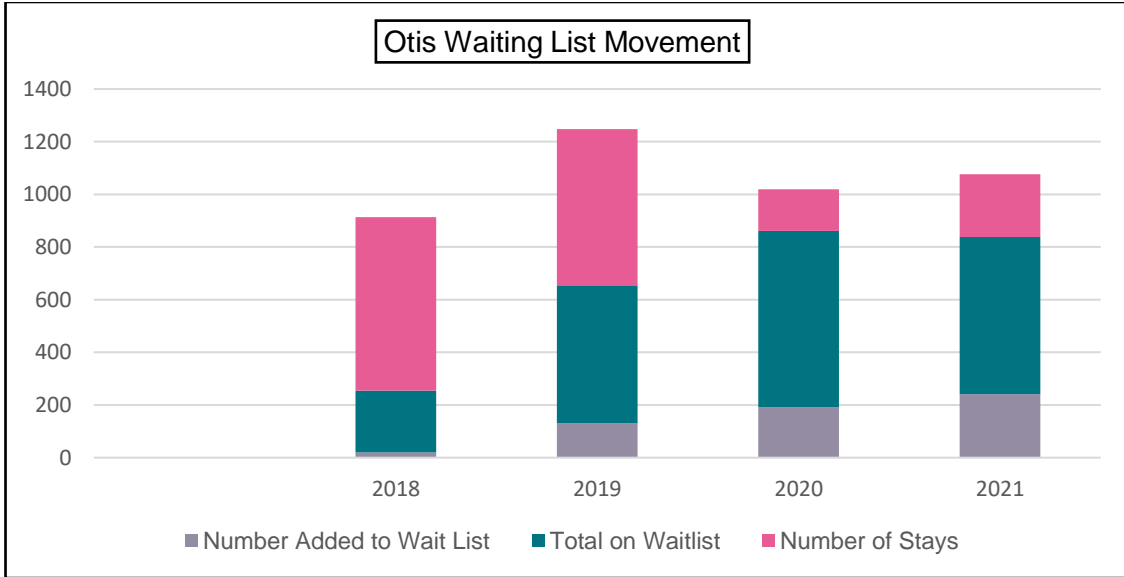
As part of our commitment, we will donate at least \$50,000 per year over the life of the partnership. But beyond the financial support, we have some specific goals that we hope to achieve with them:

- In the short term, we will increase the capacity of Otis retreats by 500 nights to fast track the hundreds of women and men on their waitlist.
- Raise awareness within the broker community and in turn their clients, families and friends about the incredible work Otis does. If anyone you know is suffering and would value a chance to escape, please let them know about Otis and encourage them to make use of the free service.
- Highlight the opportunity for those of you or your clients who have holiday properties to consider donating a few nights a year for Otis guests. Rather than have a property sit empty, turn it into a memorable retreat for an Otis guest.”

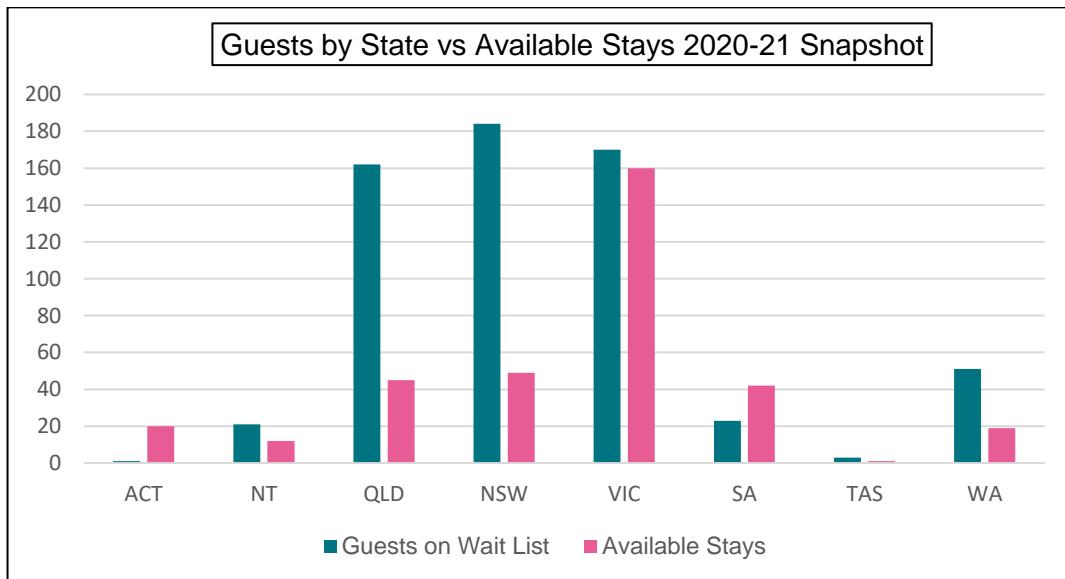
Huy Truong
Chief Executive Officer



GUEST INFORMATION



NB 2020-21 impacted by CODIV-19



NB disparity between states relates to both property availability and, in 2020-21 decreased interstate travel due to border closures and lockdowns

AUDITOR'S REPORT



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Auditors Independence Declaration under Div 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013* to the Directors of The OTIS Foundation

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2021 there have been no contraventions of:

- (i) The auditor independence requirements set out in the *Australian Charities and Not-for-profits Commission Regulation 2013* in relation to the audit; and
- (ii) Any applicable code of professional conduct in relation to the audit.

RSD Audit

A handwritten signature in blue ink, appearing to read 'P.P. Delahunty', is written over a light blue circular background.

P.P. Delahunty
Partner
41A Breen Street
Bendigo VIC 3550

Dated: 11 October 2021

Richmond Sinnott & Delahunty, trading as RSD Audit
ABN 60 616 244 309
Liability limited by a scheme approved under Professional Standards Legislation

PROFIT AND LOSS

The Otis Foundation
Statement of Profit or Loss and Other Comprehensive Income
For the year ended 30 June 2021

	Note	2021 \$	2020 \$
Revenue			
Revenue from operating activities	5	1,054,250	1,083,915
Other income	6	123,834	49,385
		1,178,084	1,133,300
Expenses			
Employee benefits expense		(377,816)	(459,586)
Depreciation expense	10	(29,305)	(28,381)
Administration and other expenses from ordinary activities		(204,330)	(650,202)
		(611,451)	(1,138,169)
Profit/(loss) for the year		566,633	(4,869)
Other comprehensive income			
Gain on revaluation of land and building	10	-	255,469
Total comprehensive income for the year		566,633	250,600

The accompanying notes form part of these financial statements



STATEMENT OF FINANCIAL POSITION

The Otis Foundation
Statement of Financial Position
For the year ended 30 June 2021

	Note	2021 \$	2020 \$
Assets			
Current assets			
Cash and cash equivalents	7	233,618	157,068
Trade and other receivables	8	19,623	30,448
Financial assets	9	608,419	39,523
Total current assets		861,660	227,039
Non-current assets			
Property, plant and equipment	10	1,835,540	1,846,999
Total non-current assets		1,835,540	1,846,999
Total assets		2,697,200	2,074,038
Liabilities			
Current liabilities			
Trade and other payables	12	47,769	11,557
Employee benefits	13	29,195	11,229
Total current liabilities		76,964	22,786
Non-current liabilities			
Employee benefits	13	10,238	7,887
Total non-current liabilities		10,238	7,887
Total liabilities		87,202	30,673
Net assets		2,609,998	2,043,365
Equity			
Retained earnings		1,559,814	993,181
Reserves		1,050,184	1,050,184
Total equity		2,609,998	2,043,365

The accompanying notes form part of these financial statements

EVENT HIGHLIGHTS

2021 Otis Golf Day

The 2021 Annual Otis Foundation Golf Day was held at the Bendigo Golf Club on Sunday 28 March. It was a great day out, with 26 teams teeing off for the top prize.

We would like to pass on our sincerest thanks to those who played, supported, donated, or volunteered at the event to help us raise important funds for our breast cancer retreats.



2021 Otis Foundation Mothers' Day Celebration

On Friday 7 May the 2021 Otis Mothers' Day Celebration was held at the Boardwalk Bendigo. Guests were treated to a glass of bubbles on arrival, and enjoyed live music, a speech from our inspirational guest speaker, as well as raffles and auctions on offer.

Thank you to those who attended, volunteered, sponsored or contributed to this truly enjoyable evening. Your support enabled us to raise close to \$10,000 for those who need it most.



OUR SINCERE THANKS

We are grateful that so many individuals, groups and corporate businesses choose to support The Otis Foundation each year. The act of offering retreat accommodation to those with breast cancer is a remarkable gift and this is only possible through the generosity of our many donors and financial contributors.

We would like to extend our thanks to everyone who has supported events and campaigns, made donations, offered in-kind and pro bono services or hosted a fundraiser for Otis.

In particular we would like to acknowledge those who provided significant contributions during the difficult economic climate resulting from the pandemic.

Grants and Major Gifts



Donations in memory

Our thanks to those who made donations to The Otis Foundation in memory of the following loved ones:

Dawn Conderlag

Jane Burnnard

Kathy Peek

Amanda Gallea


Lorraine Flower

Special thanks

We would like to acknowledge the most generous support of Catalyst Technologies in accepting The Otis Foundation into Project Evergreen and the CQ crisis management software.



CONTACT US

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