



2017 - 2018 Annual Report



Our Vision

Vision:

To provide and promote specialist home based palliative care, which is accessible, responsive and in partnership with the community.

Mission:

As people experience progressive terminal illness, death and bereavement we will:

- Provide specialised health care and support to clients and their carers in their place of residence;
- Enable clients to access a range of services to address physical, social, emotional, spiritual and cultural needs;
- Achieve best practice through a commitment to excellence in client care, research and education;
- Partner with consumers and the community to optimise client care;
- Support clients to make informed choices about their options for care and where the care is delivered;
- Embrace internal and external review for the benefit of our client centred practice.

Values:

RESPECT	We uphold the unique personality, dignity, situation and choice of all our clients.	
COMPASSION	We demonstrate this to all, as they travel the journey of a progressive terminal illness and bereavement.	
PARTNERSHIP	We build and maintain effective relationships.	
EXCELLENCE	We continually strive to align to best practice.	
INNOVATION	We actively seek, develop and implement creative new ideas.	
INTEGRITY	We act honesty, transparently and ethically at all times.	

What is Palliative Care to Banksia?

Banksia defines palliative care as:

Client and family centered care, which is holistic, dynamic, adaptive and supportive, and enables people with a life limiting illness to live their best life.

It is based on a philosophy that sees the person as a 'whole' - mind and body are integrated and inseparable; physical, emotional, social, cultural and spiritual needs are determined as equally important. The goals of care are to alleviate any symptom or issue that causes discomfort or distress to the person, to enable optimal independence and facilitate choice through the provision of options and information.

Our focus is person-centered care. We work with our clients and their carers to ensure that we treat the person as an individual – we do not assume or expect; we determine needs based on conversation and exploration, working with the person, or if they are unable to communicate, their closest advocate. We encourage and promote active participation in care planning and we aim to ensure that every client is in control of their journey.

Banksia is a community palliative care service; we provide care for our clients in the place that they nominate as their home or residence – that may be their own house, unit, apartment; the home of a family member, carer or friend; an aged care facility, retirement village, or disability home; a caravan, tent or the street.

*“You matter because you are you,
and you matter to the end of your life.
We will do all we can not only to help you
die peacefully, but also to live until you die.”*

Dame Cicely Saunders (1918 - 2005)

Nurse, Physician, Writer,
Founder of the hospice movement



Our Year: President and Executive Officer

Report



John Richardson
President
Committee of
Management

It is our pleasure to welcome you, on behalf of the Banksia Palliative Care Service Inc. Committee of Management, staff and volunteers, to our Annual Report, for the year ending 30 June 2018.

Our year has been very “**people**” focused – we have proactively and successfully invested in the **people** on our team, the **people** for whom we provide care and support, the **people** with whom we partner, and the **people** who support us, forming strong and lasting impressions and relationships.

Our team changed during this year. We have a new Executive Officer, employed 17 people, reaching full staffing capacity, and almost doubled our volunteer numbers! In November 2017, after a rigorous recruitment process Michelle Wood, a registered nurse with diverse executive management experience in palliative care, small business and businesses with purpose joined the team. “New eyes”, significant change-management experience, a business-minded approach and a people-focused mindset, along with a team who are open and engaged, have all influenced the tangible growth and development at Banksia – our client numbers have increased significantly, and we have the capacity and expertise to address all of the needs of the greatly expanding population in our region.

It was an exhilarating and exciting time when we changed our service delivery model in early 2018, moving away from a Monday to Friday visit-model, to our nursing team providing palliative care support and expertise in our community 24 hours/day, seven days/week. The introduction of weekend nursing shifts and (after-hours) on-call shifts has been greatly beneficial. We are very proud of our nurses, and inspired by their commitment to our clients. They have embraced our expansion of services with positivity and enthusiasm, and are responsible for its success.

To provide true, holistic care, we have significantly expanded our psychosocial capacity through the recruitment and development of our Support and Wellbeing team. Their skills and expertise provide a range of care and supports, including social work, counselling, massage, music therapy and specialised bereavement support. This team is passionate, resourceful and effective and they alleviate many of the stressors that our clients and their carers endure.

As we eagerly and busily embrace an exciting and dynamic future, which will include the development of a new, relevant strategic plan in early 2019, we recognise that we are very fortunate. We know that Banksia relies on the investment, commitment, passion and generosity of many inspiring people. We sincerely thank all of those people, including Julie Paul, former Executive Officer, who was a dedicated member of the Banksia team for more than 25 years and Jane Picton who retired from the Committee of Management at the 2017 AGM after serving in a voluntary capacity for several years.

We thank our partners, donors and supporters – we value collaboration and appreciate all that you bring to Banksia that allows us to deliver palliative care services in the community – we could not achieve what we do without your ongoing commitment and support.

Finally, we acknowledge and congratulate our team. Every person in every photo that we use throughout this report is a member of our team, and these are the people who make Banksia what it is today. We sincerely thank our volunteers - your generosity and enthusiasm is motivating; our Committee of Management - your dedication, leadership and unwavering support enables our team to do the work that they do, and thank you to our staff - your care, commitment, and passion is inspiring. You are focused, determined and dynamic, and a true and genuine team.

You all make a real difference in people's lives daily.

We at Banksia have much of which to be proud!

Michelle Wood
Executive Officer



Acknowledgments from 2017 AGM

Life Member – Dr Michael “Taffy” Jones AM PSM

At the 2017 AGM, Banksia Palliative Care very proudly presented a Life Membership to Dr Michael (Taffy) Jones AM PSM.

Banksia Palliative Care Service came into being 29 years ago when Dr Jones discovered Austin Hospital did not have a palliative care service, nor was there any support in the community. He identified a need, and acted to see that need met – he rallied the community, lobbied politicians and held countless meetings, influencing countless people to make this service a reality.

Taffy was the spark, and then the fire which became Banksia! He began a campaign to educate the community about palliative care, with a philosophy that “we stop denying the need for terminal care and stop continuing the myth that somehow science and medicine will defeat death, or provide an escape from death as the natural end of our lives. **We must help people to die a good death; to provide a positive approach to the end of their lives,** and to do this we must support the family as the primary carers both before, and after they are bereaved”.

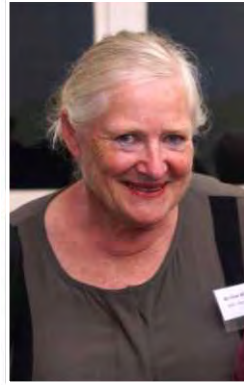
On March 20th, 1989, the first Committee meeting was held; on June 19th the same year, the office bearers were elected and Dr Jones was elected Deputy Chairman...and Banksia formally began.

He is an extraordinary person who has shown a life-long commitment to using his talents and energy to help others, and bring about reforms to improve the lives of others – we are very proud to acknowledge Taffy as one of our founders.



Service Award – 10 years – Fiona Wilson

We celebrated Fiona Wilson, and both thanked and congratulated her for the 10 years of commitment and



dedication she has given to Banksia Palliative Care and to our clients. Fiona is a highly skilled and passionate community palliative care nurse. She is known for going “above and beyond” for our clients – her willingness to provide support and her determination to alleviate symptoms is admirable and greatly respected. We were very

pleased to formally acknowledge her service to Banksia, and also to the palliative care sector.

The Banksia Palliative Care Jenny Lumsden Award

Jenny Lumsden was a passionate and dedicated palliative care nurse who worked at Banksia Palliative Care for 15 years. Jenny died in 2015.

*The Jenny Lumsden Award was established in recognition of Jenny and provides support for individual professional development. It is proudly supported jointly by Banksia and Jenny's family and it is awarded to a nurse who displays the behaviour which represents the essence of Jenny – **empathy to all clients at all times.***

The recipient of the award for 2017 was Amanda Petricola

“I was honored to receive the Jenny Lumsden Award for 2017. This was an incentive to further educate myself in palliative care nursing. I took the opportunity to attend a course at St Vincent's Hospital which was aimed at experienced palliative care nurses, and focused on advancing skills in palliative symptom management and assessment.



It was a really informative day – I gained a knowledge and skills which I use daily”.

Our Impact

Messages from our community:

"Just want you to know how happy your people make me, and the great care you put into your work. Very happy and cheerful when they meet you, and it continues however long it takes. My pain is very bad and they are helpful in what they tell you. Hope you keep up your help – it is really needed. Thanks."

Client

"Banksia were just so wonderful, they really got me through it, when I didn't know if I could do it....so helpful, caring, always available. Thank you, I will be forever grateful"

Carer

"I was offered the opportunity to have bereavement counselling which I am so grateful I did. I am a very private person and thought I would find it extremely difficult to speak with anyone about the grief and deep sadness I experienced, and still am, re Mum's passing....the bereavement counselling service is a really important part of the role Banksia Palliative Care play in our community – thank you for the opportunity."

Bereaved carer

"The father of one of our team has been under your care for some time now. He has recently deteriorated rapidly, and we encouraged her to ring today and ask for an earlier review (than was scheduled). Within hours, your nurses had visited her parents, organised to return with a syringe driver, sent a backup referral and organised for a hospital bed for tomorrow. We are very grateful that our colleague could get such fantastic support for her parents so quickly."

Healthcare partner

Our people make an impact every day. Using their diverse and extensive skillsets, they tailor interventions to provide person-centred care. Our nurses and physicians have specialised expertise to manage often complex, primarily (but not exclusively) physical symptoms; our support and wellbeing team manage psychosocial and spiritual elements through the provision of counselling, support with financial and social issues, massage and music therapies and bereavement services; our volunteers work in our office, provide companionship to our clients and relief for carers through respite. Our work is unique to the person; it is expert, innovative, flexible, and comprehensive **and it makes a difference.**

The following is an example of our impact. It is a song, which was written by one of our clients and our Music Therapist. This client has died, however the song has been recorded, and is with his family forever.



Erin – Banksia Music Therapist

*To all the people in my life, I want to say thank you.
I want you to know I love you all, and I'll never forget you.*

*You've given me the best memories, I could ever hope for.
Your contributions to my life, I couldn't have asked for more.*

*This song is to say thank you.
For being in my life.
I'm taking beautiful memories, wherever I go.
I'm grateful to you all,
My family, friends, and wife.
I'll miss you all, and though we part,
You're never forgotten, you're always in my heart.*

*Now it's all the little things that I cherish,
Pictures on the bedroom wall, are the first things that I see*

*Day by day I'm thinkin' bout, all these memories
The holidays, the football games, the dinners with my family*

*This is the beginning, of a new chapter
And I can't express how grateful, I am for all you've done
I am hoping you all have a wonderful happy life,
Like I have*

*This song is to say thank you.
For being in my life.
I'm taking beautiful memories, wherever I go.
I'm grateful to you all,
My family, friends, and wife.
I'll miss you all, and though we part,
You're never forgotten, you're always in my heart.*

You're always in my heart.

Our Work

2017 / 2018 at a glance:

Client numbers per month (average over the year)

2016/2017



2017/2018



NOTE: Average client number per month from Feb 2018 – June 2018 - 223

Referrals

Admissions

702
2016/2017

574
2016/2017

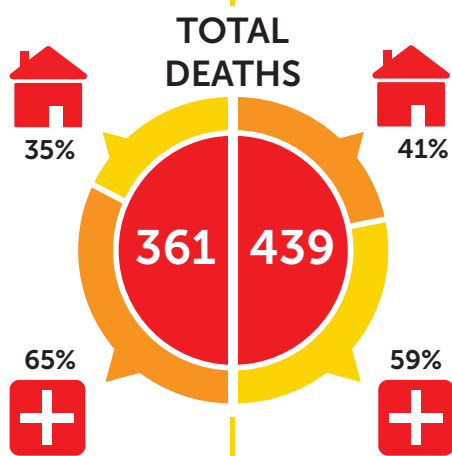
746
2017/2018

580
2017/2018

Deaths at Home v Hospital

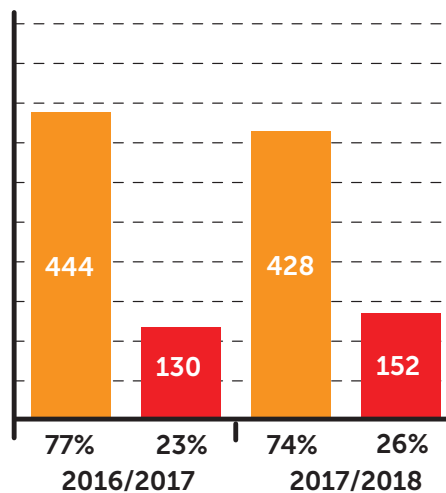
2016/2017

2017/2018

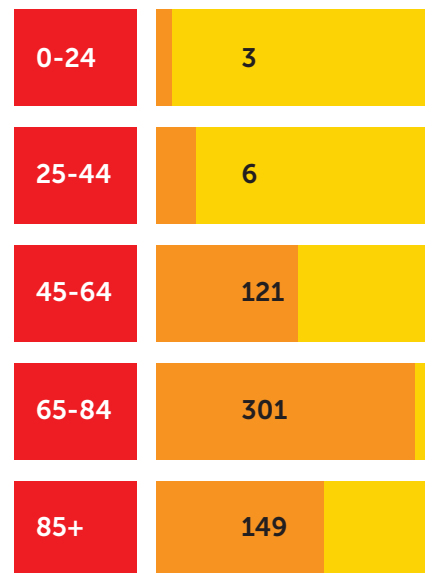


Malignant v Non-malignant

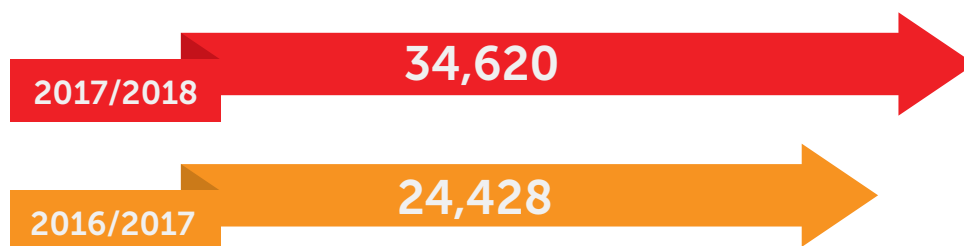
Malignant Non-malignant



Ages



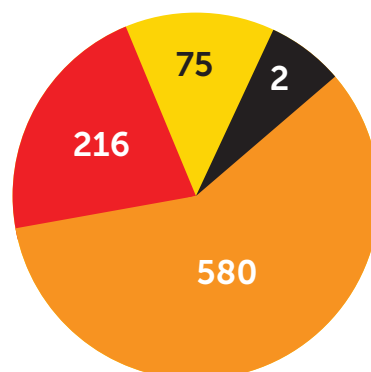
Contacts



Countries of Origin - 48

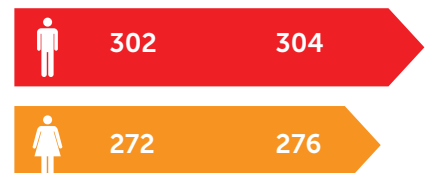


Council Areas



Gender

2016/2017 2017/2018



Our People

In the second half of this year, we focused on people and relationships – both essential elements to enable the delivery of quality palliative care. We invested significant energy into developing our team – the goal of this intentional and intensive investment was to gather a group of dedicated, like-minded professionals with the diverse health qualifications essential for us to deliver holistic palliative care services to the people in our region.



From left to right:
Fiona, Penny, Michelle, Elise, Julie, Bevan, Kirsty, Belinda, Dea, Edel, Mei, Kylie and Matthew

Our aim was to attract and employ the “right” people; people who shared our vision for growth, who were excited by innovation and change, and who were keen to contribute positively to a new and developing team. We were successful – our team is dynamic, united and engaged and highly effective. Our people work with people who are arguably at their most vulnerable – people who are facing their own mortality, or that of someone they love – our team work with death and dying daily...they are dedicated, compassionate and brave.

During this time, we also invested in our external relationships, developing strong, positive and mutually-respectful relationships with our partners, including the Victorian Department of Health and Human Services, Austin Health, Northern Health, Caritas Christi Hospice/St Vincent's Hospital, the Victorian palliative care community, North and West Metropolitan Region Palliative Care Consortium, our General Practitioners, our Aged Care Facilities, local private hospitals, community health services and many community groups, just to name a few. Further building of relationships is a priority and investment in this will continue.

Our Achievements

Receipt of growth funding from the Victorian Department of Health and Human Services.
An injection of funding which was timely and supported our service expansion and team growth.

Participation in consultation related to the development of the Voluntary Assisted Dying (VAD) legislation that was ultimately passed by the Victorian Parliament on 29 November 2017.

Development of an Organisational stance on VAD, as well as initiation of planning for the impact of this new legislation on Banksia staff, volunteers and clients.

Review of roles and responsibilities, resulting in a refreshed Organisation chart with newly-developed positions.

Commenced a full review of the entire Organisation's performance, policies, processes and audit tools, streamlining and evaluating to enable optimal delivery of services.

Moved from EQUIP 6 to the NSQHS (National Safety and Quality Health Service) Standards for our accreditation, aligning ourselves with the Quality and Improvement platform that has been adopted by all public health services in Victoria.

Development of a team “Wellness Plan” which prioritises and highlights the wellness of our whole team - promoting physical, psychological and emotional wellbeing both within and outside of the workplace.



From left to right:
Cherrie, Angela, Nobuko, Elise, Claudia, Jill



Linda and John



Our Management team from left to right: Kerrie, Jay, Michelle, Kylie and Cherrie.



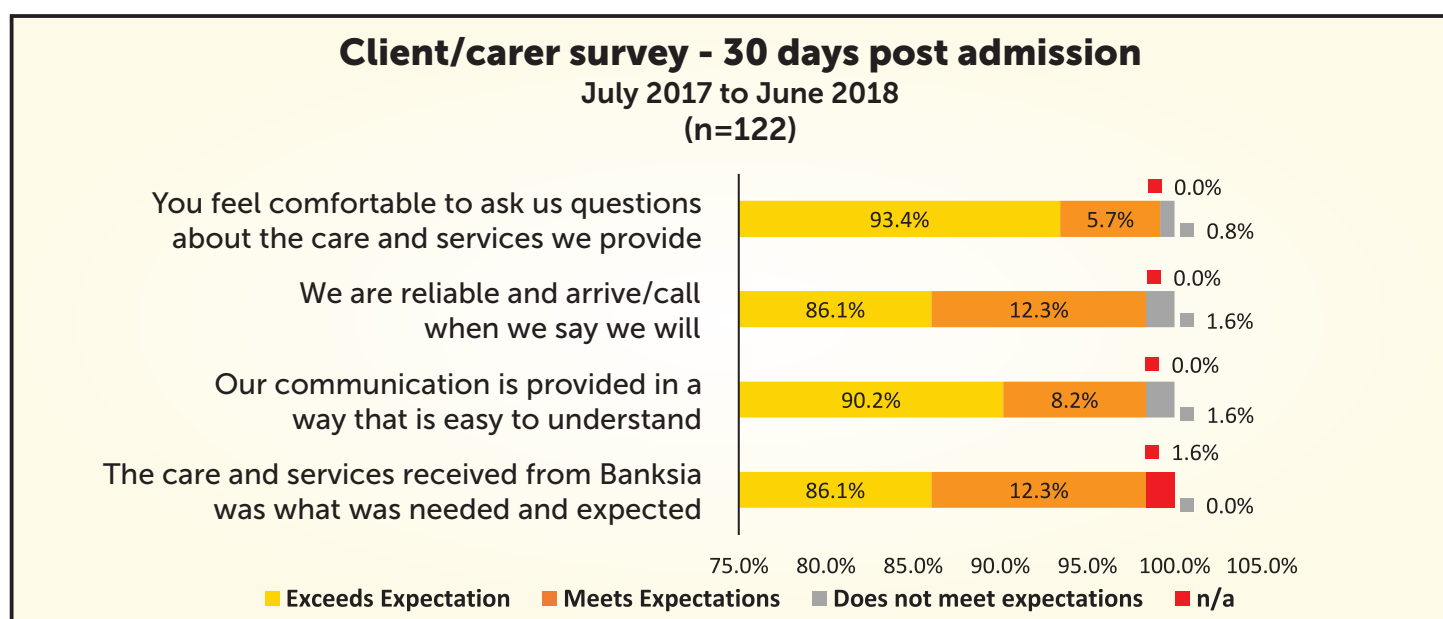
Being Our Best

Partnerships and Feedback:

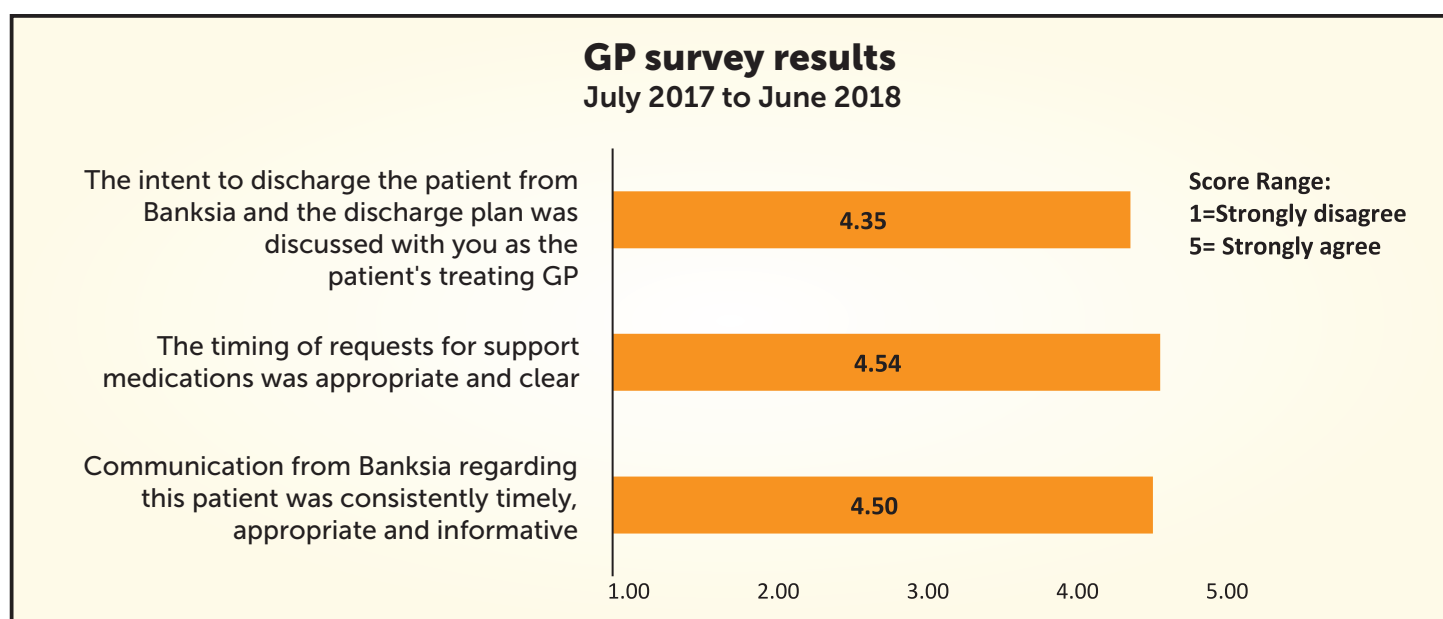
We strongly believe in positive partnerships. We partner with our clients and carers, our health service colleagues and our community to achieve the best outcomes possible. To be trusted and respected partners, we believe we must seek feedback to ensure we are meeting expectation; we do not assume, we send short surveys to these very important stakeholders, then review the responses, using the feedback to inform some of our practise.

Feedback

In partnering with our consumers (our clients and carers), we are seeking to learn from their experience of our service with an aim to identify and address opportunities for improvement. We have great respect for their insight into how any part of our service may be improved. The following survey was sent for completion at 30 and 60 days post admission.



General Practitioners (GPs) are the primary service provider for most palliative patients in the community. A strong and respectful partnership is essential for our shared clients to live their best life. To ensure we are meeting the needs of our GPs, we sent a survey to each GP when a client died, or was discharged from our service. The following graph shows the discharge survey results:



Quality Achievements:

Service delivery model fully redesigned and implemented.

Commenced weekly **Client review and** daily **hand-over**.

Developed and delivered **compulsory OH&S education** for all staff and volunteers

Participated in **DHHS CLIP** (Clinical indicators for Pain) audit - tangible evidence of best practise.

Accreditation:

- **First Victorian community palliative care service to move to NSQHS Standards** from EQulP 6.
- Commenced first self-assessment under NSQHS.

Organisation-wide **policy and procedure** review and roll-out.

Participation in **PCOC** (Palliative Care Outcomes Collaborative) – full team training completed.

Continuous Improvement Plan developed and implemented.

Developed calendar for provision of internal **staff professional development**.

Developed robust staff & volunteer **orientation and training** process.

Developed and adopted referenced and best practice **Clinical Guidelines** for use across clinical services.



"Quality in a service or product is not what you put into it. It is what the client or customer gets out of it."

Peter Drucker (1909 – 2005)

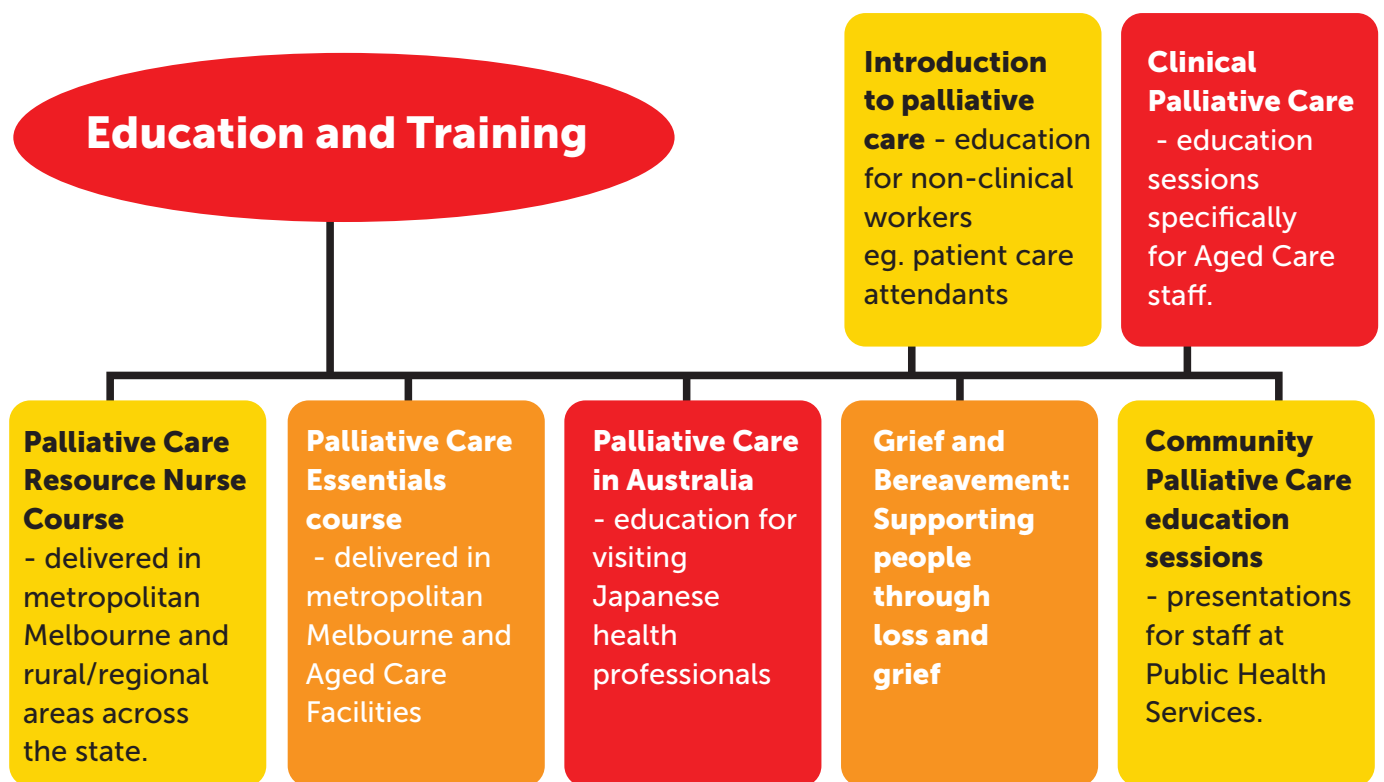
Management consultant, educator, and author

Our Education and Engagement

Education:

The provision of good palliative care requires educated and trained health professionals of various backgrounds and disciplines. Banksia has been providing high quality palliative care education, via our Learning Centre for several years. Our goal is to provide specialist knowledge to as many clinicians as possible, to increase capacity in the field, which will result in more people being provided with the treatment that they need for a "good death", whatever that looks like for that person.

We have a suite of courses, seminars and education sessions which are delivered by highly trained and experienced palliative care nurse-educators. Whether working in Melbourne, or traveling to rural and regional areas, we are agile and efficient and will often design content to suit our specific audience. We are extremely proud of the contribution that we make to the sector, and our goal is to grow this area in the coming year.



Conference Presentations:

Palliative Care Victoria Volunteer Conference

Topic "Caught in the Moment"

Presenters: Kerrie Cunningham (Engagement Manager) with Banksia Volunteer Maria Welsh

Palliative Care Nurses Australia National Conference

Topic: "Have Education, will travel!"

Presenter: Kerrie Cunningham (Engagement Manager)



Left to right:

Maria, Kerrie, Jennifer, Lorraine, Cherrie and John.

Our Committee of Management



John Richardson - *President*

John joined the Board in 1994 and was re-elected President at the 2016 AGM, having served as President from 2005 - 2010.

John has held significant senior appointments in the Human Resource sector, including with the North East Healthcare Network, Austin Health and Royal Automobile Club Victoria (RACV), over a career spanning more than 27 years. John has a Bachelor of Business Degree with a psychology major and is a Chartered Member of the Australian Human Resources Institute.



Paul Adcock - *Vice President (elected Nov 17 AGM)*

Paul joined the Committee of Management in 2006. Paul currently works at Alfred Health in the position of Director Technology Services and Transformation, responsible for Health Information Management, Electronic Medical Records, IT Infrastructure and Service Delivery. Since graduating as a Nurse and specialising in Critical Care, Paul has held a number of clinical and management roles in Public Health, Government and Private Consulting.



Debra Ward - *Treasurer*

Debra joined the Committee of Management in 2014. She brought a wealth of experience having managed Finance, Infrastructure/Purchasing, Human Resources and Information Technology for VincentCare Victoria. With a passion for the aged care sector, Debra started her own consulting business in 2014 specialising in Consumer Directed Care in the Home Care sector. She has developed Care Collaborator, a cloud based software solution enabling more efficient processes home care providers.



Therese Desmond - *Committee Member (resigned as Vice President at Nov 17 AGM)*

Therese joined the Committee of Management in 2012 and has over 25 years' experience managing and delivering health and community services to support people living with a disability, older people, children and families. She is currently the Chief Executive Officer of OC Connections. She is a Registered Nurse with tertiary qualifications in Community Health and Management and is a graduate of the Australian Institute of Company Directors.



Paul Zanatta - *Committee Member*

Paul joined the Committee of Management in early 2014. Paul's professional career spans thirty-three years in roles broadly scoping policy, advocacy, senior strategic and operational management, business development, research and health practice (nursing). He has been working since the beginning of 2017 as the Consultant and Proprietor of HSC (Health, Social and Community) across the health, social and community services sectors.



Jade Saunders - *Committee Member*

Jade joined the Committee of Management in 2017. Jade is a lawyer, who was admitted in 2013 and since then has practiced as a litigation lawyer at a commercial law firm. She brings her experience with a diverse range of disputes, in a number of jurisdictions, for a variety of clients, to Banksia. Jade has tertiary qualifications in both Commerce and Law.

Our Supporters

Special Thank you:

Our team work quietly – we make a difference in the lives of our clients and carers every day. We do not seek, nor expect acknowledgement; we are reminded regularly that palliative care is not a widely known service in the community – a significant number of people are unaware of the work of palliative care services, until they need them. For this reason, when people make the effort to support our team and the work that we do, it is very special.

We take this opportunity to extend our sincerest gratitude to the following supporters – your generosity helps us to make a difference.

Our major funder:

The Victorian Department of Health and Human Services

Donors and supporters:

Hon Jenny Macklin MP
Anthony Carbines MP
Mrs Y. Yee
Sir Henry Barclay Hotel
Old England Hotel
The William Angliss Charitable Fund
The Patchwork Gallery Quilt Group
The Eltham Rural Group
National Seniors Australia, Greensborough Branch
Lions Club Heidelberg
Arden Crescent Uniting Church
Greensborough Bowling Club
Neon Moon Line Dancers
Knight of the Southern Cross
Parkview Ladies Golf Club
Comets No. 6 Masters Group
North of the Yarra
Therese Desmond
Jane Picton
Margaret Buckland
Christine Adams
Mary Ahern
Rita Ferguson
Jillian Massey
Sonia Gilderdale
Thelma York
Jim Wintour

AND

many, many family and friends in memory of our clients.

*“How people
die remains in
the memory
of those who
live on...”*

Dame Cicely Saunders (1918 - 2005)

Nurse, Physician, Writer,
Founder of the hospice movement



Our Financials

GRAEME F DELANY PTY LTD
CERTIFIED PRACTICING ACCOUNTANT
(A.B.N. 42 007 268 073)

Liability limited by a scheme approved under Professional Standards Legislation

To the members of Banksia Palliative Care Service Inc.

We have audited the accompanying financial report, being a special purpose financial report, of Banksia Palliative Care Service Inc., which comprises the Detailed Balance Sheet as at 30th June 2018, the Detailed Profit and Loss Account for the year then ended, and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information

Committee of Management responsibility for the financial report

The members of the Committee of Management are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the relevant Incorporated Associations Acts and the needs of the members. The Committee of Management's responsibility also includes such internal control as the members of the Committee of Management determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Committee of Management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Electronic publication of the audited financial report

It is our understanding that the Banksia Palliative Care Service Inc. intends to electronically present the audited financial report and auditor's report on its internet website. Responsibility for the electronic presentation of the financial report on the Banksia Palliative Care Service Inc. website is that of those charged with governance of the Banksia Palliative Care Service Inc. The security and controls over information on the website should be addressed by the Banksia Palliative Care Service Inc. to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial report on Banksia Palliative Care Service Inc. website is beyond the scope of the audit of the financial report.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Banksia Palliative Care Service Inc. as at 30th June 2018 and of its financial performance and its cash flows for the year then ended on that date and complies with Australian Accounting Standards to the extent described in Note 1.

Basis of accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling Committee of Management reporting responsibilities. As a result, the financial report may not be suitable for another purpose.



GRAEME F DELANY PTY LTD
Certified Practising Accountant

8th August 2018

Suite 27
545 McDonalds Rd
South Morang Vic

BANKSIA PALLIATIVE CARE SERVICE INC. Statement of Cash Flows For the year ended 30 June 2018

	2018 \$	2017 \$
Income		
Interest received	37,574	34,846
Grants - recurrent funding	3,088,102	2,555,304
Grants - other	101,585	24,999
Grants from general Govt. budget	2,769	2,834
Donations	36,235	49,966
Memberships	300	340
Other Income & Reimbursements	6,396	-
Learning centre income	104,456	76,861
Rebates and refunds	34,190	10,000
Total income	<u>3,411,607</u>	<u>2,755,150</u>
Expenses		
Audit and bookkeeping fees	20,081	19,876
Bank fees and charges	1,428	1,335
Cleaning & maintenance	19,023	19,430
Computer expenses & software	41,375	49,139
Consultants fees	79,608	60,880
Depreciation	27,625	41,485
Depreciation - leasehold Improvements	16,631	16,631
Fringe benefits tax	7,277	3,179
Insurance	2,558	2,678
Legal fees	-	3,564
Meeting costs	1,478	1,075
Minor equipment	936	426
Motor vehicle expenses	21,872	23,566
M/V car - lease	35,743	33,708
Notional insurance premium	2,769	2,834
On call costs	66,030	65,920
Program expenses	701	2,075
Postage	4,020	4,175
Printing & stationery	13,615	14,397
Provision for annual leave	10,230	(15,599)
Provision for long service leave	(91,173)	(6,964)
Public relations	9,867	10,532
Rent on buildings & associated costs	179,824	158,467
Salaries, wages & costs	1,949,661	1,508,423
Specific funding outgoings	48,425	32,508
Security	3,075	1,789
Staff development & support	27,905	32,646
Staff recruitment	44,573	10,548
Subscriptions & books	26,433	24,632
Sundry expenses	1,564	2,758
Superannuation	168,435	137,986
Telephone & utilities	49,287	47,634
Client equipment, Interpreting & Respite	66,591	65,727
Workcover premiums	22,021	17,681
Total expenses	<u>2,879,488</u>	<u>2,395,141</u>
Net Profit from Ordinary Activities	<u>532,119</u>	<u>360,009</u>
Service's Funds		
Opening balance	2,134,094	1,774,085
Net profit	532,119	360,009
Total Service's Funds	<u>2,666,213</u>	<u>2,134,094</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

BANKSIA PALLIATIVE CARE SERVICE INC. Statement of Cash Flows For the year ended 30 June 2018

	Note	2018 \$	2017 \$
Represented by:			
Current Assets			
Cash Assets			
Bank - NAB Cash Mgt.		40,214	-
Bank - NAB term deposit bond		-	15,428
Bank- Bendigo operating		851,616	908,208
Bank- Bendigo term deposit		650,016	632,927
Bendigo - wages account		76,882	144,871
NAB (fee account for TD)		-	76
Bendigo- term deposit		647,962	631,542
Bond - Bendigo Bank		14,903	14,584
Bank- Bendigo Term Deposit		500,000	-
Cash on hand		500	400
Rents in advance		-	12,548
		<u>2,782,093</u>	<u>2,360,584</u>
Receivables			
Trade debtors		15,837	39,607
Amounts receivable - FBT		1,187	1,187
Other assets & prepayments		38,275	21,974
Accrued income		8,776	5,570
Short Term Loan- Staff		525	-
		<u>64,600</u>	<u>68,338</u>
Total Current Assets		<u>2,846,693</u>	<u>2,428,922</u>
Non-Current Assets			
Property, Plant and Equipment			
Heidelberg - leasehold improvements		631,295	631,295
Less: Heidelberg - landlord contribution		(381,818)	(381,818)
Less: Heidelberg - accumulated depreciati		(128,574)	(111,943)
Office relocation & set up costs - Heid		59,165	59,165
Less: accumulated depreciation		(12,393)	(10,815)
Plant, equipment & vehicles		634,461	634,461
Less accumulated depreciation		(573,200)	(547,380)
Plant & equipment - video		33,436	33,436
Less: accumulated depreciation		(29,050)	(28,823)
		<u>233,322</u>	<u>277,578</u>
Total Non-Current Assets		<u>233,322</u>	<u>277,578</u>
Total Assets		<u>3,080,015</u>	<u>2,706,500</u>
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		5,137	1,061
Creditors - GST/PAYG withholding		75,338	69,023
Provision for auditors fees		8,836	9,552
		<u>89,311</u>	<u>79,636</u>
Provisions			
Provision for annual leave		86,195	75,965
		<u>86,195</u>	<u>75,965</u>
Other			
Grants in advance		160,071	247,406
		<u>160,071</u>	<u>247,406</u>
Total Current Liabilities		<u>335,577</u>	<u>403,007</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

BANKSIA PALLIATIVE CARE SERVICE INC. Statement of Cash Flows For the year ended 30 June 2018

	Note	2018 \$	2017 \$
Non-Current Liabilities			
Provisions			
Provision for long service leave		78,225	169,399
		<u>78,225</u>	<u>169,399</u>
Total Non-Current Liabilities		78,225	169,399
Total Liabilities		413,802	572,406
Net Assets		2,666,213	2,134,094
		<u>2,666,213</u>	<u>2,134,094</u>
		2018	2017

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:

Bank - NAB Cash Mgt.	40,214	-
Bank - NAB term deposit bond	-	15,427
Bank- Bendigo operating	851,616	908,209
Bank- Bendigo term deposit	650,016	632,927
Bendigo - wages account	76,882	144,871
NAB (fee account for TD)	-	76
Bendigo- term deposit	647,962	631,542
Bond - Bendigo Bank	14,903	14,584
Bank- Bendigo Term Deposit	500,000	-
Cash on hand	500	400
Rents in advance	-	12,548
	<u>2,782,093</u>	<u>2,360,584</u>

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit (Loss)

Net profit (loss)	532,119	360,010
Depreciation	44,256	58,116
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	3,737	(31,928)
Increase (decrease) in trade creditors and accruals	9,675	10,797
Increase (decrease) in other creditors	(87,335)	100,115
Increase (decrease) in employee entitlements	(80,943)	(22,563)
Net cash provided by operating activities	421,509	474,547

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

BANKSIA PALLIATIVE CARE SERVICE INC. Statement of Cash Flows For the year ended 30 June 2018

	2018	2017
Cash Flow From Operating Activities		
Receipts from customers	3,377,771	2,688,375
Payments to Suppliers and employees	(2,993,836)	(2,248,674)
Interest received	37,574	34,846
Net cash provided by (used in) operating activities (note 2)	421,509	474,547
Net increase (decrease) in cash held	421,509	474,547
Cash at the beginning of the year	2,360,584	1,886,037
Cash at the end of the year (note 1)	2,782,093	2,360,584

Auditor's Independence Declaration UNDER SECTION 307C OF THE CORPORATIONS ACT 2001

I declare that, to the best of my knowledge and belief, during the year ended 30th June 2018 there has been:

- (i) No contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- (ii) No contraventions of any applicable code of professional conduct in relation to the audit

GRAEME F DELANY PTY LTD
GRAEME F DELANY, CPA
SUITE 27 545 MCDONALDS RD SOUTH MORANG



Graeme F Delany Pty Ltd
8th August 2018

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the requirements of Banksia Palliative Care Service Inc. to prepare a financial report. The entity has determined that the entity is not a reporting entity.

The financial report has been prepared in accordance with applicable Australian Accounting Standards and the relevant Incorporated Associations Acts.

The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Property, Plant and Equipment

Property, plant and equipment are included at cost, independent of the Services' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the entity.

(b) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

(c) Provisions

Provisions are recognised when the Service has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(e) Revenue and Other Income

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue recognised related to the provision of services is determined with reference to the stage of completion of the transaction at the reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

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

(f) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Service are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets 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 cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

These notes should be read in conjunction with the attached audit report of GRAEME F DELANY PTY LTD.



BANKSIA

Palliative Care Service Inc.

**Not for Profit Charity
Caring for our Community**

ABN 29 307 844 511

**472 Lower Heidelberg Rd,
Heidelberg 3084**

**Telephone: (03) 9455 0822
www.banksiapalliative.com.au**

