



ANNUAL REPORT

**for the Financial Period
2017-2018**

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TABLE OF CONTENTS

PAGE 3	Letter of Compliance
PAGE 4	Public Availability
PAGE 5	Chairperson's Report
PAGE 8	Foundation's Role and Main Functions
PAGE 9	Financial Performance and Community Support
PAGE 9	Operating Environment
PAGE 10	Organisational Structure
PAGE 10	Open Data and Consultancies
PAGE 10	The Role of the Board
PAGE 11	Board Meetings and Board Members and basis of appointment
PAGE 11	Human Resources Workforce Planning, Attraction and Retention and Permanent Separation Rate
PAGE 12	Code of Conduct and Public Sector Ethics Act 1994
PAGE 12	Operations Risk Management and Internal Audit
PAGE 12	Information Systems and Record Keeping and External Scrutiny
PAGE 13	Strategic Plan Objectives
PAGE 13	Performance Indicators
PAGE 14	Supporting the Queensland Government's Objectives
PAGE 14	Grants Received and Volunteers
PAGE 15	Compliance Checklist
PAGE 17	Auditors Report and Financial Statements

GLOSSARY

ATO: Australian Tax Office
BHSF: Bundaberg Health Services Foundation
CEO: Chief Executive Officer
DGR: Deductible Gift Recipient
GST: Goods and Services Tax
FCPA: Fellow Certified Practising Accountant
OH&S: Occupational Health and Safety
QAO: Queensland Audit Office
QH: Queensland Health
WBHHB: Wide Bay Hospital and Health Board
WBHHS: Wide Bay Hospital and Health Service
PARAS: Palliative Acute Rehabilitation Acute Stroke

Page 2 of 39

LETTER OF COMPLIANCE

6 September 2018

The Honourable Steven Miles MP
Minister for Health
Minister for Ambulance Services
PO Box 48
Brisbane Qld 4001

Dear Minister,

I am pleased to submit for presentation to the Parliament the Annual Report 2017-2018 and financial statements for Bundaberg Health Services Foundation.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the Financial and Performance Management Standard 2009, and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be found at page 15 of this annual report.

Yours sincerely



Daryl Corpe
Board Chair

PUBLIC AVAILABILITY

An online version of this report, previous reports and the Strategic Plan for the Bundaberg Health Services Foundation is available on our website www.bundabergfoundation.com.au.

For further information on this document or about the Bundaberg Health Services Foundation:

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ISSN: 2205-5797



Interpretation: If you have difficulty understanding this report you can contact us on (07) 4150 2863 and an interpreter will be made available to effectively communicate the report.

The head office and principal place of business of the Foundation is:

Old Nurses Quarters, Bundaberg Hospital,

Bourbong Street

Bundaberg QLD 4670.

A description of the Foundation's objective and principal activities is included in the notes to the financial statements.

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In essence, you are free to copy, communicate and adapt this annual report, as long as you attribute the work to the Bundaberg Health Services Foundation.

CHAIRPERSON'S REPORT

This past financial year, with a number of new projects, the Bundaberg Health Services Foundation (BHSF) has once again continued its dedicated commitment to supporting the Wide Bay Hospital and Health Service (WBHHS) (primarily Bundaberg Hospital) patients, carers and staff.

Our vision of a healthier community has been achieved by contributing to quality public healthcare for people not only in Bundaberg but those in the North Burnett, South Burnett, Fraser Coast and north to Rockhampton, who require medical and specialist services offered in Bundaberg.

This year saw a major change in staffing with the resignation of the Foundation Manager Maria Burnett, after over 7 years of service and the commencement of a new Manager Anne McWhirter in February 2018. A huge thank you must go to Maria for her dedication and the hard work that she has put into her role as Manager. Maria's passion for the organisation and its goals was always evident in all that she did. Trish Hamel the fundraising officer also resigned this year. Trish has made a huge contribution to the fundraising success of the Foundation and has run a number of extremely successful events. During her time as fundraising officer the Foundation raised \$21,547, a great effort from Trish.

The new extension to the accommodation facility at Rotary Lodge commenced this year. This enabled an extra 7 guests from across the Wide Bay Burnett, Fraser Coast and Capricorn region access to low cost accommodation. We continue to receive a number of donations to support the running of Rotary Lodge. The Eidsvold Annual Cattle Drive donated \$10,000 for the Lodge which will allow us to purchase new furniture for the living areas.

The total number of guests from March 2010 until the end of June 2018 was 8868 compared to 6323 the previous year. There have also been 1018 guests outsourced to the Mater Hospital's accommodation complex since 2010 due to overflow at the Lodge. The total number of guest this financial year was 2,545 in Rotary Lodge and 284 in the Mater.

	March 2010 to June 2018	July 2017 to June 2018
Place of residence	Number	Number
Mundubbera	2541	795
Gayndah	1021	142
Agnes Water	1306	486
Other places	1012	195
Monto	773	201
Biggenden	516	87
Eidsvold	488	201
Childers	228	34
Gin Gin	312	122
Mt Perry	133	08
Gladstone	308	190
Hervey Bay	134	62
Brisbane	69	22
Rockhampton	27	0
TOTAL NUMBER	8868	2545

A variety of staff support and equipment (\$22,545) was purchased for various departments based on needs identified by the Chief Executive and the Executive Director Acute Hospital and Community Services, then approved on a needs basis by the Foundation Board.

The Winnie May Scholarships are in honour of nurse Winnie May, niece of Dr Thomas May, the founding father of the Bundaberg Hospital. The Scholarship is funded by Dr May's descendants and since its beginning in 2004, more than \$108,500 has been awarded to 33 nurses to provide further nurse education for staff of Bundaberg Hospital. This year we were honoured to have Jocelyn May, Winnie May's great Niece with us for the award presentations.

Winnie May Scholarships to the value of \$5,000 were awarded to two nurses to complete studies in a Graduate Certificate in Nursing - Emergency Nursing and a Certificate III in Sterilizing.

The Melanie Robinson Midwifery Award, introduced two year ago in honour of this much-loved nurse continues to assist nurses to further their education in the field of Midwifery.

The Melanie Robinson Midwifery Award of \$2,000 was presented to a nurse to complete her training as a Lactation Consultant.

This year the Yvonne Male Palliative Care Award funded two nurses \$1,000 each to attend the Cancer Nursing Society of Australia annual congress. This was a great opportunity for nurses to gain hands on and current information to bring back to share with their teams. The award is co-sponsored by the Male family, FC Brown Funerals and the Foundation.

This year a total of \$9,000 was awarded through the scholarship program.

Our commitment this financial year to the Health Service through the purchase of non-government funded equipment, hospital support, nursing scholarships, Rotary Lodge running expenses has amounted to \$82,571.

Through the invaluable support of many businesses, individuals, community and service clubs and fundraisers, the donations received have been used to purchase non-government funded equipment and for patient support.

The Foundation continues to foster and make new relationships with not only businesses, community groups, service clubs, and donors but also the WBHHB to help meet its strategic direction.

Our Thirst Aid Cafe, in the main foyer of Bundaberg Hospital, marked its fifth anniversary and as our major commercial business it continues to grow under the guidance of our expert manager. We have successfully negotiated another 3 year term to continue to provide café services to the hospital patients, visitors and staff. Under the Queensland Health Better Choices Program we have focused on drinks by introducing sugar free drinks into the Café. This will support people to make healthier choices regarding the food they eat and drink.

Thirst Aid Alfresco, at the entrance to the Oral Health and Cancer Care Unit, which serves food and drinks for staff and patients has also continued to grow in patronage and is a wonderful service provided by the Foundation.

Without our Volunteers, the Foundation could not achieve the desired outcomes for staff, patients and visitors. The Volunteers have continued to drive our six-seater golf cart. As the Bundaberg Hospital Campus continues to expand, particularly with the Oral Health and Cancer Care Unit, some 1.5km from the Main Hospital Entrance, the need to support patients and visitors who have mobility difficulties has been clearly identified. This year 10,557 passengers have been transported.

Our volunteer services to the Cancer Care Unit, offering a morning tea, lunch and chat service to the patients spending many hours receiving treatment continues. We have also provided an orchid to each patient as they complete their treatment. This year we have presented 87 orchids. We have continued the operation of Cafe 641 at Bundaberg Library six mornings a week and our Trolley Volunteers also visit the wards five days a week. Through the kind donation of Bundaberg Roses, we have been able to add a new service this year delivering flowers to the wards once a week.

The new service introduced to the PARAS Unit to assist and support the rehabilitation of patients has continued to grow in support and has provided hours of craft, playing card games, simply reminiscing and talking and a weekly morning melody session provided by our talented ukulele players and a new addition of favourite tunes on the piano once a week for entertainment.

This year we farewelled Jim Mullett as chairperson of the board with 8 years service, 3 as chairperson. Jim has provided exemplary service to the community through his commitment to health services over a 20 year period serving in a number of different roles including as a member of the Hospital Council and the Bundaberg Health Community Council. Jim's skills and vision have added greatly to the success of the foundation and he will be greatly missed. I would also like to thank retiring board members Ross Peddlesden, Fiona Sewell and Tina Wallace for their service to the board. They have all provided great support, wisdom and skills to the board and Foundation.

While I congratulate my fellow board members on their time and diligence this year, I'd also like to thank our Foundation staff, Managers Maria Burnet and Anne McWhirter, and the team including Cafe Manager Tricia Hardgrave, Finance Officer Shelley Killen, Administration Officers, Tanya O'Shea-Drabsch and Genevieve Braysher and Fundraising Officer Patricia Hamel, who work tirelessly to ensure our Foundation has had yet another successful year.

I'd also like to congratulate our 65-strong volunteer network whose dedication and enthusiasm should be an inspiration to us all.

Daryl Corpe – Board Chair

THE ROLE AND FUNCTIONS OF BUNDABERG HEALTH SERVICES FOUNDATION

The Bundaberg Health Services Foundation is a statutory body incorporated under the *Hospitals Foundations Act 1982*. Formed in January 1999, the role of the Foundation is to provide support to the WBHHS, primarily Bundaberg Hospital. However, our ongoing commitment to the management and finance of Rotary Lodge ensures we are supporting people throughout the WBHHS in meeting the needs of patients and carers who require low-cost accommodation, especially those from the North Burnett, while receiving treatment in Bundaberg. The Foundation has DGR status.

Our Vision Statement

A healthier community.

Our Mission Statement

To improve health and well-being by supporting Bundaberg Hospital patients, carers, staff and our community.

Our Principal Activities

1. Funding the purchase of non-government funded equipment and providing support services for the patients and staff of Bundaberg Hospital.
2. Managing Rotary Lodge – a low-cost accommodation complex for patients and their carers/escorts who rely on the services and treatment provided at Bundaberg Hospital.
3. Assisting and helping provide better health services through funding of staff education, nursing scholarships and staff health.

Our Values

The Bundaberg Health Services Foundation's Vision and Mission are underpinned by our values and commitment to:

Integrity: We value honesty and ethical practice for the greater good.

Excellence: We value excellence and a commitment to the work we do.

Respect: We value the respect of ourselves and others.

Accountability: We value efficiency and sound governance practices.

Collaboration: We value community and working together.

Our Approach

Hard Work: We work to provide better outcomes and more benefits for our hospital patients, staff and the community.

Collaboration: We work in collaboration and partnership with others to maximise benefits for our hospital patients, staff and the community.

Efficiency: We aim to work efficiently to provide best value for dollar and to manage funds and resources effectively.

Innovation: We will be innovative and creative in our approach to all aspects of our work.

Trust: We will work ethically, accountably and transparently to inspire trust in our Foundation.

Financial Performance

As a statutory body, the Foundation is subject to the provision of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009* and is audited annually. The Foundation is endorsed by the Australian Tax Office (ATO) as a Deductible Gift Recipient (DGR). It is also endorsed for Goods and Services Tax (GST) concessions under a *New Tax System (Goods and Services Tax) Act 1999*.

The Board of the Bundaberg Health Services Foundation is committed to undertaking the relevant record keeping practices as the organisation continues to grow and develop.

The 2018 financial statements show an operating deficit for the year of \$22,135 (2017: \$19,026). Two one off unplanned expenses, relating to staff back pay and HR consultancy fees, has contributed to this figure. Without these expenses the foundation has improved its overall financial position.

The Foundation revenue for the year was \$ 1,169,890 (2017: 1,138,362) which included donations and grants of \$ 112,087 (2017: \$120,828)

Total operating expenses for the year including equipment and support donations to the hospital amounted to \$1,191,916 (2017: \$1,157,388).

Our commitment to the Health Service has been through the purchase of non-government funded equipment and hospital support projects \$42,843, nurse training \$9,920 and Rotary Lodge \$ 29,808.

Thirst Aid Cafe continues to grow with daily figures surpassing last years, which is a testament to the quality service and healthy food and drink options. A record daily taking of \$4,280, is evidence of a team of dedicated staff working in a very small environment.

Community Support

Without the support from community donations, fundraising events and funding applications, the Foundation's objectives to support health services could not have been achieved. The Foundation relies heavily on the fundraising support of local donors, community-run events and funding applications to help provide the dollars for us to support our local hospital and patients.

Our second High Tea Fundraiser raised \$4,878 for in the Palliative and Rehabilitation Unit (PARAS) and the two Cent Sale held returned \$7,088. Various raffles and barbecues throughout the year also contributed to fundraising achievements.

We were very grateful to receive a donation of a car from Gary Rodgers Motorsports. Their support for a local driver and community was very generous. This will certainly support the foundation in its work within the hospital community.

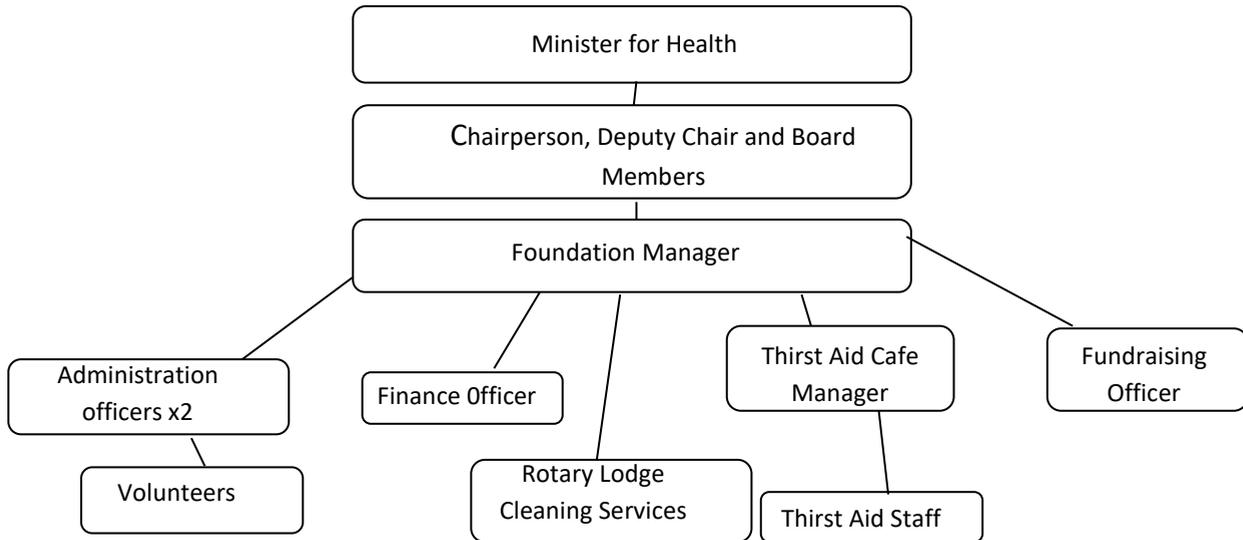
The Foundation's role in the community has been raised with not only consistent media coverage, Facebook and Website updates but also through communication with our stakeholders, support of events where possible and talking to organisations. Indeed, the Foundation's base has continued to increase this year due to this public promotion.

Our Operating Environment

Administration and operating costs for the Foundation are covered by commercial businesses which include Thirst Aid Cafe and the portable Thirst Aid Alfresco at the Oral Health and Cancer Care Unit at Bundaberg Hospital. Profits from these ventures are also returned to support patient services at the hospital.

In addition to Thirst Aid Cafe, the Foundation, as part of its service agreement with the WBHHS, has a number of vending machines located in the Hospital. It also receives revenue from a Trolley Service visiting wards throughout the Hospital, and Café 641 at Bundaberg Library, run by Volunteers.

Organisational Structure level:



Open Data Strategy & Consultancies

Board Members give their time without remuneration. There has been no overseas travel by any Board Member or Staff for Foundation purposes.

An HR Consultant was engaged during the past financial year to assist with the development of HR policies and procedures.

Information on consultancies are available on our website.

The Foundation has also not incurred any expenditure for implementation of the Queensland Language Services Policy during 2017-2018

There has been no Machinery of Government Changes which has affected the Foundation's role and functions or that of the Queensland Government.

The Role of the Board

The Bundaberg Health Services Foundation is governed by a voluntary Board which forms a Body Corporate, appointed by the Governor-in-Council upon the recommendation of the CEO, WBHHB and Minister for Health.

The Board assists staff in determining effective internal controls, overseeing financial operation and reviewing policies and procedures including monitoring of any risk and ensuring there is effective risk management controls and reporting procedures.

Board members bring a range of organisational skills and dedication to our Board and they are responsible for:

- The overall strategic direction of the Foundation;
- Ensuring established policies and procedures are adhered to by Foundation staff;
- Raising awareness of Foundation activities to the community;
- Ensuring the Foundation acts legally, ethically and transparently;
- Maintaining high levels of accountability to stakeholders.

Board Meetings

During the 2017-2018 year, six meetings were held. At these meetings, the day-to-day function and management of Foundation activities were reported by the Manager.

There are three sub-committees

(1) Fundraising (2) Equipment/Funding Applications (3) Rotary Lodge

While the Manager meets with the Fundraising Officer on a regular basis with regards to planning, the areas of Equipment Applications and Rotary Lodge are discussed at Board Meetings. All equipment purchases are only approved at Board level following the approval of the WBHHS, Chief Executive and Executive Director Acute Hospital and Community Services.

Board Members and basis of appointment

Jim Mullet's decades of experience in business provides the Foundation with business opportunities and enterprises to further our goal of raising funds to improve local patient services.

Daryl Corpe, a Chartered Accountant, provides the Foundation with a wealth of knowledge in accountancy and financial planning.

Catherine Parker, a lawyer, assists the Foundation with legal advice across a range of activities.

Lynne Forgan, a local businesswoman and Senior District Leader with Lions, has a wide variety of community projects, fundraising advice and gains the support of service clubs in the area.

Ross Peddlesden, a Rotarian, brings a wealth of community service.

Josie Meng, from Agnes Waters, is part of a variety of Boards and Committees and delivers our information to the areas which rely on Bundaberg Hospital.

QH representatives (as per the *Hospitals Foundations Act 1982*) are Tina Wallace (Director of Allied Health for WBHHS North) and Fiona Sewell (Executive Director of Nursing and Midwifery WBHHS).

Peta Jameson current WBHHS Chair

Name	Term	Board meetings	
		Attended	Held
Jim Mullett	10 July 2015 to 26 March 2018 (resigned)	1	6
Daryl Corpe	19 August 2016 to 30 September 2019	6	6
Catherine Parker	19 August 2016 to 30 September 2019	3	6
Lynne Forgan	10 July 2015 to 9 July 2019	4	6
Ross Peddlesden	10 July 2015 to 23 January 2018 (resigned)	2	6
Tina Wallace	10 July 2015 to 27 June 2018 (resigned)	3	6
Fiona Sewell	10 July 2015 to 28 March 2018 (resigned)	3	6
Josie Meng	19 August 2016 to 30 September 2018	5	6
Peta Jamieson	Automatic Appointment May 2017	4	6

Human Resources

Workforce, Planning, Attraction and Retention

The Foundation has a dedicated staff with both part-time and casual measured on a full-time basis equivalent to 9 FTE, paid on a fortnightly basis.

The day-to-day management of the Foundation is overseen by the Manager and supported by staff who ensure effective time management, implementation of strategies and work is carried out as approved by the Board. The Foundation has a very committed team of staff and volunteers who are focussed on together achieving our vision, mission and strategic objectives.

The current staff consists of one part-time Manager, one part-time Finance Officer, two part-time Administration Officers, one casual Cleaner for Rotary Lodge, Thirst Aid Café and Thirst Aid Alfresco has one part-time Manager and seven casual staff.

There were no early retirement, redundancy or retrenchment programs implemented during 2017-2018, nor were there any Voluntary Separation Programs.

All staff follow strict Foundation policies and the Foundation is an equal-opportunity employer.

When required, the attraction of talented applicants is vital to not only ensure its ongoing success and growth but also to ensure the aims and missions of the Foundation are achieved.

The Foundation offers flexibility in work hours for staff to ensure a balance is maintained in work and family commitments. To promote flexible working arrangements and support work-life balance the Foundation considers all reasonable requests regarding working arrangements particularly with staff on call during the week and on weekends.

Further study and education are offered where possible.

The Foundation staff are employed under the *Fair Work Act 2009*.

Permanent separation rate

The permanent separation rate is the percentage of permanent employees who ceased employment with the foundation in a given financial year as a proportion of the permanent workforce.

The permanent separation rate for 2018 is 33%.

Code of Conduct & Public Sector Ethics Act 1994

Staff and Volunteers for the Foundation are required read and sign a Volunteer Handbook, which includes a Staff and Volunteer Code of Conduct, Volunteer Agreement, Blue Card Application, Privacy and Confidentiality Agreement and Code of Ethics Agreement. Staff also follow an Internal Policy and Procedures Manual. These are reviewed and updated yearly.

Public Liability and Insurance provisions are also in place to ensure Volunteers are protected while they are assisting the Foundation.

Operations

Risk Management and Internal Audit

While the Foundation does not have a risk management or internal audit committee due to its small size, the Board is mindful that risk is inherent in all day-to-day operations. Any apparent risks raised by the Manager or Chairman are identified at Board Meetings to ensure our ability to meet our missions are not threatened. The Foundation ensures it maintains adequate insurance cover for both Staff, Volunteers and assets and is always mindful of reviewing health and safety measures as per QH OH&S guidelines.

The Foundation has sound financial systems that operate efficiently and effectively and it follows all compliance with regards to annual statutory accountant processes. The Manager, Administration Officers and Finance Officer have the responsibility of ensuring that monies provided by donors, sponsors and the public are effectively managed.

Policies and procedures for both the Foundation and Thirst Aid Cafe are reviewed annually to ensure processes are implemented accordingly and that they meet the growing needs of our work.

Information Systems and Record Keeping

The Foundation has access to Queensland's recordkeeping legislative framework, and complies with the provisions of the Public Records Act 2002 and as such has an obligation to make and keep public records. The Foundation is mindful that all public records have enduring value and these records created by the Foundation are captured and maintained by our record keeping systems and works towards continuing to improve recordkeeping systems, practices, policies and procedures to support access, movement, updating, storage, disposal of agency records and information management.

External Scrutiny

The Foundation was once again given exemption from audit by the QAO due to its small size from 30 June 2016 - 30 June 2018 inclusive.

The Foundation again used the services of local Auditor Paul Medwin and Simon Green (FCPA) of Levert Audit Services to undertake its annual audit requirements and the audit report is included in the financial statements.

The Foundation completes all policy and audit requirements to ensure financial statements are provided with annual reports to the Queensland Government.

The Foundation has always prided itself on being open and accountable with its annual report available to the public on its website or in print form. The Foundation also has a solid working relationship with local financial company Ulton with regards to its timeline for audit and any policy improvements.

Strategic Plan

Objectives - as per our Strategic Plan 2017-2020

1. To raise funds to maximise the benefits to the community we support including Bundaberg Hospital, Rotary Lodge and to provide non-government funded equipment which enhances patient services.
2. To increase the profile of the Foundation through innovative marketing strategies.
3. To focus on business expansion through sustainable strategies and investment options that align with the Foundation's goals.
4. To establish and maintain targeted community partnerships.
5. To support hospital staff by funding professional development that directly benefits patients.
6. To support, maintain and develop our volunteer base.

Performance Indicators

Fundraising

We have continued our fundraising efforts in the community with the assistance of the fundraising officer. Our major fundraising events have continued to be successful. A review of fundraising activities has been conducted after the resignation of the fundraising officer. A new fundraising plan will be implemented next year. It continues to create links with local, state and nation-wide groups and business to enhance project outcomes which is evident by our relationship with Woolworths Supermarket's Annual Fresh Food Kids Appeal and MMM's Annual GM5FK promotion. There are also local links with many community groups, service clubs and individual fundraisers with several groups raising funds on behalf of the Foundation.

Rotary Lodge: Regular bi-monthly reviews of occupancy, payments and patient feedback are noted and reported to the Board Meeting. Testimonials from guests also are reviewed.

Providing quality patient services and equipment: The Foundation reviews patient services annually to assess patient needs, benefits, viability and accessibility. The Manager speaks regularly with Nurse Unit Managers and half yearly updates of the Wish List are reviewed and then discussed with the Executive Director Acute Hospital and Community Services. Equipment requests must be approved by the CEO before being taken to the Foundation Board for approval.

Marketing

We have continued our positive relationships with the local media and the media department of the hospital. We have strong links to the community and continue to grow and diversify these links.

Thirst Aid Café

The Foundation meets all quality measures set by Queensland Health (in particular the Healthy Choice Program) and relevant regulatory bodies. This year saw the introduction of healthy drinks into the café with 100% sugar free drinks now provided. Surveys are also undertaken with results reported to the Hospital Executive as part of our Service Agreement. Results have been extremely positive and the Foundation strives to ascertain ninety percent customer satisfaction which is being achieved.

The café secured a 3-year licence with Queensland Health commencing July 2018. In the past the lease was renewed annually so this change will allow for long term strategic planning to commence next year. A review of pricing in the café was undertaken and new promotional initiatives introduced.

A review of the financial systems of the foundation has highlighted the need to streamline our banking processes. This will commence next year.

Hospital staff professional development

This year the Foundation invested further funds to the Winnie May Scholarship to further nurse training. Two nurses received a total of \$5,000. We have continued the Melanie Robinson Midwifery Award. This year the Robinson family contributed \$1,800 and the foundation contributed \$200 for this award.

The Yvonne Male Award, presented to nursing staff in the PARAS Ward, was awarded to nurses to attend a major conference. This award was sponsored by Browns Funerals, the Male family and the Foundation. Winners also give regular reports on their studies.

Volunteers

The volunteer program continues to provide much valued services to the hospital. We have added two new services to our programs this year. We have added a flower trolley one day a week delivering flowers donated by Bundaberg Roses to the wards. We have also been able to provide piano music in the PARAS ward once a week. Both of these services provide a little bit of joy to brighten up a patient's day. We are also successful in gain sponsorship for the volunteer program through Ergon Energy. This sponsorship will help provide uniforms and additional support to our volunteers. It also provides an opportunity to partner with Ergon in their new volunteer program by providing volunteer opportunities for their staff.

Our budget is set annually and then reviewed every two months. A new budget planning and review process will be introduced next year.

Supporting the Queensland Government's Objectives for the Community

The Foundation contributes to the achievement of the Queensland Government's objectives for the Community through the delivery of quality frontline services by supporting our public hospital to deliver expert medical practices through the purchase of non-government funded equipment which assist staff in their delivery of excellent health care. We also strengthen our public health system through our nursing and training scholarships for staff.

We also have created new jobs in both the office and cafe environment in the past year while supporting a productive and fair workplace.

Through Rotary Lodge we are connecting communities and supporting the medical services offered at Bundaberg Hospital. By giving patients, carers and families low cost accommodation in a safe and secure environment, ensures close access to health services in our region.

The expansion of the Lodge also has assisted to deliver new infrastructure and employ local companies to undertake this work.

Grants received

The Children's Hospital Foundation donated \$29,389 from the Woolworths Fresh Food Kids Token Appeal which has been used to support the Paediatric patients in a variety of areas at Bundaberg Hospital.

Thank you to Donors & Volunteers

A heartfelt thank you must be extended to all donors who have continued to support our local health services. These are individuals, community groups, service clubs, and local businesses from throughout the Bundaberg and North Burnett communities. Without this support the Foundation would not have been able to fully achieve its aims and mission so successfully.

We also are grateful to our amazing Volunteers who give their time to assist us in achieving our mission and this is celebrated during National Volunteer Week and at our annual Christmas Party.

The Foundation could not achieve what it does without the help of these individuals who undertake forty-four shifts per week including a trolley service to various wards, a buggy service on the hospital campus, Cafe 641 Coffee Bar outlet at Bundaberg Regional Council Library, Rehabilitation Unit socialising with patients, Cancer Care Unit serving patients with refreshments. In addition, our Volunteers also help with monthly staff barbecue fundraisers and various fundraising ventures.

ATTACHMENT B — Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7	3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	2
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	4
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	4
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	4
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5	4
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	8
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 31 and 32	(if applicable)
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	9
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 11.1	14
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	NA
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	13
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	Na
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	9
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	9
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	NA
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 13.4	12
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	NA
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	12
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	12
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	12
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	13
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	13

Summary of requirement	Basis for requirement	Annual report reference	
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	12
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	12
Open Data	• Statement advising publication of information	ARRs – section 16	12
	• Consultancies	ARRs – section 33.1	12 https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	12 https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	18
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	18

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Bundaberg Health Services Foundation

Financial Statements

For the Year Ended 30 June 2018

Bundaberg Health Services Foundation

Contents

30 June 2018

	Page
Financial Statements	
General Information	19
Statement of Comprehensive Income	20
Statement of Financial Position	21
Statement of Changes in Equity	22
Statement of Cash Flows	23
Notes to the Financial Statements	24
Statement by the Board	37

Bundaberg Health Services Foundation

General Information

30 June 2018

These financial statements cover the Bundaberg Health Services Foundation.

The Bundaberg Health Services Foundation is a Hospitals Foundation established under the Hospitals Foundations Act 1982.

The Foundation is controlled by the State of Queensland which is the ultimate parent.

The head office and principal place of business of the Foundation is:

Bundaberg Base Hospital
Bourbong Street
BUNDABERG QLD 4670

A description of the nature of the Foundation's operations and the principal activities are included in the notes to the financial statements.

For information in relation to the Foundation's financial statement, please call (07) 41 502 863 or email bhs-foundation@health.qld.gov.au.

Amounts shown in these financial statements may not add to the correct sub-totals due to rounding.

Bundaberg Health Services Foundation

Statement of Comprehensive Income
For the Year Ended 30 June 2018

	Note	2018 \$	2017 \$
Income from Continuing Operations			
Sale of goods	3	886,267	852,238
Fundraising	4	31,102	33,895
Rotary Lodge payments	5	132,032	108,170
Donations and grants	6	112,087	120,828
Interest received	7	7,692	11,124
Other income	8	710	12,107
		<hr/>	
Total Income from Continuing Operations		1,169,890	1,138,362
Total Expenses from Continuing Operations			
Employee expenses	9	(570,860)	(526,518)
Supplies and services	10	(514,293)	(541,456)
Depreciation	11	(24,048)	(16,179)
Donation payments	12	(42,843)	(66,383)
Other expenses	13	(39,872)	(6,852)
		<hr/>	
Total Expenses from Continuing Operations		(1,191,916)	(1,157,388)
Finance costs		(109)	-
		<hr/>	
Operating Results from Continuing Operations		(22,135)	(19,026)
Other comprehensive income			
Other comprehensive income		-	-
		<hr/>	
Total comprehensive income for the year		(22,135)	(19,026)
		<hr/> <hr/>	

The accompanying notes form part of these financial statements.

Bundaberg Health Services Foundation

Statement of Financial Position

As At 30 June 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	14	464,713	446,949
Receivables	15	18,340	22,326
Inventories	16	7,713	8,154
Other current assets	17	2,290	1,830
TOTAL CURRENT ASSETS		493,056	479,259
NON-CURRENT ASSETS			
Property, plant and equipment	18	176,902	200,950
TOTAL NON-CURRENT ASSETS		176,902	200,950
TOTAL ASSETS		669,958	680,209
LIABILITIES			
CURRENT LIABILITIES			
Payables	19	78,575	58,790
Borrowings	20	1,027	-
Accrued employee benefits	21	44,721	53,780
Other current liabilities	22	4,962	4,831
TOTAL CURRENT LIABILITIES		129,285	117,401
NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		129,285	117,401
NET ASSETS		540,673	562,808
EQUITY			
Accumulated surplus		540,673	562,808
TOTAL EQUITY		540,673	562,808

The accompanying notes form part of these financial statements.

Bundaberg Health Services Foundation

Statement of Changes in Equity
For the Year Ended 30 June 2018

2018

	Note	Accumulated Surplus \$	Total \$
Balance at 1 July 2017		562,808	562,808
Total comprehensive income for the year		(22,135)	(22,135)
Balance at 30 June 2018		540,673	540,673

2017

	Note	Accumulated Surplus \$	Total \$
Balance at 1 July 2016		581,834	581,834
Total comprehensive income for the year		(19,026)	(19,026)
Balance at 30 June 2017		562,808	562,808

The accompanying notes form part of these financial statements.

Bundaberg Health Services Foundation

Statement of Cash Flows
For the Year Ended 30 June 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
<i>Inflows:</i>			
Sale of goods		883,835	852,065
Fundraising		30,465	33,895
Rotary Lodge payments		136,842	
			105,130
Donations and grants		112,627	120,850
Interest received		7,692	9,952
Other income		411	12,107
GST collected from customers		55	(226)
<i>Outflows:</i>			
Employee expenses		(570,244)	(513,486)
Supplies and services		(496,447)	(546,996)
Donation payments		(42,843)	(67,169)
Other expenses		(39,590)	(6,852)
GST paid to suppliers		(4,930)	(3,048)
Interest paid		(109)	-
Net cash provided by (used in) operating activities		17,764	(3,778)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Purchase of property, plant and equipment		-	(178,868)
Net cash used by investing activities		-	(178,868)
CASH FLOWS FROM FINANCING ACTIVITIES:			
Net increase (decrease) in cash and cash equivalents held		17,764	(182,646)
Cash and cash equivalents at beginning of year		446,949	629,595
Cash and cash equivalents at end of financial year	14	464,713	446,949

The accompanying notes form part of these financial statements.

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Objectives and Principal Activities of the Foundation

The objective of the Bundaberg Health Services Foundation is to meet the needs of people of Bundaberg and the North Burnett in a variety of ways:

- Our vision is to enhance the health and well being of our community through research, education, support, community partnerships and shared resources.

- Our principal activity is to promote the prevention and control of diseases, both within public hospitals and the broader Wide Bay community.

The Foundation is funded by donations from the public, the sale of brewed coffee, operation of the Thirst Aid Cafe at the Bundaberg Base Hospital, an annual fundraising dinner and contributions from persons using the Rotary Lodge accommodation facility.

2 Summary of Significant Accounting Policies

(a) Statement of Compliance

Bundaberg Health Services Foundation has prepared these financial statements in compliance with the *Financial Accountability Act 2009* and Section 43 of the *Financial and Performance Management Standard 2009*.

These financial statements are general purpose financial statements and have been prepared on an accrual basis in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and Interpretations.

With respect to compliance with Australian Accounting Standards and Interpretations, the Foundation has applied those requirements applicable to not-for-profit entities, as the Foundation is a not-for-profit entity. Except where stated, the historical cost convention is used.

(b) The Reporting Entity

The financial statements include the value of all revenues, expenses, assets, liabilities and equity of the Foundation. There are no controlled entities.

(c) Revenue

The Foundation recognises revenue when it gains control over the revenue, economic benefits are probable and the amount of the revenue can be measured reliably. The Foundation's revenue is made up of the following:

Sale of Goods - includes Coffee Sales and Thirst Aid Cafe sales which are recognised on receipt of cash from the customer.

Fundraising - includes the Winnie May Nursing Dinner, monthly staff BBQ's and sale of chocolates to Hospital Departments.

Rotary Lodge Payments - includes payments received from patients and Qld Health for accommodation provided at Rotary Lodge and is recognised via invoice at the time of the patient's stay.

Notes to the Financial Statements
For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

(c) Revenue

Amounts donated can be recognised as revenue only when the Foundation gains control, economic benefits are probable and the amounts can be measured, therefore donations are recognised as revenue when they are recorded in the books and accounts of the entity.

Interest Received - is recognised at the time of receipt of the funds.

(d) Cash and cash equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions.

(e) Receivables

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically. All known bad debts were written off as at 30 June. No impairment loss has been recognised in 2017.

(f) Inventories

Inventories comprise stock on hand for the Thirst Aid Cafe and Coffee Bar.

(g) Acquisitions of Assets

Actual cost is used for the initial recording of all non-current physical asset acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use.

(h) Property, Plant and Equipment

Items of property, plant and equipment with a cost or other value equal to or in excess of the following thresholds are recognised for financial reporting purposes in the year of acquisition:

Leasehold Improvements	\$5,000
Plant and Equipment	\$5,000

Items with a lesser value are expensed in the year of acquisition.

(i) Depreciation of Property, Plant and Equipment

Property, plant and equipment is depreciated on a straight-line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value progressively over its estimated useful life to the Foundation.

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

(i) Depreciation of Property, Plant and Equipment

For each class of depreciable asset the following depreciation and amortisation rates are used:

Class	Rate %
Plant & Equipment	20%
Air Conditioners	25%
Leasehold Improvements	2.5%

(j) Impairment of Non-Current Assets

All non-current physical assets are assessed for indicators of impairment on an accrual basis. If an indicator of possible impairment exists, the Foundation determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. An impairment loss is recognised immediately in the Statement of Comprehensive Income.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income.

No impairment loss has been recognised in 2018.

(k) Leases

A distinction is made in the financial statements between finance leases that effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership, and operating leases, under which the lessor retains substantially all risks and benefits.

The Foundation has an operating lease over Rotary Lodge. Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred.

(l) Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the nominal amount i.e. agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

(m) Financial Instruments

Recognition

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the Foundation becomes party to the contractual provisions of the financial instrument.

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

(m) Financial Instruments

Classification

Financial instruments are classified and measured as follows:

- Cash and cash equivalents - held at fair value through profit or loss
- Receivables - held at amortised cost
- Payables - held at amortised cost

The Foundation does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents the Foundation holds no financial assets classified at fair value through profit or loss.

(n) Employee benefits

Employer superannuation contributions, annual leave, toil and long service leave are regarded as employee benefits. Payroll tax and workers' compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

Wages, Salaries, Sick Leave, Annual Leave and Long Service Leave

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates.

Annual leave is recorded in the financial statements based on the current number of hours owing for each entitled employee multiplied by the current rate of pay plus any entitlement to leave loading.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

One employee has been engaged for more than five years as of 30 June 2016 and a provision for Long Service Leave has been raised.

Superannuation

Statutory employer contributions are paid to the employee's nominated fund. Contributions are expensed in the period in which they are paid or payable. The Foundation's obligation is limited to its contribution to these funds.

Key Management Personnel and Remuneration

Key management personnel and remuneration disclosures are made in accordance with section 5 of the Financial Reporting Requirements for Queensland Government Agencies issued by Queensland Treasury. Refer to Notes 9 a) and b) for the disclosures on key management personnel and remuneration.

Remuneration of Board Members

No Board Members received or were entitled to receive any fees or other benefits during the year other than as disclosed in Note 23..

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

(o) Insurance

The Foundation's non-current physical assets and other risks are insured through Elders Insurance, premiums being paid on a risk assessment basis. In addition, the Foundation pays premiums to WorkCover Queensland in relation to its obligations for employee compensation.

(p) Taxation

The Foundation, as a charitable institution, is exempt from income tax under division 50 of the *Income Tax Assessment Act 1997*. The Foundation is exempt from Fringe Benefits Tax (FBT) under Section 57A of the *Fringe Benefit Tax Assessment Act 1986*. The Foundation is a Deductible Gift Recipient covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

(q) Services Received Free of Charge or for Nominal Value

Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair value can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

(r) Issuance of Financial Statements

The financial statements are authorised for issue by the Chairman and Manager at the date of signing the Management Certificate.

(s) Accounting Estimates and Judgements

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions and management judgements that have the potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

There are no significant accounting estimates or judgements for 2018.

(t) Rounding and Comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest dollar.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

(u) New and Revised Accounting Standards

The Foundation did not voluntarily change any of its accounting policies during 2017-18. There were no Australian Accounting Standard changes applicable for the first time as from 2017-18 that have had a significant impact on the Foundation's financial statements.

The Foundation is not permitted to early adopt a new or amended accounting standard ahead of its specified commencement date unless approval is obtained from Queensland Treasury. Therefore, no other accounting standards

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

and interpretations that have been issued but are not yet effective have been adopted by the Foundation ahead of their effective dates. The Foundation will apply these standards and interpretations once they become effective.

No Australian Accounting Standard and interpretations with future commencement dates are applicable to the

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

2 Summary of Significant Accounting Policies

(u) **New and Revised Accounting Standards**

Foundation's activities, or have a material impact on the Foundation.

3 Sale of Goods

	2018	2017
	\$	\$
- Coffee sales	15,453	15,188
- Thirst Aid Cafe sales	870,814	837,050
Total Sale of Goods	886,267	852,238

4 Fundraising

- Other fundraising - BBQ's and Chocolates	3,877	8,246
- Other fundraising - Raffles, Cent Sale and Soft Drinks Stalls	20,600	17,999
- Winnie May Nursing Dinner	6,625	7,650
Total Fundraising	31,102	33,895

5 Rotary Lodge Payments

- Rotary Lodge Payments	132,032	108,170
Total Rotary Lodge Payments	132,032	108,170

6 Donations and Grants

- Rotary Lodge Donations	39,492	47,900
- Donations - Other	66,795	72,928
- Grants	5,800	-
Total Donations	112,087	120,828

7 Interest Received

- Bank Accounts and Term Deposits	7,692	11,124
Total Interest Received	7,692	11,124

Notes to the Financial Statements
For the Year Ended 30 June 2018

8 Other Income

Other income	710	12,107
Total	710	12,107

9 Employee Expenses

	2018 \$	2017 \$
Employee Benefits		
- Wages and Salaries	530,447	469,370
- Employer Superannuation Contributions	48,942	42,870
- Paid Parental Leave	-	11,435
- Long Service Leave	(11,982)	-
Employee Related Expenses		
- Workers' Compensation Premium	3,402	2,798
- Staff Uniforms	51	45
Total Employee Expenses	570,860	526,518

The number of employees including both full-time and part-time employees measured on a full-time equivalent basis (reflecting Minimum Obligatory Human Resource Information (MOHRI)) is:

	2018 \$	2017 \$
Number of Employees:	9	9

(a) Key Management Personnel

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the Foundation during 2015-16.

Position and responsibilities	Contract classification and appointment authority	Current Incumbents
		Date initially appointed to position (date resigned from position)
Manager – responsible for the efficient, effective and economical administration of the Foundation.	Manager, Section 37 Hospitals Foundations Act 1982	6 April 2010

(b) Remuneration Expenses

The following disclosures focus on the expenses incurred by the Foundation during the respective reporting periods, that is attributable to key management positions. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

Notes to the Financial Statements
For the Year Ended 30 June 2018

9 Employee Expenses

(b) Remuneration Expenses

Remuneration expenses for key management personnel comprises the following components:

* Short term employee expenses which include:

- salaries, allowances and annual leave entitlements earned and expensed for the entire year, or for that part of the year during which the employee occupied the specified position.

1 July 2017 - 30 June 2018

	Short Term Employee Expenses Monetary Expenses \$	Short Term Employee Expenses Non-Monetary Benefits \$	Long Term Employee Expenses \$	Post-Employment Expenses \$	Termination Benefits \$	Other \$	Total \$
Position (date resigned if applicable)							
Manager	69,784	-	-	-	-	-	69,784
	69,784	-	-	-	-	-	69,784

1 July 2016 - 30 June 2017

	Short Term Employee Expenses Monetary Expenses \$	Short Term Employee Expenses Non-Monetary Benefits \$	Long Term Employee Expenses \$	Post-Employment Expenses \$	Termination Benefits \$	Other \$	Total \$
Position (date resigned if applicable)							
Manager	100,432	-	-	-	-	-	100,432
	100,432	-	-	-	-	-	100,432

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

10 Supplies and Services

	2018	2017
	\$	\$
- Bank fees	2,883	2,495
- Cafe 641	7,478	8,400
- Operating expenses - Rotary Lodge	29,808	51,085
- Advertising	682	110
- Stationery	1,537	3,077
- Conferences & seminars	30	-
- Postage	195	30
- Travel	1,648	1,394
- Dr May Scholarship	9,920	11,970
- Fundraising	7,859	12,394
- Sponsorship	-	(164)
- Low value asset pool	3,024	1,825
- Repair & maintenance	6,493	5,016
- Subscriptions	1,538	1,497
- Telephone	710	212
- Thirst Aid Cafe (including Alfresco)	437,983	439,918
- Volunteer expenses	2,505	2,197
Total Supplies and Services	514,293	541,456

11 Depreciation

- Plant and equipment	24,048	16,179
Total	24,048	16,179

12 Donation Payments

- Equipment Donations	36,399	56,950
- Other Donations	6,444	9,433
	42,843	66,383

13 Other Expenses

- Insurance premiums	4,230	3,752
- External audit fees	3,100	3,100
- Legal & accounting	32,542	-
Total Other Expenses	39,872	6,852

The total audit fees paid to Levert Audit Services relating to the 2017-18 financial statements are estimated to be \$3,100 (2017:\$3,100) There are no non-audit services included in this amount.

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

14 Cash and Cash Equivalents

	2018	2017
	\$	\$
Fundraising Account	18,167	10,608
Suncorp Saver Account	25,473	25,958
Thirst Aid Cafe Account	56,584	59,665
Rotary Lodge Account	26,110	11,766
Gift Fund Account	93,251	68,432
MJ Marshall Account	18,437	6,285
Winnie May Trust Account	34,023	34,112
Wide Bay Investment Account	114,406	111,757
Heritage Investment Account	76,807	116,697
Petty Cash - Office	65	82
Petty Cash - BBQ	-	38
Petty Cash - Rotary Lodge	-	143
Petty Cash - Thirst Aid Cafe	-	16
Float - Monthly BBQ	300	300
Float - Thirst Aid Cafe	1,000	1,000
Float - Library	90	90
	<u>464,713</u>	<u>446,949</u>

15 Receivables

Trade receivables	18,340	22,326
Total Receivables	<u>18,340</u>	<u>22,326</u>

16 Inventories

CURRENT

At cost:

Inventories	7,713	8,154
	<u>7,713</u>	<u>8,154</u>

17 Other Current Assets

Accrued revenue	2,290	1,830
Total Other Current Assets	<u>2,290</u>	<u>1,830</u>

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

18 Property, Plant and Equipment

	2018	2017
	\$	\$
LEASEHOLD IMPROVEMENTS		
Rotary Lodge Expansion	151,594	151,594
Accumulated depreciation	(4,257)	(467)
Total Leasehold Improvements	147,337	151,127
PLANT AND EQUIPMENT		
At cost	99,741	99,741
Accumulated depreciation	(70,176)	(49,918)
Total plant and equipment	29,565	49,823
Total property, plant and equipment	176,902	200,950

(a) Property, Plant and Equipment Reconciliation

	Leasehold Improvements	Plant and Equipment	Total
	\$	\$	\$
Balance at 30 June 2018			
Carrying amount at 1 July 2017	151,127	49,823	200,950
Depreciation expense	(3,790)	(20,258)	(24,048)
Balance at 30 June 2017	147,337	29,565	176,902
Balance at 30 June 2017			
Carrying amount at 1 July 2016	-	38,261	38,261
Additions	151,594	27,274	178,868
Depreciation expense	(467)	(15,712)	(16,179)
Balance at 30 June 2017	151,127	49,823	200,950

19 Payables

Trade payables	35,425	33,287
GST payable	15,054	9,928
PAYG withholding	14,232	5,518
Superannuation payable	13,864	10,057
	78,575	58,790

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

20 Borrowings

	2018	2017
	\$	\$
CURRENT		
Heritage Visa	1,027	-
Total current borrowings	1,027	-

21 Accrued Employee Benefits

Annual leave	21,940	15,377
Superannuation payable	1,807	1,756
Salaries and wages	19,267	19,237
Toil	1,707	5,428
Long Service Leave	-	11,982
	44,721	53,780

22 Other Current Liabilities

Accrued audit fees	3,100	3,100
Accrued Expenses	1,862	1,731
	4,962	4,831

23 Related Parties

During the year the Foundation was provided human resource services on a commercial basis at standard industry rates from an entity in which a Board member has a beneficiary interest. Total consultancy fees amounted to \$34,542. As at year end an amount of \$10,092 remains payable.

24 Events Occurring after Balance Date

No events have occurred after the balance date that need to be reported in the financial statements.

The financial report was authorised for issue on 29 August 2018 by the Board of Directors.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Foundation, the results of those operations, or the state of affairs of the Foundation in future financial years.

Bundaberg Health Services Foundation

Notes to the Financial Statements

For the Year Ended 30 June 2018

These general purpose financial statements have been prepared pursuant to s.62(1)(a) of the Financial Accountability Act 2009 (the Act), s.43 of the Financial and Performance Management Standard 2009 and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

1. the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
2. the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Bundaberg Health Services Foundation for the financial year ended 30 June 2018 and of the financial position of the Foundation as at the end of that year.
3. these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.

This declaration is made in accordance with a resolution of the Board of Directors.

Chair 

Deputy Chair 

Dated this ...29th..... day of ...August..... 2018

**INDEPENDENT AUDITOR'S REPORT
TO THE BOARD OF BUNDABERG HEALTH SERVICES FOUNDATION**

Opinion

We have audited the accompanying financial report of Bundaberg Health Services Foundation ("the Foundation") which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Board.

In our opinion,

- a) the financial report presents fairly, in all material respects, the financial position of the Foundation as at 30 June 2018 and of its performance for the year then ended in accordance with the accounting policies disclosed in Note 1 to the financial statements; and
- b) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of the audit report.

We are independent of the Foundation in accordance with the auditor independence and ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

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

Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation of the financial report that presents fairly and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009* including compliance with appropriate Australian Accounting Standards. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of the financial report that presents fairly and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as appropriate, matters relating to going concern and using the going concern basis of accounting.

**INDEPENDENT AUDITOR'S REPORT
TO THE BOARD OF BUNDABERG HEALTH SERVICES FOUNDATION
(continued)**

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls;
- b) Obtain an understanding of internal controls relevant to the audit 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 controls;
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board;
- d) Conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- e) Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that we identify during our audit.



Levert Audit Pty Ltd

Brisbane, 29 August 2018



Simon Green CA
Director