

2018 Annual Report

SOUTH EASTERN COMMUNITY CARE









Quality Community Care

TABLE OF CONTENTS

BOARD MEMBERS

Sue Windsor

Board Members	5
President Report	6
CEO Report	8
Length of Service	10
Centre Based Programs	11
Community Expo	12
Health Services	13
Financial Reports	14

• • • • • • • • • • • • • • • • • • • •	
President	
Lois Green, OAM	12/12
Vice President	
Cliff Iles AM, JP	12/12
Treasurer	
Anthony Davis	11/12
Secretary	
Kerry Vincent	12/12
General Board Memb	pers
Janice McConnon	11/12
Geoff Clow	7/12

MEETINGS

11/12

PRESIDENT REPORT

I have pleasure in welcoming you to the 2017/18 Annual General Meeting. As you can see we have now finished the external painting of the roof and developed a lovely garden on the Gordon Street side of our building. This has definitely made the whole streetscape more inviting. The cottage adjacent to our main building has been renovated with foot care and a nursing clinic now operating from these premises.

Consumer Directed Care has not led to the loss of Packages we anticipated may occur. However a change of funding arrangements mean we now have to return each individual's unspent funds which previously were retained by SEC Care once the client no longer needed our services. Our Finance Manager has ensured there are provisions in our accounts for the return of unspent package funds as this occurs.

A Development Application has been lodged and approved by Sorell Council for four independent living units to be built on the vacant land behind 12 Somerville Street. Our Architect is now finalising plans and we have spoken with our bankers (Bendigo bank and Westpac) regarding the project.

Marketing has become an important part of our business, with all providers competing for clients. Helen will expand on some of the Awards we have received. Our annual Expo, to be held in October for the third time, has brought our name into the public arena in Sorell. I am sure many of you will have seen our transport cars which have been emblazoned with our name and corporate colours. These highly visible cars travel regularly into Hobart.

I reported last year that our Day Centres were thriving, and I have pleasure in telling you that they are doing even better now. Two overnight trips have been held and future trips are booked out well in advance, with people often on a wait list. Thank you to the enthusiastic Day Centre staff who make all activities such fun.

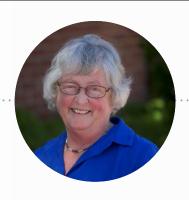
The National Disability Insurance Scheme is proving to be a growth area for SEC Care, with services being provided as far afield as New Norfolk, and plans for staffing homes 24 hours per day being negotiated. This is an exciting and rewarding program to be part of. I would like to thank the staff who are working hard to develop our Disability Programs.

I again thank the staff and volunteers whose excellent work in the community continually supports our vision of "helping our communities enjoy the life they want to live."

Finally, the Board of Management is thanked for their strong support of the organisation over the past five years of my term as President. The Board has worked hard on strategic plans, diversifying programs, and developing and maintaining a presence in various outlying communities (holding meetings at Bagdad, Triabunna and Dunalley).

Lois Green, OAM
President- SEC Care

Quality Community Care





CEO'S REPORT

I am pleased to be writing this report for South East Community Care's forty eighth annual general meeting. During the year we have settled well into our premises at Somerville Street and made a number of improvements to the space. Having a visible location with easy access has meant we are well positioned to connect with and assist those in the community.

2017/18 has been a year of growth with a substantial increase in the number of clients we have delivered services to, in particular through NDIS. A change in clients and programs has meant a review of our structure with a dedicated Manager for Disability Programs added to the team.

Our Financial Report for the year shows a deficit, most of this is attributable to the change in Packaged Care. Where previously any unspent funds in a Home Care Package would remain with SEC Care when a client exited our programs, now the unspent funds are returned to the Government. At the end of the financial year we determined there needed to be a provision of close to three hundred thousand dollars for those packages which is reflected in our financial report. To ensure the package program remains viable work has been undertaken on ensuring charges are competitive, but allowing for an acceptable operating margin.

During the 2017/18 year South Eastern Community Care was a finalist in the Telstra Business Awards. South Eastern Community Care was also successful in the Tasmanian Community Achievement Awards – receiving a certificate of achievement for Employer of Excellence in Aged Care. These are significant achievements and we are proud to be recognised for the work we do in rural and regional communities.

Over the past year South Eastern Community Care has increased client numbers, staff numbers and added a range of new programs to our repertoire. Our staff and managers continue to seek opportunities to connect with people and businesses and deliver much needed care and services in an ever expanding geographical area.

Congratulations and thankyou to the Board of Management, managers, staff and volunteers who have worked tirelessly to ensure South Eastern Community Care continues to grow and provide much needed care, services and employment in Southern Tasmania.

Helen Pollard
Chief Executive Officer





HEALTH SERVICES

During 2017, SEC Care experienced a small growth in the number of clients on Home Care Packages (HCP). Moving forward, we have developed a user-friendly HCP information pack, designed to give prospective clients a comprehensive introduction to HCPs at SEC Care.

With the recent changes in government funding models, we are seeing a shift in the role of the Coordinator at SEC Care. Over the last 12 months, our team of dedicated Coordinators have experienced an increasing need to network and seek out prospective clients in the community. In addition, we have found that clients and their families are seeking more involvement in care decisions. Needless to say, our Coordinators are extremely busy. However, their extensive knowledge of our rural and regional communities, partnered with their dedication to our clients, continues see our Coordinators recognised as trusted professionals and advisors to our clients and their families.





DISABILITY PROGRAMS

In 2016, SEC Care became a registered provider of the National Disability Insurance Scheme (NDIS). Initially we focused on what our existing clients needed to transition to the NDIS, as well as building relationships with local referral agencies. However, over the last 12 months, SEC Care Disability Programs have gained significant traction. As the NDIS rollout continues, we have seen the growth of our tailored community programs, as well as an increase in clients aged 0-49. Our Disability Manager is leading a fast growing team, who are creative and focussed on finding solutions for any issues sent their way.

CENTRE BASED PROGRAMS

Led by an energetic team, SEC Care's Day Centre Programs continue to grow in popularity. Our Day Centres have a reputation of being vibrant, energetic places where people can socialise, make new friends, explore new hobbies, as well as participate in day trips that explore all the corners of Tasmania. Following the success of an overnight trip last financial year, the team are now planning their fourth weekend away. The 3-4 day trips are booked out well in advance and provide a wonderful opportunity to see many parts of our beautiful Island, while in the care of our dedicated Day Centre Coordinators.

LENGTH OF SERVICE

As a local employer and service provider we enjoy the support of many people in so many ways. South Eastern Community Care acknowledge that our staff are one of our main assets and provide many hours of care and support within our local communities.

We recognise staff who have reached or passed significant milestones in years of service during the period July 2017 to June 2018.

Congratulations and thankyou.



Tanya Lawrence Carol Augostin





ACHIEVEMENTS

In 2017/18, SEC Care was proudly recognised as an outstanding organisation through two major awards programs:

- 2017 Tasmanian Telstra Business Awards, Charity Organisation category Finalist.
- 2017 Tasmanian Community Achievement Awards, Employer of Excellence in Aged Care category Finalist.

We are proud of the work we do in our rural and regional communities in Southern Tasmania. Congratulations to our Board, staff and volunteers, whose amazing work and dedication was recognised through these Awards.

Other achievements in the 2017/18 financial year include:

- \$43,000 Community Infrastructure Fund Grant to restore the roof and building façade, landscape the garden, and erect a sign at 12 Somerville Street.
- Hosting our second Community Expo during Seniors Week 2017, which was double the size of the previous year.

South Eastern Nursing & Home Care Association Inc. ABN 11 400 505 189

STATEMENT BY MEMBERS OF THE BOARD

In the opinion of the Board the financial statements and notes:

- 1. Presents a true and fair view of the financial position of South Eastern Nursing & Home Care Association Inc. as at 30 June, 2018 and its performance for the year ended on that date in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) of the Australian Accounting Standards Board.
- 2. At the date of this statement, there are reasonable grounds to believe that South Eastern Nursing & Home Care Association Inc. will be able to pay its debts as and when they fall due.

This statement is made on behalf of the Board by:

Lois Green

1. Green

President

Dated 4th September, 2018

Anthony Davis

Treasurer

Dated 4th September, 2018

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE, 2018

	Note	2018 \$	2017 \$
Revenue	2	5,766,029	5,272,59
Expenses classified by Category			
Salaries and Allowances		4,032,869	3,413,829
Other Employment Costs		643,371	516,32
Outsourced Client Services		123,302	99,568
Property and Occupancy Costs		68,128	50,35
Vehicle Operating Expenses		38,360	38,68
Office Equipment Costs		16,539	1,33
Computer Expenses		61,359	51,29
Supplies and Consumables		447,095	85,91
Telecommunications		59,121	45,08
Insurances		132,133	102,19
Depreciation of Assets		138,889	127,97
Other Operating Expenses		412,078	330,90
Total expenses		6,173,246	4,863,46
Surplus / (Deficit) for the year		(407,217)	409,12
Other comprehensive income adjustment:			
following data-base change over.			(127,416
Total comprehensive income for year		(407,217)	281,71
Total comprehensive income attributable to			
members of the entity		(407,217)	281,71
The accompanying notes form part of this finan	icial statements		

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE, 2018

	Note	2018 \$	2017 \$
Assets			
Current assets			
Cash and cash equivalents	6	1,287,836	1,155,196
Trade and other receivables	7	128,403	373,943
Other current assets	8	56,860	34,093
Total current assets		1,473,099	1,563,23
Non-current assets			
Property, plant and equipment	9	1,305,020	1,304,13
Total non-current assets		1,305,020	1,304,13
Total assets		2,778,120	2,867,369
Current liabilities			
Trade and other payables	10	1,227,107	844,47
Total current liabilities		1,227,107	844,47
Non-current liabilities			
Trade and other payables	11	35,561	100,23
Total non-current liabilities		35,561	100,23
Total liabilities		1,262,667	944,70
Net assets		1,515,452	1,922,668
Equity			
Asset Revaluation Reserve	12	0	
Retained earnings	13	1,515,452	1,922,66
		1,515,452	1,922,668

	Retained Profits \$	Total \$
Balance at 30 June 2016	1,640,955	1,640,955
Surplus/Deficit attributed to members	281,713	281,713
Balance at 30 June 2017	1,922,668	1,922,668
Surplus/Deficit attributed to members	(407,216)	(407,216)
Balance at 30 June 2018	1,515,452	1,515,452

The accompanying notes form part of this financial statements

South Eastern Nursing & Home Care Association Inc. ABN 11 400 505 189

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE, 2018

	Note	2018 \$	2017 \$
Cash flows from operating activities			
Receipts in course of operations		1,472,174	753,355
Government grants received		4,400,438	4,318,773
Interest received		9,122	14,860
Payments to suppliers and employees		(5,692,805)	(4,735,492)
Net cash provided by operating activities	(b)	188,929	351,497
Cash flows from investing activities			
Proceeds from sale of fixed assets		47,704	185,609
Fixed asset purchases		(103,994)	(146,498)
Net cash used in investing activities		(56,290)	39,112
Cash flows from financing activities			
Proceeds from borrowing		0	0
Repayment of borrowings		0	0
Net cash provided by financing activities		0	0
Net increase / (decrease) in cash held		132,640	390,607
Cash at the beginning of financial year		1,155,196	764,589
Cash at the end of financial year	(a)	1,287,836	1,155,196

Note	2018 \$	2017 \$
(a) Reconciliation of cash		
Cash on hand	1,612	1,235
Cash at bank	1,286,224	1,153,961
Cash on deposit	0	0
Cash at the end of financial year	1,287,836	1,155,196
(b) Reconciliation of net cash provided by operating		
activities to Net profit from ordinary activities		
Surplus/Deficit from ordinary activities	(407,217)	409,129
Non cash flows in the profit from ordinary activities		
Depreciation and amortisation	138,889	127,976
(Gain) / loss on sale of fixed assets	(47,704)	(185,609)
(Increase) / decrease in assets		
Trade receivables	222,411	78,046
Other receivables	23,129	(80,485)
Prepayments	(32,767)	(8,439)
Increase / (decrease) in liabilities		
PAYG liability	30,791	(36,577)
Other creditors	54,028	(2,344)
Employee benefits	78,200	54,847
Accrued salaries and wages	65,719	11,173
Revenue received in Advance	133,432	168,489
Provision accounts	(125,983)	(185,990)
Other sundry liabilities	(288)	1,280
Net cash provided by activities	132,640	351,497

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2018

Note 1 Statement of significant accounting policies

The financial report covers South Eastern Nursing & Home Care Association Inc. as an individual entity. South Eastern Nursing & Home Care Association Inc. is an Association incorporated in Tasmania under the Association Incorporation Act 1964.

Basis of prepartion

The Association has elected to early adopt the pronouncements AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010-2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements to the annual reporting period beginning 1 July, 2010.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Reduced Reporting Requirements of the Australian Accounting Standards Board and the Associations Incorporations Act (Tasmania) 1964.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of the financial stements are presented below and have been consistently applied unless otherwise stated.

a. Income Tax

The Association is an income tax exempt charity endorsed as a deductable gift recipient and consequently no accounting for tax expense or liabilities is necessary.

b. Cash and cash equivalents

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

c. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Property

Freehold land and buildings are measured on the cost basis. Additions from that time have been recorded at cost.

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

Statement of significant accounting policies (continued)

The carrying amount of property, plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount for those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

The cost of fixed assets constructed within the Association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overhead. Subsequent costs are included in the asset's carrying amount or recognised as a seperate asset as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Association and the cost of them can be measured reliably. All repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets excluding land are depreciated on a straight line basis over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset Depreciation Rate

Buildings 2 -10% Plant and equipment 5 -20%

d. Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee benefits payable later than one year have been measured at their estimated present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the Association to employee superannuation funds and are charged as expenses when incurred.

e. Revenue and other income

Revenue is recognised upon the delivery of services to clients and consumers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Donation and grant revenue is recognised when the Association receives a donation; all donations and grants are recorded as revenue. Donations or grants that are nominated for a capital purpose are transferred from retained earning to capital grants and donations.

f. Goods and services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the acquisition of the asset or as part of an item of expense. Receivables and payables in the balance sheet are shown inclusive of GST.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE, 2018

Note	2018 \$	2017 \$
Note 2		
Revenue and other income		
Tasmanian Government	1,075,204	639,17
Australian Government	3,033,003	3,679,60
Brokered services	463,079	284,81
Client fees - home services	932,860	337,90
Client fees - centre services	128,823	66,41
Community contributions	23,220	6,22
Interest	9,122	14,86
Other recoveries	53,016	57,99
Profit on asset sales	47,704	185,60
Total revenue	5,766,029	5,272,59
Note 3		
Deficit for the year		
The following significant expense items are relevant in		
explaining the financial performance:		
Expenses		
Wages and salaries	4,676,240	3,930,15
Depreciation of property, plant and equipment	138,889	127,97
Note 4		
Key management personnel compensation		
Key management personnel are limited to our Directors		
who provide their services on a voluntary basis. The Directors		
are also our only related parties. No transactions have		
occurred between the Association and the Directors.		
Note 5		
Auditors' remuneration		
Remuneration of the auditor of the Association for		

Note	2018 \$	2017 \$
Note 6		
Cash and cash equivalents - current		
Cash on hand	1,612	1,235
Cash at bank	1,286,224	1,153,961
Cash on deposit	0	0
	1,287,836	1,155,196
Note 7		
Trade and other receivables - current		
Trade receivables	128,403	350,814
Other receivables		23,129
	128,403	373,943
Note 8		
Other current assets		
Prepayments	56,860	34,093
Note 9		
Property, plant and equipment		
Buildings - Improvements @ Cost	250,918	186,360
Buildings @ valuation	-	-
Land & Buildings @ Cost	847,166	1,006,035
Less: Accumulated Depreciation	- 81,304	- 217,422
Motor Vehichles @ Cost	258,537	268,078
Less: Accumulated Depreciation	- 113,934	- 120,686
Equipment @ Cost	275,291	230,799
Less: Accumulated Depreciation	- 153,608	- 105,665
Capitalised Wages Software @ Cost	87,680	87,680
Less:Accumulated Amortisation	- 65,726	- 36,507
	1,305,020	1,298,673
a. Valuations of freehold land and buildings		
The directors' own valuation of buildings is undertaken		
in June each financial year primarily to ensure adequate		
insurance coverage. The valuations disclosed the following		
insurable values :	1,000,000	1,100,000

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE, 2018

Note	2018 \$	2017 \$
Note 10		
Trade and other payables - current		
BAS liability	69,403	38,61
Other creditors	75,876	21,84
Employee benefits	544,633	466,43
Accrued salaries and wages	207,036	141,31
Funding for future services	328,906	174,72
Other sundry liabilities	1,253	1,54
	1,227,107	844,47
Collateral pledged		
No collateral has been pledged for any of the trade and		
other payable balances.		
Number of employees at year end	102	98
Note 11		
Trade and other payables - non current		
Employee benefits	35,561	90,42
Other sundry liabilities	0	9,80
	35,561	100,23
Note 12		
Asset Revaluation Reserve		
Increase in Land and building valued 30 June	0	
	0	
Note 13		
Retained earnings		
Retained profits at the beginning of the financial year	1,922,669	1,635,49
Adjustment to equity year end balance as above		
Net surplus/deficit attributable to the Association	(407,216)	281,71
Retained profits at the end of the financial year	1,515,452	1,922,669

		Note	2018 \$	2017 \$
Note 14				
Financial risk	management			
The Associati	on's financial instruments c	onsist mainly of		
deposit with	banks, short-term investme	nts, account		
receivable an	d payable.			
The totals for	each category of financial i	instruments,		
measured in	accordance with AASB 139	as detailed in the		
accounting po	olicies to the financial state	ments, are as follows:		
Financial asso	nte.			
	cash equivalents	6	1,287,836	1,155,196
	other receivables	7	128,403	373,943
	ncial assets	ŕ	1,416,239	1,529,139
Financial liab	ilities			
BAS liabili	ty	10	69,403	38,612
Other cre		10	75,876	21,848
Employee	benefits	10 & 11	580,194	556,855
Accrued s	alaries and wages	10	207,036	141,317
Funds for	future services	10	328,906	174,720
Other sun	dry liabilities	10	1,253	1,541
Total financia	l assets		1,262,667	944,701

South Eastern Nursing & Home Care Association Inc. ABN 11 400 505 189

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE, 2018

Note 14 (continued)

Financial risk management (continued)

a. Financial risk management policies

The committee members control the capital of the Association in order to maintain a good debt - to - equity ratio and to ensure that the Association can fund its operations and continue as a going concern.

Note	2018 \$	2017 \$
There are no externally imposed capital requirements.		
The gearing ratio at year end 30 June are as follows:		
Total borrowings	0	0
Less cash and cash equivalents	(1,287,836)	(1,155,196)
Net debt	(1,287,836)	(1,155,196)
Total equity	1,515,452	1,922,669
Gearing ratio	-85%	-18%

b. Credit risk

The Association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association; most of our receivables are settled in advance of the provision of services.

c. Liquidity risk

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or otherwise meet its obligations. The Association manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financing activities;
- only investing surplus cash with major financial institutions;

Financial assets pledged as collateral

No financial assets have been pledged as security for any financial liability.

Note 15

Contingent liabilities

No contingent liabilities exist at balance date.

Note 16

Events subsequent to reporting date

No subsequent event has occurred that will materially affect the reported results.

Note 17

Segment reporting

The Association operates in one business and geographic segment. The Association delivers only home care services and this general purpose financial report therefore relates only to such operations.

Note 18

Association details

The principal place of business and registered office of the Association is:

South Eastern Nursing & Home Care Association Inc.

12 Somerville Street

Sorell, Tasmania. 7172

Note 19

Liability Recognisition

Changes to Australian Legislation in relationship to balances of Aged Care Packages now requires that any balance of package budgets are to be returned, subsquently the liability has been recognised in the establishment of a current liability provision within the accounts.

Principal: Rendell W Ridge B.Ec Registered Company Auditor #161503

Independent auditor's report

To members of South Eastern Nursing & Home Care Association Inc.

I have audited the general purpose financial report of South Eastern Nursing & Home Care Association Inc. for the year ended 30 June 2018.

Audit Opinion

In my opinion, the general purpose financial report of South Eastern Nursing & Home Care Association Inc. presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia the financial position of the Association as at 30 June 2018 and the results of its operations for the year then ended.

Management Committee's Responsibility for the Financial Report

The Management Committee is responsible for preparation and fair presentation of the general purpose financial report and information contained therein. This responsibility includes establishing and maintaining internal controls relevant to preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Concepts and Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) (where applicable), and statutory requirements so as to present a view which is consistent with my understanding of the Association's financial position and the results of its operations and cash flows.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

To the best of my knowledge and belief, there has been no contravention of auditor independence and any applicable code of professional conduct in relation to the audit.

Limitation of Scope

It is not practicable to establish complete accounting control over all transactions processed by the Association from all of its activities. Verification therefore has been limited to the transactions recorded in the Association's financial records.

MAX PECK & ASSOCIATES

Rendell W. RIDGE

9 August 2018







