



South Eastern Community Care
Annual Report
2012 - 2013



SOUTH EASTERN COMMUNITY CARE

South Eastern Nursing & Home Care Association Inc. (trading as South Eastern Community Care) was formed in 1970 at a meeting of interested community representatives. It commenced operations in 1971 and was incorporated under the Associations Incorporation Act, 1964, in September 1975 (ARBN No. 228), (ABN 11 400 505 189)

Areas Serviced by South Eastern Community Care

Southern Region, predominately Sorell and Clarence municipalities and parts of Brighton and Southern Midlands municipalities and for some programs, Tasman municipality.

Mission and Strategic Goal

The Mission of South Eastern Community Care is to provide support to frail aged and younger people with disabilities or needing special care, including support for carers, to enhance their quality of life, and assist them to continue to live in the community.

The Goal of South Eastern Community Care is to be the preferred supplier in south eastern Tasmania for clients, and for government and other funding providers, for a range of home and community care support services.

Contact Details

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Website www.secommunitycare.com.au

Donations to 'Gift Fund' are Income Tax Deductible

The Association is a not-for-profit organisation endorsed by the Australian Taxation Office as an Income Tax Exempt Charitable Entity and a Deductible Gift Recipient.

A 'Gift Fund' is maintained for receiving donations from the public. Donations are very much appreciated and assist the Association in meeting its objectives. Amounts of \$2 and more are Income Tax Deductible.

PRESIDENT'S REPORT

As I come to the end of my three year term as President, it is rewarding to reflect on the many changes and developments that have occurred during this period of time.

As reported in last year's Annual Report, at the end of 2011 a Contract was signed to purchase in December 2013, the present Sorell Council Chambers in Somerville Street. During this year the Board of Management has been planning necessary modifications to these premises, to best accommodate the needs of this organisation. Thanks must be extended to the Council staff for providing access to the building on numerous occasions to allow this planning process to occur.

Several years ago Prosser House Day Respite at Orford approached South Eastern Community Care (SECC) to discuss their Day Centre being operated by SECC. This involved seeking approval from both the Commonwealth and State to transfer funding and agree to the proposal. After many months of negotiation, this transfer has occurred and the new arrangements take effect as from 1st July 2013. Existing staff will transition across to SECC and we look forward to working with them as the Provider of services to consumers and carers in Orford and the surrounding areas.

There have been multiple changes by Government to funding arrangements and models of care which have been time consuming for staff to implement.

The Board have agreed to a major upgrade of the existing computer system which will enhance operational systems and provide efficiencies for staff and consumers. Hopefully the new system will be operational by the end of the year.

I formally acknowledge and thank Board members for their support during the year and during my term as President, in particular, Vice President, Cliff Iles.

I also want to recognise and thank all staff and volunteers for the professionalism demonstrated in their individual important role, ensuring services are delivered in a timely manner to care recipients and carers across all programs.

Barry Curtain
PRESIDENT

CHIEF EXECUTIVE OFFICERS REPORT

Along with the successes, the year has not been without some interesting challenges for management and staff. To meet the continuing increase in workloads, additional staff have been employed and with the physical space constraints in the present premises, this has meant at times staff have been working in a very busy environment. Staff are looking forward to relocating to the new premises during next year. However, everyone is to be commended for the way they are managing the current situation.

There has been an unprecedented number of staff absences this year for various unexpected reasons and I thank all staff for their support during these difficult times. Unfortunately a number of staff, and clients, were involved and very much affected by the fires in January, and I thank staff for their support at this time which was not easy for anyone. The response of the rostering staff to reallocate scheduled visits at very short notice has been much appreciated.

As well as recruiting additional Home Care Workers, there were a number of changes to senior staffing positions during this year. Barbara Dickson retired after 12 years with the Association, and Cathryn Belderson is now the Principal Coordinator of Packaged Care. Paul Chamberlain resigned after a year as Finance Officer and Jacque Oud now holds this position. Gill Webster has been contracted as Compliance Officer to assist with the transition to the Community Care Common Standards and the related documentation and Sue Bailey has been appointed as Day Centre Coordinator to oversee and establish consistent systems across the operations of all Day Centres. Lynne Penfold retired after 14 years with the Association. An Office Manager is to be employed to assist with the management of the office and additional duties that will be required at the new premises.

Demand for services has grown during the year, resulting in an increase of workloads across all areas of the organisation. Staff are preparing for the Government changes to funding arrangements and the introduction of Consumer Directed Care Packages; a new model of care which by 2015 will encompass the existing Community Aged Care Packages (CACPs) and the Extended Aged Care in the Home (EACH) Packages.

A commitment has been made to upgrade the existing IT system and data base. Staff are looking forward to the implementation of the new program later in the year, which is expected to provide operational efficiencies.

There is a notable variance in the surplus from last year financial year, due to the commitment for the purchase of the client management database software system to replace the current system which has exceeded capacity. Also it has been necessary to attribute additional funds to the long service leave liability.

Towards the end of the 2012/2013 financial year, SECC commenced negotiations with the Health and Community Services Union and the Australian Nursing Federation for replacement Enterprise Bargaining Agreements for the Home Care Workers and Nursing staff respectively. All other staff continue to be covered by the Board Sanctioned Salary Agreement (BSSA) which is due for renewal/discussion in October 2013.

The Richmond Day Centre now operates five days each week. These premises were upgraded further this year, including the building being rewired, the installation of a Heat Pump and insulation put in the ceiling.

Staff across the organisation continue to participate in mandatory and elective training opportunities to enhance their existing skills.

I acknowledge the contribution made by Board of Management, staff and volunteers to ensure the Association continues to grow and embrace the Government changes to service delivery through the Living Longer Living Better Health Reform.

Christine Beven
Chief Executive Officer

BOARD OF MANAGEMENT AND SENIOR STAFF

Board of Management

Mr Barry Curtain (President)

Mr Cliff Iles, AM, JP (Vice President)

Mr Anthony Davis (Treasurer)

Mrs Lois Green, OAM (Secretary)

Mrs Margaret Darling

Mr Roger Stride, JP

Mr Kerry Vincent

Chief Executive Officer

Mrs Christine Beven (Public Officer)

Senior Staff

Clinical Nurse Manager

Mrs Lesley Morgan

Finance Officer

Miss Jacquie Oud

Home Care Manager

Mrs Karen Peacock

Human Resource Officer

Peter Aiken

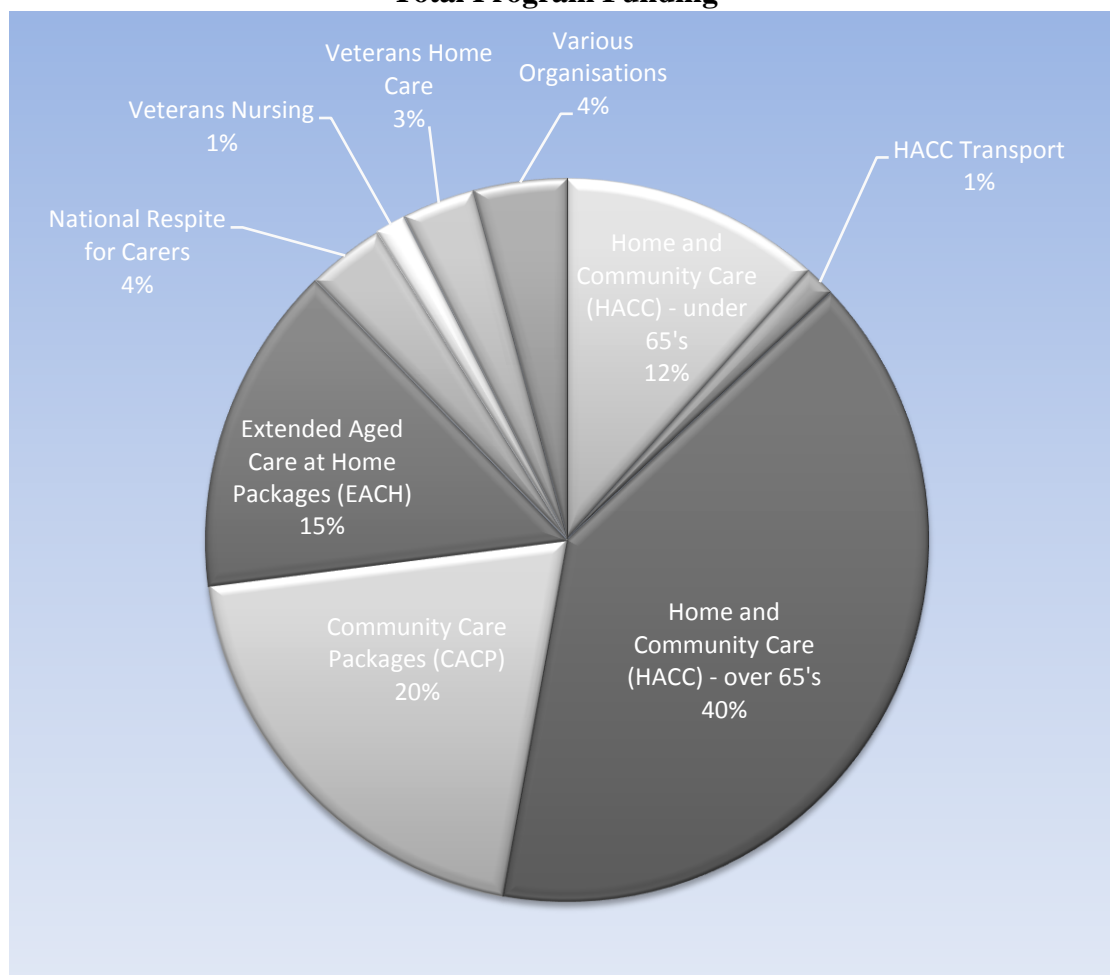
Principle Coordinator, Packaged Care

Mrs Cathryn Belderson

Summary of Direct Funding from Governments and other Organisations

Name of Program	2012-13	2011-12
Department of Health & Human Services	\$	\$
Home and Community Care (HACC) - under 65's	427,647	1,781,851
HACC Transport	50,513	50,304
Department of Health & Ageing		
Home and Community Care (HACC) - over 65's	1,465,944	-
Community Care Packages (CACP)	740,130	690,559
Extended Aged Care at Home Packages (EACH)	542,290	398,644
National Respite for Carers	127,567	125,703
Consumer Directed Care Packages (CDC)	-	184,488
<i>* CDC Package Pilot ended with packages consolidated into CCP and EACH programs</i>		
Department of Veterans' Affairs		
Veterans Nursing	51,119	59,428
Veterans Home Care	119,335	113,302
Brokered Services		
Various Organisations	153,242	193,683
Total	\$ 3,677,787	\$ 3,597,961

**Chart showing Percentages of
Total Program Funding**



**Total Funding
for 2012/13 was \$3,677,787**

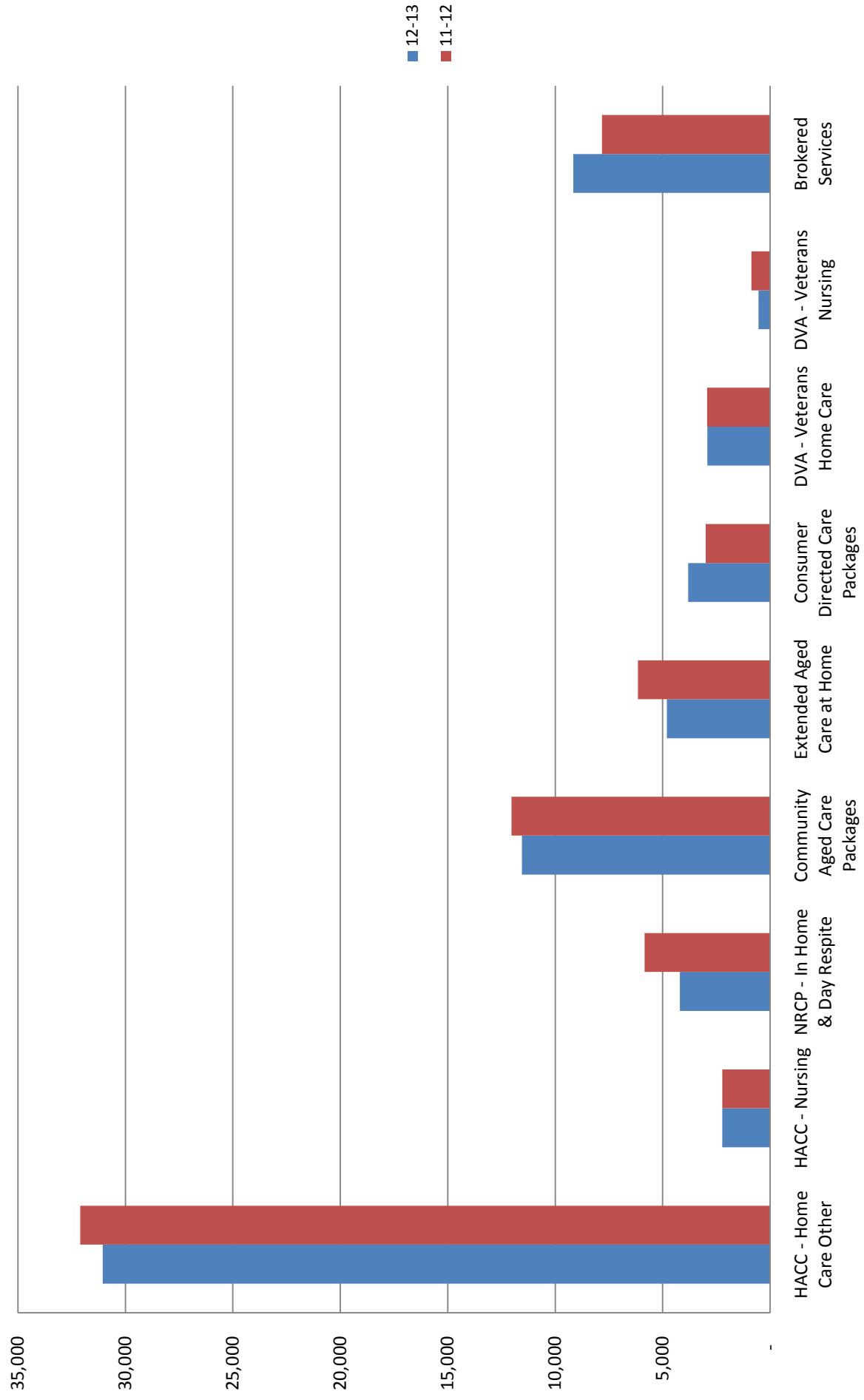
Note: the above chart excludes co-payments from clients for services they received

SERVICE STATISTICS

The following is a comparative summary of outputs by Program and Service Type delivered to clients during 2012-13 and 2011-12 by SECC's employees, contractors and volunteers:

Home & Community Care		2012-13	2011-12
Assessment - Nursing	hours	259	275
Assessment - Non-Nursing	hours	620	614
Client Care Coordination	hours	582	613
Domestic Assistance	hours	14627	13915
Footcare	hours	214	317
Home Maintenance	hours	334	308
Nursing - in Centre	hours	31	40
Nursing - in Home	hours	2199	2186
Personal Care	hours	3639	3641
Podiatry	hours	41	35
Respite	hours	2240	993
Social Support	hours	2327	2148
Transport	trips	3036	4305
Meals in Centre	meals	915	795
Centre Day Care	hours	3948	4754
National Respite for Carers - Day Centre			
Meals in Centre	meals	533	755
Centre Day Care	hours	3138	4573
In-Home Respite	hours	525	509
Community Aged Care Packages			
General Support	hours	11551	11978
Nursing	hours	2	53
Extended Aged Care at Home Packages			
General Support	hours	4752	6095
Nursing	hours	54	58
Consumer Directed Care Packages			
General Support	hours	3519	2831
Nursing	hours	290	168
Department of Veterans' Affairs			
Nursing	hours	291	326
Support Care	hours	252	542
Domestic Assistance	hours	2264	2282
Personal Care	hours	389	261
Respite	hours	209	315
Home Maintenance	hours	65	78
Brokered Services			
Various	hours	3313	3162
Individual Support Packages	hours	1281	509
Richmond Day Centre	hours	4566	4157

Direct Client Contact Hours 2012-13



SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.

Trading as SOUTH EASTERN COMMUNITY CARE

FINANCIAL STATEMENTS


FOR YEAR ENDED 30 JUNE 2013

The accompanying financial statements for the year ended 30 June 2013 comprising a Balance Sheet, an Income Statement, and notes thereto, have been prepared from the accounts and records of the South Eastern Nursing & Home Care Association Inc and are in agreement with those accounts and records.

At the date of signing we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Barry Curtain
PRESIDENT



Christine Beven
CHIEF EXECUTIVE OFFICER

5 August 2013

SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.

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INCOME STATEMENT

For the Year Ended 30 June 2013

		2013	2012
		\$	\$
Income	Note		
Tasmanian Government	9	2,065,279	1,873,017
Australian Government	10	1,623,507	1,591,563
Brokered Services	11	170,966	151,852
Client Fees - Home Services	12	190,491	193,162
Client Fees - Centre Services		31,779	31,503
Community Contributions		14,711	6,903
Interest		81,423	86,996
Other Recoveries	13	23,649	26,125
Profit on Asset Sales	14	- 1,363	358
Total Income		4,200,442	3,961,480
Expenditure			
Salaries and Allowances		2,971,866	2,876,687
Other Employment Costs		492,206	380,251
Outsourced Client Services	15	106,106	87,687
Property and Occupancy Costs		40,392	44,932
Vehicle Operating Expenses		39,443	48,223
Office Equipment Costs	16	32,451	34,258
Computer Expenses	17	150,400	-
Other Equipment Costs		21,356	15,600
Supplies and Consumables		87,937	97,915
Telecommunications		22,213	19,904
Insurances		100,533	66,158
Depreciation of Assets		84,440	104,873
Other Operating Expenses		50,449	33,672
Total Expenditure		4,199,792	3,810,159
SURPLUS FOR YEAR	18	650	151,321

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the Year Ended 30 June 2013

1 Basis of Financial Reporting

The Board of Management has determined that the Association is a “non-reporting entity” within the meaning of Statement of Accounting Concepts - “Definition of the Reporting Entity” issued by the Professional Australian Accounting Bodies. It has further determined to prepare a “special purpose financial report” annually based on accrual accounting principles and comprising a Balance Sheet and an Income Statement.

The policies used in preparing this special purpose financial report are, in the opinion of the Board, consistent with the Association’s Constitution and are appropriate to the needs of Members. These policies are described in the following notes. The notes also provide additional information relating to certain transactions and balances.

2 Investment Accounts and Receivables

Investment accounts represent the funds required to meet future liabilities including employee leave and wage entitlements, supply of future services and accumulated surplus funds for strategic purposes, including purchase and or development of the Associations own Administration and Community Centre.

Funds are invested to enable sufficient liquidity and access to funds as and when required, whilst maximising available return and security:

The amounts of Receivables disclosed as a current asset at 30 June represent the total of interest accrued on investments and amounts to be reimbursed by government and non-government entities for services provided to war veterans and other designated categories of clients under separate funding or brokerage arrangements. These receivables have been recognised as income for the year.

3 Land and Buildings

The cost and related depreciation disclosed in respect of Land and Buildings relate to structures at three separate sites.

1. One is a residential property at 19 Percy Street, Richmond that was purchased by the Association in 1999-2000 and modified to provide improved facilities for supporting service delivery.
2. Another is a demountable office facility, the ‘Annexe’, located adjacent to the Sorell Community Health Centre building at 57 Cole Street, Sorell, part of which is leased from the Tasmanian Government by South Eastern Community Care for use as its Administrative headquarters. The Annexe was constructed during 2009-10 as a temporary measure to meet growing demand for office accommodation.
3. Included in this category is the deposit paid by SECC for the purchase of Sorell Council Offices and due for settlement and occupancy in late 2013. This property incorporates all council buildings and land at Somerville Street Sorell and will be utilised to house Administration, Community Transport, Community Package Coordination, Nursing, Treatment rooms and a base for all staff including training etc.

4 Depreciation

Only those assets costing \$1,000 or more are capitalised and provision for their depreciation is made on the basis of their historical cost according to the following asset classes and annual percentage rates:

<i>Asset Class</i>	<i>Percentage</i>
Land	Nil
Building - Richmond	2%
Annexe - Sorell	33.3%
Motor Vehicles	15%
Computers	25%
Other Equipment	10%

5 Restricted Assets

Certain Non-Current Assets have been purchased out of funds received under service agreements with Tasmanian or Australian government agencies whereby, under specific circumstances, proceeds from their sale may be required to be returned to the funding agency.

6 Employee Leave Entitlements

The liability for employee leave entitlements represents an estimate of the Association's liability for the annual recreation leave, personal leave and long service leave entitlements of its employees.

A liability for annual recreation leave exists only for employees who are not paid at loaded (by 20%) rates of pay in lieu of recreation and personal leave entitlements. The amount of liability has been calculated on these employees' unused recreation leave balances and includes on-costs for annual leave loading and superannuation. The total amount is classified as a 'current liability'.

Provision is made in respect of personal leave equivalent to 50% of eligible employees' annual entitlements. The total amount is classified as a 'current liability'.

A liability for long service leave exists for all employees who have been employed continuously for 10 years or who retire or resign (under specific circumstances) after 7 years. The amount of liability has been estimated on the basis of hours actually worked by those employees who have been employed by the Association for 5 years or more and includes an on-cost for superannuation. That part of the total liability that is attributable to employees who have been employed for 10 years or more is classified as a 'current liability'. The remainder is disclosed as a 'non-current liability'.

7 Accrued Salaries and Wages

The amount accrued reflects the proportion of working days occurring prior to 1 July in the first fortnightly pay period ending after the end of the financial year and any deductions from pays (other than PAYG) that have not been cleared at 30 June.

8 Grants for Future Services

These amounts represent the grants received prior to 30 June for services or outlays intended to be carried out after that date.

9 Tasmanian Government

The main grants received through the Tasmanian Government relate to Home and Community Care (HACC). For 2012-13 the Tasmanian Government provided \$374,373 funding for under 65's portion of HACC Grant Funding Program, which represented 20% of the total of HACC revenues.

10 Australian Government

The main grants and contributions received from the Australian Government in 2012-13 related to the following funded activity programs:

- HACC Grant Funding of \$1,465,944 for over 65's, representing 80% of the total of HACC revenues;
- Community Aged Care Packages \$740,130 (2011-12 \$740,105);
- Extended Aged Care at Home \$542,290 (2011-12 \$533,585);
- Veterans Nursing \$51,118 (2011-12 \$59,428);
- Veterans Home Care \$119,335 (2011-12 \$113,302); and
- National Respite for Carers Program \$125,063 (2011-12 \$125,703)

11 Brokered Services

These are provided to consumers on behalf of other organisations that have referred their clients for services made available from the Association's resources. These organisations include the Department of Health and Human Services (DHHS), insurance companies, other community care providers, and other various service providers that receive direct funding from governments.

12 Client Fees – Home Services

These amounts reflect the total received by way of co-payments from clients or their representatives towards the costs of services the Association has provided to clients, typically in their homes.

13 Other Recoveries

This Income item mainly reflects the refunds claimed from the Workers Compensation Insurer in respect of medical and wages expenses arising from work related injuries.

14 Profit on Asset Sales

The vehicles used by employees for travel to clients' residences and other equipment are disposed of or replaced as appropriate. The difference between the sale proceeds and the depreciated value is recorded as a profit or loss.

15 Outsourced Client Services

Outsourced client services relate mainly to gardening and periodic extensive cleaning at clients' homes.

16 Office Equipment Costs

These relate mainly to computer systems development and network support and include purchases of equipment valued at less than \$1,000.

17 Computer Expenses

South Eastern Community Care received Grant Funding during the 2012-13 HACC Transitional funding round, to assist with the procurement of a new client management software system in replacing the current in-house database which has exceeded capacity. Ordinarily of a capital nature the \$150,400 purchase was obtained in part by the grant funding and the balance from operational funds budgeted for this item. Processed in June this item was not paid until July/August and is reported at both Computer Expenses in the Income Statement and and Other Creditors in the Balance Sheet.

18 Surplus for Year

The \$650 Surplus for the year 2012-13 includes the recognition as revenue of government transitional grant of cash or 'in kind' totalling \$70,000 for purchase of a new client management software system, ordinarily of capital nature. This type of receipt is required by accounting standards to be brought to account as income and an expenditure item.

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BALANCE SHEET

As at 30 June 2013

	Note	2013 \$	2012 \$
ASSETS			
Current Assets			
Cash at Bank and On Hand		11,582	32,276
Corporate Credit Card Facility		- 1,495	-
Investment Accounts	2	1,674,603	1,483,979
Receivables	2	104,400	87,528
Total Current Assets		<u>1,789,090</u>	<u>1,603,782</u>
Non-Current Assets			
Land and Buildings at Cost	3	339,018	
Depreciation Provision	4	<u>-130,524</u>	208,494
Motor Vehicles at Cost		294,664	229,174
Depreciation Provision	4	<u>-114,586</u>	180,078
Office Equipment at Cost		67,426	202,094
Depreciation Provision	4	<u>-49,842</u>	17,585
Other Equipment at Cost		50,148	18,586
Depreciation Provision	4	<u>-23,613</u>	26,535
Total Non-Current Assets	5	<u>432,691</u>	<u>479,022</u>
TOTAL ASSETS		<u>2,221,781</u>	<u>2,082,805</u>
LIABILITIES			
Current Liabilities			
GST Net Liability		1	2,586
PAYG Liability		-	29,162
Other Creditors	17	215,908	3,649
Employee Leave Entitlements	6	425,842	458,696
Accrued Salaries and Wages	7	62,693	50,342
Grants for Future Services	8	63,894	105,642
Other Sundry Liabilities		1,294	-
Total Current Liabilities		<u>769,633</u>	<u>650,077</u>
Non-Current Liabilities			
Employee Leave Entitlements	6	<u>92,921</u>	<u>74,151</u>
TOTAL LIABILITIES		<u>862,553</u>	<u>724,228</u>
NET ASSETS		<u>1,359,227</u>	<u>1,358,577</u>
EQUITY			
Accumulated Funds		758,577	1,207,257
Summerville St Building Funds		600,000	-
Surplus for Year		650	151,321
TOTAL EQUITY		<u>1,359,227</u>	<u>1,358,577</u>

Max Peck and Associates ABN 40 322 767 816

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 special purpose financial report of South Eastern Nursing & Home Care Association Inc. for the year ended 30 June 2013.

Management Committee's Responsibility for the Financial Report

The Management Committee is responsible for preparation and fair presentation of the special 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.

Audit Opinion

In my opinion, the special 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 2013 and the results of its operations for the year then ended.

MAX PECK & ASSOCIATES



Rendell W. RIDGE
30 July 2013

