

2010 - 2011

Elmhurst Bush Nursing Centre



Annual Report

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"Our Vision"

Our vision is to always offer the best lifestyle and health services to the community. Elmhurst Bush Nursing Centre is a vibrant organisation.

"Our Mission"

EBNC will support and provide involvement with our community by delivering high standard accessible health services and lifestyle programs which meet community needs.


"Our Values"

Choice - we value providing information and options to allow informed decision making

Working together - we value effective communication with all individuals and organisations

People focused - we value providing services which are respectful and responsive to individuals and groups

Best practice - we value and promote quality services using evidence based practice



President's Report

On behalf of the Board of Management it is my pleasure to present this report. 2010-11 has been an exciting year for Elmhurst Bush Nursing Centre.

In October 2010 the centre underwent a review under the Quality Improvement Council Standards and Accreditation program. This is a process of independent health auditing of the organization from how the centre is administered to how care and services are delivered to meet community need. The staff and volunteers are to be congratulated as all standards were well met and the auditors commended the work undertaken by such a small dedicated staff. The report includes the exemplary results under the HACCC National Standards where a summary score is given and improvement was from previous the score of 12/20 to 20/20! This demonstrates Elmhurst Bush Nursing Centre is providing health care services to professional standards in which the community and the governments can have confidence.

An example of Elmhurst Bush Nursing Centre's responsiveness to changing expectations in healthcare and service provision is with attention on the health self management and health promotions work. This resulted in some changes to our home nursing program over the last 12 months with an emphasis on lifestyle and social programs in addition to direct clinical care. Direct care and services continue to be provided to clients in their homes as required but where possible community members are encouraged to visit the centre for consultations and program activities.

In line with the changes to how we deliver care in recent months we have seen progress on Stage 3 of our exciting building redevelopment for the centre. This incorporates a new commercial kitchen which has been made possible through a Commonwealth Government Primary care infrastructure grant, enhancing the State government funding for the building program of the multipurpose room and facilities.

I would like to thank the building committee capably lead by Paul Bayley, whose expertise has been invaluable. Thanks also to Russell Price Building Company who have continued to work with the staff ensuring during the building access and services have

been maintained with as little disruption as possible. The Elmhurst community will benefit from the redevelopment for many years to come.

New buildings and modern equipment are important to enable the best health care to be provided but it is our staff who are most important in enabling Elmhurst Bush Nursing Centre to succeed as it has. To manager Sue Young and all the team thank you for your diligent work. Additional medical and allied services are dependent on partnerships with Ararat Medical Centre and East Grampians Health Service. Our appreciation to both these organizations for working with us. The introduction of weekly GP clinics has been successful during this year and we wish to acknowledge Drs Connellan and Pretorius for this service.

I wish also to acknowledge the commitment of my fellow board members. Notably Ken Mac Donald has again guided our financial management in his 18 years as treasurer and to our past president Paul Bayley who despite relocating from Elmhurst has continued to oversee the building program. Following the resignation of Ben Baker during the year the board has actively been recruiting and

we look forward to welcoming some new members in the coming year when I believe we will see Elmhurst Bush Nursing Centre go from strength to strength.



Mary Bruce

Organisational Chart



Our Service Profile

Clinical Services • Primary Health care and assessment • Emergency/Trauma stabilization & referral • District Nursing • Palliative Care • Monitoring of Chronic illness • Post hospital discharge care • Medical equipment supply • Immunization clinics • Medications and dressings for sale • Pathology collection • Hospital Admission Risk Program (HARP)

Allied Health Services • Doctor Visit • Physiotherapy • Diabetes education • Maternal & Child Health Nurse • Dietetic Service—by appointment • Podiatry Service • Social Worker—by appointment



Dr Michael Connellan MBBS, DRANZCOG, FRACGP, FACRRM



Dr Pieter Pretorius MBChB (Pretoria) M.Med (Family Medicine) FRACGP



Jess Tucker, Physiotherapist

Live Active/Health Promotion Community Services • Strength training group • Ongoing community health sessions provided in centre • “Galloping Gourmet” group • “Cooking for one” program • Health Promotion and education • Planned Activity Groups



Our Partnerships & Alliances

- Department of Health (DOH)
- Aged and Community Care Victoria (ACCV)
- East Grampians Health Service
- Grampians Pyrenees Primary Care Partnership (GPPCP)
- Ararat Rural City and Pyrenees Shire offices
- Grampians Post Acute Care
- Quality Improvement Council (QIC)
- Ambulance Victoria
- Australian Nursing Federation (ANF)
- Service Industry Advisory Group (SIAG)
- UNITI (Information Technology)
- Ararat Medical Centre



Our Community

Elmhurst is nestled at the foot of the Pyrenees Ranges in the south west of Victoria with a population of approximately 150 people. However, the Bush Nursing Centre caters for the needs of a rural community of approximately 1200 people. The farming community predominantly specialises in wool, sheep and cattle. It is a rural community that exists without the support of infrastructures such as an acute hospital, ambulance, resident medical officers and public transport.

Our Members

Historically, Bush Nursing Centres have held a unique status within the Community, with most locals being members of their association. The Elmhurst Bush Nursing Centre membership base supports the ongoing provision of services to the community and continues to remain steady.

Membership for 2010/2011 is 380 an increase from 363 members in the previous year.

Membership categories consist of Family, Pensioner Family, Single and Single Pensioner.

We thank all our members for their continued support of our services.

Fees

\$Family \$60.00

\$Pensioner

Family \$25.00

\$Single \$30.00

\$Pensioner Single \$15.00

Visiting Specialist Fees

Fee for appointment with visiting specialist such as Podiatrist, Physio etc.

Non concession \$15.00

Concession \$10.00

Non-Members are charged a fee per consultation

Centre Visit \$30.00

Out of Centre Visit \$40.00

Board of Management



Mary Bruce
President



Alison Greene
Vice President



Ken Macdonald
Treasurer



Paul Bayley



Wendy Harrington



Ann Maree Browne



Gillian Tattersall



Suzanne Blackie



EBNC Staff



Sue Young - Centre Manager



Janine Curtis -
Health Promotion Nurse



Carol Murray -
Environmental Services



Sally Roberts - District Nursing



Jill Turnock - HARP (r/h side).
Pictured with Marlene Goudie Manager HARP -
East Grampians Health Service



Sue Mahony - Planned Activity
Group Co-ordinator



Mandy Preston -
Business Manager

Development & Growth

Development and growth of our Bush Nursing Centre over the past twelve months



Manager's Report

"Health is central to our lives. It underpins everything we do, from choosing the food we eat every day, to consulting a specialist about a serious life threatening illness..." This excerpt is from the draft Victorian Health Priorities Framework 2012-2022. It will underpin and guide the framework for rural and regional Victoria for the development and operation of the Victorian Health System for the future. Identified goals from this framework are that:

1. People are as healthy as they can be, they are managing their own health better, and they have the best health care service outcomes possible;
2. Care is clinically appropriate and cost effective, and delivered in the most clinically appropriate, cost effective settings;
3. The health system is highly productive and sustainable – sustainable use of resources through efficiency and effectiveness, continuous improvement and innovation, and local and responsive governance.

I am very proud to say that these priorities are already substantially embedded into our health directions for the future.

* We provide health promotion programs which support a proactive health service

* We continue to strengthen and develop mutually benefitting relationships with key stakeholders

* We work together and commit to a sustainable evidence based service delivery that is directed to individuals and groups within our catchment population.

Our Accreditation in October last year showed that the direction that the staff, Board of Management (BOM) and community were heading was indeed the right one. We succeeded in meeting all the Health and Community Service Standards, as well as all of the Home and Community Care (HACC) National Standards, with an "exceeded" status in "Collaboration and strategic positioning in external quality relationships".

These quality services and relationships can only strengthen with the near completion of our third and final stage building project. We are all very excited to see how it has developed and can't wait to test out the great kitchen and multi-purpose facility.

As we continue to grow, I take a step back and reflect on our achievements, and how we came to get where we are today. I believe this quote explains why we have achieved what we have:

- "The strength of the team is each individual member. The strength of each member is the team".

The members of the Board of Management have been monumental in the volunteer support they have given. Their time and enthusiastic energy has been endless, and their expertise and proactive approach in continuous improvement and governance direction outstanding, and I thank them very much.

Also, to staff members Janine, Sally, Mandy, Sue, Jill, and Carol, your teamwork, professionalism, passion with what you do, and support of me is greatly appreciated.

Our volunteers – without them we would not be able to carry out the programs we do. Their tireless unselfish support of their time to us and the community is humbling and I am so grateful.

The main reason we remain sustainable, successful and innovative is because of community support and the way they have embraced



the Primary Health Care services that are provided at the Centre. Our strong partnerships, the sharing of knowledge, resources and community spirit will provide us with a quality Bush Nursing Centre for many years to come.

Sue Young
Centre Manager

2011 - 2012

Elmhurst Bush Nursing Centre



Operational Plan

Introduction



“ The Elmhurst Bush Nursing Centre's Operational Plan details the key priorities and initiatives to be delivered for the 2011/12 year. The 'key goals' align with the Strategic intent to enable ongoing review of our performance and ensure the 2010 – 2015 strategic directions are achieved. The individual 'priorities' provide detail about what portion of the Strategic intent will be put into place in the coming financial year.

The annual operational planning cycle is linked with financial planning, performance reporting and risk management to ensure these complex processes are internally aligned.

Bi-annual evaluation takes place to monitor achievement against the priorities with progress reported to the Board of Management. The Operational Plan is a working document and may be updated

each quarter to reflect updated priorities or new initiatives that require work.

The accountable authority for each operational plan priority will be the Centre Manager and the Board of Management. It is important to note that even though the Centre Manager and Board of Management are identified as accountable for a priority, actual implementation of that priority may not be their sole responsibility. Other members of the Organisation have a role in its implementation.

The release of the Elmhurst Bush Nursing Centre Operational Plan signals the Organisation to ensure alignment of priorities and activities. ”

Our Key Goals	Our Priorities for 2011-2012	Delivered by
<p>BEST PRACTICE</p> <p>We value and promote quality services using evidence based practice</p>	<ol style="list-style-type: none"> 1. Develop and provide health promotion programs which support a proactive health service. Include school age children in this plan - <i>implement by Feb 2012</i> 2. Report findings of surveys and feedback methods used to improve community engagement - <i>Nov. 2011</i> 3. Evaluate survey data collection methods to guide improvements in service delivery - <i>Nov. 2011</i> 4. Evaluate Health Promotion programs via reports which are to be completed following each program. Report findings to CM and BOM - <i>monthly</i> 5. Encourage and promote verbal feedback from community members regarding facilities and services 6. Continue to develop & improve service delivery through evidence based practice e.g. Active Service Model – attend education & access resources. 	<p>CHN</p> <p>CM</p> <p>CM</p> <p>CHN</p> <p>All staff & BOM</p> <p>All nursing staff</p>

Our Key Goals	Our Priorities for 2011-2012	Delivered by
<p>WORKING TOGETHER</p> <p>We value effective communication with all individuals and organisations</p>	<p>2. Continue to strengthen and develop mutually benefitting relationships with key stakeholders:</p> <ul style="list-style-type: none"> • PCP Executive <i>monthly meetings</i> attendance & reports • Liaise with EGHS, GCH, LGA's, local medical practices • Bush Nursing Managers meetings – provide feedback to BOM, staff • Documented quarterly EBNC staff meetings & feedback to BOM • Regular communications and updates with Governments and fund holders and reported to BOM • Volunteers – <i>annual</i> evaluation of programs & service for our volunteers. Promote involvement of Volunteers • BOM – funding opportunities listed and reviewed <i>as arise and reported monthly</i> • Pyrenees Shire Flood Recovery Committee meetings attended <i>monthly</i> – feedback to BOM, staff • Communication with Industry related organizations to ensure efficient business/HR practices – reported to BOM 	<p>CM</p> <p>BOM, all staff</p> <p>CM</p> <p>CM</p> <p>BOM, CM</p> <p>CHN, CM</p> <p>BOM</p> <p>CM</p> <p>CM</p>

Our Key Goals	Our Priorities for 2011-2012	Delivered by
<p>CHOICE</p> <p>We value providing information and options to allow informed decision making</p>	<p>1. BOM and staff work together and commit to a service delivery that is directed to individuals and groups within our catchment population by:</p> <ul style="list-style-type: none"> • Providing a plan which encompasses a range of services and programs within the HACC guidelines - <i>annually</i> • Developing care plans directed at individual circumstance using the ASM approach - <i>review annually</i> <p>2. Monitor sub-committee work:</p> <ul style="list-style-type: none"> • Sub-committees to meet at least <i>3 times per year</i> • Sub-committee recommendations presented to BOM for endorsement <p>3. Strengths, capabilities and professional development interests of staff and BOM are identified through:</p> <ul style="list-style-type: none"> • <i>Annual</i> staff appraisals • <i>Annual</i> BOM appraisals • Corporate governance education - 2011 – 2012 • Clinical governance education – 2011 - 2012 	<p>BOM, all staff</p> <p>All nursing staff</p> <p>BOM, staff</p> <p>BOM, staff</p> <p>CM</p> <p>BOM president</p> <p>ACCV, BOM</p> <p>ACCV, CM</p>

Our Key Goals	Our Priorities for 2011-2012	Delivered by
<p>PEOPLE FOCUSED</p> <p>We value providing services which are respectful and responsive to individuals and groups</p>	<p>1. Commit to 2010 – 2015 Strategic Intent, identifying growth & expansion of the Bush Nursing Centre by:</p> <ul style="list-style-type: none"> Maintaining accurate statistical data for individual and group activities Providing DoH with HACC <i>quarterly</i> output reports Providing BOM with <i>quarterly</i> HACC 19 reports <p>2. Ensure EBNC's financial structure meets compliance and budgetary limitations:</p> <ul style="list-style-type: none"> Provide BOM with a <i>monthly</i> Finance report Complete an <i>annual</i> budget for BOM Review budget performance <i>quarterly</i> Review budget against supported projects <i>quarterly</i> <p>3. Provide services and programs for individuals and groups from all backgrounds and beliefs. Provide a Diversity plan that reflects this and review <i>annually</i></p>	<p>CM, CHN</p> <p>BM, CM</p> <p>CM, BM</p> <p>FC, BM</p> <p>BM</p> <p>BM, CM, FC</p> <p>BM, CM, FC</p> <p>BM, CM CHN</p> <p>All staff, BM</p> <p>CM</p>

LEGEND OF ACRONYMS

ACCV	Aged & Community Care Victoria
ASM	Active Service Model
BOM	Board of Management
BM	Business Manager
CM	Centre Manager
CHN	Community Health Nurse
FC	Finance Committee
DoH	Department of Health
EBNC	Elmhurst Bush Nursing Centre
EGHS	East Grampians Health Service
FC	Finance Committee
HACC	Home and Community Care
LGA's	Local Government Areas
PCP	Primary Care Partnership

Acknowledgement: WA Health Operational Plan 2010-2011.

Annual Health Promotion Report

What is a Healthy Person?

When we think of a healthy person what does their life look like?
Is this person simply free from disease or disability or is there more to it than that?

Health is more than simply the absence of disease and is shaped by much more than the sum of our individual choices. There are many factors that influence our ability to maintain good health. These include (but are not limited to):

- * Education level (which affects our ability to collect, interpret and apply healthy lifestyle-related information)
- * Social position (employment status, income level and living environment)
- * Social connectedness (involvement with our family, friends, local communities, local churches and creative activities)
- * Nutrition (knowledge about & access to clean & fresh food, and water)
- * Involvement in physical activities (sport and recreation)
- * The wider environment in which we live in (air quality, space and privacy), and,
- * Psychological factors (attitudes, beliefs, coping mechanisms and environmental stressors)

While some of these factors are outside of our immediate control, there are many opportunities for us to make wise lifestyle choices that can enhance our sense of wellbeing and help us to maintain our optimum level of health. There is a vast array of information and knowledge available about healthy lifestyles which we can use to enable us to be better managers of our own health. (www.healthdirectory.com.au)



"Your service and friendly approach to the community is greatly appreciated."

The Health Promotion Program at the Elmhurst Bush Nursing Centre aims to provide programs, initiatives and educative services that help to support individuals and the community collectively to be the healthiest that they can be. Together with our partners, we strive to give our community the tools, support and confidence to achieve and maintain good health, whilst also being respectful of individual choices and differences. In order to be successful programs need to be inspiring and inviting. Hopefully the examples listed below achieve all this and much more.



Running since 2006 our Galloping Gourmets program continues to go from strength to strength, gaining in both popularity and importance in the lives of those who participate. With 26 current members (mostly over 80 years of age), each outing is highly anticipated, and provides invaluable opportunities for social connectedness that are often lacking for the age group which we service.



Annual Health Promotion Report

Similarly our Meals for One program has a dedicated following and the growth in knowledge, pride and self esteem of the participants has been greatly enhanced by the publishing of their first cookbook titled "Golden Oldie Cookbook- Recipes for One or Two".



A "Healthy Lifestyle Program" held over several weeks focused on the participants developing their own goals as to how they would be able to manage their own health, and, has resulted in many participants actively pursuing healthier lifestyle choices. We have also instigated a series of Volunteer's education sessions for our volunteers and staff, with topics ranging from basic first aid and manual handling skills to health education sessions. A Parenting DVD evening, and a very successful Women's Health Night have also been examples of the centre providing education and guidance in a socially supportive environment, where hopefully a healthy lifestyle becomes an attractive and achievable option.



"Men's health and information night was a great idea and most beneficial."

We have much to look forward to over the next year. In particular the completion of our new activities room and kitchen will provide a valuable asset in our endeavors to create inspirational and exciting health promotion and education activities. Our options are only limited by our imagination, and I am sure that our community will embrace this exciting new development with enthusiasm.



Janine Curtis
Health Promotion Nurse

Planned Activity Group

"The community of Elmhurst and district are extremely fortunate for the care provided."

Elmhurst Saturday Centre

Our Goals are:- 1. To help maintain physical, psychological, social and emotional well being. 2. To support and encourage continuing independence and participation in the Community.

Our day is a happy social one and everyone enjoys a meal prepared by our Volunteers. Our volunteers do a wonderful job and their support and help is invaluable to me and the clients. During this year we have welcomed four Landsborough clients who are picked up by our Volunteers.

Our activities are centered around a theme such as Wattle Day, Mothers Days, the Royal Wedding and we enjoy word games, whiteboard activities, riddles and jokes. The day wouldn't be complete without a game of Bingo with chocolates as prizes. Everyone enjoys the challenge of the Football Tipping.

One important aspect I have noticed this year in our group is the support given by clients to each other. There is always a helping hand when needed.

Looking towards the future we aim to encourage our clients to continue to remain active.

Sue Mahony



Those very special people

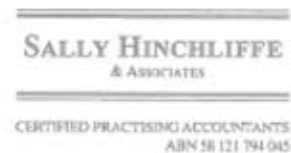
Our Volunteers!!!

Our volunteers are very special people and are appreciated by our clients and staff. It is recognized by the staff and Board of Management of EBNC that volunteers are valued team members of the Centre. The skills and experience they bring to this role contribute greatly to the quality of life of clients of the Elmhurst Bush Nursing Centre.

Many of the programs and functions of the Centre would be impossible to maintain without the generous support of our volunteers.



Our Auditors



The auditors of the Elmhurst Bush Nursing Centre Inc. for the 2010/2011 financial year were Sally Hinchliffe & Associates, Ararat.

Our Accreditation



The Centre is a fully Accredited Health Care facility. Continuous Improvement is valued in our daily work practices as part of providing quality healthcare services to our consumers. The Organisation partakes in a triennial assessment process with QICSA. Annual Quality work plans are developed to ensure continuous quality improvement.

Aged and Community Care Victoria



Our subscription to Aged & Community Care Victoria ensures representation on behalf of all 14 Bush Nursing Centres across the State. Staff members have the opportunity to attend seminars, workshops and training courses throughout the year. These meetings are a vital source of information and skill enhancement, necessary for the efficient running of the Centre and delivery of health services to our community.

Our Funding



Bush Nursing Centre's (BNC's) rely on Home

and Community Care (HACC) as their funding source. Recurrent annual funding is received via a monthly grant from the Department of Health (DoH). This funding is used to operate the Centre, maintain and update equipment and provide ongoing health care services. One-off grants are also made available for capital works. Each BNC also receives an income from its member base through annual subscriptions and donations.

Grampians Pyrenees Primary Care Partnership



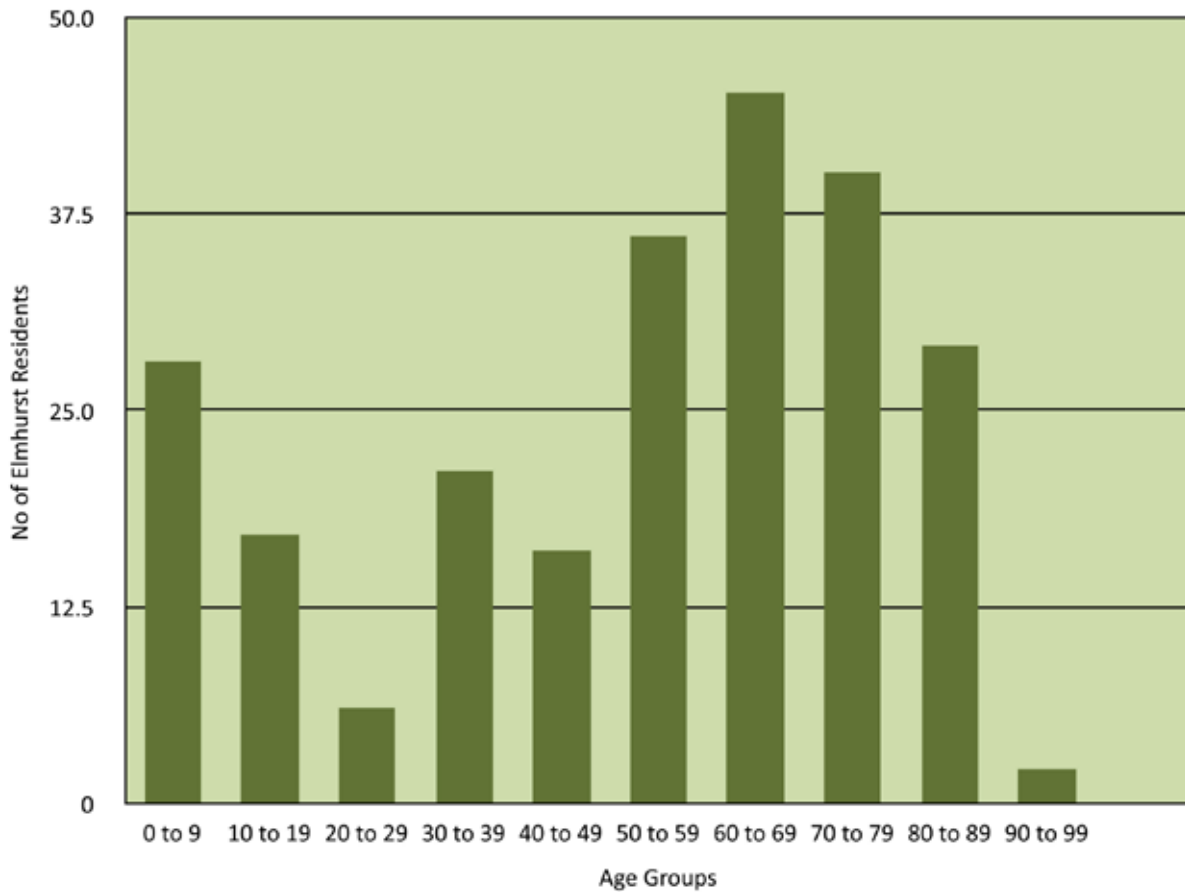
The Centre continues to have

a strong partnership with its local PCP, having input into planning, service co ordination and activities. PCP funding this year has enabled us to obtain another car to provide essential services to our community members. The Centre Manager is also a representative of the PCP Executive Committee.

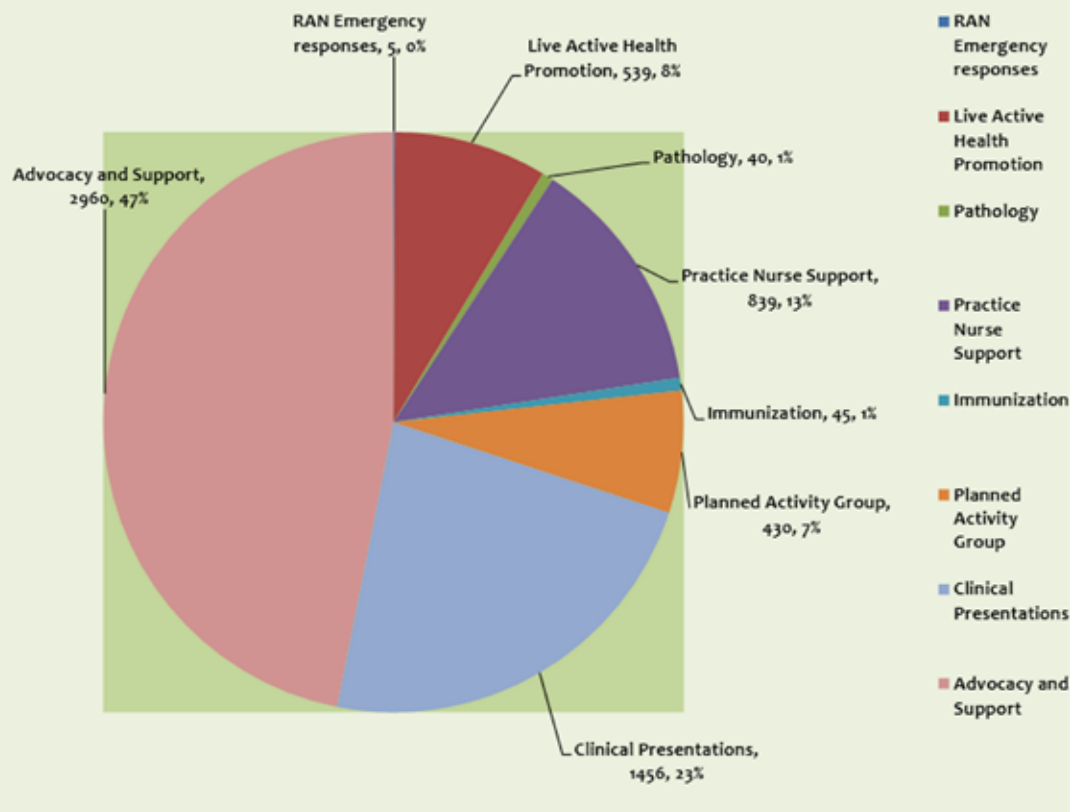
Amy Dickins - Graphic Design

Elmhurst Bush Nursing Centre wishes to acknowledge the generous donation of time to the Centre from Amy, for her expertise in the production of this and other documents throughout the year.

Elmhurst Bush Nursing Centre Age Breakdown 2010 / 2011



Elmhurst Bush Nursing Centre
Service Provision 2010 / 2011



Finance

2010 / 2011 Financial Year.

The following pages contain financial information for the period ending 30 June 2011 for the Elmhurst Bush Nursing Centre Inc.

Included are Profit and Loss statement, Balance Sheet, Statement of Cash Flows and Audit Report. The Audit for the 2010/2011 financial year was completed by Sally Hinchcliffe & Associates, Certified Practising Accountants from Ararat.

The Profit and Loss Statement for the year ending 30th June, 2011, shows a loss of -\$38,970.00.

The 2010 / 2011 financial year has seen some changes to the Finance Committee. We have been fortunate to have Wendy Harrington join the Committee, bringing many years of experience in financial management. Paul Bayley retired from the Committee after his relocation from Elmhurst, but has still managed to be actively involved with the financial overseeing of the current building works, Paul's enthusiasm and day to day involvement is sadly missed at the Centre. Our Treasurer Ken Macdonald continues to head the finance committee, we are extremely fortunate to have someone with his wealth of knowledge and dedication to the Centre to head this Committee. I would like to personally thank Ken for his continued support to me in this role.

The Primary focus of the Finance committee for the 2010/2011 financial year has been to oversee the financial accountability necessary for stage 3 of the building works. In May 2010, the Elmhurst Bush Nursing Centre received funding from the Department of Health, through the Continuation of Infrastructure upgrades for Bush Nursing Hospitals & Centres and Small Rural Health Services to complete stage three of the building project. The Centre was extremely fortunate to also obtain Federal Government funding through the GP Super Clinics program, which enabled the inclusion of a commercial kitchen to the new building.

Elmhurst Bush Nursing Centre is funded under the Home and Community Care (HACC) program, we also rely on the payment of our annual memberships and the generous donations received from our Community.

Mandy Preston



Financial Report

SALLY HINCHLIFFE
& ASSOCIATES

CERTIFIED PRACTISING ACCOUNTANTS
ABN 58 121 794 045

ELMHURST BUSH NURSING CENTRE INC. INDEPENDENT AUDIT REPORT:

SCOPE:

I have audited the financial statements of the **Elmhurst Bush Nursing Centre Inc.** for the year ended 30th June, 2011. The committee is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts 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 Auditing Standards so as to present a view of the Association which is consistent with my understanding of its financial position and the results of its operation and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

In my opinion, the financial statements present a true and fair view in accordance with applicable Accounting Standards the financial position of the **Elmhurst Bush Nursing Centre Inc.** as at 30th June, 2011 and the results of its operations and cash flows for the year.



SALLY HINCHLIFFE
CERTIFIED PRACTISING ACCOUNTANT

Date : 1st August, 2011

SALLY HINCHLIFFE & ASSOCIATES

Liability limited by a
scheme approved under
Professional Standards
Legislation

210 BARKLY STREET
ARARAT, VICTORIA 3377

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Financial Report

Elmhurst Bush Nursing Centre Inc.

Profit and Loss Statement For the Year Ending 30th June, 2011

INCOME	<u>2011</u>	<u>2010</u>
Operating Grant	\$259,680	\$253,606
Fees & Subs	\$8,889	\$8,234
Other Income	<u>\$10,730</u>	<u>\$18,226</u>
Total Income	\$279,299	\$280,066
 EXPENSES		
Salary Costs	\$240,208	\$215,564
Employee Costs	\$22,352	\$21,041
Staff / Board Development	\$686	\$682
Patient Expenses	\$11,276	\$9,087
Administration	\$13,836	\$15,426
Information Technology	\$8,507	\$13,578
Licences & Affiliations	\$3,116	\$2,922
Building & Maintenance	\$14,809	\$12,294
Vehicles	<u>\$3,479</u>	<u>\$4,961</u>
Total Expenses	<u>\$318,269</u>	<u>\$295,555</u>
NET OPERATING PROFIT/(LOSS)	<u>-\$38,970</u>	<u>-\$15,489</u>
Non Operating Grants	\$12,502	\$278,078
Non Operating Capital	\$22,672	\$18,362
Non Operating Expenses	<u>\$48,931</u>	<u>\$50,925</u>
NET PROFIT/(LOSS)	<u><u>-\$52,727</u></u>	<u><u>\$230,026</u></u>

Financial Report

Elmhurst Bush Nursing Centre

Green Street,
ELMHURST VIC 3469

Profit & Loss Statement

July 2010 through June 2011

29/07/2011
1:41:42 PM

Income	
Operating Grant	
D.H.S Maintenance Grant	\$259,679.89
Total Operating Grant	<u>\$259,679.89</u>
Fees & Subs	
Subscriptions	\$3,562.00
Clinic Fees	\$5,326.92
Total Fees & Subs	<u>\$8,888.92</u>
Other Income	
Sundry Income	\$547.37
Wages Recovery	\$10,182.85
Total Other Income	<u>\$10,730.22</u>
Non Operating Grants	
DHS Special Grant	\$12,502.00
Total Income	<u>\$291,801.03</u>
Expenses	
Salary Costs	
Nursing Wages	\$199,367.35
Domestic & Admin Wages	\$40,840.50
Employee Costs	
W/Cover Levy	\$3,952.76
Superannuation - All Staff	\$18,399.28
Total Employee Costs	<u>\$22,352.04</u>
Staff/Board Development	
Conferences & Meetings	\$350.60
Education	\$335.46
Total Staff/Board Development	<u>\$686.06</u>
Patient Expenses	
Minor Equipment replacement	\$171.82
Medical Supplies	\$5,007.28
Maintenance Contracts & Repair	\$725.61
Clinical Waste Removal	\$439.38
Catering PAG Programs	\$4,931.94
Total Patient Expenses	<u>\$11,276.03</u>
Administration	
Audit Fees	\$1,180.00
Advertising	\$268.95
Bank Charges	\$264.53
Insurance - General	\$1,492.50
Journals & Publications	\$452.71
Payroll Preparation	\$831.00
Postage	\$387.06
Printing & Stationery	\$2,906.24
Sundry Expenses	\$3,506.84
Telephone Accounts	\$2,546.24
Total Administration	<u>\$13,836.07</u>
Information Technology	
Computer Consult Fees	\$1,910.73
Licences & Maintenance	\$6,596.41
Total Information Technology	<u>\$8,507.14</u>
Licences & Affiliations	
Accreditation	\$1,268.18
Affiliation Fee	\$506.80
Licences & Permits	\$420.60
Industrial Relations Levy	\$920.00
Total Licences & Affiliations	<u>\$3,115.58</u>
Building & Maintenance	
Building & Grounds	\$1,831.76
Gardening	\$2,900.24
Housekeeping	\$1,549.15
Plant & Equipment	\$1,672.57
Electricity	\$4,150.24
Water	\$457.42

Financial Report

Elmhurst Bush Nursing Centre

Profit & Loss Statement

July 2010 through June 2011

29/07/2011
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Rates & Taxes	\$1,610.53	
Security	\$637.29	
Vehicles		
Motor Vehicle Running Costs	\$3,479.06	
Total Expenses		<u>\$318,269.03</u>
Operating Profit		<u>-\$26,468.00</u>
Other Income		
Non Operating Capital		
Donations	\$140.00	
Interest Received	\$19,549.25	
Profit/Loss on Sale Of Assets	-\$857.00	
Rent Received	\$3,840.00	
Total Other Income		<u>\$22,672.25</u>
Other Expenses		
Non Operating Expense		
Depreciation Expense	\$50,526.00	
Provision for Long Service	-\$2,731.65	
Provision for Annual Leave	\$1,136.57	
Total Other Expenses		<u>\$48,930.92</u>
Net Profit/(Loss)		<u>-\$52,726.67</u>

Financial Report

Elmhurst Bush Nursing Centre Inc.

Balance Sheet As At 30th June, 2011

	<u>2011</u>	<u>2010</u>
ASSETS		
Current Assets		
Cash on Hand & Bank	\$141,559	\$420,131
Trade Debtors	\$1,036	\$4,132
Investments	\$47,179	\$44,105
Total Current Assets	<u>\$189,774</u>	<u>\$468,368</u>
Non Current Assets		
Land & Buildings	\$775,418	\$579,704
Plant & Equipment	\$56,778	\$67,437
Motor Vehicles	\$22,282	\$28,751
Total Non Current Assets	<u>\$854,478</u>	<u>\$675,892</u>
Total Assets	<u>\$1,044,252</u>	<u>\$1,144,260</u>
LIABILITIES		
Current Liabilities		
Tax Liabilities	-\$8,792	\$35,859
Creditors	\$0	\$7,440
Superannuation	\$1,102	-\$6,653
Short Term Provisions	\$20,640	\$19,504
Total Current Liabilities	<u>\$12,950</u>	<u>\$56,150</u>
Non Current Liabilities		
Long Term Provisions	<u>\$31,592</u>	<u>\$35,672</u>
Total Non Current Liabilities	<u>\$31,592</u>	<u>\$35,672</u>
Total Liabilities	<u>\$44,542</u>	<u>\$91,822</u>
Equity	<u>\$999,710</u>	<u>\$1,052,438</u>

Financial Report

Elmhurst Bush Nursing Centre

Green Street,
ELMHURST VIC 3469

Balance Sheet

As of June 2011

29/07/2011
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Assets		
General Account		\$9,809.45
Gift Account		\$0.31
High Yield Investment Account		\$131,749.94
Investments		
Term Deposit - Short Term	\$47,179.13	
Debtors		
Trade Debtors		\$1,036.02
Non Current Assets		
Land & Buildings		
Land at Cost or Valuation	\$20,000.00	
Buildings at Cost or Valuation	\$947,756.23	
Buildings - Accum Deprecn	-\$192,338.00	
Plant & Equipment		
Plant & Equip Original Cost	\$119,230.52	
Plant & Equip - Accum Depn.	-\$62,453.00	
Motor Vehicles		
M.V. Original Cost	\$28,768.75	
Vehicles - Accum Deprecn.	-\$6,487.00	
Software Program		
Total Assets		<u>\$1,044,252.35</u>
Liabilities		
Current Liabilities		
Overdraft		
Creditors		
Tax Liabilities		
GST Collected		\$9,569.10
PAYG Tax Collected		\$2,416.56
GST Paid		-\$20,778.32
Short Term Provisions		
Provision for Annual Leave	\$20,640.35	
Trusts		
Superannuation Due	\$1,102.06	
Non Current Liabilities		
Long Term Provisions		
Provision for Long Service	\$31,591.65	
Total Liabilities		<u>\$44,541.40</u>
Net Assets		<u>\$999,710.95</u>
Equity		
Current Year Earnings		\$303,329.50
Accumulated Funds		\$749,108.12
Accumulated Funds		-\$52,726.67
Total Equity		<u>\$999,710.95</u>

Financial Report

Elmhurst Bush Nursing Centre Inc.

Statement of Cash Flows For the Year Ending 30th June, 2011

	<u>2011</u>	<u>2010</u>
Cash Flow From Operating Activities		
Receipts from Customers	\$295,781	\$563,570
Interest Received	\$19,549	\$11,052
Payments to Suppliers & Employees	<u>(\$361,896)</u>	<u>(\$296,905)</u>
Net Cash Provided (Used In) Operating Activities	<u>(\$46,566)</u>	<u>\$277,717</u>
Cash Flow From Investing Activities		
Proceeds from Sale of Plant & Equipment	\$13,872	\$16,363
Payment for Land & Buildings	<u>(\$237,340)</u>	<u>(\$91,036)</u>
Payment for Motor Vehicles	\$0	<u>(\$28,769)</u>
Payment for Plant & Equipment	<u>(\$6,500)</u>	<u>(\$40,477)</u>
Net Cash Provided (Used In) Investing Activities	<u>(\$229,968)</u>	<u>(\$143,919)</u>
Cash Flows From Financing Activities		
Amounts Receivable	<u>\$1,036</u>	<u>\$4,132</u>
Net Cash Provided (Used In) Financing Activities	<u>\$1,036</u>	<u>\$4,132</u>
Net Increase (Decrease) in Cash Held	<u>(\$275,498)</u>	<u>\$137,930</u>
Cash at Beginning of Financial Year	<u>\$464,236</u>	<u>\$326,306</u>
Cash at End of Year	<u><u>\$188,738</u></u>	<u><u>\$464,236</u></u>