

2013-14

ANNUAL REPORT & FINANCIAL STATEMENTS

For the year ended 30 June 2014

PRESENTED AT THE ANNUAL GENERAL MEETING

7 October 2014

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 FRED WHITCHURCH
2/25th Fld Pk Coy
2/9th Fld Coy

WELCOME TO JUBILEE COMMUNITY CARE

MANAGEMENT COMMITTEE 2013-2014:

President	Judy Salecich
Secretary	Annette Ganter
Treasurer	Ross Beck
Members	Sue Colen
	Dorothy Gillett
	Karl Manning
	Sue Paulsen

LIFE MEMBERS:

Jenny Bostock	Lionel Neal
Joan Sherrin-Moody	Denise Bolland
Judith Rodins	

STAFF 2013-2014:

Executive Manager	Shaun Riley
Manager Community Care Services	David Rose
Senior Coordinator	Elisabeth Schaller
Coordinators	Helen Webb
	Nicky Panagopoulos
	Sandy Kelly
	Sue-Ellen Jaensch
Financial Administrator	Deborah Love
Financial Assistant	Pam Stalley
Care Worker/Trainer	Deanne Garner
Activities Officer	Vicki Burden
Receptionist	Brigid Batchelor
Scheduling Coordinator	Tracy Burton
Marketing	Susie Green
	Liz Upham

VOLUNTEERS 2013-2014

Betty Holt	Maureen Richardson
Michael Jones	Judith Thomson

CARE WORKERS 2013-2014

Patricia Alonso De Blason	Laura Fitzgerald	Tammy Oram
Kaylene Bate	Shauna Foote	Margot Osborne
Linda Beck	Elizabeth Gilding	Marylyn Parreno
Piotr Beck	Claudia Harford Love	Merrett Pastourel
Shirley Berry	Jan Harrison	Georgina Patterson
Lois Bradley	Gregory How	Lily Pham
Pauline Braun	Sue Ellen Jaensch	Victoria Pickard
Cathi Brown	Lynette Jefferies	Elizabeth Price
Yvette Brown	Ann Jones	Carol Riley
Christine Bruhl	Hilary Kaye	Maryanne Russell
Sarah Burrell	Sandy Kelly	Donna Strofield
Jessica Burton	Lisa Kibsgaard	Betty Struckett
Julia Carter	Alison Lord	Christine Sullivan
Jenny Cunningham	Gill Mason	Leonie Taifalos
Leah Cusi	Alice Mason	Judith Thomson
Alison Dover	Sue McDonald	Susan Valery
Alison Duncan	Elaine McLachlan	Steven Warren
Frances Edwards	Maelle Moreau	Sue Watson
Marjorie Evans	Mary Moses	Leigh Willett
Annette Falconer	Melissa Murray	

CONSULTANTS 2013-2014:

Accountant and Auditor	Geraghty Accountants
Computer Software	Adamas Corporate Solutions
IT Network	DivestIT
Website Designer	George Ahlatis
Industrial Relations / Human Resources	Miles Witt Partnership
Staff Training	Bettens Training and Consultancy
	Allied Connect
	First Response First Aid and Fire Safety
	National Care Solutions
Care Worker/Trainer	National Care Solutions (Lyn Turner)



DORA
SMITH

Strength and Generosity
HOLY FAMILY SCHOOL

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PRESIDENT'S REPORT

According to Jubilee Community Care's Strategic Plan 2013-2018, our vision is **to be recognised as a leading provider of innovative and flexible home care and community support services.**

In 2013-14, we made good progress towards achieving this goal. My report and the report by our Executive Manager, which follows, outline this progress and specific achievements.

What sets Jubilee Community Care apart from other community aged care providers? Clearly, we are locally-based and smaller than some of the major providers. It is these features that enable us to be more flexible, responsive and to stay in touch with our clients and community. We regard ourselves as a 'boutique' provider. With all the changes currently affecting the aged care industry, this places Jubilee Community Care in a strategic position to accommodate the many changes, to communicate these to our clients, carers and members of our local community, and to meet the needs of our clients. Consumer Directed Care (CDC) is currently being implemented and is the way of the future in community aged care.

The answer: Jubilee Community Care's values set us apart.

Our clients, their family and carers, our staff and our industry partners are our No 1 priority. Whether a member of the Management Committee, a senior staff member or a care worker, good relationships are important to us. **We treat all people equally, with dignity and respect**, no matter who they are, demonstrated daily by our care workers in the way they treat our clients; it is also demonstrated by our senior staff in how they deal with difficult issues, client complaints or accidents.

Our communication is open and transparent. In 2013-14, we put a lot of time, energy and resources into improving communication with our clients (for example via the client newsletter) and stakeholders, and implementing our marketing strategy. Our revamped website will be launched by October 2014.

As a not-for-profit charity, Jubilee Community Care is registered to receive tax-deductible donations. In 2013-14 we established a working group comprising representatives of the Management Committee and senior staff to consider how to promote this and develop a bequests strategy. This work continues.



OUR VALUES:

- People are our priority. Good relationships are important to us. We treat all people equally, with dignity and respect. Our communication is open and transparent. We foster teamwork, partnerships and a sense of community. We seek social justice for all.
- We aim for the highest standards of service, performance and accountability. By being responsive, flexible and through continuous improvement, we seek excellence in all that we do.
- We revere our history and our past, but we look to the future. We embrace change through effective planning and innovation.



“

Jubilee staff have been very helpful especially since my recent illness, assisting with cleaning once a fortnight and with transport and shopping.

Client feedback:
Harry

”

Jubilee Community Care's achievements in 2013-14 are the result of **great teamwork, industry and community partnerships and networks**. I lead a highly committed and competent team, the Management Committee. We work in partnership with Shaun Riley, Executive Manager, and his equally committed and capable team of senior staff. They work in partnership with a team of dedicated, highly-trained care workers. Our senior staff have also established and cemented various industry and community partnerships, which you can read about in Shaun's report.

We foster a sense of community. One way we do this for our clients is through our Activities Program, which continued to flourish in 2013-14. For our staff and Management Committee, functions like our annual Christmas Dinner help to build a sense of community at an organizational level.

Another important value is: **We seek social justice for all.** No matter the background or circumstances of a client or carer, our staff endeavour to meet the person's requests for services or assistance in a timely and professional manner.

At Jubilee Community Care, **we aim for the highest standards of service, performance and accountability – excellence in all that we do.** Ongoing professional development and training of members of our Management Committee, senior staff, administrative staff and care workers is one way we ensure our service and performance is of the highest standard.

In April 2014, all members of the Management Committee but one and all senior staff attended the 4-day Leading Aged Services Australia Queensland (LASAQ) State Conference at the Gold Coast.

Our mandatory care worker training program (pre-service and in-service) is second to none. In 2013-14 our senior staff and Management Committee attended seminars and training in preparation for implementation of Consumer Directed Care, the Commonwealth Government's new aged care portal "My Aged Care", and our new accounting software program (TABS), to name a few.

We conduct annual performance reviews, at all levels of the organization, and annual client satisfaction surveys. The 2013-14 Client Satisfaction Survey resulted in 193 replies and high satisfaction amongst clients of Jubilee Community Care with the care and support services provided by our care workers and support staff.

In 2013-14, we completed a review of our Corporate Governance policies and also our operational policies, and a review of our Constitution is due in November 2014. Continuous improvement is integral to all that we do.

Industrial relations: Our existing Enterprise Agreement was renegotiated and signed off by Fair Work Australia. Pay rates for some of our employees are gradually being increased in line with the Equal Remuneration Order made by Fair Work Australia. The increases will continue to apply until 2020.

OUR 25TH ANNIVERSARY

This year, 2014, is the 25th Anniversary of the establishment of Jubilee Community Care. We will celebrate this milestone in the latter part of 2014 (September – December). It seems just the other day that we celebrated our 20th Anniversary (2009).

We revere our history and our past, but we look to the future. Change is all around us. Nothing stays the same. We, like our many clients, grow older. What makes Jubilee Community Care stand apart as a community aged care provider is our willingness to embrace change. How do we do this?

First, we plan. We plan at a strategic and at an operational level. We take planning seriously. Our strategic plan is a big picture plan; our annual business plan and budget is our month-to-month planning guide. In his report, Shaun outlines the extent to which he and his staff have achieved the goals set in the Business Plan 2013-2014.

Second, we innovate. We are not satisfied with the status quo. We want to renew our services, to stay abreast of changes in society, community needs and expectations, and technology. This is why our staff developed and are delivering the “Stay Standing” falls prevention program. It’s why we are specializing in dementia care. It’s why we are introducing assistive technologies to better serve the needs of our clients, and to help our staff to be more efficient and productive.

If we are to achieve our vision of being recognised as a leading provider of home care and community support services, we must continue to plan well, market our services effectively, and be innovative and flexible.

Judy Salecich
President

September 2014

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We must hold strongly and passionately to our values, which motivate and underpin all that we plan and do.

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EXECUTIVE MANAGER'S REPORT

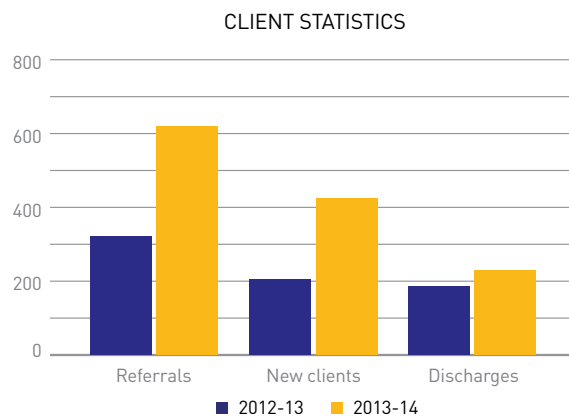
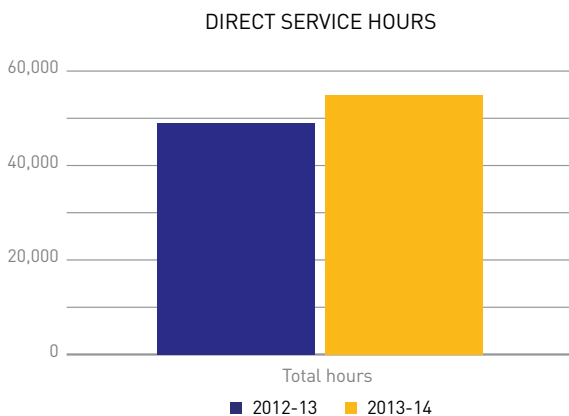
Firstly my thanks go to our valued staff and volunteers for their commitment to the clients and work of Jubilee Community Care and the support provided to me during the past 12 months.

Our Strategic Plan 2013-2018 includes six strategic goals, which we use as a basis for our business planning, budgeting and operations.

Our first goal is: **Provide a full range of home care and community support services.** In 2013-14, we achieved this via four core programs. Extended Aged Care at Home (10 packages) and Community Aged Care Packages (76 packages) continued to maintain a high occupancy rate. We also provided care and support services to over 225 clients on the Home and Community Care program and over 100 clients on the Veterans Home Care program. In 2013-14:

- Care workers and coordinators provided nearly 55,000 hours of direct care services
- We had 619 referrals including existing clients transferring in house to a different level of care
- 425 clients were either a new admissions or moved between funded programs within Jubilee Community Care
- 229 clients were discharged.

The following graphs reveal the increase in services in 2013-14 compared with 2012-13.



Our falls prevention program “Stay Standing” introduced in 2012-13 has become an integral part of the range of services our clients can access. The program aims to empower clients with the confidence to manage their everyday health risks, particularly with regard to falls risk reduction. Clients attend a weekly two hour session for eight weeks and are informed of balance and strength exercises that can be performed and presentations are provided from allied health professionals covering the management of continence, chronic pain, bone health, vision, footwear, medication and sleep.

Our Activities Program continues to offer a wide variety of activities and events



“

The wonderful Jubilee folk visit me once a fortnight and do the vacuuming, mop floors, clean bathroom, kitchen and help with other jobs. They are terrific people, do a wonderful job and are always friendly and helpful. Without the Jubilee service my life would be far more difficult.

Client feedback:
Paul

”

that are popular with clients, various classes, events and outings provide the opportunity for clients to re-engage with the community.

We joined a consortium of service providers under the lead agency of Medicare Local Metro North Brisbane in providing Home and Community Care services to clients in the metro north region of Brisbane. This contract will remain in operation until June 2015.

A second goal is: **Develop and train the people of our organization.** In 2013-14, we continued to develop and support our workforce by investing in a staff education program enabling employees to obtain industry and nationally recognised qualifications: Certificate III in Aged Care, Certificate IV in Training and Assessment, wound care and continence management, and dementia education attendance at state and national aged care and dementia conferences.

Our employees have been and continue to be provided with high quality training and access to development opportunities that is second to none in the aged care industry. We engage employees in the development of our annual training program through the completion of an individual training needs analysis. The information gained enables us to identify education of choice to build upon the annual mandatory education program. Our education program in 2013-2014 delivered over two full consecutive days covered:

- Manual handling
- Workplace health and safety
- Infection control
- Medication management
- Fire safety
- Multiple Sclerosis
- Communication
- Grief and Loss
- Elder Abuse

Employees also attended the Applying First Aid and CPR training courses.

We said goodbye to a few employees for different reasons notably:

- Susie Green, Coordinator, after nearly 20 years of employment, retired

- Judith Thomson, long-serving care worker, also retired
- Helen Webb, Coordinator, immigrated to the UK.

On the whole, we maintained a similar staffing level at the end of the financial year as we did at the start.

Another goal is: **Promote and communicate the organisation's care and support services.** To achieve this goal in 2013-14 we employed a Marketing Coordinator on a part time basis. We continued to promote the services of Jubilee Community Care at local shopping centres and to various clubs such as the Probus Club, local senior citizen organisations and retirement villages. We routinely liaised with hospital discharge personnel, medical centres and community centres.

Our client newsletter was published every second month and amongst items of interest the newsletter informed clients of the activities and events that clients could access.

Jubilee Community Care is represented on the Leading Age Care Services Australia Community Care Committee.

Senior staff regularly contribute to network meetings of service providers across our funded programs.

Jubilee Community Care coordinates a network of service providers in the Brisbane City Council Region who have signed a memorandum of understanding that in an emergency situation (such as storms, power outage) we can ask one another for assistance in the provision of care for our clients.

Our fourth goal is: **Provide excellence in leadership and organizational management.** As Executive Manager, I can report that in conjunction with my staff team, and under the guidance and direction of the Management Committee, we have gone a long way to achieving this goal in 2013-14.

Our administrative and financial processes are compliant with the guidelines of our funding bodies and Australian Accounting Standards.

We have implemented new accounting software called "TABS" to meet the administrative requirements for Consumer Directed Care in accounting for individual consumer budgets. TABS will also run our general ledger, creditor and debtor processes.

Staff payroll, salary sacrificing, superannuation, PAYG, BAS and Government Reports were compiled and delivered within prescribed timescales.

A full set of financial reports are regularly distributed to the Management Committee.

Periodic financial and operational reports are compiled and sent to funding bodies within prescribed timescales.

Our IT systems which became cloud based in the previous year have been stable and performed well in 2013-14.

We work to a quality assurance calendar that ensures all aspects of our service are monitored on a regular basis and we have a planned preventative maintenance program for equipment used by care workers, office based staff and clients to ensure we meet regulatory compliance.

Continuous quality Improvement and workplace health is a standing agenda item at staff meetings.

We reviewed policies and procedures that align with the Home Care Common Standards.

We had a fire evacuation drill for office based and successfully met the requirements in evacuating the building safely and efficiently.

A fifth goal is: **Respond to changing social and care needs.** In order to improve our service delivery, during the latter part of the year we commenced research into Information Communication Technology systems that will assist in communication to/from care workers and we hope to pilot suitable technology in 2014-15.

We have researched assistive technologies that will support clients to live safely and independently in their home by providing easy and immediate access to emergency help when needed.

In 2013-14 we continued our preparation for implementing Consumer Directed Care. Among other things, it requires service providers to develop individual budgets for clients and to administer care and support services for an agreed dollar amount with the client. Clients will receive a monthly statement from their service provider that outlines expenditure incurred and the ongoing balance will be carried over from one month to the next.

A final goal is: **Respond to and manage industry changes.** The aged care industry is undergoing significant reforms. Changes that have been made or announced include:

- Home Care Packages replaces the name for CACPs, EACH and EACH-D packages
- Commonwealth Home Support Program will be the new term for Home and Community Care, effective from 1st July 2015
- Income testing for clients entering into a Home Care package after 1st July 2014
- Access to aged care services will be via "My Aged Care", which will involve:
 - a registration process for a central client record
 - a standardised national approach to assessment
 - access to telephone screening
 - face-to-face assessment through an assessment organisation with a focus on reablement rather than taking over the task(s)
 - a service matching clients to providers
- Funding for service providers will be reduced in 2015-16 in the Home Support Program (formerly Home and Community Care) with the transfer of responsibilities for assessment and case management to the My Aged Care process
- Australian Aged Care Quality Agency - commenced 1 January 2014. The agency is responsible to ensure service providers meet the quality standards in delivering home care services.

“
My thanks go to our valued staff and volunteers for their commitment to our clients, for their work and for their support.

”



THIS YEAR'S ACHIEVEMENTS

The following is an update on the operational objectives in the Business Plan 2013-2014 that I highlighted in last year's report:

- Continue operational preparations for Consumer Directed Care – achieved and ongoing
- Communicate with clients the new fee structure - achieved
- Investigate new revenue sources – achieved with the new Medicare Local Contract
- Develop specialty services areas – work continues with this objective
- Reassess our assets, facilities and location – achieved and ongoing
- Continue to develop our workforce plan – achieved and ongoing
- Investigate IT usage by staff and clients – ongoing.

LOOKING AHEAD TO 2014-15

The Business Plan 2014-2015 contains the following operational objectives:

- Transition existing CACPS/EACH packages to Home Care Packages and deliver care and support services on a Consumer Directed Care basis
- Ensure staff are educated and prepared for the Aged Care Reforms
- Ensure clients and families are made aware of the Aged Care Reforms and Consumer Directed Care
- Develop management and administration structures to meet the challenges of the Aged Care Reforms
- Investigate new revenue sources
- Develop specialty services areas such as dementia care
- Continue to develop our workforce plan
- Trial and move to implement IT systems for use by staff and clients.

Shaun Riley
Executive Manager

September 2014



STRATEGIC PLAN 2013-2018

MISSION:

To provide home care and community support services to older people enabling them to maintain their independence.

VISION:

To be recognised as a leading provider of innovative and flexible home care and community support services.

VALUES:

People are our priority. Good relationships are important to us. We treat all people equally, with dignity and respect. Our communication is open and transparent. We foster teamwork, partnerships and a sense of community. We seek social justice for all.

We aim for the highest standards of service, performance and accountability. By being responsive, flexible and through continuous improvement, we seek excellence in all that we do.

We revere our history and our past, but we look to the future. We embrace change through effective planning and innovation.

STRATEGIC GOALS:

1. Provide a full range of home care and community support services.
2. Develop and train the people of our organisation.
3. Promote and communicate the organisation's care and support services.
4. Provide excellence in leadership and organisational management.
5. Respond to changing social and care needs.
6. Respond to and manage industry changes.



STAY INDEPENDENT... STAY AT HOME

GENERAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June
2014 and presented at the
Annual General Meeting
7 October 2014.

MANAGEMENT COMMITTEE'S REPORT

For the year ended 30 June 2014

The Management Committee presents its report together with the accounts of Jubilee Community Care Inc., for the year ended 30 June 2014, and the Auditors Report therein:

1. MANAGEMENT COMMITTEE MEMBERS

The names of the Management Committee members in office at the date of this report are:

Judy Salecich	Dorothy Gillett
Sue Colen	Karl Manning
Annette Ganter	Sue Paulsen
Ross Beck	

2. PRINCIPAL ACTIVITIES

The principal activities of the organisation in the course of the financial year were to provide home care and community support services to older people.

3. SIGNIFICANT CHANGES

No significant change in the nature of these activities occurred during the year.

4. NET RESULT

The net income of the Association for the financial year was \$416,329.51.

5. EVENTS SUBSEQUENT TO BALANCE DATE

There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material or unusual nature likely, in the opinion of the Management Committee, to effect significantly the operations of the company, the result of those operations, or the state of affairs of the organisation, in subsequent years.

6. MEETINGS OF MANAGEMENT COMMITTEE

During the financial year, 9 meetings of the Management Committee were held. Attendance by each Committee Member was as follows:

	Meetings Eligible to Attend	Meetings Attended	Leave of Absence
Judy Salecich	9	8	1
Annette Ganter	9	9	-
Sue Paulsen	9	6	3
Ross Beck	9	8	1
Sue Colen	9	8	1
Dorothy Gillett	9	7	2
Karl Manning	9	8	1

Signed in accordance with a resolution of the Management Committee



INCOME & EXPENDITURE STATEMENT

For the year ended 30 June 2014

	2014	2013
	\$	\$
Income		
Client Contributions	310,031.08	261,499.49
Private Fees	18,630.49	327.27
Donations	510.00	435.00
Grant Income	2,685,403.67	2,613,405.92
Special Purpose Grants	67,405.99	14,087.00
Other Grants	950.00	
Interest Received	89,996.54	86,761.72
Membership Fees	104.59	90.94
Other Misc Income	551.82	1,342.28
Equipment Hire Income	60.00	
Bad Debts Recovered		231.00
Wages Recovered (prior years)		4,149.40
Profit/(Loss) on Sale of Assets	9,016.00	
Total income	3,182,660.18	2,982,330.02
Expenditure		
Accounting & Audit Fees	9,836.00	8,599.00
Advertising	32,720.66	23,618.64
AGM & Secretarial	6,246.35	5,835.78
Bad Debts	476.25	15.00
Bank Charges	754.92	270.80
Brokerage Staff	94,879.66	132,104.06
Cleaning & Hygiene	5,006.09	3,767.39
Client Services - Contenance Aids	11,627.01	10,027.20
Client Services - Events & Activities	2,233.08	5,171.93
Client Services - Day Respite	7,275.17	5,385.67
Client Services - Allied Health Care	4,006.35	743.00
Client Services - Meal Services	1,456.00	1,267.00
Client Services - Podiatry	5,120.30	4,491.15
Client Services - Gardening , R&M	156.32	100.00
Client Services - Other	2,302.69	793.12
Client Services - Medical Supplies	3,187.30	13.54
Client Services - Medical Equipment	4,035.71	1,796.83
Client Services - Taxis	2,677.14	3,431.50
Client Services - Stay Standing Program	4,653.50	5,021.68
Client Services - Exercise Program	1,169.75	

Computer Repairs & Maintenance	55,825.50	46,186.08
Consultants Fees	7,669.82	2,500.00
Depreciation	52,195.49	73,385.00
Electricity & Gas	5,389.28	4,911.78
Fines & Penalties	-340.00	340.00
Fringe Benefits Tax	10,138.86	6,149.62
Gardening & Mowing	720.00	780.00
Health & Safety	1,092.03	
Insurance	17,395.40	20,151.76
Insurance - WorkCover	44,989.37	32,677.91
Interest	41.39	107.65
Miscellaneous Expenses	0.49	46.08
Motor Vehicle Expenses	28,914.27	22,378.57
Parking, Tolls & Taxis	517.97	441.71
Postage, Printing & Stationery	28,614.32	22,432.35
Provision for Leave	-9,430.25	38,286.73
Rates	3,339.10	3,213.91
Reimbursements - Mileage	139,219.15	137,443.26
Reimbursements - Telephone	58.68	281.48
Repairs & Maintenance	1,859.55	2,163.06
Replacements - Equipment	3,609.25	1,050.37
Salaries & Wages	1,876,407.76	1,719,462.99
Security & Safety	679.45	502.41
Staff Amenities	7,354.96	5,969.26
Staff Recruitment & Administration	999.56	1,992.37
Staff Training & Welfare	39,732.39	40,041.60
Storage	4,034.08	3,583.13
Subscriptions & Memberships	4,652.91	6,543.51
Superannuation	219,062.18	200,242.92
Telephone, Fax & Internet	10,890.03	9,363.48
Workplace Health & Safety	9,090.75	6,900.95
Workplace Planning / Award Compliance	1,786.68	8,237.50
Total expenditure		
	<hr/>	<hr/>
	2,766,330.67	2,630,220.73
Net profit attributable to the association		
	<hr/>	<hr/>
	416,329.51	352,109.29
Opening retained profits	2,478,647.41	2,126,538.12
Closing retained profits	<hr/> 2,894,976.92	<hr/> 2,478,647.41

The accompanying notes form part of these financial statements.

BALANCE SHEET

As at 30 June 2014

	Note	2014 \$	2013 \$
Assets			
Current Assets			
Cash assets	2	2,572,060.19	2,277,279.56
Receivables	3	78,496.49	53,841.92
Other	4	72,389.01	44,377.69
Total Current Assets		2,722,945.69	2,375,499.17
Non-Current Assets			
Property, plant and equipment	5	989,518.29	835,658.49
Total Non-Current Assets		989,518.29	835,658.49
Total Assets		3,712,463.98	3,211,157.66
Liabilities			
Current Liabilities			
Payables	6	71,060.71	70,225.02
Current tax liabilities	7	34,465.49	41,570.76
Provisions	8	158,966.22	136,222.41
Other	9	39,122.00	55,913.00
Total Current Liabilities		303,614.42	303,931.19
Non-Current Liabilities			
Provisions	8	78,251.84	110,425.90
Total Non-Current Liabilities		78,251.84	110,425.90
Total Liabilities		381,866.26	414,357.09
Net Assets		3,330,597.72	2,796,800.57
Members' Funds			
Reserves		435,620.80	318,153.16
Retained profits		2,894,976.92	2,478,647.41
Total Members' Funds		3,330,597.72	2,796,800.57

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS

For the year ended 30 June 2014

	2014	2013
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	3,156,977.54	2,987,157.29
Payments to Suppliers and employees	-2,782,583.87	-2,428,932.87
Interest and other costs of finance	-41.39	-107.65
Net cash provided by (used in) operating activities (note 2)	<u>374,352.28</u>	<u>558,116.77</u>
Cash Flow From Investing Activities		
Payments for property, plant and equipment	-122,833.47	-18,957.49
Proceeds from sale of property, plant & equipment	43,261.82	
Net cash provided by (used in) financing activities	<u>-79,571.65</u>	<u>-18,957.49</u>
Net increase (decrease) in cash held	294,780.63	539,159.28
Cash at the beginning of the year	<u>2,277,279.56</u>	<u>1,738,120.28</u>
Cash at the end of the year (note 1)	<u>2,572,060.19</u>	<u>2,277,279.56</u>

STATEMENT OF CASH FLOWS (CONT)

For the year ended 30 June 2014

	2014	2013
	\$	\$
Note 1. Reconciliation Of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.		
Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
ANZ Cheque Account	25,804.17	21,231.46
ANZ Cash Management Account	140,559.43	137,125.07
CBA Business Transaction Account	14,648.00	
CBA Online Saver Account	2,035.00	
Suncorp Business Saver Account	65.01	112.86
ANZ Premium Cash Account	162.66	282.66
ANZ Term Deposit	1,008,846.74	774,663.05
Suncorp Term Deposit	1,379,092.41	1,343,258.69
Flow Toll Account	14.22	13.97
Petty Cash	632.55	114.80
Petty Cash 1	200.00	200.00
Undeposited Funds		277.00
	2,572,060.19	2,277,279.56

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit		
Operating profit (loss) after tax	416,329.51	352,109.29
Depreciation	52,195.49	73,385.00
(Profit) / Loss on sale of property, plant and equipment		
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
	-9,016.00	
(Increase) decrease in receivables	-24,654.57	6,184.55
(Increase) decrease in other assets	-28,011.32	7,265.54
Increase (decrease) in payables	835.69	17,033.42
Increase (decrease) in tax liabilities	-7,105.27	7,939.24
Increase (decrease) in provisions	-9,430.25	38,286.73
Increase (decrease) in other liabilities	-16,791.00	55,913.00
Net cash provided by operating activities	374,352.28	558,116.77

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

Note 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the .

The financial report covers Jubilee Community Care Inc as an individual entity. Jubilee Community Care Inc is an association incorporated in Queensland.

The financial report of Jubilee Community Care Inc complies with all Australian equivalents to International Financial Reporting Standards (IFRS) in their entirety

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(A) BASIS OF PREPARATION

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

(B) ACCOUNTING POLICIES

INCOME TAX

Jubilee Community Care Inc is a non-profit, public benevolent institution and is endorsed by the Australian Taxation Office as being exempt from Income Tax.

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.

a) Property

Freehold land and buildings are shown at their fair value (being the amount for which an asset could be exchanged between knowledgeable willing parties in an arms length transaction), based on periodic, but at least triennial, valuations by external independent valuers, less subsequent depreciation for buildings.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

b) Plant and equipment

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

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

Subsequent costs are included in the asset's carrying amount recognised as a separate asset, as appropriate, only when it is probable that the future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the assets original cost is transferred from the revaluation reserve to retained earnings.

c) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to JUBILEE COMMUNITY CARE INC commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

Class of Asset	Depreciation Rate %
Buildings	2.5%
Building improvements	2.5% - 10%
Plant and equipment	7.5% - 66.66%
Motor vehicles	10% - 25%

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An assets carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposal are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

FINANCIAL INSTRUMENTS

a) Recognition

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

b) Financial assets at fair value through profit and loss

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management and within the requirements of AASB139: Recognition and Measurement of Financial Instruments. Derivatives are also categorised as held for trading unless they are designated as hedges. Realised and unrealised gains and losses arising from changes in fair value of these assets are included in the income statement in the period in which they arise.

c) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market are stated at amortised cost using the effective interest rate method.

d) Held-to-maturity investments

These investments have fixed maturities, and it is the company's intention to hold these investments to maturity. Any held-to-maturity investments are stated at amortised cost using the effective interest rate method.

e) Available-for-sale financial assets

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

f) Financial liabilities

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

g) Derivative Instruments

Derivative instruments are measured at fair value. Gains and losses arising from changes in fair value are taken to the income statement unless they are designated as hedges.

h) Fair Value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

i) Impairment

At each reporting date, the committee members assess whether there is objective evidence that financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

IMPAIRMENT OF ASSETS

At each reporting date, the committee members review the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the income statement.

Impairment testing is performed annually for goodwill and intangible assets with indefinite lives.

Where it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs.

EMPLOYEE BENEFITS

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on-costs. Employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

CASH AND CASH EQUIVALENTS

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

REVENUE

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

GOODS AND SERVICE TAX (GST)

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

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 30 June 2014

2014
\$

2013
\$

Note 2: Cash assets

Bank accounts:

- ANZ Cheque Account	25,804.17	21,231.46
- ANZ Cash Management Account	140,559.43	137,125.07
- CBA Business Transaction Account	14,648.00	
- CBA Online Saver Account	2,035.00	
- Suncorp Business Saver Account	65.01	112.86
- ANZ Premium Cash Account	162.66	282.66
- ANZ Term Deposit	1,008,846.74	774,663.05
- Suncorp Term Deposit	1,379,092.41	1,343,258.69

Other cash items:

- Flow Toll Account	14.22	13.97
- Petty Cash	632.55	114.80
- Petty Cash 1	200.00	200.00
- Undeposited Funds		277.00

2,572,060.19 **2,277,279.56**

Note 3: Receivables

Trade debtors

78,496.49 53,841.92

78,496.49 **53,841.92**

Note 4: Other Assets

Short term deposits	2,050.00	1,500.00
Accrued Interest	45,416.84	21,773.17
Prepayments	24,922.17	21,104.52

72,389.01 **44,377.69**

Note 5: Property, Plant and Equipment

Land & Buildings:		
- Land & Buildings	286,550.00	286,550.00
- Building Improvements	248,615.64	248,615.64
- Revaluations	435,622.00	318,154.36
- Less: Accumulated depreciation	-145,788.00	-135,606.00
	<u>824,999.64</u>	<u>717,714.00</u>
Plant and equipment:		
- At cost	94,703.00	91,687.49
- Less: Accumulated depreciation	-51,372.00	-71,642.00
	<u>43,331.00</u>	<u>20,045.49</u>
Plant and equipment: - IBA		
- At cost		10,000.00
- Less: Accumulated amortisation		-4,875.00
		<u>5,125.00</u>
Motor vehicles:		
- At cost	181,566.65	173,944.00
- Less: Accumulated depreciation	-60,379.00	-81,170.00
	<u>121,187.65</u>	<u>92,774.00</u>
	<u>989,518.29</u>	<u>835,658.49</u>

Note 6: Payables

Credit Cards	2,104.11	2,449.68
Trade creditors	18,216.84	29,787.80
Accrued Wages	50,739.76	36,133.81
Superannuation Payable		3,921.43
M-Powered Services Clearing		-2,067.70
	<u>71,060.71</u>	<u>70,225.02</u>

Note 7: Tax Liabilities

GST Collected	23,435.97	23,162.19
GST Paid	-1,331.48	-2,493.05
Fringe Benefits Tax Payable		6,489.62
PAYG Withholding Payable	12,361.00	14,412.00
	34,465.49	41,570.76

Note 8: Provisions

Current

Employee leave entitlements*	158,966.22	136,222.41
	158,966.22	140,143.84

Non Current

Employee leave entitlements*	78,251.84	110,425.90
	78,251.84	110,425.90

* Aggregate employee entitlements liability 237,218.06 246,648.31

Provision for Employee Entitlements

A provision has been recognised for employee entitlements relating to annual and long service leave for employees. In calculating the present value and future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits has been included in Note: Statement of significant account policies.

Note 9: Other Liabilities

Special Purpose Grants in Advance		53,845.30
Grants Advanced	39,122.00	
	39,122.00	53,845.30

The accompanying notes form part of these financial statements.

DEPRECIATION SCHEDULE

For the year ended 30 June 2014

	DISPOSAL			ADDITION			DEPRECIATION			PROFIT			LOSS				
	Total	Priv	OWDV	Date	Consid	Date	Cost	Value	T	Rate	Deprec	Priv	CWDV	Upto	+ Above	Total	- Priv
JCC - Motor Vehicles																	
Toyota Commuter Bus 093IED	57,406.06	23/3/2003	0.00	19,563	0	0	19,563	D	10.00	1,956	0	17,607	0	0	0	0	0
Hyundai YF i45 928RRY	24,748.88	28/6/2011	0.00	13,892	17/6/2014	10,909	0	13,892	D	25.00	3,349	0	0	366	0	0	0
Hyundai YF i45 929RRY	24,748.88	28/6/2011	0.00	13,892	17/6/2014	12,727	0	13,892	D	25.00	3,349	0	0	2,184	0	0	0
Hyundai LM iX35 312RVN	28,561.62	26/9/2011	0.00	17,339	17/6/2014	19,625	0	17,339	D	25.00	4,180	0	0	6,466	0	0	0
Hyundai MD Elantra 651SGY	19,239.00	23/5/2012	0.00	14,044	0	0	14,044	D	25.00	3,511	0	10,533	0	0	0	0	0
Hyundai MD Elantra 650SGY	19,239.00	23/5/2012	0.00	14,044	0	0	14,044	D	25.00	3,511	0	10,533	0	0	0	0	0
Toyota Hiace Bus 192 TKY	48,114.55	28/11/2013	0.00	0	0	28/11/2013	48,114	D	10.00	2,834	0	45,281	0	0	0	0	0
Hyundai Elantra 029 TYS	18,784.46	18/6/2014	0.00	0	0	18/6/2014	18,784	D	25.00	167	0	18,617	0	0	0	0	0
Hyundai i30 Hatch	18,784.46	18/6/2014	0.00	0	0	18/6/2014	18,784	D	25.00	167	0	18,617	0	0	0	0	0
	<u>259,627</u>		<u>92,774</u>		<u>43,261</u>		<u>85,683</u>	<u>178,457</u>		<u>23,024</u>		<u>0</u>	<u>121,188</u>				
								Deduct Private Portion									
								Net Depreciation		<u>23,024</u>							
IBA - Equipment																	
Furniture	10,000.00	30/11/2004	0.00	5,125	30/6/2014	0	0	5,125	D	7.50	384	0	0	0	0	0	4,741
	<u>10,000</u>		<u>5,125</u>					<u>5,125</u>		<u>384</u>		<u>0</u>					
								Deduct Private Portion									
								Net Depreciation		<u>384</u>							

STATEMENT BY MEMBERS OF THE COMMITTEE

For the year ended 30 June 2014

In the opinion of the Committee the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents fairly the financial position of JUBILEE COMMUNITY CARE INC as at 30 June 2014 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



PRESIDENT:



TREASURER:

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF JUBILEE COMMUNITY CARE INC

SCOPE

THE FINANCIAL REPORT AND MANAGEMENT COMMITTEE'S RESPONSIBILITY

The financial report comprises the balance sheet, income and expenditure statement, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the Management Committee for Jubilee Community Care Inc, for the year ended 30 June 2014.

The Management Committee of the organisation is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporation Act (Qld) 1981 and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

AUDIT APPROACH

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Associations Incorporation Act (Qld) 1981, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, so as to present a view which is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Management Committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

INDEPENDENCE

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

QUALIFICATION

As the organisation is entirely dependent on the internal control exercised by the Management Committee and members, no warrant can be given that all entitlements of revenue have been received or that all services or goods paid for have been utilised for the Association's purposes. Our audit of income and expenditure account items extends only to vouching the records of receipts and payments.

QUALIFIED AUDIT OPINION

In our opinion, subject to the effect of the preceding paragraph, the financial report of the Jubilee Community Care Inc presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, of the financial position of the Jubilee Community Care Inc as at 30 June 2014, and the results of its operations and its cash flows for the year then ended.



**PETER GERAGHTY,
GERAGHTY ACCOUNTANTS**

Principal of the Firm and a Registered Company Auditor

Date: 11 September 2014

Brisbane





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