



## WELCOME TO COUNTRY





We wish to acknowledge the Djab Wurrung people as the traditional custodians of the land on which we meet. In the spirit of reconciliation, we pay respect to the Elders past, present and future.

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## ABOUT EBNC

The Elmhurst Bush Nursing Centre is a government funded non-for-profit Centre located between Ararat and Avoca on the Pyrenees Highway.

Established in 1916, after encouragement from The Elmhurst Progress Association to meet the needs of Elmhurst and district including Landsborough, Crowlands, Glenlofty, Crowlands, Glenpatrick and Ampitheatre.

Situated at the Pyrenees Shire Council, the region is a diverse agricultural area of cropping and livestock, producing wool, prime lambs, beef, grains, legumes, and wine grapes.

#### "Our Vision"

Our vision is to provide the community with services promoting health and wellbeing.

#### "Our Mission"

EBNC will support and provide involvement within 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 organizations

**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

## STRATEGIC PLAN

During 2023, the Elmhurst Bush Nursing Centre have worked collaboratively and in consultation with members of the Centre and Community to develop our next strategic plan.

The Strategic Plan will assist the Centre to better understand its role and direction for the Centre over the next 3 years.

The Strategic Plan was drafted using:

- Australia Bureau of Statistics and Demographical Data
- Consumer Feedback Compliment and Complaint Information
- Annual Members Survey Results
- Community brainstorming and mind mapping sessions

From these results, 3 Key Priority area were identified for the Centre.

#### **Key Priority Areas**

Key area 1 - Chronic Health and the Delivery of Care

Key area 2 - Client Engagement and Health Literacy

**Key area 3 -** Partnering with Consumers and Health Literacy



# ORGANISATION CHART

### **ORGANISATIONAL STRUCTURE**

**MEMBERS AND PUBLIC** 

**BOARD OF MANAGEMENT** 

**President** 

**Vice President** 

**Treasurer** 

Secretary

**BOM Members** 

**CENTRE MANAGER** 

SAFETY & QUALITY

COMMITTEE

FINANCE / IT
COMMITTEE

CONSUMER CONSULTATIVE COMMITTEE

STAFF

**ADMINISTRATION** 

**NURSING STAFF** 

**SOCIAL SUPPORT** 

**VOLUNTEERS** 



### PRESIDENT REPORT

It gives me great pleasure to present the 2022-2023 Annual Report on behalf of the Board of the Elmhurst Bush Nursing Centre. This year, like so many others in the history of the Centre, has been a year of change and challenges and as such, much of this report will be to recognize and thank those that ensured the continuation of excellent standard of services to our community.

At the top of the list is Mandy Preston. For close to twenty years Mandy has been diligently working, supporting and caring for both the Centre's development and the community it provides care for. Her empathy and integrity are second to none, she has rolled with, adapted to, propped up and supported changes of staff, policies and any unexpected business and household issues in her calm and competent manner. Saying thank you from the Board sounds so inadequate to one so valued so I'll go with 'Mandy, you are the best of the best and we value you greatly.' We also thank Wendy Harrington for her consistent and professional contributions stepping in when needed. A special mention and appreciation to Elise Tucker, Sue Andrews and Janine Curtis who all go beyond their community nursing roles. They have proven once again their willingness and determination in working extra hours, doing extra roles with further responsibilities while sharing the role of Centre Manager upon Kerry Cattanach's resignation at the end of last year. In doing so they ensured the stability and full functionality of the Centre for the community.

## PRESIDENT REPORT CONTINUED

The Board also sincerely thanks Kerry for her contribution to the Centre not only as an outstanding nurse but a great personality both in the Centre and within the Community. She gave of herself willingly and her patients, community, farm life and animals always paramount to her. Kerry commenced at the EBNC in 2013 in a part time position as a registered nurse. In 2019 she took on the role as acting Centre Manager which led to her successfully gaining the position of Centre Manager in 2020.

In May this year we welcomed Mark Alexander as Centre Manager. He arrived from Beaufort and Skipton Health Services with extensive experience as a registered nurse, Rural and Isolated Practice Registered Nurse (RIPRN) and background of management. In welcoming Mark, we hope his association with our Centre and our community is a long and prosperous one. With his calm and enthusiastic work ethic Mark has had to hit the ground running with the confirmation in November that EBNC will be undertaking the huge but essential task of formal accreditation which is required every three years at our Centre and is akin to a massive stock take and examination that all policies and procedures are in order. Also on Mark's plate is the renewal of the 3-year strategic plan which outlines our vision, values and key strategies plus transitioning to the new National Safety and Quality Primary and Community Healthcare Standards. These standards, developed by the Australian Commission, are person centered and describe the processes and structures that are needed to deliver safe and high-quality health care in primary and or community settings. In April this year, all Victorian Bush Nursing Centers agreed they were a better option, thereby agreeing to transition to them.

Kathie Vines, our Social Support Coordinator, is key to coordinating meal days and social outings, both in-house activities and out and about. Her enthusiasm and vitality are infectious, and it would be impossible to not feel the hospitality and enjoy the fun with Kathy at the helm.

## PRESIDENT REPORT CONTINUED

Our volunteers, from the members of the Board and the Community Consultative Committee as well as drivers, household maintenance and fetchers and carriers, are key to the smooth running of the Centre. Each and every person brings the gift of participation and assistance and as such are highly valued. The Board wishes to extend special recognition to Ross Nagele and Adrian Cavill who give of themselves consistently and often. Your contributions of time and efforts are needed, noticed and appreciated by our community members and the Centre, many thanks.

Our facilities and staff are primed and waiting to extend social networks and activities to all ages and stages of life. Now that the many restrictions of COVID-19 have been lifted we can focus back onto those many social and other activities that we all so very much enjoy, the ladies and men's nights, exercise classes and a variety of health information sessions. We are particularly focused on encouraging more of our community menfolk to participate in our existing social days or steering us to what we could offer them to enable them to share more time at the Centre.

As President I would like to sincerely thank the members of the Board of Management for their adaptability and teamwork. Primarily the Board's role is governance and the important responsibility for ensuring the Centre is functioning in the best possible way to serve our community. This means the Board's obligation is predominantly for policies, regulations, budgeting and supporting the Centre Manager.

Regretfully we said farewell to three Board members this year. In December we farewelled our president Geoff Penna. There is never a good time to say goodbye to the experience, diplomacy and leadership of such a person. Geoff commenced in 2017 and was elected Vice President the same year and in 2019 President and as such, ensured his presence at all meetings of the 'Quality and Safety' 'Finance and 'Consumer Consultative' Committees.

## PRESIDENT REPORT CONTINUED

Geoff also contributed to the Centre in many other ways. Whatever the task Geoff never shied away from it; volunteer driving, slashing and tidying up the EBNC vacant block, any maintenance and working bees while always being available to support both staff and BOM when required or needed. Again, the words thank you just can't quite reach the gratitude we extent to you Geoff.

Last year we welcomed and farewell new community member Rodney Clarke. Rodney's time on the Board was brief but still we thank him for his time, contribution and commitment to the Centre. More recently we also farewelled Marianne Troup from the Board. Her enthusiastic approach and many hours contributed to the Centre and Board, particularly on the Quality and Safety Committee, was inspiring.

Once again thank you each and every one for being part of a truly wonderful Centre. As I have said before - It's a privilege not a right to have this facility and Elmhurst and district is truly blessed!

KATRINA WESTERHOFF PRESIDENT, BOARD OF MANAGEMENT



# BOARD OF MANAGEMENT

KATRINA
WESTERHOFF
PRESIDENT



JACY KEITH
VICE PRESIDENT





ROBYN WOOD
SECRETARY





## BOARD OF MANAGEMENT

MARIANNE TROUP
BOM MEMBER



PARAM

RICK JONES
BOM MEMBER

RUTH KALISZEWSKI BOM MEMBER





## CENTRE MANAGER REPORT

I would like to start my annual Centre Manager report by taking a moment to express my deepest gratitude to the Elmhurst Bush Nursing Centre workforce and Community. It is through your dedication, hard work, and unwavering commitment that we continue to achieve great success as a team within the last 12 months.

First and foremost, I would like to extend a special thank you to our current workforce. The year 2022-2023 has been a remarkable journey for the team, with each member of our staff playing a pivotal role in driving positive change. Your dedication, hard work, and unwavering commitment have been the driving force behind our accomplishments. It is your collective efforts that have propelled us forward, enabling us to embraced challenges and overcome obstacles with resilience and determination. Your determination and resilience have been the driving force behind our successes. Together, we have overcome numerous challenges and embraced change with open arms.

## CENTRE MANAGER REPORT CONTINUED

Looking ahead we anticipate exciting developments that will shape the future of our Centre. We are committed to fostering an environment that encourages innovation and creativity as we strive for excellence in all aspects of our operations. The 2023-2024 operational year promises to be a period of significant change and growth for our organization. We are confident that these developments will not only benefit us as a team but also provide new opportunities for professional growth and advancement. With ongoing support and collaboration, we are confident that we can remain at the forefront of change.

Once again, I extend my heartfelt appreciation for the Centre and Communities outstanding efforts. I want each one of you to know how grateful I am for your contributions. Together, we will continue our progress of growth and success. Thank you for your invaluable contributions. We look forward to continuing this journey together as we shape a successful future for the Centre.

MARK ALEXANDER
CENTRE MANAGER

## **OUR TEAM**

MARK ALEXANDER
CENTRE MANAGER



MANDY PRESTON
BUSINESS MANAGER



WENDY HARRINGTON
ADMINISTRATION
CASUAL



## **OUR TEAM**

JANINE CURTIS
REGISTERED NURSE



ELISE TUCKER
REGISTERED NURSE



SUSAN ANDREWS
REGISTERED NURSE



## **OUR TEAM**

SUSAN KEITH
REGISTERED NURSE
CASUAL



MICHAEL SCARLETT
REGISTERED NURSE
CASUAL



KATHIE VINES
SOCIAL SUPPORT
CO-ORDINATOR



## **OUR SERVICE**



### **CLINICAL SERVICES**

- District Nursing
- Remote Area Nursing
- Community Nursing
- Accident & Emergency Womens Health
- Palliative Care
- Post Acute Care
- Hospital in the Home Health Promotion

- Pathology Collection
- Wound Care
- Immunization Clinics
- Medication Management
- Continence Care



### **SOCIAL SUPPORT SERVICE**

- Social Support Groups
- Delivered Meals Program
- Community Transport
- Volunteer Program
- Craft Group
- Library Services
- Room & Equipment Hire



### **VISITING SERVICES**

- Visiting Doctor
- Physiotherapy
- Podiatry Services
- Diabetic Educator
- Dietician
- Health Screenings
- REFERRAL SERVICES



### **CLINICAL REPORT**

It was with great sadness that 2023 saw the resignation of long-standing staff member, Kerry Cattanach. Kerry commenced at EBNC in 2013 as a part time Registered Nurse. Kerry was an extremely dedicated and highly skilled Nurse who took great pleasure in caring for her community, continually going the extra mile to ensure good health outcomes for all in her care. The years at EBNC saw Kerry take on many additional roles and complete further study to provide extra services at the Centre. One such course enabled many community members to benefit with the provision of a nail care service.

Kerry was always willing to undertake extra responsibilities at the Centre and this saw her step into the role of acting Centre Manager during 2019 and Centre Manager in 2020. During her time as Centre Manager Kerry was faced with the enormous responsibility of guiding the Centre through the COVID-19 pandemic. This saw Kerry undertake many hours of voluntary work and once again do many additional tasks to ensure that her community was safe and cared for.

We wish Kerry all the very, very best in the next chapter of her life and sincerely thank her for her dedication and loyalty to the Elmhurst Bush Nursing Centre.

# CLINICAL REPORT CONTINUED

We would like to welcome Mark Alexander as the new Elmhurst Bush Nursing Centre Manager. Mark has implemented many new systems, has been working hard on getting the Centre up to date for accreditation and is bringing the Centre into the 21st century.

We would also like to welcome our two new casual staff who have joined our small working group, Sue Keith and Michael Scarlett. Sue Brings many years of nursing experience, specializing in Pediatric Nursing. Michael also brings in his expertise as a Paramedic nurse. It is great to have two males on our nursing team. Having casuals has enabled the Centre to operate with two staff in attendance which is safer for staff and a requirement of safe work standards.

Our Annual Remote Area Nurse (RAN) training was successfully completed by nursing staff. It is always a fabulous training program with Ambulance Victoria, integral to our roles as first responders. The RAN training which is held over 2 days at the fabulous Victorian Emergency Management Institute in Mt Macedon, is always a highlight for nursing staff. It is an opportunity to catch up with nurses from the other Bush Nursing Centres which is a great opportunity to exchange knowledge and new ideas. Prior to attending the 2 day workshops, nursing staff have a series of workbooks to complete.

Ensuring our community is offered access to District Nursing, Allied Health, Post Acute Care, Pathology services as well as a great volunteer service to assist people with getting access to their health care needs, is an important factor in being able to provide a comprehensive health care service.

Community nursing offers such a broad scope of practice to all communities, in particular remote and rural areas. Being able to provide care to people on a more personal level really makes a difference to health outcomes. Unfortunately this type of nursing is not as common as it once used to be. It is a privilege to work in this unique environment with a great dedicated team.

Thank you for your continued support of the Elmhurst Bush Nursing Centre

ELISE TUCKER
REGISTERED NURSE



# CLINICAL REPORT CONTINUED

It has been lovely to see a gradual return to a more normal life over the past year as Covid restrictions and lockdowns have slowly eased. This has meant that many of the events and activities that we have all enjoyed at Elmhurst Bush Nursing Centre have been able to resume and social connectivity is once again a large focus of the role that it plays in Elmhurst and the surrounding communities. It is pleasing to see that the Centre is seen as a social hub, as well as providing local and convenient health services and advice. These health services are only strengthened by the many partnerships and alliances that we have with other health providers in our region.

One of the services that has been particularly well utilized during the Covid pandemic were the vaccination clinics that were held in partnership with East Grampians Health Services Ararat. These were very well received by the community and well supported by the health service. Vaccination against a variety of diseases remains an integral function of our Centre so please contact the staff with any queries you may have regarding immunization.

We are always looking for ways to improve and expand our services to the community so please feel free to share your ideas and thoughts with us. Or if you have a little spare time you might like to become a volunteer, there are a variety of ways in which you can help.

The Elmhurst Bush Nursing Centre is a place for all members of Elmhurst and surrounding areas, young and old. There are a variety of activities and health services available to enable our community to remain healthy, happy and resilient. It is a privilege to be able to assist in providing health and wellbeing care at the Centre and to get to work with a wonderful team in a great facility.

JANINE CURTIS
REGISTERED NURSE

# CLINICAL REPORT CONTINUED

I would like to thank the Elmhurst and surrounding Communities for their ongoing support of our Centre and is services, throughout 2022 - 2023 EBNC strives to provide services to improve the health and wellbeing of our community, through the provision of more easily accessible, equitable and affordable care for our small, rural communities. Our DR clinic, Pathology services and allied health visits such as physio are always well received.

Skin Spot also had clinics at the Centre throughout the Year, to target those who needed skin checks, and to raise further awareness of the detrimental effects of sun exposure.

Our Elmhurst Bush Nursing Staff continue to provide a unique district nursing service to our clients. The staff are also well trained as first responders in Remote Area Nursing. We continue to build close networks and collaboration with Ambulance Victoria, East Grampians Health Service and Post Acute Care Services, Ararat Medical Clinic and Grampians Health Palliative Care.

Our volunteers Servies continue to grow and provide transport for clients to attend doctor and specialist appointments, whilst also providing a pickup and supply service for anything needed for the Centre and function effectively and efficiently.

Lastly, as I reflect on another year working at Elmhurst Bush Nursing Centre, I foresee the coming year will provide more challenges. With the over burdening of the health sector, we will play an even more important role in the detection and preventative measures. As well as, playing a much greater role in the earlier care of our clients post hospitalization.

Thank you again for your kindness and respect shown, friendships and trust that has been built over time. I am humbled by it and am truly privileged to work with you all and within your community. I look forward to the year ahead and the many challenges and triumphs that may lay ahead.

SUE ANDREWS
REGISTERED NURSE





### SOCIAL SUPPORT REPORT

Another year has come around with the request for this report for the Annual General Meeting. Its just seems like last week I was writing one for inclusion in last year's report. 2022-2023 Social Support has once again provided a varied and vital part of the Elmhurst Bush Nursing Centre.

This year we have had our 6 weekly outings, which have included a visit to Avalon nursery, (always a favorite place to go) and a visit to Ballarat Town Hall to view the many interesting craft items on display.

The trip to Murtoa was a great day, earlier start than usual and some bottoms felt the bumps on the road there and back. Stopping in Stawell for morning tea we found Murtoa second hand and garden center a treasure trove for those knick knacks that some couldn't live without. A visit to the Stick Shed was on the list for one client to see and now has ticked it off. A look at the beautiful bird decorated silo, a cup of tea on the roadside and the trip home was quiet (shh, some were asleep).

Our in-Centre days are just as noisy, and fun filled. Nigella Lawson day, more great recipes from the goddess chef and two movie days. We also shared a day with the Biggest Morning Tea attendees in May, had an interesting lunch with VE Day menu that included Lord Woolton pie, spam fritters and fake apricot tart (yep, filling was carrots).



### **SOCIAL SUPPORT CONTINUED**

On International Guide Dog Day, we learnt of the ins and outs of training these much-needed dogs, (money was also raised on that day and donated to the Guide Dogs), Oktober Fest is a very popular part of the program for us, the mulled wine (nonalcoholic) was very popular, and many requested the recipe.

As the year draws to an end, I reflect on my time at EBNC over the past few years, I am coming up to 8 plus years as SSG coordinator. I never see my position here as "I have to go to work", I thoroughly enjoy my time here, interacting with clients, volunteers and staff. I enjoy the creative side of planning a program that everyone will enjoy and want to participate in.

I do get hints and tips from our eager clients for the craft days or suggestions for outings and incorporate them when I can. As usual the volunteers are a vital part of the day. Their generosity in giving their time on a regular roster is very much appreciated by all who attend the Centre. I am looking forward to the next year and all that it will bring in regard to friendship and fun days.

KATHIE VINES
SOCIAL SUPPORT
CO-ORDIATOR

# DRIVERS OF CHANGE

## CONSUMER CONSULTATIVE COMMITTEE

The purpose of the consumer consultative Committee is to implement strategies to assist the Elmhurst Bush Nursing Centre in continually providing greater service delivery to its members and our communities. The consumer consultative committee provides the Elmhurst Bush Nursing Centre with the appropriate consumer-centered feedback and assistance required to ensure the articulation of health orientated themes in an appropriate manner understanding the diversity within our Centre.

### QUALITY AND SAFETY COMMITTEE

The Quality and Safety committee oversee quality & safety policies and performance, monitor and manage risks, and continue to review compliance to ensure the Centre operates within best practice guidelines and meets what is set down in the Centre's Strategic Plan.

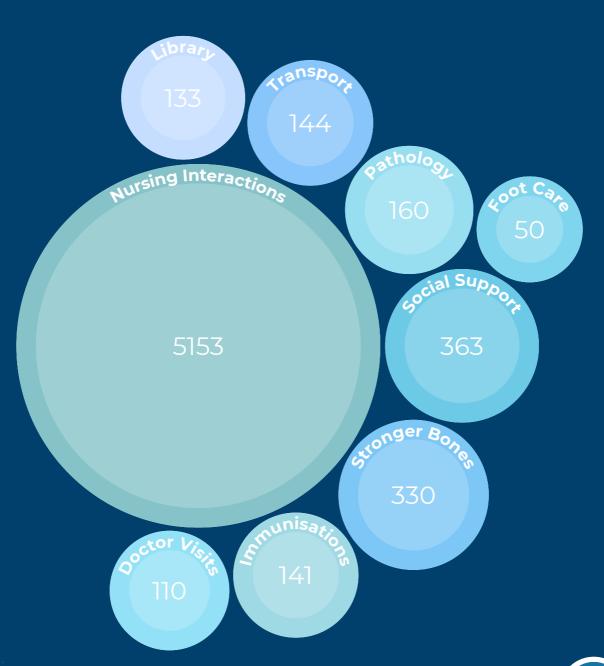
### FINANCE AND IT COMMITTEE

The purpose of the Consumer Consultative Committee is to oversee the Centre's financial position and implement financial goals as set down in the Centre's Strategic Plan through:

- · Accessing and managing financial risk including policy review.
- Developing budgets within the funding allocations.
- Reviewing financial performance on a quarterly basis.
- Making recommendations to the Board of Management as appropriate.

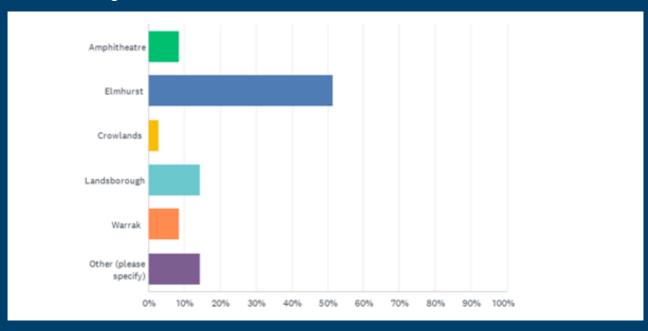
## PERFORMANCE SUMMARY

### **OPERATIONAL REPORT**



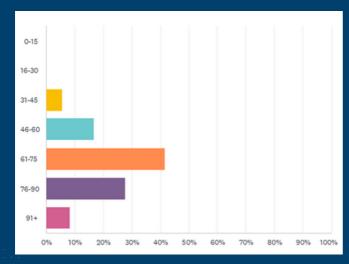
### **ANNUAL SURVEY RESULTS**

**37** Surveys were completed from the 250 surveys sent out to members of the Centre



### 100% of respondents felt that:

- they feel like they participate in their own care
- they feel included in their healthcare decisions
- they feel that they are provided with information related to their care
- they feel valued and respected while in the Centre



The annual survey also provided the Centre with feedback for improvements including:

- The need for more information sessions
- More inclusive activities for different cohorts
- An increase to doctor visits
- More community events
- Health promotion activities

## **OUR PEOPLE**

### **VOLUNTEERS**

The Elmhurst Bush Nursing Centre would like to express our gratitude for the dedication and service you provide EBNC. It is through your kindness, compassion and willingness to help that we are able to come together to serve the community. We are truly fortunate to have individuals like you.



### **CONSUMERS**

The Elmhurst Bush Nursing Centre would like to thank all of the community members for your continued support of our Centre. We aim to expand our services to better achieve and meet the communities' needs moving forward. EBNC also recognize all the members that actively participate in all events you attend and the much-needed assistance you provide.



# PARTNERS AND SPONSORS









































## FINANCE REPORT

Elmhurst Bush Nursing Centre Incorporated

Financial Report

As at 30th June 2023

#### **Elmhurst Bush Nursing Centre Incorporated**

**Financial Report** 

As at 30th June 2023

#### **Elmhurst Bush Nursing Centre Incorporated**

#### **Financial Report**

#### As At 30 June 2023

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#### **ELMHURST BUSH NURSING CENTRE INCORPORATED**

### ANNUAL STATEMENTS TO GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCOROPATED ASSOCIATION

In the opinion of the Board of Management the financial report as set out on pages 4 to 12:

We, the members of the Committee of the Elmhurst Bush Nursing Centre Incorporate certify that –

The statements attached to this certificate give true and fair view of the financial position and performance of Elmhurst Bush Nursing Centre Inc during and at the end of the year of the association ending 30 June 2023

President	
Other Committee Member	
Signed at	2023
At	

### PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

Note

		2023 \$	2022 \$
Revenues from Ordinary Activities	2	579,741	567,639
Expenses from Ordinary Activities	3	(575,807)	(589,399)
Net Profit/(Loss) from Ordinary Activities		3,934	(21,760)
Other Comprehensive Income			
Net gain on Revaluation of Land and Buildings		163,368	350,138
Total Comprehensive Profit (Loss) Attributable to the association		167,302	328,378

The accompanying notes form part of this financial report.

### **ELMHURST BUSH NURSING CENTRE INCORPORATED**

### **BALANCE SHEET AS AT 30 JUNE 2023**

Note

CURRENT ASSETS		2023 \$	2022 \$
Cash and cash equivalents Receivables	4 5	131,388 3,402	152,983 6,701
Investments	6	56,552	56,299
Total Current Assets		191,342	215,983
NON-CURRENT ASSETS Property, Plant and Equipment	7	1,486,346	1,315,577
Total Non-Current Assets		1,486,346	1,315,577
Total Assets		1,677,688	1,531,560
CURRENT LIABILITIES Payables	8	38,553	
Tax Liabilities	9	15,973	13,778
Short Term Provision	10	85,277	157,983
Total Current Liabilities		139,803	171,761
NON CURRENT LIABILITIES			
Long Term Provision	10	14,891	4,107
Total Non Current Liabilities Total Liabilities		14,891 154,694	4,107 175,868
Total Elabilities		134,094	175,000_
Net Assets	,	1,522,994	1,355,692
MEMBERS' FUNDS Retained Profits	11	1,522,994	1,355,692
Total Members' Funds		1,522,994	1,355,692

The accompanying notes form part of this financial report.

## ELMHURST BUSH NURSING CENTRE INCORPORATED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2023

	2023 \$	2022 \$
Total Equity at the Beginning of the year	1,355,692	1,027,314
Profit /(loss) – movements for the year	167,302	328,378
Total Equity at the End of the Year	1,522,994	1,355,692

The accompanying notes form part of this financial report

### ELMHURST BUSH NURSING CENTRE INCORPORATED STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2023

Note

		2023 \$	2022 \$
Cashflows from Operating activities			
Receipts from Customers Payments to Suppliers and Employees Interest Received		581,115 (551,267) 1,659	543,178 (512,999) 152
Cash flows provided by operating activities	13	31,507	30,331
Cashflows from Investing activities			
Payments for Property, Plant & Equipment Proceeds from sale of asset		(52,847)	(57,949) 22,500
Cashflows from Financing activities		(52,847)	(35,449)
Payments for term deposit		(255)	-
		(255)	
Net Increase in Cash Held		(21,595)	(5,118)
Cash held at the beginning of the year		152,983	158,101
Cash held at the end of the year		131,388	152,983

The accompanying notes form part of this financial report.

### ELMHURST BUSH NURSING CENTRE INCORPORATED3 NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

#### Note 1 Summary of Significant Accounting Policies

#### a) Basis of Presentation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 (Victoria). The Board of Management has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

#### b) Income Tax

The Association has a tax exempt status.

### c) Property, plant and equipment

Office Equipment is carried at cost less, where applicable, any accumulated depreciation.

The carrying amount of fixed assets is reviewed annually by members of the Board of Management to ensure it is not in excess of the recoverable amount of these assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

Land and Buildings were re-valued this year during the year in line with a valuation provided by Elders Real Estate Avoca.

The depreciation amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The average depreciation rate is 20% for office equipment.

#### d) Revenue

Revenue is accounted for on an accrual basis when it is earned.

e) For the purposes of the statement of cash flows, cash includes cash on hand and in banks and term deposit investments.

# ELMHURST BUSH NURSING CENTRE INCORPORATED NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

TOR THE TEAR ENDED 30 SOME 2025		
	2023 \$	2022 \$
Note 2 Revenue	•	
Operating Activities		
Operating Grant	503,611	481,614
Fees and Subscriptions	8,154	7,285
Other Income	16,138	24,534
	527,903	513,433
Non-Operating Revenue	021,000	
Grants Received inc Donations	46,713	49,974
Other income including rent, interest and fundraising	5,125	4,232
other moothe moraling rent, interest and fundralising	51,838	54,206
Total Revenue	579,741	567,639
Total Neveride	379,741	307,039
Note 2 Profit from Ordinary Activities		
Note 3 Profit from Ordinary Activities		
Expenses include: Depreciation	15 117	E0 E00
	45,447	59,598
Salary & Wage Expenditure	390,881	278,733
Note 4 Cash Assets		
WPC-General Account	9,323	9,180
BB-General Account	26,236	20,199
BB- Gift Account	2,702	2,679
WPC-High Yield Investment Account	2,702	2,679
BB-High Yield Investment Account	93,126	120,924
BB-High Field investment Account		152,983
	131,388	152,963
Note & Breachadae		
Note 5 Receivables	0.000	45.045
Trade Debtors	8,363	15,245
Less Provision for Doubtful debts	(4,961)	(8,544)
	3,402	6,701
Note 6 Investments		
BB-Term Deposit – Cash Reserve Account	56,552	56,299
	56,552	56,299

## ELMHURST BUSH NURSING CENTRE INCORPORATED NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

FOR THE TEAR ENDED 30 JUNE 2023		
	2023 \$	2022 \$
Note 7 Property Plant and Equipment		
Land and Buildings at Valuation	1,400,000	1,219,500
Less Accumulated Depreciation	-	-
•	1,400,000	1,219,500
	1,400,000	1,219,500
Plant and Equipment	258,204	246,453
Less Accumulated Depreciation	(212,441)	(202,571)
	45,763	43,882
Motor Vehicles	69,829	69,829
Less Accumulated Depreciation	(29,246)	(17,634)
	40,583	52,195
Total Property Plant & Equipment	1,486,346	1,315,577
Total Property Plant & Equipment	1,400,340	1,313,377
Movements in carrying value		
Balance at beginning of year	1,315,577	977,224
Additions (net of proceeds from sale)	52,848	47,813
Depreciation expenses	(45,447)	(59,598)
Increase in value of land and buildings	163,368	350,138
Clasing halance at and aftern	1 400 240	`1 01E E77
Closing balance at end of year	1,486,346	`1,315,577
Note 8 Payables		
Trade creditors	38,219	_
Superannuation Payable	334	-
	38,553	
	,	

## ELMHURST BUSH NURSING CENTRE INCORPORATED NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

FOR THE YEAR ENDED 30 JUNE 2023												
	2023	2022										
	\$	\$										
Note 9 Tax Liabilities												
Tax Payable	6,381	8,724										
PAYG	9,592	5,054										
	15,973	13,778										
Note 10 Provisions												
Current	20,400	00.450										
Provision for Annual Leave	32,409	66,156										
Provision for Long Service Leave	52,868	91,827										
	85,277	157,983										
Non Current												
Provision for Long Service Leave	14,892	4,107										
Provision for Long Service Leave	14,032	4,107										
Note 11 Retained Profits												
Retained profits at the beginning of the financial year	1,355,692	1,027,314										
Net Profit / (loss) attributable to the association	167,302	328,378										
Retained profits at the end of the financial year	1,522,994	1,355,692										
,	.,,											
Note 12 Cash Flow Information												
Reconciliation of net cash provided by operating activities to												
Operating surplus (deficit)	167,302	328,378										
Non cash flows in profit from ordinary activities												
Depreciation	45,447	59,598										
Doubtful Debts	(3,583)	8,544										
Increase in value of land and buildings	(163,368)	(350,138)										
Profit and loss on sale of fixed asset	-	(12,427)										
Changes in assets and lightlities												
Changes in assets and liabilities (Increase)/Decrease in Receivables	6,882	(12,769)										
(Decrease)/Increase in Tax Liabilities	2,195	(3,557)										
(Decrease)/Increase in Grants in Advance	-,100	(11,000)										
(Decrease)/Increase in Accruals	38,553	(4,770)										
(Decrease)/Increase in Employee Entitlements	(61,921)	28,472										
Net cash provided by (used in) operating activities	31,507	30,331										

# ELMHURST BUSH NURSING CENTRE INCORPORATED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

	00 00.112 2020	
	2023	2022
	\$	. \$
INCOME		
DHS Maintenance Grant	503,611	481,614
Subscriptions	6,335	7,285
Clinic Fees	1,819	3,723
Sundry Income inc insurance recoveries	14,781	17,678
Capital Grant	43,970	34,792
Donations	2,743	3,046
Interest Received	1,659	152
Rent Received	3,465	4,080
Medical Supplies	1,358	2,842
Profit /Loss on Disposal of Fixed assets	-	12,427
	579,741	567,639
		,
EXPENDITURE		
Salary Costs		
-Nursing Wages	274,904	265,301
-Domestic, PAG and Admin Wages	81,493	72,552
-Workcover Levy	5,106	4,639
-Superannuation Expenses	37,884	36,232
Staff and Board Development		
- Education	2,164	430

## ELMHURST BUSH NURSING CENTRE INCORPORATED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

	2023	2022
	\$	\$
Patient Expenses		
- Medical Supplies	11,849	9,702
- Maintenance Contracts and Repairs	1,160	4,170
- Clinical Waste Removal	799	1,553
- Catering PAG Programs	6,047	5,155
Administration		
- Audit/Accounting Fees	2,600	2,440
- Advertising	818	436
- Bank Charges	738	-
- Consulting	16,587	2,864
- Doubtful Debts	1,022	8,544
- Insurance	2,608	2,914
- Payroll Preparation	3,021	2,327
- Postage	100	52
- Printing and Stationery	5,169	5,671
- Sundry Expenses	5,979	2,791
- Telephone Accounts	2,511	1,166
Information Technology		
- Computer Consulting Fees and	0.470	F 400
Supplies	6,179	5,466
- Licences and Maintenance	31,024	19,988
Licences and Affiliations	400	747
- Licences and Permits	182	717
- Industrial Relations and Levy	528	480
Buildings and Maintenance	7.054	0.070
- Building and Grounds	7,351	9,679
- Gardening	992	1,314
- Cleaning Material and P/Clothing	6,329	6,330
- Housekeeping	2,967	2,590
- Plant and Equipment	84	1,204
- Electricity and Gas	5,010	4,413
- Water	645	504
- Rates and Taxes	1,933	1,409
- Personal Alarms	72	36
- Security	618	618

# ELMHURST BUSH NURSING CENTRE INCORPORATED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

	2023 \$	2022 \$
- Motor Vehicle Running Costs	7,288	6,319
Non- Operating Expenses		
- Depreciation Expense	45,447	59,598
- Provision for Annual Leave	(12,244)	3,005
- Provision for Long Service Leave	7,843	25,467
- Grant Expenditure (capital grant)		11,323
	575,807	589,399
NET PROFIT (LOSS) FOR YEAR	3,934	(21,760)













# Notes

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2023

PREPARED BY MARK ALEXANDER