



TOOWOOMBA
HOSPITAL
foundation

2017 Annual Report

*with a
little help
from our
mates*

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Public Availability

An online version of this report is available on our website
www.toowoombahospitalfoundation.org.au/annual-reports.

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Interpreter Service



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on (07) 46166166 and we will arrange an interpreter to effectively communicate the report to you.

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Content from this annual report should be attributed as: The State of Queensland Toowoomba Hospital Foundation Annual Report 2016-2017.

29th August 2017

The Hon Cameron Dick MP
Minister for Health
Minister for Ambulance Services
C/- Office of Health Statutory Agencies
Level 13, Queensland Health Building
147 – 163 Charlotte Street
BRISBANE QLD 4000

Dear Minister

I am pleased to submit for presentation to the Parliament the Annual Report 2016-2017 and financial statements for the Toowoomba Hospital Foundation.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, and
- the detailed requirements set out in the Annual Report Requirements for Queensland Government Agencies.

A checklist outlining the annual reporting requirements can be found at pages 19 & 20 of this annual report.

Yours sincerely



Raymond F. Taylor
Chairman
TOOWOOMBA HOSPITAL FOUNDATION

Chairman's Report

As I reflect upon another year, I am reminded again of what a privilege it is to be chairman of the Toowoomba Hospital Foundation, an organisation that makes a huge difference on a daily basis to the lives of patients and their families and the staff in our hospitals and facilities.

Thanks to the generosity of our donors, sponsors and supporters, I am very proud to be able to say that in the 2016/2017 year, the Toowoomba Hospital Foundation was able to contribute \$947,022 to the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home and local health services.

With the hospital staff, patients and their families at the forefront of what we do, these funds have enabled the Foundation to meet the needs of the hospitals and provide life-saving equipment and resources, staff development opportunities, and research funding.

I am struck by the number of exciting events and successes the Foundation has seen through in the last financial year.

This has been the first full year of operation under the guidance of Alison as the CEO.

Whilst the basic mandate of the Foundation remains unchanged, many aspects of the Foundation's day-to-day focus have been revamped to streamline our activities.

This is certainly not a one man show, and as such, the Foundation is indebted to our wonderful team who have worked tirelessly in an effort to meet the needs of our health service and its staff. Our longer standing staff members continue to contribute to the ongoing success of the Foundation whilst the newer members of the team have taken up the baton and run with it to make their very own special contributions.

It has been my pleasure and privilege to have had the opportunity to attend some conferences with our entire staff. This has enabled me to see first-hand how dedicated they all are to what we do here at the Toowoomba Hospital Foundation.

Our success also depends on some additional wonderful people: our generous donors and volunteers, our business sponsors, and above all else, the staff, patients and their families that can be found in the walls of our hospitals and facilities and inspire us all.

I also would like to thank my fellow Board Directors for their dedication and the skills and experience they contribute to the successful running of the Foundation.

It is a huge honour to be Chairman of this great Foundation, one that I greatly enjoy. We have much planned for the coming 12 months, and I so look forward to sharing the successes of our future with you.

Raymond F. Taylor
Chairman

Chief Executive Officer's Report

Well, what a year this has been. As my first full financial year as CEO of the Toowoomba Hospital Foundation, I am extremely proud to detail our achievements in this reporting period.

This year's funding contribution to the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home sees our total funding contribution since our inception reach a mammoth \$9.1 million, a figure we are extremely proud of.

There have been a number highlights from our fundraising calendar this year.

We hosted two new key events: the very successful Women of Strength event with inspirational speaker Turia Pitt, which sold out in just over four days, and our Legends at their Game event with Broncos Captain and NRL Mental Health Ambassador, Darius Boyd.

Continued support from Fitzy's very successful MJH Advisory Colour of Change Luncheon enabled the Foundation to purchase state-of-the-art imaging technology for the local BreastScreen service valued at \$75,000.

Funds raised from the 2016 Harvey Norman Birthday Sale, and from previous years, saw the purchase of continual foetal monitoring systems for the birthing suite valued at over \$59,000 – a much needed addition for expectant mothers who want to get up and move during labour.

Toowoomba's Christmas Wonderland remained a huge supporter of the Foundation, with \$32,000 donated to the Foundation following the 2016 event – the largest amount to be raised from the event for the Foundation thus far.

The Foundation was also proud to invest in special technology for the assessment of patients with bleeding issues including a \$37,000 ROTEM machine (a first for the Toowoomba Hospital) and a \$22,000 PFA Analyser. Both of these pieces of equipment allow staff to rapidly assess patients which will no doubt save countless lives.

I would like to applaud our invaluable army of supporters, sponsors and volunteers for remaining committed to the Toowoomba Hospital Foundation. You make what we do possible, thank you.

To the wonderful Foundation team, thank you for your unwavering dedication to the work that we do.

I would also like to acknowledge the leadership of our Chairman, Raymond Taylor, and the contribution of our Board Directors.

As we look to the new financial year, we continue to invest in new opportunities to create sustainable growth for the Foundation and we look forward to introducing you to some of these initiatives in the coming year.

Alison Kennedy
Chief Executive Officer

The Role of the Toowoomba Hospital Foundation

The Toowoomba Hospital Foundation (THF) is a statutory body incorporated under the *Hospitals Foundations Act 1982 (Qld)*. Originally formed as the Toowoomba Health Services Foundation in June 1991, a name change under the provisions of the Act saw the emergence of the Darling Downs Health Services Foundation in April 1992 and then a further name change to Toowoomba Hospital Foundation in October 1996.

The Toowoomba Hospital Foundation is a non-profit, charitable organisation that provides fundraising support to the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home and promotes healthy lifestyle initiatives in our community.

Our vision:

Connecting with our community to assist our local hospitals.

Our 5-year priorities:

- Ensure that hospital patients and their families have access to convenient accommodation and parking facilities;
- Grow partnerships with corporate sponsors, other charities and businesses related to our core work to be major contributors to our funds portfolio;
- Ensure that all people in our community wishing to make a bequest are aware of the Foundation as an option and find making a bequest easy; and
- Raise and distribute funds across a broader scope of community and hospital needs in order to maintain our sustainability and grow the THF brand.

Our values:

- **Energy** - We are active, enthusiastic and accountable. We make things happen and take pride in our contribution to the community.
- **Collaboration** - We connect with our community, our sponsors, donors and partners to respond to the needs of our hospitals.
- **Empathy** - We are compassionate and we inspire compassion in others through the stories of the people in our community and the accomplishments of our hospitals.

The THF office is situated at 41 Joyce Street, Toowoomba which backs on to the Toowoomba Hospital campus.

As a statutory body the THF is subject to the provisions of the Financial Accountability Act 2009 and subordinate legislation. In accordance with section 30A of the Auditor General Act 2009 the THF has been approved for exemption from audit by the Queensland Audit Office for years ending June 2016 – 2018. The THF is audited annually by external auditors, this year our auditors are Horizon Accounting.

The THF is endorsed by the Australian Tax Office as a Deductible Gift Recipient and an Income Tax Exempt Charity under the Income Tax Assessment Act 1997. It is also endorsed for GST concessions under a New Tax System (Goods and Services Tax) Act 1999 and it is exempted under the Fringe Benefits Tax Assessment Act 1986.

There have been no machinery of government changes in this financial period that have impacted on the operation of the THF.

Our Operating Environment

The THF is fortunate to have a solid business base that sustains the operations of our organisation, enabling us to work with our local businesses and the community with fundraising events which contribute significantly towards providing funding for our hospitals and health service. Since inception the THF has contributed \$9.1 million into our hospitals and health service. The THF is grateful to all our generous sponsors, donors, volunteers and the local community who make these events possible and help us reach this total, we could not do it without you.

This year we have continued to engage our stakeholders and the local community about the importance of supporting local hospitals and health services through a number of specific fundraising events. The Zombie Walk continues to engage with a much younger section of our local community whilst the the Colour of Change luncheon raised money and support for the BreastScreen Queensland Toowoomba Service. Triple MMM's Give Me 5 for Kids Appeal and the Toowoomba Hospital Children's Appeal raised money for children's health services at the Toowoomba Hospital and the Fossil Downs Bush Rodeo supported the Toowoomba Hospital oncology and renal units. We once again supported the It's a Bloke Thing luncheon which raised money and support for men's health. The THF was involved with a number of charity golf days again this year including Furies and Leon Treadwell Memorial day and funds raised at these days are dedicated to a variety of units at the Toowoomba Hospital.

A number of new events were introduced this year such as the Women of Strength Luncheon featuring the inspirational Turia Pitt, Legends at their Game with guest speaker Darius Boyd who spoke about mental health issues, and our Neighbourhood Christmas Luncheon held on Christmas Day for those who may not have otherwise had the opportunity to celebrate the day. These events will now become part of our annual event calendar and we are very grateful to the wonderful sponsors, donors and volunteers that came on board to make these events possible.

As part of our ongoing commitment to the support of the local hospitals and health services, this financial year the Foundation has contributed a total of \$949,372 to the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home through equipment and facility enhancement, staff development, scholarships, health and medical research and special grants and awards.

The Pure Land Learning College continues to play an important role in our community and have again donated \$120,000 to fund health and medical research grants to help pave the way for innovation that serves to create a more efficient and productive health service.

The THF is mindful that we have a duty to ensure that all money donated to and raised by the Foundation is managed and spent on initiatives that achieve the maximum public benefit. The responsibility for the judicious distribution of these funds rests with the Board of Directors in consultation with Health Service Executive and they combine to make informed decisions as to where the money is best spent. An application process for equipment and facility enhancement, staff development, scholarships and research sets the guidelines Board Directors use to make these judgements.

This year the THF has worked with the Darling Downs Hospital and Health Service (DDHHS) to promote healthy living to staff and the wider community by conducting an audit of vending machines situation at local health facilities. This outcome has resulted in much healthier options being available in machines throughout the hospitals. The Foundation also partnered with the DDHHS to develop and promote a Wellness Program for staff of the health service to support

staff to live a healthier life. The THF now includes a 'Creating a Healthy Community' article in each monthly newsletter.

Support for the Queensland Government's Community Objectives

The Queensland Government's plan to deliver a better way for the state includes:

- Creating jobs and a diverse economy;
- Delivering quality frontline services;
- Protecting the environment; and
- Building safe, caring and connected communities.

Integrity, accountability and consultation underpin everything the Queensland Government does and they will regularly report the outcomes achieved against these objectives.

The Toowoomba Hospital Foundation supports these community objectives by:

- Injecting as much money as prudently possible into our health facilities to assist staff to provide high quality front line health care services;
- Acting as a link between our local community and the health facilities we serve in order to help create and sustain connected communities;
- Undertake fundraising activities that are reflective of our local economy and appropriate for our diverse community;
- Help our local community understand the work of our health service to help create a caring local community;
- Building our capability to deliver services and funding now and into the future; and
- Maintaining accountability and financial sustainability.

Support for Queensland Health's Strategic Objectives

Queensland Health's purpose is to provide leadership and direction, and to work collaboratively to ensure the health system is able to deliver quality services that are safe and responsive for Queenslanders.

The Toowoomba Hospital Foundation supports Queensland Health's commitment to high levels of integrity and accountability and the following strategic objectives:

Supporting Queenslanders to be healthier: The THF provides funding for programmes and services across the DDHHS that directly help to assist our patients to live a healthier life and also works with the DDHHS to develop wellness programs to support the staff of the health service;

Enabling safe, quality services: The THF takes advice from members of the DDHHS executive to ensure that the equipment and services we fund are safe and appropriate;

Equitable health outcomes: The THF funds equipment and services for all of our patients, no matter their background, socio-economic status, etc.

High Performance: The THF is governed by a board of medical and business professionals who ensure the Foundation's activities are of the highest standard;

Dynamic policy leadership: The THF works with the DDHHS executive to ensure that our funding streams are used to support the strategic policy direction of the health service;

Broad engagement with partners: The THF works with a wide cross section of our community from businesses to service clubs to ensure we have a wide community reach;

Engaged and productive workforce: The THF funds education, training, professional development, scholarships and health and medical research grants for DDHHS staff.

Our Objectives and Performance Indicators

The Toowoomba Hospital Foundation supports the community by raising funds to provide improvements for local health facilities and services. We assist patients and their families by providing the hospital with equipment and resources and we support hospital staff through providing funding for training, education and research projects.

The table below sets out the Foundation's objectives, performance indicators and strategies, as outlined in our 2015-2018 strategic plan (updated 2017), which can be found at:

<http://www.toowoombahospitalfoundation.org.au>.

Objectives	Performance Indicators	Strategies
To create and maintain engaging relationships	The impact of our community engagement activities	Operate effective, sustained partnerships with our hospitals to ensure we attend to their priorities. Provide a broad range of community engagement events every year to increase awareness about the Foundation. Inform, recognise and support our donors. Maximise community exposure through online and social media.
To ensure our income streams are sustained at a level that enable us to achieve our vision	Growth in funds available for distribution to our hospitals	Secure new corporate donors. Implement a bequest program. Work with current and new business partners to grow partnership income. Host events that generate an acceptable financial return.
To operate an efficient, dynamic and sustainable charity	The Foundation is fully compliant and operates to a disciplined budget	Provide staff with access to appropriate professional development. Regularly review all processes, policies and procedures. Apply digital technologies to improve the efficiency and effectiveness of our operations.

Achieving our Objectives: The Toowoomba Hospital Foundation has worked hard this past year to pursue our vision '*to connect with our community to assist our local hospitals*' through the donation of \$949,372 towards healthcare services in this region.

The Foundation has forged a number of strong and rewarding relationships with businesses, the community and service groups that recognise the importance of the Foundation's fundraising goals and they have been motivated to work together with us to help achieve these goals.

The addition of a full time Digital Marketing Officer to the THF Team has increased our social media presence and ensures that information about the THF is easily accessible and that our sponsors, donors and supporters are well recognised for their contributions to our operations.

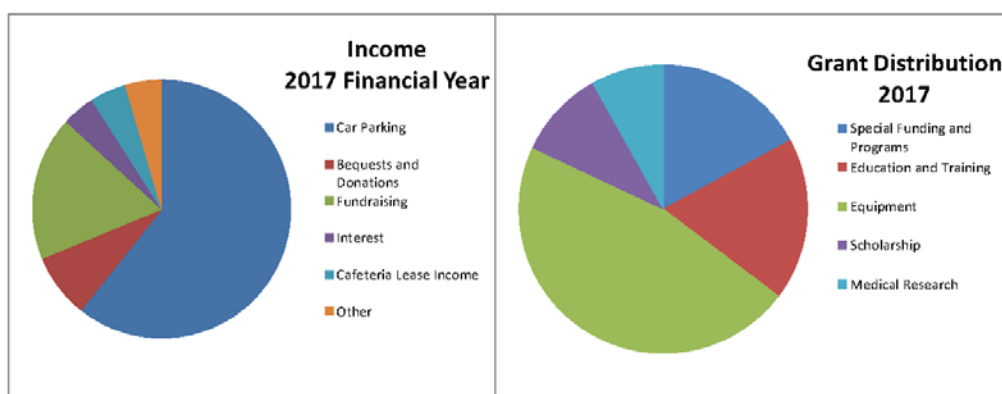
As previously mentioned the Foundation covers all its administration and operating costs from the profits generated by the organisation's business base which include the coffee shop cafeteria, vending machines and the car park. This means that 100 percent of monies donated to the THF and funds raised by THF events are guaranteed to be used for the purpose intended.

This year the THF conducted a donor survey achieving a 25% response rate and valuable data has been collated and is helping us with our future endeavours. The Foundation has also implemented a bequest strategy including the development of a bequest brochure to promote to the wider community.

Summary of Financial Performance

Toowoomba Hospital Foundation Summary of Financial Performance

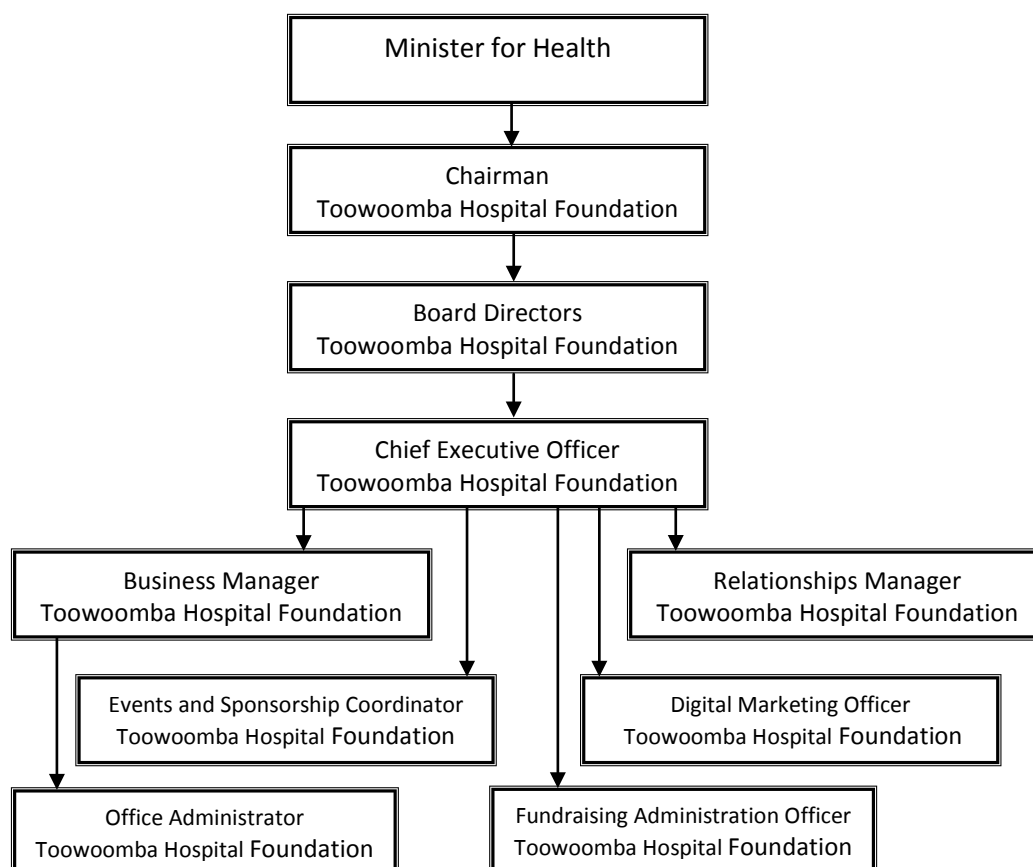
	2017 \$	2016 \$	Commentary
Operating Income			
Car Park Revenue	1,763,981	1,522,254	Car parking profit showed an increase of 23% due to utilisation of existing technology in the car park and improving operating efficiencies.
Less Car Park Expenses	(466,006)	(479,413)	
Net Profit from Car Park	1,297,975	1,042,841	
Other Income	382,476	367,347	Other income was on a par with last year's figures therefore the increase in total operating income reflects the car park revenue increase.
Total Operating Income	1,680,451	1,410,188	
Less Employment expenses	(476,584)	(514,698)	
Less Depreciation and impairment expenses	(54,948)	(45,519)	Employment expenses have reduced due to the stabilising of THF staff.
Less Other Operating Expenses	(160,628)	(202,567)	
Operating Profit	988,291	647,404	
Functions, Special Events and Other Fundraising Income	524,711	497,032	Bequests and donations have decreased due to one off donations received last year.
Bequests and Donations	232,984	334,987	
Less Fundraising Expenses	(449,453)	(259,946)	
Profit from Fundraising	308,242	572,073	
Total Profit	1,296,533	1,219,477	
Grant Distribution	(522,596)	(570,793)	THF again supported the DDHHS and its Staff with a large number of grants.
Funding - HREC Co-ordinator	(40,164)	(38,173)	
Donations	(452,193)	(458,550)	
Net Profit/(Loss)	281,580	151,961	



Our Organisational Structure

Organisational Structure

The structure of the Toowoomba Hospital Foundation (as at the end of the financial year) is depicted here:



Toowoomba Hospital Foundation Staff

Alison Kennedy	Chief Executive Officer
Anna-Louise Sauverain	Business Manager
Rosemary Davis	Relationships Manager (Part time)
Jasmine Quarman	Events and Sponsorship Coordinator
Anna Jones	Digital Marketing Officer
Libby Coghlan	Fundraising Administration Officer (Part Time)
Di Tate	Office Administrator (Part Time)

Executive Management

The Chief Executive Officer (CEO), Alison Kennedy is responsible for the day to day operation and management of the Foundation and the implementation of strategies as outlined in the strategic plan and agreed to by the Board of Directors. The CEO is assisted by a dedicated team of staff including a Business Manager, Relationships Manager, Digital Marketing Officer, Events and Sponsorship Coordinator, Officer Administrator and Fundraising Administration Officer. The CEO is responsible for providing a written report to the Board at each of the monthly board meetings.

Our Board of Directors

The Chairperson, Deputy Chairperson and board members of the Toowoomba Hospital Foundation Board have been approved by Her Excellency the Governor, acting by and with the advice of the Executive Council and under the provisions of the *Hospitals Foundations Act 1982 (Qld)*.

The Toowoomba Hospital Foundation held 11 board meetings during the 2016/17 financial year.

Name	Type of Appointment	Date of Appointment – Term Expiration	Reason for Appointment	Eligible to Attend	Attended
Raymond Taylor	Chairman	28/04/2017 to 30/09/2022	Raymond Taylor is a founding member of the Toowoomba Hospital Foundation which was established in 1989. Firstly appointed to the Board on 29 th June 1991 as Deputy Chairman and then later as Chairman. Currently Ray is the Managing Director of Taylors Removals and Chairman of Directors of National Moving Group, Chess Moving Australia. Ray served 17 years as Director of the Qld Road Transport Association including 3 years as President. He has been a Member of Toowoomba Rotary Club since 1980, serving as President in 1992 & 1993. Ray was also Deputy Chair on the Board of Fatima Home for Children and sat on the Committee of the Local Ambulance Committee.	11	8
Andrew Wielandt	Deputy Chairman	12/02/2016 to 30/09/2018	Andrew Wielandt is Deputy Chair of the Toowoomba Hospital Foundation and Chair of the Toowoomba Hospital Foundation Health & Medical Research Committee. He has served on the Board since 1 st February 2006. Andrew is the Managing Director of Dornbusch Partners, a local wealth management firm. His community engagement includes being Past President of the Toowoomba Chamber of Commerce and Director of the Empire Theatre Board.	11	11
Mike Horan	Board Member	Chair, Darling Downs Hospital & Health Service Board	Mike Horan has been the Chair of the Darling Downs Hospital & Health Service Board since its establishment in May 2012.	11	6
Dr Roslyn Reilly	Board Member	28/04/2017 to 30/09/2022	Roslyn is a former Registered Nurse and Midwife, retired from the Department of Nursing and Midwifery at USQ. Among positions previously held include Senior Nurse Educator,(Toowoomba Hospital) Head of Department, Clinical Coordinator and Director of Post Graduate Studies and Acting Chair of Academic Board (USQ) Dr Reilly was a member of the	11	9

			Garden Settlement Committee for several years. She was a founding member of the Sister Elizabeth Kenny Memorial Foundation and has been a Director of the Toowoomba Hospital Foundation since November 1996. She holds the position of Adjunct Associate Professor at USQ. Additionally, as a woman she helps the Board address gender composition issues.		
Horst Brosi	Board Member	28/04/2017 to 30/09/2022	Horst was appointed to the Board of the Foundation in October 1999. Born in Toowoomba, Mr Brosi, was a Partner & Director of his own engineering business, Vettiger, Vidler & Co Pty Ltd. Horst, now retired. Was the Chairman of Downs Group Training, a board he served on for 15 years. Horst is a past President of the Old Toowoomba Club, the Toowoomba Golf Club and a founding member on the Police Citizens Youth Club Board.	11	6
Lew Rowling	Board Member	28/04/2017 to 30/09/2022	Mr Rowling has been a lawyer for the past 37 years and he is the Senior Partner of Wonderley & Hall, a firm he has been with since 1976. Lew brings a wealth of legal knowledge and advice to the Toowoomba Hospital Foundation Board. Lew was appointed to the Toowoomba Hospital Foundation Board in July 2002.	11	9
Brenda Tait	Board Member	28/04/2017 to 30/09/2022	Brenda has served as a Board Director of the Toowoomba Hospital Foundation since October 1999. She is a Fellow of the Australian Institute of Company Directors. Brenda has been involved in the health sector since 1998, 12 years as the CEO of RHealth Limited, three as General Manager, Wide Bay Medicare Local and currently as Executive Manager SW, Western Queensland Primary Health Network. She has extensive experience in policy, planning and developing strategies aimed at ensuring equity and greater access to health services for people living in rural and remote regions, and has been the rural and remote representative on the National Rural Health Alliance Council since 2003. Additionally, as a woman she helps the Board address gender composition issues.	11	8
Megan O'Hara Sullivan	Board Member	12/02/2016 to 30/09/2018	Megan is a Councillor on the Toowoomba Regional Council. She is portfolio leader of the Finance and Business Strategy Portfolio. Her areas of interests lie in Diversity, Gender Equality, the Customer Experience and Stakeholder Engagement. Megan is an optometrist who has a small part time	11	8

			practice at Pittsworth. She is married and has five sons. Additionally, as a woman she helps the Board address gender composition issues.		
Peter Sedl	Board Member	12/02/2016 to 30/09/2018	A Certified Practicing Accountant, Peter is currently a Proprietor/Director of Sedl Agencies, a Toowoomba family business that was started in 1986. He is also a Director of the National Distributors Alliance (NDA).	11	7
Dr Peter Gillies	Board Member	12/02/2016 to 30/09/2018	Dr Peter Gillies is the Chief Executive, Darling Downs Hospital and Health Service. Peter was appointed to the Toowoomba Hospital Foundation Board on 12 th February 2016 while he was the General Manager, Toowoomba Hospital. Peter 's varied career has included positions such as Auckland NZ Hospitals Regional Manager, Director of Medical Services Hunter New England Health Armidale and Executive Director Toowoomba Hospital and Medical Services, Darling Downs Hospital and Health Service.	11	8
Karen Gordon	Board Member	12/02/2016 to 30/09/2018	Karen is the Service Manager/ Nursing Director (Medical) at Toowoomba Hospital. She has over 26 years' experience in the DDHHS health service in the areas of clinical management and leadership, critical care nursing, organ donation and education. Additionally, as a woman she helps the Board address gender composition issues.	11	8
Harold Shelton	Board Member Secretary	24/02/2016 onwards	Harold has a Bachelor of Business (Accounting) and has in excess of 20 years' experience in commercial accounting fields both in the public and private sector and is a member of CPA Australia. He is currently the Financial Controller for the Darling Downs Hospital and Health Service, a role that encompasses financial & management accounting including preparation of statutory accounts, budgetary and performance reporting.	11	9

The Role of the Board

The Toowoomba Hospital Foundation is governed by a voluntary Board of Directors, appointed by the Governor in Council and drawn from the general, business, medical and university communities.

Membership of the Foundation's Board is established by s.18 of the *Hospitals Foundations Act 1982 (Qld)*, which provides that the Minister for Health may appoint to the Board persons "*who, in the Minister's opinion, have an interest in, and are able to help in achieving, the Foundation's objectives*".

The Board of the Foundation has a primary responsibility to establish strategic direction, pursue established objectives and monitor business performance. The Board recognises the importance of applying best practice corporate governance principles in fulfilling this responsibility and has committed to the highest level of integrity in the conduct of its operations.

The Board recognises its overriding responsibility to act honestly, fairly, diligently and in accordance with the Hospitals Foundations Act 1982, the Financial Administration and Audit Act 1977 and the Public Sector Ethics Act 1994 in serving the interests of the community, as well as the Foundation's employees, volunteers and supporters.

The Board and management have been entrusted with the responsibility of ensuring that monies provided by donors, sponsors and the general public are effectively and efficiently managed.

The role of the Board includes and is not limited to:

- Maintaining high levels of accountability to our stakeholders and external regulators
- Monitoring the performance of the Chief Executive Officer
- Raising awareness of the Foundation throughout the Toowoomba and Darling Downs community
- Providing assistance with strategic direction and developing policies, plans and budgets
- Assessing and approving applications for funding for equipment, education, research and support to the hospitals and health services
- Ensuring compliance with statutory, financial, social and corporate governance requirements
- Monitoring risk and ensuring there is effective risk management controls and reporting procedures
- Ensuring the Toowoomba Hospital Foundation acts legally, ethically, responsibly, and transparently.

Board Members attend monthly meetings and oversee the financial performance and corporate governance of the Foundation. A comprehensive financial report is provided each month prior to meeting, for Directors to review the Foundation's day to day business. A budget is prepared for acceptance at the commencement of each financial year. The Finance Committee, consisting of two Board Members, the CEO and the Business Manager meet prior to the monthly board meeting to review the annual budget and compare to the actual budget and to ensure financial controls are being undertaken as per the THF Financial Management Practice Manual .

Directors assist staff in determining effective internal controls and oversee all contractual matters including the management and operation of the Toowoomba Hospital car park and coffee shop cafeteria.

Applications for funding are considered by the Directors at each monthly board meeting.

A sub-committee of representatives from the community, health service, university and Foundation, oversee the selection process and distribution of funds for research initiatives for the year. Research funding is generously donated every year by the Pure Land Learning College, Toowoomba.

Together with the CEO, the Digital Marketing Officer and the Events and Sponsorship Co-ordinator, the Board develops and oversees fundraising projects with an emphasis on raising

the awareness of the needs of the hospital and health services, at the same time ensuring the financial viability of the event.

The Board Directors give of their time and expertise freely and without remuneration.

Ethics and Conduct

In line with the requirement under the *Public Sector Ethics Act 1994 (PSEA)* for public sector agencies to have an approved code of conduct, the Toowoomba Hospital Foundation has adopted the Queensland Government Code of Conduct for the Queensland Public Service as the code of conduct for staff and Board Members and this has been duly approved by the Minister for Health. A copy of this Code of Conduct has been provided to THF staff and Board Directors.

The Code is based on the new public sector ethics principles as outlined in the PSEA: integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency.

Staff employment contracts and performance reviews will be congruent with the ethics priorities as outlined in the Code and the PSEA. All employees are expected to uphold the code by committing to and demonstrating the intent and spirit of the ethics principles and values. Any staff member wishing to undertake training in relation to ethics and conduct is able to do so.

Additionally, as Hospital Foundations are captured in the definition of public sector entities, the Toowoomba Hospital Foundation complies and works towards the Queensland Public Service Values. The following five values guide our behaviour and the way we do business:

Customers first: At the THF we take the time to ensure that we know our community, sponsors, donors, partners, supporters and volunteers and we ensure that we deliver what matters, when needed and we make decisions with empathy.

Ideas into action: At the THF we are active, enthusiastic and accountable. We make things happen, we take responsibility for our actions and activities and we take pride in our contribution to the community.

Unleash potential: The THF expects greatness, we take the lead and set clear expectations and seek, provide and act on feedback.

Be courageous: The THF acts with transparency and is responsible for our actions, successes and mistakes.

Empower people: The THF aspires to be the leader in our field of fundraising for our hospitals and health services. We continue to utilise everyone's strengths and provide opportunities for all of our team members to individually develop their skills.

The THF operates in line with the Hospital and Health Services General Employee's Awards – State 2015 and utilises and complies with contemporary human resource management, health and safety, equal employment opportunity, and anti-discrimination requirements.

Risk Management

The Toowoomba Hospital Foundation is mindful that risk is inherent in all activities, functions and the day to day operation of the organisation. A risk management policy has been developed and implemented for the organisation.

Among other things, the Foundation ensures that it maintains adequate insurance cover, reviews health and safety measures, and reviews and maintains a business continuity plan. Risk management plans are individually created for events such as our Zombie Walk, fun runs, etc to ensure that public safety and the safety of our staff and volunteers, is of paramount importance.

The THF has a robust financial management system and continues to work to the objective of maintaining and improving its good governance standards. The THF has an unblemished history in regards to the annual audit process, having never received a qualified audit.

Internal Audit and Audit Committee

The Foundation's Board and Management have the responsibility of ensuring that monies provided by donors, sponsors and the general public are effectively and efficiently managed utilising the well developed financial systems and existing governance structure.

A small number of Board Members have formed a Finance Committee to provide more in-depth analysis of the Foundation's financial activities. The THF Board have not deemed it necessary to establish a formal audit committee due to the relatively small size of the Foundation and the unblemished history of never having received a qualified audit since inception.

Board Directors assist staff in determining effective internal controls and oversee all contractual matters including the management and operation of the Toowoomba Hospital car park and coffee shop cafeteria.

Applications for funding are considered by the Directors at each monthly Board meeting.

A sub-committee of representatives from the community, health service, university and Foundation oversee the selection process and distribution of funds for health and medical research grants for the year.

External Scrutiny

The Foundation has been audited by the Queensland Audit Office and no significant issues were identified. The THF has an unblemished history in regards to the annual audit process, having never received a qualified audit. No other external bodies have reported any significant findings.

Information Systems and Record Keeping Compliance

Information systems, privacy policy and recordkeeping compliance are in accordance with THF Financial Management Practice Manual that references guidelines of the State of Queensland.

The THF complies with the Queensland State Archives General Retention and Disposal Schedule for Public Records.

The THF has access to Queensland's recordkeeping legislative framework, through the Queensland State Archives, and complies with the provisions of the *Public Records Act 2002* and as such has an obligation to make and keep public records.

The THF ensures that records are created that document business decisions and activities and that these records are available and appropriately managed by our good record keeping systems and that they meet legislative and reporting obligations. The THF works towards continuing to improve recordkeeping systems, practices, policies and procedures to support access, movement, updating, storage, disposal of agency records and information management.

Human Resources

Workforce planning, attraction and performance

The Toowoomba Hospital Foundation is an equal opportunity employer where people of all ages, genders and cultural backgrounds have equal opportunity for recruitment, promotion, remuneration and responsibilities.

The attraction of talented applicants to the Foundation is vital to ensuring the ongoing success and growth of the Foundation and to ensure that the aims and mission of the Foundation are achieved.

The THF operates in line with the Hospital and Health Services General Employee's Award – State 2015 and utilises and complies with contemporary human resource management, health and safety, equal employment opportunity, and anti-discrimination requirements.

The THF continues to utilise everyone's strengths and provide opportunities for all of our team members to individually develop their skills and further study and education opportunities are offered to THF staff on an annual basis.

The THF offers flexibility in work hours for staff to ensure a balance in work and family commitments and currently have a mix of full time employees and part time employees and at the end of the reporting period the THF had 7.5 FTE and the permanent separation rate was 3.4 per cent. To assist with flexible work arrangements for the staff, the Foundation reviews all reasonable requests from employees regarding flexible work requirements. This often involves changes to start and finish times, returning from parental leave in a part-time capacity and taking time off in lieu of additional hours worked outside of normal working hours.

Early retirement, redundancy and retrenchment

No redundancy/early retirement/retrenchment packages were paid during the period.

Open Data

No expenditure on consultancy, overseas travel and implementation of the Queensland Language Services Policy was incurred during 2016-2017.

Glossary

ARR	Annual Report Requirements for Queensland Government Agencies
DDHHS	Darling Downs Hospital and Health Service
FAA	Financial Accountability Act 2009
FMPS	Financial Practice Management Standard 2009
GRDS	general retention and disposal schedule
GM5FK	Give Me 5 For Kids
TH	Toowoomba Hospital
THCA	Toowoomba Hospital Children's Appeal
THF	Toowoomba Hospital Foundation
PSEA	Public Sector Ethics Act 1994

COMPLIANCE CHECKLIST – ANNUAL REPORT

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister(s) 	ARRs – section 7	2
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 9.1	1
	<ul style="list-style-type: none"> Glossary 		18
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	1
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	1
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	1
	<ul style="list-style-type: none"> Information Licensing 	QGEA - Information licensing ARRs – section 9.5	N/A
General Information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	3-4
	<ul style="list-style-type: none"> Agency role and main function 	ARRs – section 10.2	5
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	6
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1	7
	<ul style="list-style-type: none"> Other whole-of-government plans/specific initiatives 	ARR's – section 11.2	7
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	8
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	N/A
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	9
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	10
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	10-14
	<ul style="list-style-type: none"> Government Bodies (statutory bodies and other entities) 	ARRs – Section 13.3	N/A
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 13.4	15
	<ul style="list-style-type: none"> Qld public service values 	ARRs – Section 13.5	15

Governance - Risk Management and accountability	• Risk management	ARRs – section 14.1	15-16
	• Audit Committee	ARRs – section 14.2	16
	• Internal Audit	ARRs – section 14.3	16
	• External Scrutiny	ARRs – section 14.4	16
	• Information systems and recordkeeping	ARRs – section 14.5	16 - 17
Governance – human resources	• Workforce planning and performance	ARRs – section 15.1	17
	• Early retirement, redundancy and retrenchment	Directive No 11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No 16/16 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	17
Open Data	• Statement advising publication of information	ARRs – section 16	17
	• Consultancies	ARRs – section 33.1	17
	• Overseas Travel	ARRs – section 33.2	17
	• Qld Language Services Policy	ARRs – section 33.3	17
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – section 42,43 & 50 ARRs – section 17.1	43
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	44

Toowoomba Hospital Foundation
ANNUAL FINANCIAL STATEMENTS
30 June 2017

TOOWOOMBA HOSPITAL FOUNDATION FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2017

The Financial Statements

Note 1	Statement of Comprehensive Income Balance Sheet Statement of Changes in Equity Statement of Cash Flows Basis of Financial Statement Preparation
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Our Financial Performance

Note 2	Car Parking Revenue
Note 3	Bequests and Donations
Note 4	Functions, Special Events and Other Fundraising
Note 5	Other Revenue
Note 6	Employee Expenses
Note 7	Other Expenses

Our Financial Position

Note 8	Cash and Cash Equivalents
Note 9	Receivables
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Note 11	Property, Plant and Equipment and Depreciation Expense
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Other Disclosures

Note 15	Information on Fair Value Measurement
Note 16	Financial Instruments
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Note 18	Related Party Transactions
Note 19	Commitments for Expenditure
Note 20	Contingencies
Note 21	Events Occurring after Balance Date

Certification

Management Certificate

**TOOWOOMBA HOSPITAL FOUNDATION
STATEMENT OF COMPREHENSIVE INCOME**

FOR THE YEAR ENDED 30 JUNE 2017

OPERATING RESULT	Notes	2017	2016
		\$	\$
Income from Continuing Operations:			
Bequests and donations	3	232,984	334,987
Functions, special events and other fundraising	4	524,711	497,032
Interest revenue		119,429	157,046
Car parking revenue	2	1,763,981	1,522,254
Other revenue	5	263,047	210,301
Total Revenue		2,904,152	2,721,620
Total Income from Continuing Operations		2,904,152	2,721,620
Expenses from Continuing Operations:			
Employee expenses	6	476,584	514,698
Functions, special events and other fundraising		449,453	259,946
Car parking expenses		466,006	479,413
Depreciation	11(ii)	47,232	45,519
Impairment losses	11(ii)	7,716	-
Grants paid	1(g)	522,596	570,793
Donations		452,193	458,550
Funding of HREC co-ordinator		40,164	38,173
Other expenses	7	160,628	202,567
Total Expenses from Continuing Operations		2,622,572	2,569,659
Operating Result from Continuing Operations		281,580	151,961
Operating Result for the Year		281,580	151,961
Total Comprehensive Income		281,580	151,961

The accompanying notes form part of these statements.

TOOWOOMBA HOSPITAL FOUNDATION BALANCE SHEET

AS AT 30 JUNE 2017

	Notes	2017 \$	2016 \$
Current Assets			
Cash and cash equivalents	8	5,031,167	5,297,098
Receivables	9	109,538	56,588
Other current assets	10	82,858	97,600
Total Current Assets		5,223,563	5,451,286
Non Current Assets			
Property, plant and equipment	11	1,135,307	617,578
Total Non Current Assets		1,135,307	617,578
Total Assets		6,358,870	6,068,864
Current Liabilities			
Payables	12	159,505	113,156
Interest-bearing liabilities	13	6,325	-
Accrued employee benefits	14	26,213	73,204
Total Current Liabilities		192,043	186,360
Non-Current Liabilities			
Accrued employee benefits	14	13,788	11,044
Total Non-Current Liabilities		13,788	11,044
Total Liabilities		205,831	197,404
Net Assets		6,153,039	5,871,459
Equity			
Accumulated surplus		6,153,039	5,871,459
Total Equity		6,153,039	5,871,459

The accompanying notes form part of these statements.

TOOWOOMBA HOSPITAL FOUNDATION
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2017

	Accumulated Surplus	Total
	\$	\$
Balance as at 1 July 2015	5,719,498	5,719,498
Operating result from continuing operations	151,961	151,961
	<hr/>	
Balance as at 30 June 2016	5,871,459	5,871,459
	<hr/>	
Balance as at 1 July 2016	5,871,459	5,871,459
Operating result from continuing operations	281,580	281,580
	<hr/>	
Balance as at 30 June 2017	6,153,039	6,153,039

The accompanying notes form part of these statements.

**TOOWOOMBA HOSPITAL FOUNDATION
STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017 \$	2016 \$
Cash Flows from Operating Activities			
<i>Inflows:</i>			
Receipts from customers		2,720,772	2,547,348
Interest received		148,571	177,889
GST input tax credits from ATO		95,421	73,855
GST collected from customers		198,389	170,500
<i>Outflows:</i>			
Supplies and services		(2,053,449)	(2,010,699)
Employee expenses		(521,016)	(522,083)
GST remitted to ATO		(192,236)	(165,142)
GST paid to suppliers		(96,031)	(66,158)
Net Cash Provided by/(used in) Operating Activities		300,421	205,510
Cash flows from Investing Activities			
<i>Outflows:</i>			
Payments for property, plant and equipment		(572,677)	(283,083)
Net Cash Provided by/(used in) Investing Activities		(572,677)	(283,083)
Cash Flows from Financing Activities			
<i>Inflows:</i>			
Proceeds from borrowings		6,325	-
<i>Outflows:</i>			
Repayments of borrowings		-	(5,431)
Net Cash Provided by/(used in) Financing Activities		6,325	(5,431)
Net increase/(decrease) in cash held		(265,931)	(83,004)
Cash and cash equivalents at beginning of financial year		5,297,098	5,380,102
Cash and cash equivalents at end of financial year	8	5,031,167	5,297,098

The accompanying notes form part of these statements.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

1. BASIS OF FINANCIAL STATEMENT PREPARATION

(a) General Information

These financial statements cover the Toowoomba Hospital Foundation (the Foundation). The Foundation is a Statutory Body established under the Hospitals Foundations Act 1982. The Foundation does not control other entities. The financial statements include the value of all income, expenses, assets, liabilities and equity for the Foundation as an individual entity.

(b) Authorisation of Financial Statements for Issue

The financial statements are authorised for issue by the Chief Executive Officer and Chairman at the date of signing the Management Certificate.

(c) Statement of Compliance and Basis of Preparation

The financial statements have been prepared in compliance with the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*.

The Foundation is a not-for-profit entity and these general purpose financial statements are prepared in compliance with the requirements of Australian Accounting Standards – Reduced Disclosure Requirements and Interpretations applicable to not-for-profit entities.

The financial statements are prepared on an accrual basis (with the exception of the statement of cash flows which is prepared on a cash basis).

(d) Underlying Measurement Basis

The historical cost convention is used as the measurement basis except for land and buildings which are measured at fair value.

(e) Other Presentation Matters

Currency and Rounding - Amounts included in the financial statements are in Australian dollars. Amounts are rounded to the nearest dollar.

Comparatives - Comparative information reflects the audited 2015-16 financial statements.

Current / Non-Current Classification - Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Foundation does not have an unconditional right to defer settlement to beyond 12 months after the reporting date. All other assets and liabilities are classified as non-current.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

1. BASIS OF FINANCIAL STATEMENT PREPARATION (CONTINUED)

(f) Taxation

The Foundation is exempted from income tax under the Income Tax Assessment Act 1936 and is exempted from other forms of Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Receivables and payables in the Balance Sheet are shown inclusive of GST. GST credits receivable from, and GST payable to, the ATO at reporting date are separately recognised in payables within Note 12.

(g) Grants Paid

Grants paid includes applications for funding approved by the Board to provide equipment and resources, education, training and professional development, health and medical research and scholarships.

(h) Key Accounting Estimates and Judgments

The most significant estimates and assumptions made in the preparation of the financial statements related to the fair value and depreciation of Property, Plant and Equipment. Details are set out in Note 11. The valuation of property, plant and equipment necessarily involves estimation uncertainty with the potential to materially impact on the carrying amount of such assets in the next reporting period.

(i) New and Revised Accounting Standards (including Early Adoption)

The only Australian Accounting Standard that became effective for the first time in 2016-17 is AASB 124 Related Party Disclosures. This standard requires note disclosures about key management personnel (KMP) remuneration expenses and other related party transactions, and does not impact on financial statement line items. As Queensland Treasury already required disclosure of KMP remuneration expenses, AASB 124 itself had minimal impact on the Foundation's KMP disclosures compared to 2015-16 (refer to Note 17). Material related party transactions for 2016-17 are disclosed in Note 18. No comparative information about related party transactions is required in respect of 2015-16.

2. CAR PARKING REVENUE

Accounting Policy

Revenue from car parking is recognised on the completed delivery of the car parking service to the customer (which occurs at the point of customer payment upon exiting the car park).

	2017	2016
	\$	\$
3. BEQUESTS AND DONATIONS		
Donations	217,984	334,987
Bequests	15,000	-
Total	232,984	334,987

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

3. BEQUESTS AND DONATIONS (CONTINUED)

Accounting Policy

Donations and gifts that are non-reciprocal in nature (i.e. do not require any goods or services to be provided in return) are recognised as revenue in the year in which the Foundation obtains control over them at the time of receipt.

Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair value can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

4. FUNCTIONS, SPECIAL EVENTS AND OTHER FUNDRAISING

Revenue from functions, special events and other fundraising activities are recognised as income when received. The amount and timing of receipts is dependent on a number of fundraising activities including direct mail donations, personal and corporate donations and special events.

	2017 \$	2016 \$
5. OTHER REVENUE		
Cafeteria lease income	130,901	128,681
Rental income	36,674	4,203
Conference registration income	8,647	12,906
Vending machine income	26,097	21,390
Sponsorship	45,859	29,445
Other revenue	14,869	13,676
Total	263,047	210,301

Accounting Policy

Revenue from other services rendered and sale of goods are recognised as other revenue when the revenue has been earned. Interest revenue is recognised on an accruals basis at the interest rate applicable to the financial assets.

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.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$	2016 \$
6. EMPLOYEE EXPENSES		
Employee Benefits		
Wages and salaries	415,316	449,072
Employer superannuation contributions	58,151	63,416
Employee Related Expenses		
WorkCover expenses	3,117	2,210
Total	476,584	514,698
 Number of employees at year end	 7	 6

Accounting Policy

Short-term employee benefits - wages, salaries and sick leave

Wages and salaries due but unpaid at reporting date are recognised in the Balance Sheet at the current salary rates. As the Foundation expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Other long-term employee benefits – annual and long service leave

Annual leave and long service leave liabilities are classified and measured as other long term employee benefits as the Foundation does not expect to wholly settle all such liabilities within the 12 months following reporting date.

Other long-term employee benefits are presented as current liabilities where the Foundation does not have an unconditional right to defer payment for at least 12 months after the end of the reporting period.

Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments take into account anticipated future wage/salary levels, expected employee departures and periods of ineligible service. These are discounted using market yields on Australian Government bond rates at the end of the reporting period that coincide with the expected timing of estimated future payments.

All directly associated on-costs (e.g. employer superannuation contributions, payroll tax and workers' compensation insurance) are also recognised as liabilities, where these on-costs are material.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

6. EMPLOYEE EXPENSES (CONTINUED)

Superannuation

Superannuation benefits are provided through defined contribution (accumulation) in accordance with employees' conditions of employment and employee instructions.

Defined Contribution Plans – Employer contributions are based on rates specified under conditions of employment. The Foundation's contributions are expensed when they become payable at each fortnightly pay period.

	2017	2016
	\$	\$
7. OTHER EXPENSES		
Conference and workshop expenses	8,311	19,494
Cafeteria expenses	1,204	1,813
Minor equipment purchases	1,524	1,910
Computer expenses	21,175	15,542
Loss on disposal of plant and equipment	~	3,062
Promotional items	8,635	5,319
Rebrand expenses	~	11,415
Insurance	7,309	8,046
25 th Anniversary function	~	18,372
Other expenses	112,470	117,594
Total	160,628	202,567

Disclosure - Auditor Remuneration

Total audit fees paid relating to the 2016-17 financial statements are estimated to be \$4,850 (2016: \$4,850). There are no non-audit related services included in this amount.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$	2016 \$
8. CASH AND CASH EQUIVALENTS		
Cash on hand	6,938	6,938
At call deposits	1,199,229	425,160
Fixed term deposits	3,825,000	4,865,000
Total	5,031,167	5,297,098

Accounting Policy

Cash and cash equivalents include all cash and cheques receipted at 30 June as well as deposits held at call with financial institutions.

9. RECEIVABLES

Trade and other debtors	109,538	57,588
Less allowance for impairment loss	-	(1,000)
Total	109,538	56,588

Accounting Policy

Trade debtors are recognised at the nominal amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement terms are within 30 days from invoice date.

The collectability of receivables is assessed periodically with provision being made for impairment. No provision has been made for bad debts at 30 June 2017.

Disclosure – Movements in the allowance for impairment loss – trade and other debtors

Balance at 1 July	1,000	1,600
Amounts written off during the year	(600)	(1,600)
Increase/(decrease) in allowance	(400)	1,000
Balance at 30 June	-	1,000

10. OTHER CURRENT ASSETS

Prepayments	1,925	1,549
Accrued other revenue	24,842	10,818
Accrued interest	56,091	85,233
Total	82,858	97,600

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$	2016 \$
11. PROPERTY, PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE		
<i>(i) Property Plant and Equipment</i>		
<i>Land</i>		
At Fair Value	405,383	116,524
Total Land	405,383	116,524
<i>Buildings</i>		
At Fair Value	445,133	161,315
Less: Accumulated Depreciation	(10,041)	(1,171)
Less: Accumulated Impairment Losses	(7,716)	-
Total Buildings	427,376	160,144
<i>Improvements</i>		
At Cost	525,455	525,455
Less: Accumulated Depreciation	(245,085)	(215,375)
Total Improvements	280,370	310,080
<i>Plant and Equipment</i>		
At Cost	51,279	51,279
Less: Accumulated Depreciation	(29,101)	(20,449)
Total Plant and Equipment	22,178	30,830
Total Property, Plant and Equipment	1,135,307	617,578

(ii) Property Plant and Equipment Reconciliation

	Land \$	Buildings \$	Improve- ments \$	Plant & Equipment \$	Total \$
Carrying amount at 1 July 2016	116,524	160,144	310,080	30,830	617,578
Acquisitions	288,859	283,618	-	-	572,677
Depreciation	-	(8,870)	(29,710)	(8,652)	(47,232)
Impairment loss recognised – operating result	-	(7,716)	-	-	(7,716)
Carrying amount at 30 June 2017	405,383	427,376	280,370	22,178	1,135,307

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

**11. PROPERTY, PLANT AND EQUIPMENT
AND DEPRECIATION EXPENSE (CONTINUED)**

(iii) Accounting Policy

Asset Acquisition

Actual cost is used for the initial recording of all non-current physical asset acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use, including architects' fees and engineering design fees. However, any training costs are expensed as incurred.

Where assets are received free of charge from another Queensland public sector entity (usually via an involuntary transfer), the acquisition cost is recognised as the gross carrying amount in the books of the transferor immediately prior to the transfer together with any accumulated depreciation.

Assets acquired at no cost or for nominal consideration, other than from an involuntary transfer from another Queensland government agency, are recognised at their fair value at date of acquisition in accordance with AASB 116 Property, Plant and Equipment.

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 expense.

Recognition of Property, Plant and Equipment

Items of property, plant and equipment with a cost or other value equal to or in excess of the following thresholds are recognised for financial reporting purposes in the year of acquisition:

Land	\$1
Buildings	\$10,000
Plant and Equipment	\$5,000

Items with a lesser value are expensed in the year of acquisition. Expenditure is only capitalised if it increases the service potential or useful life of the existing asset. Maintenance expenditure that merely restores original service potential (arising from ordinary wear and tear etc.) is expensed.

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.

Measurement of Non-Current Physical Assets using Cost

Plant and equipment is measured at cost in accordance with the Non-Current Asset Policies. The carrying amounts for plant and equipment at cost approximate their fair value.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

**11. PROPERTY, PLANT AND EQUIPMENT
AND DEPRECIATION EXPENSE (CONTINUED)**

(iii) Accounting Policy (continued)

Measurement of Non-Current Physical Assets using Fair Value

Land and buildings are measured at fair value in accordance with AASB 116 Property, Plant and Equipment, AASB 13 Fair Value Measurement and Queensland Treasury's Non-Current Asset Policies for the Queensland Public Sector. These assets are reported at their revalued amounts, being the fair value at the date of valuation, less any subsequent accumulated depreciation and accumulated impairment losses where applicable.

Revaluations of Non-Current Physical Asset

Land and buildings measured at fair value are revalued on an annual basis either by appraisals undertaken by an independent professional valuer or internal expert, or by the use of appropriate and relevant indices. For financial reporting purposes, the revaluation process is managed by the Foundation's Board, who determines the specific revaluation practices and procedures. The Board undertakes annual reviews of the revaluation practices (after each year's revaluation exercise).

Revaluations using independent professional valuer or internal expert appraisals are undertaken at least once every five years. However, if a particular asset class experiences significant and volatile changes in fair value, that class is subject to specific appraisal in the reporting period, where practicable, regardless of the timing of the last specific appraisal. Materiality concepts are considered in determining whether the difference between the carrying amount and the fair value of an asset is material (in which case revaluation is warranted).

The fair values reported by the Foundation are based on appropriate valuation techniques that maximise the use of available and relevant observable inputs and minimise the use of unobservable inputs.

Where assets have not been specifically appraised in the reporting period, their previous valuations are materially kept up-to-date via the application of relevant indices. The Foundation ensures that the application of such indices results in a valid estimation of the assets' fair values at reporting date. The State Valuation Service (SVS) supplies the indices used for the various types of assets. Such indices are either publicly available, or are derived from market information available to SVS. SVS provides assurance of their robustness, validity and appropriateness for application to the relevant assets. Indices used are also tested for reasonableness by applying the indices to a sample of assets, comparing the results to similar assets that have been valued by an independent professional valuer or internal expert, and analysing the trend of changes in values over time. Through this process, which is undertaken annually, management assesses and confirms the relevance and suitability of indices provided by SVS based on the Foundation's own particular circumstances.

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

**11. PROPERTY, PLANT AND EQUIPMENT
AND DEPRECIATION EXPENSE (CONTINUED)**

(iii) Accounting Policy (continued)

Revaluations of Non-Current Physical Asset (continued)

On revaluation, for assets revalued using a cost valuation approach (e.g. depreciated replacement cost) - accumulated depreciation is adjusted to equal the difference between the gross amount and carrying amount, after taking into account accumulated impairment losses. This is generally referred to as the 'gross method'. For assets revalued using a market or income-based valuation approach - accumulated depreciation and accumulated impairment losses are eliminated against the gross amount of the asset prior to restating for the revaluation. This is generally referred to as the 'net method'.

The cost of land and buildings acquired during the financial year has been judged by management to materially represent their fair value at the end of the reporting period.

Impairment

All non-current physical assets (including intangible assets) are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Foundation determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

Depreciation

Land is not depreciated as it has an unlimited useful life.

Buildings and plant and equipment are depreciated on a straight-line basis so as to allocate the revalued amount or net cost of each asset (respectively), less its estimated residual value, progressively over its estimated useful life to the Foundation.

The estimation of the useful lives of assets is based on historical experience with similar assets, as well as considerations such as manufacturers' warranties and asset turnover practices. Reassessments of useful lives are undertaken annually by the Foundation. Any consequential adjustments to remaining useful life estimates are implemented prospectively.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

**11. PROPERTY, PLANT AND EQUIPMENT
AND DEPRECIATION EXPENSE (CONTINUED)**

(iii) Accounting Policy (continued)

Depreciation (continued)

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Foundation.

(iv) Depreciation Disclosures

For each class of depreciable asset the following depreciation rates are used:

Class	Rate %
Buildings	2.5
Plant and equipment:	
- Motor vehicles	25 - 33.3
- Leasehold improvements	2 - 20
- Other equipment	10 - 20

	2017	2016
	\$	\$
12. PAYABLES		
Trade and other creditors	88,781	54,130
GST liability	41,003	35,460
PAYG withholding payable	5,645	5,830
Revenue received in advance	2,023	-
Accrued expenses	22,053	17,736
Total	159,505	113,156

Accounting Policy

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

13. INTEREST-BEARING LIABILITIES

Credit card	6,325	-
Total	6,325	-

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$	2016 \$
14. ACCRUED EMPLOYEE BENEFITS		
Current		
Annual leave	22,699	44,808
Long service leave	3,514	28,396
Total	26,213	73,204
Non-Current		
Long service leave	13,788	11,044
Total	13,788	11,044

Accounting Policy

Refer to Note 6.

15. INFORMATION ON FAIR VALUE MEASUREMENT

What is Fair Value?

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date under current market conditions (i.e. an exit price) regardless of whether that price is directly derived from observable inputs or estimated using another valuation technique.

Financial Assets and Liabilities

The carrying amounts of trade receivables and payables approximate their fair value. The Foundation holds no financial assets classified at fair value through profit and loss.

Non-Financial Assets

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use.

Observable inputs are publicly available data that are relevant to the characteristics of the assets/liabilities being valued. Observable inputs used by the Foundation include, but are not limited to, published sales data for land and general office buildings.

Unobservable inputs are data, assumptions and judgements that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Significant unobservable inputs used by the Foundation include subjective adjustments made to observable data to take account of the characteristics of the Foundation's assets/liabilities, internal record of recent construction costs (and/or estimates of such costs) for assets' characteristics/functionality, and assessments of physical condition and remaining useful life. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

15. INFORMATION ON FAIR VALUE MEASUREMENT (CONTINUED)

Disclosure – Assets Measured at Fair Value

Specific appraisals of the Foundation's land and buildings were most recently performed as at 28 June 2017 by the Foundation Board using fair value principles. The Board obtained evidence in relation to the market value of the properties held to support this judgement. Following the revaluation, an impairment loss of \$7,716 was recognised.

16. FINANCIAL INSTRUMENTS

Financial Instruments – Accounting Policy on Recognition

Financial assets and financial liabilities are recognised in the Balance Sheet when the Foundation becomes party to the contractual provisions of the financial instrument.

Financial Instruments – Classification and Presentation

Financial instruments are classified under Accounting Standard AASB 139 as follows:

- Cash and cash equivalents - held at fair value through profit or loss
- Receivables - held at amortised cost
- Payables - held at amortised cost

	2017	2016
	\$	\$
<i><u>Financial Assets</u></i>		
Cash and cash equivalents	5,031,167	5,297,098
Loans and receivables at amortised cost	109,538	57,588
Total	5,140,705	5,354,686
<i><u>Financial Liabilities</u></i>		
Interest-bearing liabilities	6,325	-
Financial liabilities at amortised cost	135,429	95,420
Total	141,754	95,420

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

17. KEY MANAGEMENT PERSONNEL (KMP) DISCLOSURES

Details of Key Management Personnel

The following details for non-Ministerial key management personnel include those Foundation positions that had authority and responsibility for planning, directing and controlling the activities of the Foundation during 2016-17 and 2015-16. Further information about these positions can be found in the body of the Foundation's Annual Report under the section relating to Executive Management.

Position	Position Responsibility
Board of Directors	The strategic leadership, guidance and effective oversight of the management of the Foundation, including its operational and financial performance.
Chief Executive Officer	Responsible for the strategic leadership and direction of the Foundation.

Key Management Personnel Remuneration Policies

No Board Members received or were entitled to receive any fees or other benefits during the year.

Remuneration and other terms of employment for the Foundation's other key management personnel are specified in employment contracts. The contracts provide for the provision of performance-related cash payments and other benefits including motor vehicles. Remuneration expenses for these key management personnel comprises the following components:

- *Short term employee expenses* which include:
 - salaries and allowances earned and expensed for the entire year, or for that part of the year during which the employee occupied the specified position.
 - performance payments recognised as an expense during the year.
 - non-monetary benefits - consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.
- *Long term employee expenses* - mainly annual leave and long service leave entitlements earned and expensed for the entire year, or for that part of the year during which the employee occupied the specified position.
- *Post-employment expenses* - mainly superannuation contributions; and
- *Termination benefits* - include payments in lieu of notice on termination and other lump sum separation entitlements (excluding annual and long service leave entitlements) payable on termination of employment or acceptance of an offer of termination of employment.

The following disclosures focus on the expenses incurred by the Foundation during the respective reporting periods that is attributable to key management positions. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

17. KEY MANAGEMENT PERSONNEL (KMP) DISCLOSURES (CONTINUED)

Remuneration Expenses

1 July 2016 – 30 June 2017

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Chief Executive Officer	98	7	-	13	-	118

1 July 2015 – 30 June 2016

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Chief Executive Officer (Resigned 25-Apr-16)	88	7	-	16	-	111
Chief Executive Officer (Appointed 18-Jan-16)	40	7	1	5	-	53

Performance Payments

No KMP remuneration packages provide for performance or bonus payments.

18. RELATED PARTY TRANSACTIONS

Transactions with people/entities related to KMP

Other than the transactions disclosed in Note 17, there are no transactions with KMP or entities related to KMP in the 2017 or 2016 financial years.

TOOWOOMBA HOSPITAL FOUNDATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

19. COMMITMENTS FOR EXPENDITURE

Grants Approved

The Toowoomba Hospital Foundation commit to expenditure for projects at Board meetings. The projects are recognised as a liability on receipt of an approved invoice for the research carried out. The grants approved by the Board which remain unpaid at balance date are recorded as Commitments. At balance date of 30 June 2017 the outstanding grants commitment was \$375,058 (2016: \$457,571).

Car Park Lease

The Car Park located at the Toowoomba Hospital is leased from Queensland Health. The current lease is a 15 year term commencing on 1 January 2016 to 31 December 2030. The rent payable is \$1.00 (GST-inclusive) per annum.

20. CONTINGENCIES

There were no contingent liabilities of any significance at balance date (2016: \$NIL).

21. EVENTS OCCURRING AFTER BALANCE DATE

There were no events occurring after balance date which require disclosure in the financial report.

TOOWOOMBA HOSPITAL FOUNDATION

MANAGEMENT CERTIFICATE OF TOOWOOMBA HOSPITAL FOUNDATION

These general purpose financial statements have been prepared pursuant to s.62(1)(a) of the *Financial Accountability Act 2009* (the Act), s.43 of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

- (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Toowoomba Hospital Foundation for the financial year ended 30 June 2017, and of the financial position of the Foundation at the end of that year; and
- (c) these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.



ALISON KENNEDY
Chief Executive Officer



RAYMOND TAYLOR
Chairman

Dated this 29 day of August 2017

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
TOOWOOMBA HOSPITAL FOUNDATION**

Report on the Financial Report

I have audited the accompanying financial report of the Toowoomba Hospital Foundation, which comprises the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the management's certificate.

Board's Responsibility for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and for such internal control as the Board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on our audit. The audit was conducted in accordance with Australian Auditing Standards. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting my audit, I have complied with the independence requirements of the Australian professional ethics requirements.

Opinion

In my opinion:

the financial report presents fairly, in all material respects, the financial position of the Toowoomba Hospital Foundation as at 30 June 2017, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards.

Other Matters – Electronic Presentation of the Audited Financial Report

The audit report relates to the financial report of the Toowoomba Hospital Foundation for the year ended 30 June 2017. Where the financial report is included on the Toowoomba Hospital Foundation's website the Board is responsible for the integrity of the Toowoomba Hospital Foundation's website. I have not been engaged to report on the integrity of the Toowoomba Hospital Foundation's website. The audit report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements or otherwise included in the report. If users of the financial report are concerned with the inherent risks arising from the publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

These matters also relate to the presentation of the audited financial report in other electronic media including CD rom.

TIM DAVIS

29 August 2017

Toowoomba



TOOWOOMBA
HOSPITAL
foundation

TOOWOOMBA HOSPITAL FOUNDATION

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