

A photograph of a person's hands writing in a notebook with a red pen. In the background, a laptop and a tablet are visible on a desk. The image is overlaid with a large red geometric shape that frames the text.

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# Palliative Care Queensland Inc

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Audit Completion Package

30 June 2020

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12 October 2020

The President/Chairperson  
Palliative Care Queensland Inc  
PO Box 418  
THE GAP QLD 4061

Dear Sir/Madam,

**Re: Palliative Care Queensland Inc**

We have completed our audit for the above in respect of the year ended 30 June 2020 and enclose the following:

- Independence letter outlining to the governing body that we have been independent of the entity
- 2020 Financial Report
- Re-appointment letter

Please arrange for the directors to sign the financial report where marked and return a copy to us for signature by the auditor. We will then return a fully signed copy of the financial report for your records

We would like to take this opportunity to thank you for the assistance offered to us during the course of our audit. Should you require any further information on the above matters please do not hesitate to contact our office.

Yours sincerely  
**Josie-Marie Lopez**



**Director**  
**Vincents Assurance and Risk Advisory**

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12 October 2020

The President/Chairperson  
Palliative Care Queensland Inc  
PO Box 418  
THE GAP QLD 4061

Dear Sir/Madam,

### **Independence Discussions**

We confirm that during the audit of the financial report of Palliative Care Queensland Inc for the year ended 30 June 2020, we have maintained our independence in accordance with the requirements of Professional Statement APES 110.

In the spirit of this confirmation, we have prepared the following comments to facilitate discussion and enable you to have a clear understanding of the issue.

### **Other Services**

We have not carried out any other engagements for Palliative Care Queensland Inc that would impair our firm's professional independence as auditor.

Any services provided are subject to our own and the profession's strict rules and policies regarding auditor independence. We enforce these rules and policies in order to maintain objectivity and to be free of interest when discharging our professional responsibilities.

Our appointment as service provider for these engagements has been subject to Palliative Care Queensland Inc's corporate governance procedures encompassing the selection of service providers and the setting of their remuneration.

Some of the safeguards we follow with regard to auditor independence in relation to the provision of these services include ensuring:

- The services have not involved partners or staff acting in a managerial or decision-making capacity, or being involved in the processing or originating of transactions;
- The services have only been provided where we are satisfied that the related function or process will not have a material bearing on our planned audit procedures and would not involve us auditing our own work;
- The partners and staff involved in the provision of non-auditing services have not participated in Palliative Care Queensland Inc's associated or authorisation processes.

Based on the above safeguards, we are satisfied that the provision of other services has not in any way compromised our independence as external auditor of Palliative Care Queensland Inc.

### **Financial Interests**

As your auditor, direct and material indirect investments in any shares of Palliative Care Queensland Inc are prohibited to us. In summary this prohibition extends to:

- All partners and professional staff; and

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- The families of these partners and professional staff; and
- The firm's partner and staff superannuation funds.

We seek annual confirmation from partners and staff that they have complied with this requirement. Based on the results of this process, we are not aware of any instances where partners or staff are not in compliance with this requirement in relation to this engagement.

### **Other Relationships**

We are not aware of any situations where a spouse or close relative of a partner or staff members involved in the audit occupies a position as a director or executive at Palliative Care Queensland Inc that is significant to the audit.

We are not aware of any situations where a partner or staff member has accepted a position of employment with Palliative Care Queensland Inc in a senior executive or managerial capacity during or since the end of the financial year.

This report is intended solely for Palliative Care Queensland Inc and should not be used for any other purpose.

Should you require any further assistance, please do not hesitate to contact our office.

Yours sincerely

**Josie-Marie Lopez**

**Director  
Vincents Assurance and Risk Advisory**

**PALLIATIVE CARE QUEENSLAND  
INCORPORATED**

**ABN 49 047 803 923**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

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# PALLIATIVE CARE QUEENSLAND INCORPORATED

## STATE COUNCIL MEMBERS REPORT FOR THE YEAR ENDED 30 JUNE 2020

The state council members present their report, together with the financial statements, for Palliative Care Queensland Incorporated (PCQ / the incorporated association) for the year ended 30 June 2020.

### Officers

The following persons were executive committee members / state council members of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

John Haberecht (President)	Carol Hope (Council Member) – <i>resigned 17 November 2019</i>
Richard Corkill (Vice President)	Jonathan Walsh (Council Member)
Sue Manton (Secretary) – <i>ended 12 October 2019</i>	Karen Gower (Council Member)
Catriona Bisset (Secretary) – <i>appointed 12 October 2019</i>	Laurie Grealish (Council Member)
Cayley Haig (Treasurer)	Linh Pham (Council Member) – <i>ended 12 October 2019</i>
Shyla Mills (CEO)	Matthew Cooper (Council Member) – <i>previously co-opted, appointed 12 October 2019</i>
Annette Lourigan (Council Member) – <i>ended 12 October 2019</i>	Royden Fagan (Council Member) – <i>co-opted 13 August 2019, appointed 12 October 2019</i>
	Margaret Adams (Council Member) – <i>appointed 12 October 2019</i>

### Meetings of Officers

There were 8 meetings (including meetings of committees of the state council members) held during the year and the number of meetings attended by each of the state council members during the financial year ended 30 June 2020 are:

	Meetings Attended	Meetings Entitled to Attend
Annette Lourigan	2	2
Carol Hope	0	2
Catriona Bisset	5	6
Cayley Haig	7	8
John Haberecht	8	8
Jonathan Walsh	0	6
Karen Gower	5	6
Laurie Grealish	5	6
Royden Fagan	2	5
Linh Pham	2	2
Margaret Adams	4	4
Matthew Cooper	3	6
Richard Corkill	7	8
Shyla Mills	8	8
Sue Manton	1	2

### Our mission

To influence, promote and foster quality care at the end of life for all.

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## STATE COUNCIL MEMBERS REPORT FOR THE YEAR ENDED 30 JUNE 2020

### Priorities

The way we care for our dying is a significant indicator of the kind of society we are.

PCQ's key priorities are that all Queenslanders:

- Are able to live every day until their last
- Are able to have a dignified death, regardless of their illness, age, culture or location
- Have access to a supportive social network at the end phase of life and have the choice of quality palliative care

### Our Principal Roles are

- To improve awareness and understanding of palliative care in the general community
- To influence the development of public policy in relation to palliative care
- To support the professionals and volunteers who provide palliative care
- To provide education to health professionals
- To provide information about palliative care educational resources
- To provide online information, support and advocacy to people affected by life-limiting conditions
- To provide support and professional representation to PCQ members

### Five Strategic Focus Areas and Strategies for Achieving these

1. You Matter:

We provide relevant up to date information about palliative care to the individuals with life-limiting conditions and their carers

2. Your Community Matters

We will build supportive networks around people at the end of life

3. Your Care Matters

We will support Queensland services who are delivering end of life care to provide coordinated quality care and have staff who are well prepared to provide quality care

4. Your Government Systems and Policies Matter

We will be recognised as the pre-eminent voice of the end of life sector in Queensland and advocate on behalf of all stakeholders

5. Your PCQ Matters

We will ensure our association has long-term sustainability to give you the confidence that our work will continue

### Performance Measures

The review and assessment of the effectiveness of the priorities and strategies at regular state council meetings.



**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**STATE COUNCIL MEMBERS REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

On behalf of the state council members:

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President

Dated at.....this.....day of October 2020.

## Auditors Independence Declaration

I declare that, to the best of my knowledge and belief, during the 12 months ended 30 June 2020 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

This declaration is in respect of Palliative Care Queensland Incorporated.

Vincents Assurance and Risk Advisory  
Josie-Marie Lopez  
Partner

6 October 2020

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**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2020**

	Notes	2020 \$	2019 \$
<b>INCOME</b>			
Consultancy Fees		30,500	48,189
Donations		35,634	2,358
Grants & Project Income		768,176	575,886
Membership Fees		21,502	23,517
Other Income		78,016	30,198
Sales - Merchandise		300	980
Service Agreement		373,630	117,303
Sponsorships		176,364	79,168
		<u>1,484,122</u>	<u>877,599</u>
<b>EXPENSES</b>			
Administration Costs		18,454	40,545
Advertising & Marketing Expenses		16,205	52,973
Auditor's Remuneration		3,100	2,100
Bank Fees		3,992	1,557
Computer Expenses		29,966	10,362
Conferences & Events		64,361	99,144
Consultancy Expenses		191,512	36,059
Depreciation		37,313	7,612
Employee Expenses	3A	831,250	393,197
Insurance		6,044	4,411
Legal Fees	3B	6,945	41
Low Value Assets		29,133	17,610
Motor Vehicle Expenses		3,561	-
Postage, Printing & Stationery		45,948	59,279
Rent Expenses		53,821	42,808
Resources & Materials		3,847	20,075
Staff Training		10,776	642
Subscriptions & Memberships		3,562	1,004
Telephone & Internet		9,932	6,537
Travel & Accommodation		40,643	71,086
Workcover		5,324	960
		<u>1,415,688</u>	<u>868,002</u>
<b>PROFIT / (LOSS) FOR THE YEAR</b>		<u>68,434</u>	<u>9,597</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be subsequently reclassified to profit or loss		-	-
<b>TOTAL COMPREHENSIVE INCOME / (LOSS) FOR THE YEAR</b>		<u>68,434</u>	<u>9,597</u>

**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2020**

	Notes	2020 \$	2019 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	245,210	173,848
Trade and Other Receivables	5	560	100,624
Prepayments		27,446	7,234
Accrued Revenue		44,400	8,026
<b>TOTAL CURRENT ASSETS</b>		<u>317,616</u>	<u>289,732</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets	6	62,297	19,824
Security Deposit		46,863	21,553
Intangible Assets		1,250	-
<b>TOTAL NON-CURRENT ASSETS</b>		<u>110,410</u>	<u>41,377</u>
<b>TOTAL ASSETS</b>		<u>428,026</u>	<u>331,109</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	7	100,273	62,962
Employee Provisions	8	31,484	16,769
Accrued Expenses	9	37,654	11,418
Deferred Income	10	45,455	95,234
<b>TOTAL CURRENT LIABILITIES</b>		<u>214,865</u>	<u>186,382</u>
<b>TOTAL LIABILITIES</b>		<u>214,865</u>	<u>186,382</u>
<b>NET ASSETS</b>		<u>213,161</u>	<u>144,727</u>
<b>EQUITY</b>			
Retained earnings		213,161	144,727
<b>TOTAL EQUITY</b>		<u>213,161</u>	<u>144,727</u>

PALLIATIVE CARE QUEENSLAND INCORPORATED

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2020

	Retained earnings	Total
Balance as at 1 July 2018	135,130	135,130
Profit / (Loss) for the year ended 30 June 2019	9,597	9,597
<b>Closing balance as at 30 June 2019</b>	<u>144,727</u>	<u>144,727</u>
Profit / (Loss) for the year ended 30 June 2020	68,434	68,434
<b>Closing balance as at 30 June 2020</b>	<u><u>213,161</u></u>	<u><u>213,161</u></u>

**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2020**

	Notes	2020 \$	2019 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from grants & project funding		849,685	548,801
Receipts from service agreement		410,993	129,033
Receipts from sponsorships		196,000	86,135
Receipts from memberships		23,353	25,944
Receipts from donations		35,634	2,358
Receipts from all other sources		111,519	90,164
Receipts / (payments) for security deposits		(25,310)	4,337
Payment to suppliers		(1,449,476)	(896,308)
<b>Cash from operating activities</b>	<b>11</b>	<u><b>152,398</b></u>	<u><b>(9,536)</b></u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant and equipment		(79,786)	(34,130)
Payments for intangible property		(1,250)	-
<b>Cash from investing activities</b>		<u><b>(81,036)</b></u>	<u><b>(34,130)</b></u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
		-	-
Net increase / (decrease) in cash & cash equivalents		71,362	(43,666)
Cash & cash equivalents at 1 July		173,849	217,515
<b>Cash &amp; cash equivalents at 30 June</b>		<u><b>245,210</b></u>	<u><b>173,849</b></u>

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

The financial statements cover the business of Palliative Care Queensland Incorporated, an incorporated association registered under the *Australian Charities and Not-for-profits Commission Act 2012*.

### 1. Summary of significant accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated. Comparatives are consistent with prior years, unless otherwise stated.

#### 1.1 Basis of preparation of the financial statements

In the state council members' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012* requirements to prepare and distribute financial statements to the members of Palliative Care Queensland Incorporated. The state council members have determined that the accounting policies adopted are appropriate to meet the needs of the members of Palliative Care Queensland Incorporated.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1031 'Materiality', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities that qualify for and apply differential reporting concessions.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

#### 1.2 Significant accounting judgements and estimates

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to the accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1.3 Revenue and receivables

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Other revenue is recognised when it is received or when the association is entitled to it.

### 1.4 Cash & cash equivalents

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

### 1.5 Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. There are no receivables that are past due.

### 1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and depreciated so that the depreciable amount is allocated on a systematic basis over its useful life. Assets purchased for less than \$1,000 have been fully expensed at the time of acquisition. In addition, assets purchased specifically in relation to a project that is to be completed within a 12 month period have been fully expensed. All assets over \$1,000 that relate to PCQ's core activities or the Ambulance Wish Queensland charity have been depreciated over their estimated useful life.

### 1.7 Trade payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the incorporated association during the reporting period which remain unpaid at the end of the reporting period. The balance is recognised as a current liability with the amount being normally paid within 30 days of recognition of the liability.



# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1.8 Other payables

Other payables represent the liability outstanding at the end of the reporting period for payments owed by the Association. The balance is recognised as a current liability with the amount being normally for ATO payments and employee payments within 12 months of the end of the reporting period.

### 1.9 Deferred income

The liability for deferred income is the unutilised amounts of grants received on the condition that specified services are delivered or conditions are fulfilled. The services are usually provided or the conditions usually fulfilled within 12 months of receipt of the grant. Where the amount received is in respect of services to be provided over a period that exceeds 12 months after the reporting date or the conditions will only be satisfied more than 12 months after the reporting date, the liability is presented as non-current.

### 1.10 Goods and Services Tax

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 (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position. Cashflows in the Cash Flow Statement are included on a gross basis and the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the ATO is classified as operating cash flows.

### 1.11 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1.11 Contingent liabilities and contingent assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

### 1.12 Taxation

As the incorporated association is a charitable institution in terms of subsection 50-5 of the *Income Tax Assessment Act 1997*, as amended, it is exempt from paying income tax.

### 1.13 New accounting standards and interpretations

The AASB has not issued any new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. As such, the Association has adopted any new Standards. The following table summarises those future requirements, and their impact on the Association where the standard is relevant:

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 2. Events after the reporting period

There were no events that occurred after 30 June 2020, and / or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of Palliative Care Queensland Incorporated.

	2020	2019
	\$	\$
<b>3. EXPENSES</b>		
<b>3A. Employee expenses</b>		
Wages and salaries	741,492	354,191
Leave and other entitlements	14,715	5,466
Staff Allowances	5,323	-
Superannuation	69,721	33,540
	<u>831,250</u>	<u>393,197</u>
<b>3B. Legal costs</b>		
Litigation	-	-
Other legal matters	6,945	41
	<u>6,945</u>	<u>41</u>
<b>4. Cash &amp; cash equivalents</b>		
CBA Debit Card Account	7,150	7,586
CBA Gift Account	28,155	6,735
CBA Savings Account	173,134	101,007
CBA Working Account	31,300	54,097
Load & Go Account	-	871
Paypal Account	4,224	3,253
Petty Cash	62	300
Prepaid Mastercard Accounts	1,185	-
	<u>245,210</u>	<u>173,848</u>
<b>5. Trade and other receivables</b>		
Trade receivables	560	98,485
Other receivables	-	2,139
	<u>560</u>	<u>100,624</u>
<b>6. Fixed assets</b>		
Computer Equipment	34,701	11,338
Less: Accumulated Depreciation	(27,436)	(4,440)
In-House Software	7,580	-
Less: Accumulated Depreciation	(7,580)	-
Leasehold Improvements	14,423	-
Less: Accumulated Depreciation	(1,142)	-
Motor Vehicles	27,458	-
Less: Accumulated Depreciation	(281)	-
Office Equipment	24,847	17,885
Less: Accumulated Depreciation	(10,272)	(4,958)
	<u>62,297</u>	<u>19,824</u>

**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

	2020	2019
	\$	\$
<b>7. Trade and other payables</b>		
Trade creditors	46,263	15,768
Credit Card - AMEX	4,745	-
ATO Payables	25,004	37,656
Superannuation Payable	24,260	9,538
	<u><b>100,273</b></u>	<u><b>62,962</b></u>
<b>8. Employee provisions</b>		
Annual leave	31,484	16,769
Long service leave	-	-
	<u><b>31,484</b></u>	<u><b>16,769</b></u>
<b>9. Accrued expenses</b>		
Accrued salaries	37,654	11,418
Other accrued expenses	-	-
	<u><b>37,654</b></u>	<u><b>11,418</b></u>
<b>10. Deferred income</b>		
Government grants (state level)	-	-
Other grants	45,455	95,234
	<u><b>45,455</b></u>	<u><b>95,234</b></u>
<b>11. Cash flow reconciliation</b>		
Profit/(Loss) for the year	68,434	9,597
(Increase)/decrease in trade and other receivable	100,064	(96,685)
(Increase)/decrease in prepayments	(20,212)	(1,596)
(Increase)/decrease in accrued revenue	(36,374)	(8,026)
(Increase)/decrease in deposits	(25,310)	4,337
Increase/(decrease) in trade and other payable	37,311	29,156
Increase/(decrease) in employee provisions	14,715	5,466
Increase/(decrease) in accrued expenses	26,236	4,016
Increase/(decrease) in deferred income	(49,779)	18,978
Add depreciation for fixed assets & intangible assets	37,313	25,222
<b>Cash from operations</b>	<u><b>152,398</b></u>	<u><b>(9,536)</b></u>

# PALLIATIVE CARE QUEENSLAND INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### **12. Contingencies**

There are no contingencies that have not been disclosed in these financial statements.

### **13. Financial Risk Management**

Palliative Care Queensland Incorporation does not have any exposure to price risk as a result of the types of financial instruments held.

Credit risk on financial assets is managed by only entering into transactions with creditworthy counterparties.

**PALLIATIVE CARE QUEENSLAND INCORPORATED**

**STATE COUNCIL MEMBERS' DECLARATION  
FOR THE YEAR ENDED 30 JUNE 2020**

I, John Haberecht being the President of Palliative Care Queensland Incorporated (PCQ) certify:

- There are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- The financial statements and notes satisfy the requirements of the *Australian Charities and Not-For-Profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-For-Profits Commission Regulation 2013*.

On behalf of the reasonable persons

\_\_\_\_\_  
President

Dated at.....this.....day of October 2020.

\_\_\_\_\_  
Treasurer

Dated at.....this.....day of October 2020.

## Independent Audit Report to the members of Palliative Care Queensland Incorporation

### Report on the Audit of the Financial Report

We have audited the financial report of Palliative Care Queensland Incorporation (the Entity), which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the financial report of Palliative Care Queensland Incorporation has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- (i) Giving a true and fair view of the Entity's financial position as at 30 June 2020 and of its financial performance for the year ended; and
- (ii) Complying with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

### Basis for Qualified Opinion

It is not practicable for an Entity to maintain control over donations and bequeaths prior to their being received and receipted by officers. Accordingly, it is not practicable for our audit procedures with regard to donations and bequeaths to extend beyond receipts recorded as receipted by way of issue of an official receipt. We therefore are unable to express an opinion on whether the recorded donations and bequeaths of the Entity are complete.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the auditor independence requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Entity's financial reporting responsibilities under the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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## **Responsibilities of Directors for the Financial Report**

The directors of the Entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*, and the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

## **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.





We communicate with directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vincents Assurance & Risk Advisory  
Josie-Marie Lopez  
Partner

Brisbane, 12 October 2020

DRAFT

12 October 2020

The President/Chairperson  
Palliative Care Queensland Inc  
PO Box 418  
THE GAP QLD 4061

Dear Sir/Madam,

**Re: Audit - year ended 30 June 2021**

Being eligible, we hereby apply for appointment as auditors for the year ending 30 June 2021.

Yours sincerely  
**Josie-Marie Lopez**

A handwritten signature in black ink, appearing to read "Josie-Marie Lopez".

**Director  
Vincents Assurance and Risk Advisory**

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