

WISHLIST  
Sunshine Coast Health Foundation

2020-2021

ANNUAL  
REPORT



wishlist

SUNSHINE COAST HEALTH FOUNDATION

*There for you*



1 September 2021

The Honourable Yvette D'Ath MP  
Minister for Health and Ambulance Services  
GPO Box 48  
BRISBANE QLD 4001

Dear Minister D'Ath MP,

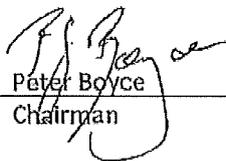
I am pleased to submit for presentation to the Parliament the Annual Report 2020-21 and financial statements for the Sunshine Coast Health Foundation.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, 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 Appendix 3 of this annual report.

Yours sincerely,

  
Peter Boyce  
Chairman

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#### Public availability

This report is available in paper form and online. To obtain a paper copy or copies, please forward your request to our office, details provided below. The online version of this report and previous years' annual reports can be found at <https://wishlist.org.au/who-we-are/publications>.

#### Information systems and recordkeeping compliance

Information systems, privacy policy and recordkeeping compliance are in accordance with Wishlist's Financial Management Practice Manual that references guidelines of the State of Queensland. Wishlist complies with the Queensland State Archives *General Retention and Disposal Schedule for Public Records*.

Further information on Wishlist's record keeping and storage of personal information is available at <http://www.wishlist.org.au/ContactUs/PrivacyPolicy-123/>.



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Contents from this annual report should be attributed as: *The State of Queensland Wishlist Annual Report 2020-2021*.

We acknowledge the traditional custodians on the lands on which we gathered during the past year, the Kabi Kabi and Jinibara people, and pay our respects to Elders past, present and emerging.

For further information about this document or to contact Wishlist:

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## **About Wishlist**

The Sunshine Coast Health Foundation (Wishlist) was established in 1998 as a statutory body operating under *the Hospital Foundations Act 1982*, now *the Hospital Foundations Act 2018*.

Located at the Sunshine Coast University Hospital, the role of Wishlist is to provide fundraising support to the Sunshine Coast Hospital and Health Service (SCHHS) encompassing Nambour, Caloundra, Maleny, Gympie and the Sunshine Coast University Hospital along with local ancillary health services. Wishlist owns and manages affordable accommodation facilities for hospital patients and their families and promotes healthy lifestyle initiatives in our community.

The mission of our charity is to work in partnership with the SCHHS and the communities it serves to keep Queenslanders healthy and provide exceptional care through the provision of medical equipment, emergency hospital accommodation, service support, education and research. Our foundation is also responsive to the needs of our community through strategic partnerships with local business.

As a statutory body Wishlist is subject to the provisions of the *Financial Accountability Act 2009* and subordinate legislation. Wishlist is audited annually by external auditors. This year our auditors are the Queensland Audit Office.

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

This annual report outlines the progress Wishlist made in the 2020-21 financial year to strengthen our agenda to keep Queenslanders healthy and improve outcomes for patients and their families. Our focus throughout the year was also on managing risk associated with the uncertainty presented by the COVID-19 pandemic and working with the Sunshine Coast Hospital and Health Service to support health staff and patients who were vulnerable.

## **Operating Environment**

Wishlist's aim is to direct \$1 million to the needs of the local health service each year, through quarterly grants for equipment, support services, research and staff education.

Wishlist spent \$1,135,772 this year on medical equipment, services such as the local Clown Doctor service, staff education and research. \$1,186,759 in outstanding commitments remain current for outstanding equipment orders, the funding of additional therapy services and ongoing education and research projects.

Total income from donations and fundraising activities was \$4,116,181 with several one-off bequests totalling \$373,673, several sizable grants totalling \$2,099,745 including \$1,900,000 (exc GST) from the Community Health and Hospital Program (Federal Department of Health), two Wishlist Giving Days totalling \$540,917, the 2020 Mix FM Give Me 5 for Kids donation of \$103,143 and the Children's Hospital Foundation Queensland Regional Working Wonders Scheme of \$37,572.

In the 2020-21 financial year, Wishlist and the Study, Education and Research Trust Fund (SERTF) awarded 12 grant recipients a total of \$274,203 to support medical and health research on the Sunshine Coast.

Wishlist provides affordable family accommodation close to Sunshine Coast University Hospital through the six-bedroom Wishlist House, Reed House at Nambour and the use of an apartment at

Golden Beach, donated to Wishlist for short term use to accommodate patients and visitors to the hospital who found difficulty affording a hotel room during their time of treatment.

Wishlist received a \$1.9 million milestone payment from the Community Health and Hospital Program (Federal Department of Health) for the Wishlist Centre project to provide additional subsidised accommodation for patients and families needing to be close to the Sunshine Coast University Hospital. The balance of the \$12 million grant to be received over the 2020-23 financial years.

Total operational net income for the financial year showed an increase on the 2020 financial year in carpark net profit (13 per cent), Alliance Partnerships (8 per cent), and Reed House (124 per cent).

The revenue generated by the carpark increased (19 per cent), and accommodation revenue from Reed House (47 per cent) and Wishlist House experienced solid growth while SCHI Events and Wishlist Connect revenue decreased significantly specifically related to COVID-19.

As the COVID-19 situation evolved, it became apparent that all projected fundraising activity would be greatly impacted. The 2020 Wishlist Spring Carnival, 2020 Wishlist Fun Run and 2020 Wishlist Gympie Jazz & Wine Festival were not held due to COVID-19 restrictions, significantly impacting fundraising possibilities. A total of \$103,143 from the 2020 92.7 Mix FM's Give Me 5 For Kids appeal was received after being significantly scaled back due to the pandemic.

Wishlist's focus then turned to digital fundraising and through Wishlist Giving Day in August 2020 and March 2021, a total of \$540,917 was directed to our fundraising efforts.

Employee expenses increased by 18 per cent compared to last year due to the appointment of a Stakeholder Engagement Lead for the Wishlist Centre project, and a Manager and casual staff needed at Wishlist Coffee House Nambour. Additional casual staff were required at Wishlist Coffee House Gympie, in an environment where volunteer support was also greatly impacted.

## **Challenges**

The challenges and risks faced by our foundation at present include:

- Diversification of the revenue stream that is Nambour Hospital carpark that Wishlist has managed for 23 years, in an environment that sees hospital carparks withdrawn from Foundation management.
- Maintaining our unique point of difference as a charity that sees operational costs covered by enterprise other than fundraising activity and donations the aim is to work to grow alternative revenue streams to ensure sustainability of the model.
- The continuing uncertainty and subsequent impact of COVID-19 affecting fundraising activity due to restrictions on fundraising events.
- A highly competitive charity environment, including charitable events, on the Sunshine Coast and the potential for donor and charity event fatigue.
- The challenges of managing Wishlist resources to maintain business as usual commitments and fundraising activity, while focusing on the build of Wishlist Centre stage one and two.
- Maintaining \$1 million plus annual commitment to the Sunshine Coast Hospital and Health Service while also securing additional capital funding to advance stage one and stage two of Wishlist Centre.

- With Wishlist managing additional ventures including Wishlist Coffee House Nambour, Wishlist Gift Shop, Wishlist House and a free Shuttle Service for Reed House guests – the need for volunteers is increasing significantly. Finding regular volunteers willing to commit to the roles required, for the various needs of Wishlist enterprise is providing challenging.

## **Performance**

Wishlist has satisfied its vision of being the community's charity of choice to support the SCHHS to provide exceptional care and continues to work in partnership with the SCHHS to keep our community healthy.

The Wishlist Strategic Plan positively contributes to the Queensland Government Objectives – *Our Future State: Advancing Queensland's Priorities* by keeping Queenslanders healthy, giving all our children a great start and creating jobs and a diverse economy.

## **Achievements**

Wishlist received a \$12 million Federal Government grant from the Department of Health, Community and Hospital Health Program (CHHP) toward Wishlist Centre in 2020. Wishlist Centre will open mid-2022 offering 18 spacious rooms, a podium level with communal spaces for guests, including kitchen and laundry facilities, along with break-out spaces for community activities and therapy services to support patients and families.

The construction of Wishlist Centre will be undertaken by Australia's largest privately-owned building company Hutchinson Builders which expects to employ up to 170 different contractors onsite and indirectly create approximately 60 full-time roles.

The project also aims to create sustainable operational efficiencies for Wishlist, the Sunshine Coast Hospital and Health Service and stakeholders through the not-for-profit collaboration and commercial leasing arrangements incorporated in the operational model for the facility.

Wishlist directly funds the maintenance of the 20-unit accommodation facility Reed House in Nambour as well as the six-bedroom Wishlist House in Birtinya. Wishlist has been successful in obtaining grants to upgrade Reed House which opened in 2009 supporting local businesses through painting, flooring, bedding, telephone system, pump and garden maintenance. A total of over \$23,000 was spent in upgrades this past year.

Wishlist Coffee House at Nambour Hospital celebrated its first year under Wishlist management and has raised \$160,319 this year. Similarly, Wishlist Coffee House Gympie has been running for eight years and raised \$182,711 this year. Every dollar raised through the enterprise is directed towards essential equipment and services to enhance the service at Gympie Hospital and towards helping patients to stay close to home for treatment. This year gross revenue from Wishlist Coffee Houses increased from \$314,550 last year to \$572,735 an increase of 82 per cent. An additional three casual staff were employed for the Wishlist Coffee Houses this year.

In July 2020, Wishlist Gift House opened at Nambour Hospital and recorded \$10,357 in sales, however in June 2021 the shop closed due to a lack of volunteer staff and sales. Wishlist plans to reopen when the Nambour Hospital redevelopment progresses.

Integral to all Wishlist enterprise is the support of Wishlist volunteers. Wishlist Coffee Houses, accommodation centres, fundraising events and even the office staff rely heavily on the support of volunteers. Even throughout COVID restrictions Wishlist volunteers have maintained their support, providing guests of our accommodation facilities with care and assisting where possible.

## Strategic Objectives

<b>Queensland Government Objective - Keep Queenslanders Healthy</b>	
<p><b>Our Charity</b></p> <p>To engage positively with the community to keep Queenslanders healthy and enhance exceptional care.</p>	<p><b>Our Cause</b></p> <p>To enhance healthy lifestyles and wellbeing of our community.</p>
<p><u>Key Strategies</u></p> <p><b>1. Work to actively contribute funds raised through to the cause with transparency through quarterly reporting to the board.</b></p> <p>Donations and fundraising activity dedicated to a cause is held as tied funds and directed to the area of local health intended by the donor. The balance sheet features 35 holding accounts for gifts directed to areas of the SCHHS from paediatrics to palliative care. The Project and Funding Management committee oversees the process from approval of the funding application through to funding, either with funds held or sourcing funds.</p> <p><b>2. Engage with donors to direct their donations to their chosen cause through the donation process.</b></p> <p>Wishlist's fundraising strategy works to engage donors and supporters to achieve fundraising targets through event activity, appeals and regular giving. When a donation is received for specific area of local health the Wishlist team works with the area of the SCHHS and Executive team to determine the priority item needed to enhance patient care.</p> <p>All items funded by Wishlist adhere to a rigorous funding approval process that sees the SCHHS endorse the item for Wishlist funding, and adherence to a rigorous procurement process.</p>	<p><b>1. Become a prominent driver of research through active collaboration with partners of the SCHHS and SCHI to create a Centre of Excellence in research.</b></p> <p>In collaboration with the Study, Education and Research Trust Fund (SERTF) Wishlist directed \$274,203 to 12 local research projects this year.</p> <p>Wishlist has worked with the Sunshine Coast Health Institute (SCHI) to host workshops and conferences at the facility, and showcase the Institute as a Centre of Excellence in research and technology.</p> <p>Wishlist has established a partnership with Sunshine Coast TAFE to facilitate student placement opportunities in accommodation facilities, and is eager to work with SCHHS, SCHI and it's partners to develop research opportunities in Wishlist Centre.</p> <p><b>2. Actively engage with the community in healthy lifestyle choices and invest in both mental and physical prevention strategies through Health4Life initiatives within the SCHHS.</b></p> <p>Wishlist actively participates in health prevention initiatives including playing a prominent role in the Staff Wellness Days and initiatives held across five campuses.</p> <p>The motivation behind the Wishlist/Sunshine Coast Chamber Music Festival partnership is to further our charity's significant commitment to the benefits of music therapy in healing and wellness.</p>

	<p>The annual Wishlist Fun Run was planned for 2020 but was cancelled due to COVID-19.</p> <p>An Emergency Wellness Fund was established to host mental wellness activities for busy health staff.</p> <p><b>3. Wishlist empowers SCHHS frontline staff to identify the additional equipment, services, education and research required to enhance exceptional health care for the communities we serve.</b></p> <p>A rigorous funding round process and communication strategy is aimed at empowering Health staff to nominate the enhancements necessary to improve patient care across the SCHHS. Staff apply in quarterly funding rounds for project, equipment and education support that is signed off by their line managers and Executive leadership team for consideration by Wishlist.</p> <p>A similar review process occurs for research funding once each year.</p> <p><b>4. Provide affordable accommodation to support families needing the services of a local hospital.</b></p> <p>Wishlist operates the 20-room Reed House accommodation facility adjacent Nambour Hospital, thanks to a dedicated team of volunteers, who also conduct a daily shuttle service between Nambour Hospital and SCUH.</p> <p>Wishlist operates the six-bedroom, six-bathroom Wishlist House (The House the Coast Built) for families needing to be close to SCUH.</p> <p>Wishlist manages hospital accommodation bookings for a one-bedroom apartment at Golden Beach, donated by a generous supporter for use by patients and families in need.</p> <p>Wishlist charges a minimal fee, largely determined by the Patient Travel Subsidy Scheme rate paid to eligible patients travelling</p>
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	<p>for treatment beyond a 50km radius of the administering hospital. Wishlist also offers free of charge accommodation to families and patients who meet the criteria established by the SCHHS Social Work team, thanks to Rotary Clubs of Nambour and Caloundra Pacific.</p> <p>A \$12 million Community Hospital and Health Program (Commonwealth) grant will enable Wishlist to provide Wishlist Centre, an additional 18 rooms of affordable accommodation to support families needing to be close to SCUH for treatment and to be near a loved one in hospital.</p>
<p><u>Performance Measures</u></p> <p><b>1. Work to ensure that operational costs are covered by our commercial ventures, event budgets are reported accurately to the board and evidence is shown of attempts to secure additional revenue streams on a yearly basis.</b></p> <p>Net profit from carpark enterprise was 33 per cent above budget for the year.</p> <p>Other aspects of the operational budget including accommodation and business partnership income exceeded budget.</p> <p>Wishlist Coffee House Nambour and Gympie and Wishlist Gift House net revenue totalled \$348,284 excluding salaries and wages.</p> <p>Reed House and Wishlist House both provide an affordable accommodation option for patients and families of the SCHHS generated net revenue of \$55,669 this financial year.</p> <p>The vision for Wishlist Centre is that it will be not only sustainable, but contribute to Wishlist's annual investment in local health services.</p> <p>Wishlist changed recycling partners to achieve improved revenue, plus a one-off metal recycling program from</p>	<p><b>1. Communication strategy to reflect Wishlist's research investment and how it directly benefits local families.</b></p> <p>In 2020-21 Wishlist spent \$220,709 in research with outstanding commitments of \$372,149 towards projects to help prevent disease, promote early intervention, improve diagnosis techniques and support innovative trials and pilot programs.</p> <p>The communication strategy to promote research includes digital and social media stories on research projects funded by the Wishlist/SERTF collaboration, engaging with partners to promote the importance of local research projects, and harness fundraising support for projects funded by Wishlist.</p>

Nambour Hospital Redevelopment, totalling \$41,835.

Net operating loss for the year was \$29,612, improved variance to budget of \$284,165.

**2. Communication strategy to accurately reflect Wishlist donation process.**

The Communication strategy details items funded from the 'wish list' which is communicated through social media channels, internal SCHHS monthly newsletter 'Scoop', quarterly Daisy Chain newsletter, and monthly all database emails.

It also highlights key events to keep Queenslanders Healthy, including the annual Wishlist Fun Run, which was postponed this year due to COVID-19.

The strategy demonstrated ways in which people can donate, through the Wishlist website, as a regular giver, through social media and other channels.

**2. Demonstrate 8 examples of healthy lifestyle funding or promotion each year.**

Through our provision of affordable and comfortable accommodation close to the Sunshine Coast University Hospital and Nambour Hospital we assist families to stay together in a time of crisis and assist both the treatment and the healing journey. Volunteers at Reed House further alleviate the stress of guests by providing a free shuttle service between SCUH and Nambour, to accommodate hospital appointments.

Wishlist also ensures health promotion is a large focus to keep our community and 8600 health staff well and out of the hospital system. Wishlist funds the Delta Dog programme locally that sees dogs visit Emergency staff at SCUH as well as patients across the hospital.

In 2020/21, Wishlist helped to alleviate financial stress of SCHHS staff through the connection of Wishlist corporate partners to save money on bills.

Wishlist also invited musicians from the Sunshine Coast Music Chamber Festival to host a free concert for staff at the Sunshine Coast University Hospital to provide a form of music therapy.

**3. Develop new ways to promote Wishlist and our funding process to staff of the SCHHS.**

At Wishlist a rigorous quarterly funding round process sees applications submitted by frontline health staff for support needed to enhance patient care

	<p>in their areas.</p> <p>Throughout all Coast hospitals Wishlist works to promote the availability of funding opportunities to hospital staff and visitors, with the aim to empower our frontline health teams and hospitals patients to identify enhancements to patient care. Posters on columns, walls and in lifts, and promotion on the electronic billboard at the front of SCUH all serve to make the health community aware of the funding on offer through Wishlist.</p> <p>This year we worked with the Sunshine Coast Local Medical Association to further promote the work of Wishlist via their newsletter to local general practitioners.</p>
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**Queensland Government Objective - Be A Responsive Government**

Key Strategies

**1. Increase our impact across our diverse communities by engaging with external stakeholders to ensure maximum public benefit from Wishlist activities and assets.**

Wishlist has undertaken extensive internal and external stakeholder review to ensure maximum public benefit from the CHHP-funded Wishlist Centre project, to provide accommodation for families and patients near SCUH.

The staged \$12 million project enables Wishlist to provide accommodation and services that support patients and families through the hospital experience.

A needs and gap analysis, and significant stakeholder engagement activity, determined the primary need lies in transitional care accommodation to support patients transitioning into or out of hospital for treatment, or requiring care adjacent the hospital for ongoing treatment.

Through collaboration with the government sector, charity/not-for-profit and commercial stakeholders, Wishlist Centre will offer the physical, emotional, psychological and spiritual support needed for the health and wellbeing of patients and families. The vision for the Centre is also to create efficiencies in the operations of Wishlist and a number of charity/community groups and introduce services to the precinct that enhance the wellbeing of patients, their carers and families, and the Health staff that look after them.

**2. Strengthen current relationships, build new relationships and expand new revenue streams by 2021.**

Wishlist continues to explore opportunities to establish new revenue streams, most recently

through Wishlist Centre. An extensive stakeholder engagement strategy has been implemented and executed to engage with current and new supporters to fundraise for, build and operate Wishlist Centre, Stage One and Stage Two.

Wishlist embarked on a recycling scheme this year which has provided a \$41,835 profit, as well as regular income through the Wishlist Tap & Go machines which achieved a \$3,230 profit.

Wishlist Coffee House Nambour has served to raise funds for the needs of Nambour Hospital since May 2020.

## **Performance Measures**

### **1. Evidence shown of activity where new business partnerships work to reduce operational costs.**

Wishlist House, built and donated to Wishlist by partner Ausmar Homes, is a six-bedroom, six-bathroom 'home away from home' for families needing to travel for medical care at SCUH. Three out of four patients staying in our existing hospital accommodation are from regional and remote areas, many were paediatric patients needing surgery, or parents of children who were admitted to ICU or the Emergency Department for care. The total operating cost of Wishlist House in the 2020/21 financial year was \$31,405. The house was valued on 30.6.21 at \$1,020,000.

Wishlist's partnerships with other local businesses has resulted in a decrease to operational costs of \$82,413, as a result to the partnership agreements with Push Productions, Telstra, Mercure Lake Kawana, Bank of Queensland, LPE energy retailer, The Mattress Company, Sunshine Toyota, April Ford and FTA Accountants.

The probono support of Aitken Legal, Butler McDermott Lawyers, Kook Multimedia, LJ Hooker Brisbane, Bathersby Legal, Herron Todd White, and Sound Images has also saved our organisation a significant amount of legal, website and digital marketing, film production and Wishlist Centre costs.

The probono support of media partners 92.7 Mix FM and My Weekly Preview has saved Wishlist significant advertising costs, while helping to raise awareness of our activities and being pivotal to raising more than \$1million this financial year alone.

### **2. Committees develop a strategy to determine viability of initiatives presented through current or potential partnerships.**

The Wishlist Project and Funding Management Committee worked with the SCHHS to further develop Wishlist's rigorous funding round process and develop a strategy to guide Wishlist's \$1 million plus commitment to the SCHHS annually.

The Finance, Audit and Risk Management Committee (FARM) exercised a five year option on the Nambour Hospital carpark management lease with the SCHHS and successfully negotiated rate increases, developed Wishlist Centre land payment strategy plan, welcomed new committee member Charmaine Harris, reviewed Wishlist's fundraising

strategy, approved the business plan for Wishlist Centre, reviewed and approved SCHHS Annual Workplace Health and Safety Self-Assessment 2020, and oversaw a 426 per cent above budget for the year (Operational net revenue before employment expenses variance 43 per cent above budget and Fundraising/Event and Grant net revenue before distribution variance above budget 209 per cent).

The Fundraising and Marketing Committee reviewed marketing and fundraising opportunities presented by business partnerships, a website redevelopment with Wishlist partner April Ford, and in the case of digital fundraising appeal Wishlist Giving Day 2020 and 2021, helped the Wishlist team to leverage all opportunities presented by media partners and the marketing strategy.

The Wishlist Centre Project Control Group has provided strategic advice and recommendations on the delivery of the Wishlist Centre. The Group has met monthly and focused on the strategic direction of the capital works programme for Wishlist Centre to manage the planning, design and delivery of the project to meet the requirements of the Australian Government's Department of Health, Community Health and Hospital Program grant deliverables. Notable achievements in this period included the Site Development Plan approval, Council Development approval, Expressions of Interest period, tender panel and shortlist of contractors along with the achievement of milestone deliverables resulting in a \$1.9 million grant payment for the period.

The Independent Research Advisory Committee oversaw the outcome of the 2020 Wishlist/Study Education and Research Trust Fund (SERTF) Collaborative Research Grant Round, that saw Wishlist partner with SERTF for the second year.

### **3. Communication strategy to showcase partnership programme and its benefits to Coast families.**

The communication strategy showcases Wishlist's unique partnership program through social media channels, and highlights in the quarterly Daisy Chain newsletter, as well as monthly blog posts.

New partners and those re-signing partnership agreements are promoted through social media and external media partners.

Staff Scholarships have been awarded in acknowledgment of the partnership programme and partners sometimes attend equipment and service support presentations and staff education opportunities to promote the benefits of the partnership programme to staff and the wider community.

Wishlist Centre partnerships, such as those with Bloomhill and Sunshine Coast TAFE have received significant promotion, as part of Wishlist's strategy to inform the Coast community and beyond of the services the Centre will deliver to patients and families of SCUH.

**Queensland Government Objective - Create jobs in a strong economy.**

**Our People**

Commitment to the delivery of the Vision and Mission of Wishlist by staff, volunteers and board.

**Performance Strategies**

**1. Develop a positive workplace culture through annual performance appraisals to identify opportunities for growth and development of all Wishlist staff.**

A positive workplace culture is maintained through annual performance appraisals to identify opportunities for growth and development of the Wishlist team. By promoting a healthy work-life blend and offering flexible work arrangements for employees, Wishlist has been able to achieve a 81 per cent retention rate for all positions this year. This year, several staff members have undertaken training and work-related courses to ensure professional development.

**2. Actively engage with and promote the good work of the Wishlist volunteers through select communication channels.**

Most of Wishlist's enterprise relies heavily on volunteer support. The hotline for Wishlist accommodation facilities is managed 24 hours per day, seven days a week by volunteers. Wishlist Coffee House Nambour and Gympie operations are largely supported by volunteers, helping ensure the profitability of both cafes, and ultimately helping the respective hospitals.

Wishlist's volunteer army is regularly engaged to assemble colouring packs and care packs for our hospitals, perform reception and data entry in the Wishlist office and assist at Wishlist fundraising events. Volunteers are featured on the Wishlist website and we have developed engaging videos to promote our dedicated volunteers. We also hosted two internships throughout the year.

A volunteer newsletter is distributed monthly to volunteers. A volunteer Volunteer Coordinator has joined the team to develop a more effective recruitment, induction and engagement strategy with volunteers across our hospitals and communities, in preparation for the additional number of volunteers needed to manage our enterprises when Wishlist Centre is operational.

The grant-funded Better Impact programme will assist with the volunteer communication strategy, allowing volunteers to update their personal information. Monthly CEO "Q&As" are being established, along with hospital tours and team introductions as part of the induction process.

**3. Attract a voluntary board to bring a diverse skills base and expand our charity through a conscious selection of successors.**

A skills matrix identified the skills required for the nomination of three new volunteer board members. The current board is comprised of a diverse skills base required for our business as usual but also the development of Wishlist Centre.

**Performance Measures**

**1. Learning and development opportunities are identified annually through a skills/needs analysis.**

Performance plans are conducted annually for all Wishlist employees and part of the process includes an assessment of education requirements and support. The CEO conducts an assessment of the skills required to achieve strategic targets which this year

resulted in \$1873 being directed to staff training.

**2. Wishlist's internship programme to reflect engagement of at least 3 interns per annum, which is reviewed by FARM Committee annually.**

Only two interns were recruited this year, Grace Gouda and Kendyll Hart, through the normal recruitment methods followed.

**3. Monthly newsletter to volunteers and at least one opportunity for volunteers to engage in person with Wishlist staff and the Wishlist cause.**

Daily engagement with Reed House volunteers occurs include regular team meetings, while also engaging with Wishlist House volunteers daily as we onboard and train new volunteers for this accommodation facility.

Monthly visits are made to Wishlist Coffee House Gympie and Nambour.

Volunteers attend the Wishlist office regularly to pack colouring kits, hampers or care packs, and there are volunteers who provide data entry and reception support on a weekly basis.

Through-out COVID-19 shutdowns Wishlist kept in touch with more than 200 active volunteers through monthly e-newsletters to provide COVID-19 safe volunteer opportunities.

**4. Advisors to be invited to board sub-committee meetings for input/advice on relevant issues and to support succession plan for Board.**

Advisors are invited, as required, to Wishlist Board and sub-committee meetings. The SCHHS CE was invited to attend board meetings through the year.

**Queensland Government Objective – Give All Our Children A Great Start**

Wishlist directed a total of \$1,135,772 to the funding of medical equipment, research, education and service support initiatives this year. This included \$185,385 Paediatric Critical Care Family Room for parents and carers of critically ill children, \$41,250 towards a gestational diabetes app to enable women to manage their condition remotely, two portable ultrasounds for women accessing the Maternity Outreach Service to ensure the safety of babies in utero, a patient transfer vehicle for families at Reed House to attend medical procedures at the Sunshine Coast University Hospital, a specialised spinal bed for ICU patients, \$69,000 worth of Ophthalmology equipment for Caloundra Hospital, as well as a several diversional therapy items to keep children occupied while in hospital.

By year's end we had ordered \$7,555 worth of resources for the Aboriginal and Torres Strait Islander team for Health Promotion and Educational Items.

Another priority of our foundation is service support including the continuation of the local Clown Doctor service, music therapy for palliative care patients, weekly visits from the Calm Fairy (yoga therapy), pet therapy, and various infrastructure upgrades to enhance patient care including sensory garden projects. While this has proved difficult during Covid-19 shutdowns, we have facilitated these services to run for the majority of the year.

Wishlist also continues to support the Coast and Gympie's emergency departments through the \$13,000 purchase of Paediatric Airway Trolleys which are now being used by staff across our health service.

Another \$10,000 has been committed to the Child Protection Liaison Unit for backpacks and resources for children entering out of home care and vulnerable families, thanks to a grant received by Heritage Bank Charitable Foundation.

A total of over \$183,838 has been allocated to children's services over the financial year.

### **COVID-19 impact**

The variance between the 2020-21 revenue projections and the 2020-21 actual revenue result can be attributed to the impact of COVID-19 and the response and recovery including event restrictions, loss of operational revenue from commercial enterprise including Wishlist's accommodation facilities and a decrease in Nambour Hospital car parking due to the delay in construction of the Nambour Hospital redevelopment.

Nambour Hospital Carpark revenue increased 19 per cent to last year.

Despite the local business community being impacted by COVID-19, Wishlist experienced a stronger Partnership Programme in four new partners – April Ford, The Mattress Company, LPE energy retailer and My Weekly Preview.

#### **Annual Accommodation occupancy rates**

- Reed House 23 per cent an increase of 5 per cent from 2019 20 which had an occupancy of 18 per cent due to a significant increase in guests from Gympie region.
- Wishlist House 57 per cent in its first year of operation.

Wishlist used this unprecedented time as an opportunity to grow our database and digital fundraising capabilities through the launch of Wishlist Giving Day, which ran twice this financial year resulting in a net fundraising revenue of \$540,917.

The impact of this pandemic will be reviewed in subsequent years in order to take into consideration the longer-term effects of the COVID-19 response and recovery.

## Summary of Financial Performance

	Budget	This Year	Last Year	Notes
	2020/21	2020/21	2019/20	
<b>Operating Income</b>	\$	\$	\$	
Car Park Revenue	503,090	634,487	532,842	Exceeded Budget - conservative budget due to the uncertainty of COVID-19
Less: Car Park Expenses	120,819	124,302	82,354	
<b>Net Profit from Car Park</b>	<b>382,271</b>	<b>510,185</b>	<b>450,488</b>	
WishlistConnect Revenue	25,000	12,208	72,395	Under Budget - transfer of subscriptions to unearned revenue until realised
Less: WishlistConnect Expenses	14,806	6,766	12,354	Under Budget - due to suspension of licence fee payment
<b>Net Profit from WishlistConnect</b>	<b>10,194</b>	<b>5,442</b>	<b>60,041</b>	
SCHI Event Management Revenue	-	696	61,142	
Less: SCHI Event Management Expenses	-	354	38,595	
<b>Net Profit from SCHI Event Management</b>	<b>-</b>	<b>342</b>	<b>22,547</b>	
Reed House Revenue	86,321	113,560	77,071	Exceeded Budget - conservative budget due to uncertainty of COVID-19
Less: Reed House Expenses	96,543	108,526	97,252	Exceeded Budget - replacements of mattresses
<b>Net Profit from Reed House</b>	<b>10,222</b>	<b>5,034</b>	<b>20,181</b>	
Wishlist House Revenue	43,812	83,040	4,700	Exceeded Budget - conservative budget due to uncertainty of COVID-19 and new accommodation stream (commenced April 2020)
Less: Wishlist House Expenses	40,577	31,405	1,997	Under Budget - rates, utilities, and replacements over estimated
<b>Net Profit from Wishlist House</b>	<b>3,235</b>	<b>51,635</b>	<b>2,703</b>	
Sponsorships/Alliances	205,250	216,418	205,574	Exceeded Budget - new partnerships secured
Less Sponsor/Alliance Event Attendance			5,500	
<b>Net Profit from Sponsorships/Alliances</b>	<b>205,250</b>	<b>216,418</b>	<b>200,074</b>	
Other Income	55,200	57,794	56,379	
JobKeeper Subsidy	159,000	334,250	84,000	Exceeded Budget - extension to March 2021
Corona Virus Economic Response Package	50,000	37,500	62,500	Under Budget - June payment included in Budget
Interest	17,868	33,171	37,793	Exceeded Budget - new Wishlist Centre Account

<b>Total Operating Income</b>	872,796	1,251,771	956,344	
Less: Employment Expenses	998,959	1,065,789	901,130	Exceeded Budget – long service leave accruals
Less: Other Operating Exp	187,614	191,343	142,020	
Less: Dep'n & Amort		114,792	113,155	
Add: Gains on disposal of assets				
Add: Gains on revaluation of Assets		90,541	134,927	
<b>Total Operating Exp</b>	<b>1,186,573</b>	<b>1,281,383</b>	<b>1,021,378</b>	
<b>Net Operating Profit/(Loss)</b>	<b>(313,777)</b>	<b>(29,612)</b>	<b>(65,034)</b>	
<b>Fundraising Income</b>				
Donations and Grants	653,020	2,692,133	1,314,778	Exceeded Budget - Australian Government Department of Health Grant \$1.9million, Bequests
Wishlist Coffee/Gift Houses	553,800	583,092	314,550	Exceeded Budget - better than expected trade
Events	304,495	840,956	1,301,001	Exceeded Budget - Giving Day
	1,511,315	4,116,181	2,930,329	
<b>Less: Fundraising Expenses</b>				
Wishlist Coffee/Gift Houses	243,647	234,808	186,940	Exceeded Budget - costs of Gympie Coffee House equipment and Nambour Coffee House cost of sales
Events	39,250	81,279	490,290	Exceeded Budget - costs of Giving Day
	282,897	316,087	677,230	
<b>Net Fundraising Profit/(Loss)</b>	<b>1,228,418</b>	<b>3,800,094</b>	<b>2,253,099</b>	
<b>Total Profit/(Loss)</b>	<b>914,641</b>	<b>3,770,482</b>	<b>2,188,065</b>	
<b>Grant Distribution</b>	<b>1,749,279</b>	<b>1,135,772</b>	<b>568,327</b>	Under Budget - non delivery of Rehab Garden Gympie and research grant payments
<b>Increase in revaluation surplus</b>		<b>91,590</b>	<b>54,888</b>	
<b>Surplus/(Deficit)</b>	<b>(834,638)</b>	<b>2,726,300</b>	<b>1,674,626</b>	

## Income from Continuing Operations 2020 2021

Carpark	\$634,487	11%
Wishlist Connect	\$12,208	0%
SCHI	\$696	0%
Alliance Partners	\$216,418	4%
Reed and Wishlist Houses	\$196,600	3%
Interest	\$33,171	1%
Government subsidy	\$371,750	7%
Other-Operational	\$57,794	1%
Donations and Grants	\$792,133	14%
Wishlist Centre Grant	\$1,900,000	34%
Gympie Coffee House	\$296,568	5%
Nambour Coffee House	\$276,167	5%
Wishlist Gift House	\$10,357	0%
Events	\$703,988	12%
Staff fundraising	\$40,618	1%
Other -Fundraising	\$96,350	2%
<b>Total</b>	<b>\$5,639,305.00</b>	<b>100%</b>

	2017	2018	2019	2020	2021	Budget 2022
<b>Grant Distribution</b>	\$1,484,987	\$43,012	\$587,027	\$568,327	\$1,135,772	\$1,953,648
<b>Net Profit Before Distribution of Grants</b>	\$1,147,373	\$1,354,494	\$1,075,547	\$2,242,953	\$3,862,072	\$2,471,139

## Governance

<b>Wishlist Board</b>	
<b>Functions:</b>	<p>The Board and management have been entrusted with the responsibility of ensuring that monies provided by donors, sponsors and the general public are efficiently managed.</p> <p>The role of the Board includes maintaining high levels of accountability to our stakeholders and external regulators, monitoring the performance of the CEO, raising awareness of the organisation within the community and ensuring compliance with statutory, financial, social and corporate governance responsibilities. Providing strategic direction and developing, assessing and approving strategies, policies, plans and budgets. Assessing and approving applications for equipment, education, research and service support as part of our \$1 million annual funding commitment to local Queensland Health services. Monitoring risk and ensuring the presence of adequate risk management controls and reporting procedures. Ensuring Wishlist acts legally, ethically, responsibly and openly.</p>
<b>Achievements:</b>	<p>Board sub-committee structure sees monthly meetings and subsequent reports to Board at bi-monthly board meetings</p> <p>Establishment of Project Control Group Committee for Wishlist Centre</p> <p>Land purchased for Wishlist Centre</p> <p>Design and incremental grant funding received</p> <p>Review of Board Charter and Board sub-committee Terms of Reference.</p>
<b>Remuneration:</b>	<p>Wishlist is governed by a voluntary Board which is responsible for the overall strategic direction of the organisation, overseeing its operations and establishing policies and procedures. Board members serve voluntarily and without remuneration. Directors are appointed by the Governor in Council.</p>
<b>Number of scheduled Board meetings:</b>	6 plus sub-committee meetings

## Board Members

<b>Position</b>	<b>Name</b>	<b>Profile</b>	<b>Board Meetings attended</b>
<b>Chair</b>	Peter Boyce	<p>Peter Boyce OAM is renowned in the Sunshine Coast community for his tireless dedication to support local causes. With more than 40 years' experience as a solicitor, Peter has practised in all areas of litigation and has special interests in criminal law, civil and commercial litigation, retirement village matters, sports law, resumption of land and compensation claims. Peter provides invaluable advice to the Board as a determined advocate for the needs of the Sunshine Coast Hospital and Health Service &amp; pro bono lawyer for Wishlist for more than 15 years.</p>	6
<b>Expired as Health Board Chair 17/5/21</b>	Lorraine Ferguson	<p>Dr Lorraine Ferguson AM is a registered nurse, a respected educator, an experienced executive and the Chair of the Sunshine Coast Hospital and Health Service Board. She is an author of a number of published works on healthcare reform, clinical management and nursing. Lorraine stepped down from the Wishlist Board on May 17, 2021.</p>	5

<b>Board Member</b>	Cosmo Schuh	Having worked as a public accountant in the Gympie and South East Queensland area for more than 35 years, Cosmo brings audit, accounting and financial expertise to the team. Cosmo has been involved extensively in property development and syndication, financial management, estate planning and strategic management for small to medium business and his strong business presence and knowledge of the Gympie region is helping Wishlist establish a greater presence and network of corporate supporters in Gympie. Cos is Chair of the Finance, Audit & Risk Management Committee & major sponsor of Wishlist Jazz and Wine Festival supporting Gympie families.	5
<b>Board Member</b>	Graham Wilkinson	As the Facility Manager, Nambour Hospital, Graham has over 40 years' experience working with Queensland Health and brings his high level of knowledge and experience with Nursing and Midwifery Services and Health Management. He has a diverse résumé of appointments in numerous clinical and management positions. Graham's experience as Adjunct Professor of University of the Sunshine Coast and previous Adjunct Associate Professor appointments at the Faculty of Nursing and Health at Griffith University and University of Queensland has helped Wishlist progress its support for education, training and research. Graham is Chair of the Project and Funding Management Committee. and has been nominated for another term as member.	4
<b>Deputy Chairman</b>	John Williams	John is the General Manager at Sunshine Coast Broadcasters Pty Ltd and is responsible for all facets of the broadcasting unit, including content, sales, technical, creative, digital and marketing. Engaging with a large number of community groups across the Sunshine Coast, John is a wealth of knowledge to assist in boosting the profile of Wishlist as a charitable organisation. John is a board member of Wishlist and Chair of the Wishlist Fundraising and Marketing Committee, and a pivotal supporter in his role with 92.7 MIX FM's Give Me Five fundraising campaign of 21 years.	5
<b>Board Member</b>	Trudy Fitzgerald	Trudy is an accomplished sales and marketing executive with over 23 years of diverse experience in the medical industry. Having started as a registered nurse her drive and tenaciousness escalated her career to become a very successful and respected business leader today within the medical industry. Drawing from her expertise and industry knowledge, Trudy's is well placed to provide regular advice to Wishlist's Board and CEO.	3
<b>Board Member</b>	Sue Sara	Sue Sara offers extensive board and executive experience, particularly in the not-for-profit sector. Her skills in corporate social responsibility, corporate governance, strategic communications, brand reputation and crisis management are beneficial to the Board.	5
<b>Board Member</b>	Anthony Long	Anthony Long is passionate about health services on the Coast and particularly passionate about affordable accommodation options locally. Anthony has been working closely with the CEO on all facets of Wishlist Centre and has been pivotal to the success of the project to date. He is an urban planner and his experience with council and building and regional development is of immense benefit to our organisation in relation to Wishlist Centre, affordable accommodation, governance and financial management.	6
<b>Board Member</b>	Dr Heather Parker	Heather Parker is a retired General Practitioner and is also highly esteemed in aviation circles. Dr Parker is very much a stakeholder in local health as a former GP. Her medical background is of great benefit on the Board's Project and Funding Management Committee.	4
<b>Board Member</b>	Charmaine Harris	Charmaine has extensive experience in strategic planning and implementation, budgetary experience, governance and policy.	3

		Charmaine until recently was managing the Victorian Bushfire Appeal with Department Premier and Cabinet in Victoria. Charmaine is a valued member of the Finance Audit and Risk Management Committee.	
<b>Board Member</b>	Michelle Cristoe	Michelle is the Director and Founder of Malt Shovel House and the entertainment precinct NightQuarter and has an extensive background in marketing, communications, policy writing and governance insight from her board experience, largely in the Agriculture Industry. NightQuarter has generously supported Wishlist fundraising activities and Health staff since opening on the Sunshine Coast in 2020. Michelle has represented organisations at Federal and State Government level and is a member of the Marketing and Fundraising Management Committee.	3

### Risk Management – Wishlist Committees

<b>Finance, Audit &amp; Risk Management Committee</b>	
<b>Role:</b>	The purpose of the Finance, Audit and Risk Management Committee is to oversee the financial aspects of Wishlist's operations, ensure compliance with all legislative, legal and audit requirements and manage risk associated with Wishlist's operations. Meetings are held monthly from February to December each year.
<b>Functions:</b>	The committee adheres to the <i>Hospitals Foundation Act 2018</i> , the <i>Financial Accountability Act 2009</i> , the <i>Income Tax Assessment Act 1997</i> and observe Queensland Treasury's <i>Audit Committee Guidelines</i> .
<b>Responsibilities:</b>	To contribute to the management and delivery of Wishlist's operations and ensure compliance with all legislative, legal and audit requirements the Finance, Audit and Risk Management Committee undertakes the following: <ul style="list-style-type: none"> <li>• Develop Wishlist's strategic plan in accordance with legislative requirements</li> <li>• Ensure Wishlist's operations are monitored and measured against targets outlined in Wishlist's strategic plan</li> <li>• Establish annual budget and operational plan</li> <li>• Risk assessment and management</li> <li>• Identify succession plan for board and team</li> <li>• Annually review all committees "Terms of Reference" for endorsement by the appropriate Chair and ensuring board operations continuously improve by monitoring the effective operation of the identified committees.</li> </ul>
<b>Achievements:</b>	<ul style="list-style-type: none"> <li>• Successfully managed the QAO audit process, Strategic Plan, Board Charter and Board sub-committee Terms of Reference review.</li> <li>• Exercised five year option on management lease for Nambour Hospital carpark.</li> <li>• Registered trademarks for Wishlist.</li> <li>• Negotiated purchase of land and managed cashflow challenges associated with Wishlist Centre land purchase and milestone grant payments for Wishlist Centre.</li> </ul>
<b>Members:</b>	Membership is determined by the Wishlist Board and consists of Chair Cos Schuh (Director), Peter Boyce (Board Chairman), Charmaine Harris (Director) Tony Long (Director), Sandra Jackson (Financial Controller) and Lisa Rowe (CEO).

<b>Project and Funding Management Committee</b>		
<b>Role:</b>	The purpose of the Project and Funding Management Committee is to provide strategic advice and recommendations to Wishlist on the allocation of Wishlist's annual funding commitment to the Sunshine Coast Hospital and Health Service (SCHHS). The Project and Funding Management Committee also monitors and guides major projects undertaken by Wishlist. The committee adheres to the strategic and operational plans of Wishlist, and the funding round process which takes into account the priority needs of the Sunshine Coast Hospital and Health Service. Meetings are held monthly from February to December each year.	
<b>Responsibilities:</b>	<p>To contribute to the management and delivery of Wishlist's annual funding commitment the Project and Funding Management Committee undertakes the following:</p> <ul style="list-style-type: none"> <li>• Establish criteria with the SCHHS in relation to Wishlist's scope of funding</li> <li>• Determine Wishlist's funding commitment through quarterly funding rounds.</li> <li>• Provide support with grant identification and stakeholder relationships, for example, University of the Sunshine Coast (USC) and research</li> <li>• Manage funding process through to the applicant's final report stage.</li> <li>• Manage Wishlist's major projects</li> <li>• Make recommendation to Board on Staff Scholarship and Research Funding Rounds.</li> </ul>	
<b>Achievements:</b>	The Committee worked with the SCHHS to review the process and governance for our funding round approval process, and is working on a strategy for future funding management. Opportunities were explored that served to create efficiencies in the SCHHS by utilising Wishlist resources for example Reed House. The committee managed projects such as Wishlist Centre, and renovation work on Reed House, while managing the distribution of grants totalling \$568,327 of a budgeted \$1.144 million. A further \$788,427 in commitments spanning up to two years ahead is also overseen by this team. The Committee reviewed the process of managing the Wish List, which	

	sees approved equipment/projects appointed to the wish list until a funding source is identified. The committee established a maintenance committee for Reed House that reports to this team.	
<b>Members:</b>	Membership is determined by the Wishlist Board and consists of Chair Graham Wilkinson (Director), Dr Heather Parker (Director) Trudy Fitzgerald (Director), Dr Lorraine Ferguson (previous Sunshine Coast Hospital and Health Service Board Chair) and Lisa Rowe (CEO).	

### Marketing and Fundraising Committee

<b>Role:</b>	The purpose of the Marketing and Fundraising Committee is to provide strategic advice and recommendations that serve to increase the profile of Wishlist's activities and develop collaborative partnerships with key stakeholders. The committee adheres to the strategic and operational plan of Wishlist. Meetings are held monthly from February to December each year.
<b>Responsibilities:</b>	To contribute to the management and delivery of Wishlist's fundraising and marketing strategy the Marketing and Fundraising Committee undertakes the following: <ul style="list-style-type: none"> <li>• Developing and overseeing the fundraising strategy of Wishlist</li> <li>• Developing and overseeing the marketing strategy of Wishlist which includes promotion of events and Wishlist's annual funding commitment</li> <li>• Develop and increase the profile of the Wishlist brand</li> <li>• Marketing of Wishlist's projects</li> </ul>
<b>Achievements:</b>	The Committee oversaw Wishlist Centre engagement strategy, messaging and branding. Building Wishlist's branding within SCHHS hospitals has been a major focus of the committee resulting in lift vinyls, poster and murals throughout SCUH and Nambour Hospital, as well as a functional and donor-centric website.
<b>Members:</b>	Membership is determined by the Wishlist Board and consists of Chair John Williams, Sue Sara (Director), Michelle Christoe (Director), Jeff McColl (Development and Operations Manager), Lisa Wilson (Fundraising and Events Manager), Emily Wilkinson (Marketing Manager), Nicky Graham (Wishlist Centre Stakeholder Engagement Manager), and Lisa Rowe (Wishlist CEO).

### Independent Research Advisory Committee

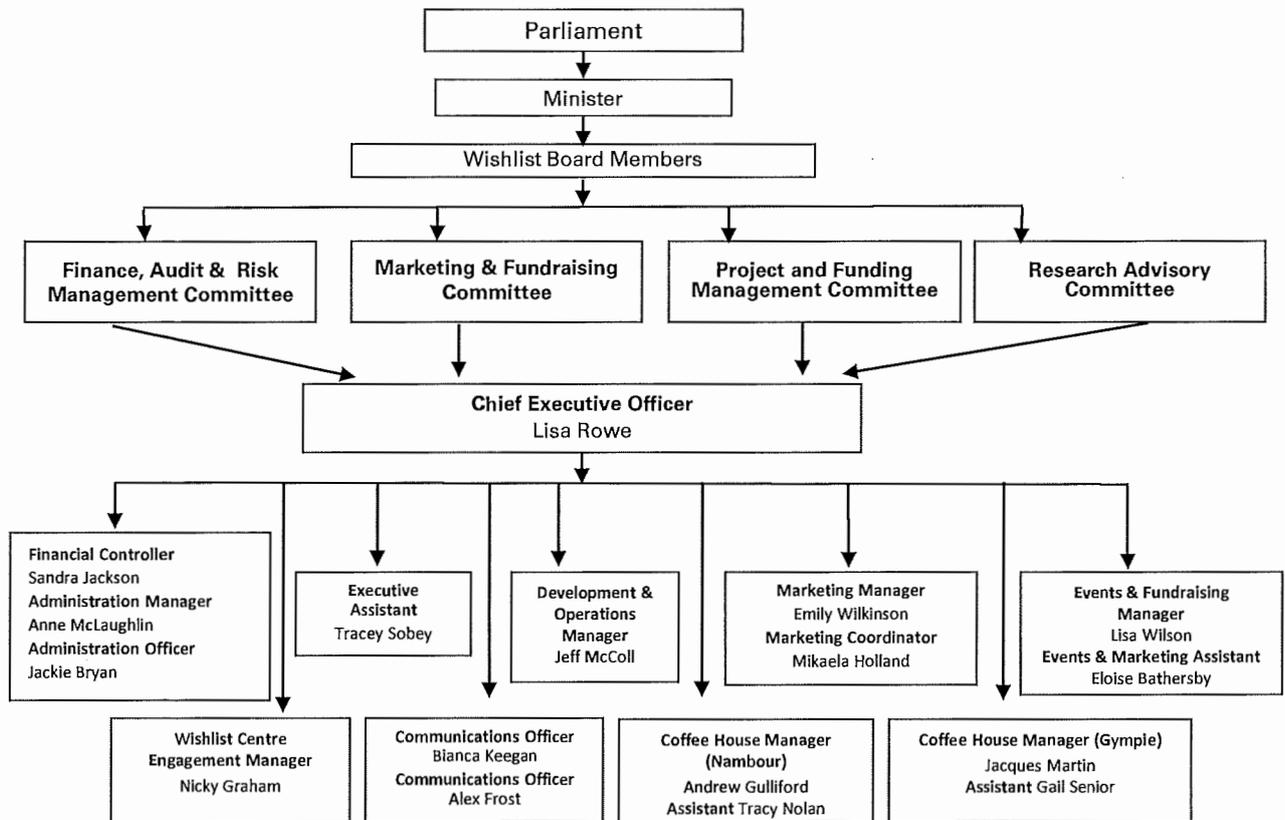
<b>Role:</b>	The purpose of the Research Advisory Committee is to provide strategic advice and recommendations to the Wishlist Board on the allocation of Wishlist's annual research funding. The Research Advisory Committee will evaluate applications for funding against the eligibility criteria set out in the Wishlist/SERTF Principles and Criteria and consider the recommendations made by the Sunshine Coast Hospital and Health Service's Research Clinical Council. The Research Advisory Committee will assess other research proposals as requested and provide advice on the feasibility and scientific validity of the proposal.
<b>Responsibilities:</b>	To contribute to the management and delivery of Wishlist's annual funding commitment the Research Advisory Committee undertakes the following:

	<ul style="list-style-type: none"> <li>• Establish criteria and policy in relation to the effective management of Wishlist's research funding.</li> <li>• Guide Wishlist's research strategy and help establish suitable evaluation procedure.</li> <li>• Make recommendation to the Board on the worthiest research projects, based on Wishlist's available funding and future philanthropic/fundraising opportunities.</li> <li>• Provide support with grant identification and stakeholder relationships, for example, USC, Griffith University.</li> <li>• Manage funding process through to the applicant's final report stage.</li> <li>• Assist and mentor researchers with advice on the submission process, and the project in general.</li> </ul>
<b>Achievements:</b>	Committee effectively reviewed and determined the recipients of \$262,229 grants for 2020 Wishlist/SERTF Collaborative Research Round and worked to lift the profile of research across the SCHHS by attending internal and community networking events and fundraising activities.
<b>Members:</b>	Membership is determined by the Wishlist Board. Wishlist's Independent Research Advisory Committee is comprised of Chair Claudia Guirguman PhD (Head of Wesley Institute of Research), Professor Emeritus Alan Mackay-Sim (Advisor and Professor, Griffith University), Graham Wilkinson, (Director) (DON/Facility Manager Nambour), Dr Lorraine Ferguson (Former Chair Sunshine Coast Hospital and Health Board), Lisa Rowe (CEO).

<b>Wishlist Centre Project Control Group</b>	
<b>Role:</b>	The purpose of the Wishlist Centre Project Control Group is to provide strategic advice and recommendations on the delivery of the Wishlist Centre project to the Wishlist Board, from funding management and capital raising activities to design and consultancy support and the construction project
<b>Responsibilities:</b>	<p>To contribute to the project management and delivery of Wishlist Centre the Group undertakes the following:</p> <ul style="list-style-type: none"> <li>▪ Establish a reporting schedule for the Wishlist Board and Health Departments (State and Commonwealth) to comply with the requirements of the Community Health and Hospital Programme (CHHP) grant and all other legislative requirements of our charity</li> </ul> <p>Oversee the process to ensure the timely provision of information to the Board to enable due scrutiny prior to decisions being made and reports being provided to the CHHP.</p> <ul style="list-style-type: none"> <li>▪ Utilise Board sub-committee expertise for the Wishlist Centre Management Committee decision-making process; <ul style="list-style-type: none"> <li>- In conjunction with Wishlist's Marketing and Fundraising Committee oversee the stakeholder engagement activities related to the Wishlist Centre project, and capital fundraising activities to ensure targets are achieved and maintain the 'business as usual' needs of Wishlist as agreed by the Board.</li> <li>- In conjunction with the Project and Funding Management Committee manage the operational and construction aspect of the project.</li> <li>- Working with the Finance Audit and Risk Management Committee ensure the management of financial, risk and compliance matters related to the project, and develop a transparent financial management and procurement process in line with the policies and procedures of Wishlist.</li> </ul> </li> </ul>

<b>Achievements:</b>	The Group has negotiated the site development plan and formal contract with previous landholder Stockland, achieved relevant council development approvals, conducted expressions of interest, tender panel and shortlist for design and construction contractors, shortlisted commercial healthcare tenants, managed stakeholder engagement activities and Milestone 2 requirements were met resulting in a \$1.9 million grant payment.
<b>Members:</b>	Membership is determined by the Wishlist Board. Wishlist's Centre Management Committee is comprised of Tony Long (Chair), John Williams (Director), Graham Wilkinson (Director), Lisa Rowe (CEO), Nicky Graham (Wishlist Centre Engagement Manager), Sandra Jackson (Financial Controller), Ben Mclauchlan and Paul Blair (Project Urban).

## Organisational Structure



## **Public Sector Ethics Act 1994 – Code of Conduct**

Wishlist's Directors, Volunteers and Employees Code of Conduct was endorsed by the Minister for Health on 20 October 2014 and reviewed and approved by the Wishlist Board of Directors at the February 2019 Board Meeting. In accordance with Section 20 of the *Public Sector Ethics Act 1994*, all staff, volunteers and directors will be given a copy of the Code and advised of current Wishlist procedures that align with the Protection from Sexual Exploitation and Abuse and Code of Conduct for the Queensland Public Service. Employment contracts and performance agreements will be congruent with the ethics priorities outlined in the Protection from Sexual Exploitation and Abuse and Code of Conduct for the Queensland Public Service.

## **Human Rights**

The Sunshine Coast Health Foundation's approach to human rights is underpinned by our vision and values of integrity, compassion and respect. We pride ourselves on encouraging fundamental human rights across our operations, businesses, activities, and events, by conducting ourselves and our business with due care and respect in accordance with relevant laws and regulations.

We respect the rights, interests, and dignity of the communities we service and will always seek to provide an example of good practice through our own business conduct. This includes:

- Our employment and employee policies covering areas such as discrimination, harassment and workplace health and safety.
- Our consumer, customer, community and supplier responsibilities covering areas such as responsible products and services, child safety practices and accessibility.
- Where we have concerns that our work will be directly linked to human rights violations by a client, supplier or consumer we are prepared to mitigate the impacts and walk away if our engagements call our integrity and values into question.

As an equal opportunity employer we are committed to ensuring that all people of all ages, genders and cultural backgrounds have equal opportunity for recruitment, promotion, remuneration and responsibilities.

All Sunshine Coast Health Foundation policies and procedures are regularly updated to ensure that they are fair and equitable for all staff, visitors and clients.

During the 2020/2021 period the Sunshine Coast Health Foundation received no Human Rights complaints.

## **Strategic Workforce Planning and Performance**

### **Our Team – Workforce Profile**

Wishlist is an equal opportunity employer offering a workplace free from harassment and discrimination.

Strategic workforce planning is undertaken annually as the budget for the ensuing financial year is generated. Wishlist is committed to ensuring that fair and effective procedures and processes are implemented and adhered to for selection and employment of people to meet organisational needs. This includes defining in advance the roles and work required. A written position description and relevant KPI's (if applicable) are prepared prior to advertising, interviewing and the selection process.

By promoting a healthy work-life blend and offering flexible work arrangements for employees, Wishlist have been able to achieve an 81percent retention rate for all positions this year.

Wishlist's full-time equivalent (FTE) staffing as at 30 June 2020 was 15.65 (FTE).

Assisting the CEO is a team of dedicated staff, including the following members of the leadership team:

- a part-time Financial Controller, Sandra Jackson
- a full-time Development and Operations Manager, Jeff McColl
- a part-time Fundraising & Events Manager, Lisa Wilson

### **Impact of COVID-19 on our team**

Volunteers were stood down through peak periods of COVID restrictions at Wishlist accommodation centres, Wishlist Coffee Houses and in the office. In this instance, Wishlist staff managed Reed House reception and drove the shuttle service between Reed House and SCUH, when volunteers were unavailable.

During lockdown periods the office remained open however staff were encouraged to work from home if possible. The majority of Wishlist staff returned to work in the office for the majority of the year but encouraged remote working if unwell.

### **Early Retirement, Redundancy and Retrenchment**

There were no redundancy, early retirement or retrenchment packages paid during the period.

### **Internal Audit**

Internal audit functions are undertaken by the Finance Audit and Risk Management Committee.

### **External Scrutiny**

There have been no external agency reviews or audits conducted on Wishlist during the reporting period, apart from the financial audit which is disclosed in the attached statutory accounts for 2020-2021.

## **16. Open Data**

Annual reporting requirements for expenditure on consultancies, overseas travel and government bodies will be published on the Queensland Government Open Data website, available via: [www.data.qld.gov.au](http://www.data.qld.gov.au).

The Foundation has no expenditure on overseas travel and implementation of the Queensland Language Services Policy to report during 2020-2021.

## **Glossary**

<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CHHP</b>	<b>Community Health and Hospital Program</b>
<b>Cth</b>	<b>Commonwealth</b>
<b>EOI</b>	<b>Expressions of Interest</b>
<b>FARM</b>	<b>Finance, Audit &amp; Risk Management Committee</b>
<b>FTE</b>	<b>Full time equivalent</b>
<b>GST</b>	<b>Goods and Services Tax</b>
<b>ICU</b>	<b>Intensive Care Unit</b>
<b>iRAC</b>	<b>Independent Research Advisory Committee</b>
<b>KPI</b>	<b>Key Performance Indicator</b>
<b>M&amp;F</b>	<b>Marketing and Fundraising Committee</b>
<b>P&amp;FM</b>	<b>Project &amp; Funding Management Committee</b>
<b>PSEA</b>	<b><i>Public Service Ethics Act 1994</i></b>
<b>SCHHS</b>	<b>Sunshine Coast Hospital &amp; Health Service</b>

<b>SCHI</b>	<b>Sunshine Coast Health Institute</b>
<b>SCUH</b>	<b>Sunshine Coast University Hospital</b>
<b>SERTF</b>	<b>Study Education Research Trust Fund</b>
<b>USC</b>	<b>University of the Sunshine Coast</b>

**Appendix 1 – Financial Statements**

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# **Sunshine Coast Health Foundation**

Known as

**WISHLIST**

**Annual Financial Statements  
for the year ended 30 June 2021**

# Sunshine Coast Health Foundation

Annual Financial Statements for the year ended 30 June 2021

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# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Statement of Profit or Loss and Other Comprehensive Income

	Notes	2021 \$	2020 \$
<b>Income from continuing operations</b>			
Operational revenue	2	1,489,953	1,156,603
Fundraising activities and events	3	4,116,181	2,930,329
Interest income		33,171	37,793
<b>Total income from continuing operations</b>		<b>5,639,305</b>	<b>4,124,725</b>
Gains on revaluation of assets		90,541	134,927
<b>Total income</b>		<b>5,729,846</b>	<b>4,259,652</b>
<b>Expenses from continuing operations</b>			
Operational expenses	4	271,353	238,052
Fundraising activities and events expenses	5	316,087	677,230
Depreciation	13 & 14	114,792	113,155
Employee expenses	6	1,065,789	901,130
Other expenses	7	191,343	142,020
Distribution of grants and fundraising disbursements	8	1,135,772	568,327
<b>Total expenses from continuing operations</b>		<b>3,095,136</b>	<b>2,639,914</b>
<b>Operating results from continuing operations</b>		<b>2,634,710</b>	<b>1,619,738</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<u>Items that will not be reclassified to operating results:</u>			
Increase in revaluation surplus		91,590	54,888
<b>Total other comprehensive income</b>		<b>91,590</b>	<b>54,888</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>2,726,300</b>	<b>1,674,626</b>

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Statement of Financial Position

As at 30 June 2021

	Notes	2021 \$	2020 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	9	2,871,743	1,705,776
Trade and other receivables	10	320,577	155,733
Other current assets	11	115,873	75,843
Inventories	12	20,824	20,700
<b>Total current assets</b>		<b>3,329,017</b>	<b>1,958,052</b>
<b>Non-current assets</b>			
Property, plant and equipment	13	7,476,893	3,254,809
Right of use assets	14	-	5,981
Investments	15	-	1,100,000
Other non-current assets	11	-	41,532
<b>Total non-current assets</b>		<b>7,476,893</b>	<b>4,402,322</b>
<b>Total assets</b>		<b>10,805,910</b>	<b>6,360,374</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	16	137,846	105,443
Lease liabilities	14	-	6,018
Accrued employee benefits	17	143,876	123,091
Borrowings	18	1,500,000	-
Other current liabilities	19	406,780	229,775
<b>Total current liabilities</b>		<b>2,188,502</b>	<b>464,327</b>
<b>Non-current liabilities</b>			
Accrued employee benefits	17	16,639	11,078
Other non-current liabilities	19	-	10,500
<b>Total non-current liabilities</b>		<b>16,639</b>	<b>21,578</b>
<b>Total liabilities</b>		<b>2,205,141</b>	<b>485,905</b>
<b>Net assets</b>		<b>8,600,769</b>	<b>5,874,469</b>
<b>Equity</b>			
Accumulated surplus		8,454,291	5,819,581
Asset revaluation surplus	20	146,478	54,888
<b>Total equity</b>		<b>8,600,769</b>	<b>5,874,469</b>

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Statement of Changes in Equity

	Accumulated surplus \$	Asset revaluation surplus \$	Total \$
Balance at 1 July 2019	4,199,843	-	4,199,843
<i>Operating result</i>			
Operating results from continuing operations	1,619,738	-	1,619,738
<i>Other comprehensive income</i>			
Increase in asset revaluation surplus	-	54,888	54,888
Total comprehensive income	1,619,738	54,888	1,674,626
Balance at 30 June 2020	5,819,581	54,888	5,874,469
Balance at 1 July 2020	5,819,581	54,888	5,874,469
<i>Operating result</i>			
Operating results from continuing operations	2,634,710	-	2,634,710
<i>Other comprehensive income</i>			
Increase in asset revaluation surplus	-	91,590	91,590
Total comprehensive income	2,634,710	91,590	2,726,300
Balance at 30 June 2021	8,454,291	146,478	8,600,769

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Statement of Cash Flows

	Notes	2021 \$	2020 \$
<b>Cash flows from operating activities</b>			
<b>Inflows:</b>			
Receipts from operational supplies and services		1,325,109	1,081,105
Receipts from grants and other contributions		792,133	803,483
Receipts from fundraising activities		3,325,550	1,654,691
GST collected from customers		313,962	151,695
GST collected from ATO		31,748	-
Interest received		33,171	37,793
<b>Outflows:</b>			
Employee expenses		(1,039,443)	(859,469)
Operational expenses		(80,167)	(378,923)
Fundraising expenses		(149,582)	(560,314)
Distribution of grants and fundraising disbursements		(1,135,772)	(568,327)
Finance costs		(82)	(156)
GST paid to suppliers		(501,356)	(75,323)
GST remitted to ATO		(3,178)	(93,780)
All other expenses		(191,343)	(142,020)
<b>Net cash flows provided by/(used in) operations</b>		<b><u>2,720,750</u></b>	<b><u>1,050,455</u></b>
<b>Cash flows used in investing activities</b>			
Purchase of property, plant and equipment		(4,148,765)	(69,580)
Payments for investments		1,100,000	(1,100,000)
<b>Cash flows used in investing activities</b>		<b><u>(3,048,765)</u></b>	<b><u>(1,169,580)</u></b>
<b>Cash flows used in financing activities</b>			
Borrowings advanced		1,500,000	-
Payment of leases		(6,018)	(5,944)
<b>Cash flows used in financing activities</b>		<b><u>1,493,982</u></b>	<b><u>(5,944)</u></b>
<b>Net increase / (decrease) in cash and cash equivalents</b>		<b>1,165,967</b>	<b>(125,069)</b>
Cash and cash equivalents at beginning of the year		1,705,776	1,830,845
<b>Cash and cash equivalents at end of the year</b>	<b>9</b>	<b><u>2,871,743</u></b>	<b><u>1,705,776</u></b>

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Notes to the Financial Statements

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### 1 Basis of financial statement preparation

#### 1.1 General information

These financial statements cover the Sunshine Coast Health Foundation known as Wishlist. The financial statements include all income, expenses, assets, liabilities and equity of Wishlist. There are no controlled entities.

The Sunshine Coast Health Foundation (known as Wishlist) is a statutory body under the Hospitals Foundation Act 2018. Wishlist is a community based not for profit charity committed to providing equipment, accommodation, training, support programs and research funding to the Sunshine Coast Hospital and Health Service (SCHHS) which incorporates Nambour, Caloundra, Maleny, Gympie public hospitals and the Sunshine Coast University Hospital (SCUH).

The office and principal place of business is Sunshine Coast University Hospital, 6 Doherty Street, Birtinya, QLD, 4575.

The postal address is PO Box 5340, Sunshine Coast MC, QLD, 4560.

#### 1.2 Compliance with prescribed requirements

The financial statements of Wishlist have been prepared in compliance with the Financial Accountability Act 2009; the Financial and Performance Management Standard 2019; the Australian Charities and Not-for-profits Commission Act 2012; and Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board.

Wishlist 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. These financial statements are prepared on an accrual basis (with the exception of the Statement of Cash Flows, which is prepared on a cash basis).

#### 1.3 Presentation

The principal accounting policies applied in the preparation of these financial statements are set out within each relevant note. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Currency and rounding

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

##### 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 Wishlist 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.

##### Comparatives

Comparative information reflects the audited 2019-20 financial statements.

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Notes to the Financial Statements

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### 1.4 Authorisation of financial statements for issue

The financial statements are authorised for issue by the Chair and Member of the Finance Audit and Risk Management Committee at the date of signing the Management Certificate.

### 1.5 Basis of measurement

The financial statements have been prepared under the historical cost convention, except for the following:

- Land and buildings which are measured at fair value;
- Provisions expected to be settled more than 12 months after reporting date which are measured at their present value; and
- Inventories which are measured at the lower of cost and net realisable value.

### 1.6 Taxation

Wishlist is endorsed by the Australian Taxation Office (ATO) as a Deductible Gift Recipient (a Health Promotion Charity) and is exempt from income tax under the Income Tax Assessment Act 1997. It is endorsed for GST (Goods and Services Tax) concessions under a New Tax System (Goods and Services Tax) Act 1999 and is exempted (subject to the thresholds) under the Fringe Benefits Tax Assessment Act 1986.

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. Trade receivables and payables are presented inclusive of GST.

### 1.7 Key accounting estimates and judgements

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions, and management judgements that have the potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

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. 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. Details are set out in note 13.

### 1.8 New and Revised Accounting Standards

#### First time mandatory application of Australian Accounting Standards and Interpretations

No new accounting standards applicable for the first time in 2020-21 had a material impact on the foundation.

#### Early adoption of Australian Accounting Standards and Interpretations

No accounting pronouncements were early adopted in the 2020-21 financial year.

#### Voluntary changes in accounting policy

No voluntary changes in accounting policies occurred during the 2020-21 financial year.

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

	2021	2020
	\$	\$
<b>2 Operational revenue</b>		
Carpark revenue	634,487	532,842
Wishlist Connect	12,208	72,395
Sunshine Coast Health Institute	696	61,142
Alliance partners sponsorships	216,418	205,574
Reed Charly House	113,560	77,071
Wishlist House Income	83,040	4,700
Jobkeeper subsidy	334,250	84,000
Corona Virus Economic Response Package	37,500	62,500
Other operational revenue	57,794	56,379
	<u>1,489,953</u>	<u>1,156,603</u>

#### Accounting policy

Carpark revenue is recognised as prepaid top-up payments and on the completed delivery of the car parking service to the customer (which occurs at the point of the customer payment upon existing the car park).

Revenue from partnerships are recognised according to the Partnership agreement due dates. Payments received in advance are initially recorded as unearned revenue.

Accommodation revenue from Reed Charly House and Wishlist House are recognised on date of occupation of the premises. Payment received in advance is initially recorded as unearned revenue.

Government subsidies and economic response packages are recognised as revenue on receipt. All other revenue is recognised on receipt of delivery of service.

<b>3 Grants and fundraising activities and events</b>		
Donations and grants	792,133	803,483
Donations - buildings	-	411,295
Wishlist Centre Grant	1,900,000	100,000
Wishlist Coffee House at Nambour Hospital	276,167	40,134
Wishlist Coffee House at Gympie Hospital	296,568	274,416
Wishlist Gift House	10,357	-
<i>Fundraising events:</i>		
Spring Carnival Gala	-	463,416
Giving Day	600,845	-
Melbourne Cup charity event	-	144,321
Gympie Jazz festival	-	50,876
Give Me 5 for Kids	103,143	460,039
Staff fundraising	40,618	113,161
SCLMA Gala	-	36,650
Other fundraising and events	22,864	25,670
Raffles	68,168	-
Commission	5,318	6,868
	<u>4,116,181</u>	<u>2,930,329</u>

#### Accounting policy

Revenue from fundraising activities and events is recognised on the day of the event or when the funds have been received, where Wishlist does not have further obligations to the contributor.

Grants, contributions and donations arise from transactions that are non-reciprocal in nature (i.e. do not require any goods or services to be provided in return).

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

2021                      2020  
\$                              \$

Where the grant agreement is enforceable and contains sufficiently specific performance obligations for Wishlist to transfer goods or services to a third-party on the grantor's behalf, the grant is accounted for under AASB 15 Revenue from Contracts with Customers. In this case, revenue is initially deferred as unearned revenue (contract liability) and recognised as or when the performance obligations are satisfied.

Otherwise, the grant or donation is accounted for under AASB 1058 Income of Not-for-Profit Entities, whereby revenue is recognised upon receipt of the grant funding. Wishlist received milestone payment of \$1.9million capital grant funded by the Community Hospital and Health Program in this financial year.

Contributions of assets received from the government and other parties are recognised at fair value on the date of transfer in the Statement of Financial Position, with a corresponding amount of revenue recognised in the Statement of Comprehensive Income.

Wishlist House, situated at 11 Affinity Place, Birtinya, was donated during 2019-20 financial year for the value of \$411,295. The property has been revalued in 2020-21 refer to note 13.

#### 4 Operational expenses

Carpark expenses	124,302	82,354
Wishlist Connect	6,766	12,354
SCHI	354	44,095
Reed Charity House	108,526	97,252
Wishlist House	31,405	1,997
	<u>271,353</u>	<u>238,052</u>

The Nambour Hospital carpark is leased to the Foundation until 31 December 2025 and is managed by Point Parking.

#### 5 Grants and fundraising activities and events expenses

Wishlist Coffee House at Nambour Hospital	115,848	25,892
Wishlist Coffee House at Gympie Hospital	113,857	111,882
Wishlist Centre	-	49,166
Wishlist Gift House	5,103	-
<i>Fundraising events:</i>		
Spring Carnival Gala	-	254,913
Giving Day	59,928	-
Melbourne Cup charity event	-	115,594
Gympie Jazz festival	-	25,600
SCLMA Gala	-	25,146
Fun Run	-	1,550
Other fundraising and events	21,351	67,487
	<u>316,087</u>	<u>677,230</u>

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

	2021	2020
	\$	\$
6 Employee expenses		
Employee benefits		
Wages and salaries	869,141	736,262
Annual leave expense	84,898	66,769
Long service leave expense	6,384	11,440
Employer superannuation contributions	96,976	71,959
Other employee benefits	3,132	10,157
Employee related expenses		
Workers' compensation premium	5,258	4,543
	1,065,789	901,130
Number of employees	15.65	11.29

The number of employees as at 30 June, include both full-time and part-time employees, are measured on a full-time equivalent basis.

#### Accounting policy

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

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates. As Wishlist 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.

A liability has been recognised for employee annual leave arising from services performed to Statement of Financial Position date at the current salary rates.

##### Long-term employee benefits - long service leave

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

Long service leave liabilities are presented as current liabilities where Wishlist does not have an unconditional right to defer payment for at least 12 months after the end of the reporting period.

Long service leave liabilities 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 worker' compensation insurance) are also recognised as liabilities, where these on-costs are material.

##### Superannuation

Employer superannuation contributions are paid to superannuation funds as nominated by employees. Contributions are expensed in the period in which they are paid or payable.

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

Notes to the Financial Statements

## Workers' Compensation Premiums

Wishlist pays premiums to WorkCover Queensland in respect of its obligations for employee compensation. Workers' compensation insurance is a consequence of employing employees, but is not counted in an employee's total remuneration package. It is not employee benefits and is recognised separately as employee related expenses.

## 6.1 Key executive management personnel (KMP) disclosures

The following details for key executive management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of Wishlist during the 2020-21 year.

Wishlist is governed by a voluntary Board which is responsible for the overall strategic direction of the organisation, overseeing its operations and establishing policies and procedures. Directors are appointed by the Governor in Council.

No Board members received or were entitled to receive any fees or disbursements during the year.

Transactions with people/entities related to the Board or key management personnel is disclosed in the related party note.

## Remuneration

The remuneration policy for Wishlist's key executive management personnel is set by the Board. The remuneration and other terms of employment for the key executive management personnel are specified in employment contracts. No KMP remuneration packages provide for performance or bonus payments.

Wishlist does not bear any cost of remuneration of the Minister.

The Chief Executive Officer (CEO) is responsible for the efficient, effective and economic administration of Wishlist. The role and remuneration package is in accordance with an employment contract. The current CEO was appointed on 12 March 2002 by the Board.

The remuneration package includes base salary, allowances and leave entitlements earned and expensed for together with provision of a motor vehicle and an employee expense benefits card (EBC) up to the exempt amount of fringe benefits tax applicable to the benefit. Long term benefits include long service leave accrued.

Position	Short term employee expenses		Long term employee expenses	Post-employment expenses	Termination benefits	Total
	Monetary expenses	Non-monetary expenses				
	\$	\$	\$	\$	\$	\$
2020-21 CEO	153,461	2,040	3,200	14,579	-	173,280
2019-20 CEO	150,000	7,800	2,769	14,250		174,819

Long term employee expenses include adjustments to annual leave and long service leave provisions from salary increase.

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Notes to the Financial Statements

	2021	2020
	\$	\$
<b>7 Other expenses</b>		
Accounting fees	6,000	6,000
Advertising	64,508	35,649
Auditors remuneration - fees	11,000	10,000
Bank charges	6,504	5,874
Computer expenses	22,473	24,876
Entertainment	13,804	13,527
Insurance	3,515	603
Motor vehicle expense	3,452	5,941
Other expenses	925	3,985
Plant and equipment less than \$2000	5,398	841
Printing and stationery	2,245	1,615
Promotional Representation	14,089	11,295
Subscriptions	5,246	3,711
Telephone and Internet	11,054	4,887
Training	1,873	9,967
Travel and parking expenses	2,805	3,249
Wishlist Centre	16,452	-
	<u>191,343</u>	<u>142,020</u>

### Accounting policy

Total external audit fees payable to the Queensland Audit Office per the External Audit Plan for the financial year 2020-21 was \$12,000 (exclusive of GST).

## 8 Distribution of grants and fundraising disbursements

Equipment	578,412	193,151
Service support	318,494	296,011
Education	18,157	45,622
Research	220,709	33,543
	<u>1,135,772</u>	<u>568,327</u>

### Accounting policy

Grants and fundraising disbursements are measured at the amount paid for the goods or services received. Grants and fundraising disbursements are expensed in the period in which they are paid or payable.

The Wishlist Board approve the funding of medical equipment, services, education and research via a rigorous funding round approval process, that begins with the Chief Operating Officer of the SCHHS first endorsing the application.

Wishlist pays on receipt of goods and the issuing of an Invoice from the SCHHS and external vendors.

## 9 Cash and cash equivalents

Cash on hand	5,410	5,360
Cash at bank	666,333	600,416
Cash on deposit	2,200,000	1,100,000
	<u>2,871,743</u>	<u>1,705,776</u>

### Accounting policy

Cash and cash equivalents include all cash and cheques received but not banked at 30 June as well as deposits at call with financial institutions.

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

## Notes to the Financial Statements

	2021	2020
	\$	\$
<b>10 Trade and other receivables</b>		
Trade receivables	170,210	155,733
GST Receivable	150,367	-
	<u>320,577</u>	<u>155,733</u>

### 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 of these amounts is required within 30 days from invoice date. Trade debtors are presented inclusive of GST.

The collectability of receivables is assessed periodically with provision being made for expected credit losses. The loss allowance is estimated based on the probability and timing of potential defaults, and takes into account forecasts of future economic conditions as well as past events. All known bad debts were written-off as at 30 June.

### 11 Other assets

#### Other current assets

Prepaid expenses	115,873	50,843
Deposits	-	25,000
	<u>115,873</u>	<u>75,843</u>

#### Other non-current assets

Prepaid expenses	-	41,532
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#### Total other assets

	<u>115,873</u>	<u>117,375</u>
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### Accounting policy

Prepayments consist of various payments that have been made in advance for goods and services to be received in future.

Prepayments are measured at amortised cost, and are derecognised when the goods and services to which the prepayment relate have been received.

### 12 Inventories

Wishlist Coffee House - Stock	5,345	4,402
Wishlist Coffee House - Consumables and supplies	7,750	4,805
Wishlist events - Consumables and supplies	7,729	11,493
	<u>20,824</u>	<u>20,700</u>

### Accounting policy

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs necessary to make the sale. The cost of inventories is assigned on a weighted average basis and comprises all costs of purchases, cost of conversion and other costs incurred in bringing the inventories to their present location and condition.

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

#### 13 Property, plant and equipment

Balances at year end and movements for the year

	Land at fair value \$	Buildings at fair value \$	Plant and equipment at cost \$	Capital Work In Progress at cost \$	Total \$
<b>Carrying Value</b>					
Balance at 1 July 2020					
At cost or fair value	1,030,000	2,095,080	674,660	-	3,799,740
Accumulated depreciation	-	125,080	(419,851)	-	(544,931)
<b>Net book value</b>	<b>1,030,000</b>	<b>1,970,000</b>	<b>254,809</b>	<b>-</b>	<b>3,254,809</b>

#### Reconciliation for the year ended 30 June 2021

Balance at 1 July 2020	1,030,000	1,970,000	254,809	-	3,254,809
Additions	3,489,279	-	100,194	559,292	4,148,765
Depreciation	-	(62,130)	(46,681)	-	(108,811)
Revaluation increase (decrease)	40,000	142,130	-	-	182,130
<b>Balance at 30 June 2021</b>	<b>4,559,279</b>	<b>2,050,000</b>	<b>308,322</b>	<b>559,292</b>	<b>7,476,893</b>

	Land at fair value \$	Buildings at fair value \$	Plant and equipment at cost \$	Capital Work In Progress at cost \$	Total \$
<b>Carrying Value</b>					
Closing balance at 30 June 2021					
At cost or fair value	4,559,279	2,215,620	774,852	559,292	8,109,043
Accumulated depreciation	-	(165,620)	(466,530)	-	(632,150)
<b>Net book value</b>	<b>4,559,279</b>	<b>2,050,000</b>	<b>308,322</b>	<b>559,292</b>	<b>7,476,893</b>

#### 13.2 Revaluation

Reed Charity House, situated at 31 Hospital Road, Nambour, was valued as at 30 June 2021 by Herron Todd White and represents a total market value of \$2,100,000 (\$550,000 for Land and \$1,550,000 for the building).

Wishlist House, situated at 11 Affinity Place, Birtinya, was valued as at 30 June 2021 by Herron Todd White and represents a total market value of \$1,020,000 (\$520,000 for Land and \$500,000 for the building).

The above valuations are based on a market approach. Key inputs in the valuations include sales data provided by national sales data providers for details of comparable sales and market activity within the locality. Adjustments to these inputs include factors specific to the asset, such as the condition, location and comparability of the asset.

#### 13.3 Capital Work in Progress

Purchase of land for Wishlist Centre, funded by Community Hospital and Health Program grant (CHHP).

#### 13.4 Accounting policies

##### 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. Assets acquired at no cost or for nominal consideration, are recognised at their fair value at the date of acquisition in accordance with AASB 116 Property, Plant and Equipment.

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

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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	\$2,000

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) is expensed.

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.

#### Measurement

Plant and equipment is measured at cost.

Land and buildings are measured at fair value as required by 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.

The fair value of freehold land and buildings are comprehensively revalued at least every 3 years by an independent valuer. At the end of each intervening reporting period, the Board review the independent valuation and, where appropriate, update the fair value measurement to reflect the current market conditions utilising an appropriate index.

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.

For assets revalued using a market 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'.

#### Depreciation expense

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

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

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 list.

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

Buildings	4% - 14.3%
Plant and equipment	6.66% - 25%

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

	2021	2020
	\$	\$
<b>14 Leases</b>		
<b>Right of use assets - Motor Vehicles</b>		
Balance at 1 July	5,981	-
Additions	-	11,962
Depreciation	(5,981)	(5,981)
Closing balance 30 June	<u>-</u>	<u>5,981</u>
<b>Lease liabilities</b>		
Current	-	6,018
Non-current	<u>-</u>	<u>-</u>
	<u>-</u>	<u>6,018</u>
<b>Amounts recognised in profit and loss</b>		
Interest expense on lease liabilities	82	156
Total cash outflow for leases	6,100	6,100

#### Accounting policies

Right-of-use assets are initially measured at cost comprising the amount of the initial measurement of the lease liability, any lease payments made at or before the commencement date (less any lease incentives received), initial direct costs incurred and the initial estimate of restoration costs (where applicable). Subsequent to initial recognition, right-of-use assets are measured at cost.

Lease liabilities are initially recognised at the present value of lease payments over the lease term that are not yet paid. The lease term includes any extension or renewal options that the department is reasonably certain to exercise. The future lease payments included in the calculation of the lease liability comprise:

- fixed payments (less any lease incentives receivable),
- variable lease payments that depend on an index or rate (initially measured using the index or rate as at the commencement date),
- the amount of residual value guarantees,
- the exercise price of a purchase option (where the Foundation is reasonably certain to exercise the option); and
- payments for termination penalties (if the lease term reflects the early termination).

Wishart's incremental borrowing rate is used when measuring the lease liability for the lease of motor vehicles as the interest rate implicit in the lease cannot be readily determined. The incremental borrowing rate used is the fixed rate loan rate published by the Queensland Treasury Corporation that correspond to the lease's commencement date and lease term.

#### 15 Investments

Deposits	<u>-</u>	<u>1,100,000</u>
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#### Accounting policies

Investments represents fixed term cash deposits with banks exceeding a maturity period of 3 months.

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

	2021	2020
	\$	\$
<b>16 Trade and other payables</b>		
Trade creditors	105,883	29,869
Accrued expenses	2,015	47,506
Sundry creditors	6,154	-
Superannuation payable	23,794	17,467
GST Payable	-	10,601
	<u>137,846</u>	<u>105,443</u>

#### Accounting policies

Accounts payable represent trade creditors that are recognised upon receipts 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.

#### 17 Accrued employee benefits

##### Current liabilities

Wages outstanding	35,237	21,275
Annual leave accrual	61,025	56,643
Long service leave accrual	42,852	42,029
Time in Lieu accrual	4,762	3,144
	<u>143,876</u>	<u>123,091</u>

##### Non-current liabilities

Long service leave accrual	16,639	11,078
	<u>16,639</u>	<u>11,078</u>
	<u>160,515</u>	<u>134,169</u>

Accounting policy - refer note 6.

Long service leave accrual has been allocated to current liabilities for all employees included in the calculation representing more than 10 years of service. All other employees with less than 10 years service have been included as non-current liabilities.

#### 18 Borrowings

##### Current borrowings

Short term borrowing	1,500,000	-
	<u>1,500,000</u>	<u>-</u>

Interest and security free loan provided by supporter to ensure no penalties were applied at settlement date for the land for Wishlist Centre. Loan ensured settlement occurred 12 days prior to CHHP grant being paid to Wishlist, eliminating the need for Wishlist to call on tied funds or pay interest on lending. The loan was settled in July 2021.

#### 19 Contract liabilities

##### Other current liabilities

Contract liabilities	406,780	229,775
<i>Other non-current liabilities</i>		
Contract liabilities	-	10,500
	<u>406,780</u>	<u>240,275</u>

Contract liabilities represent revenue for fundraising and events and subscriptions received in advance. This unearned revenue is initially recorded as contract liabilities until the date of the event when it is recognised as revenue in the statement of profit and loss. Subscription revenue is recognised as revenue in the statement of profit and loss over the period of the contract.

## Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021

### Notes to the Financial Statements

	2021	2020
	\$	\$
<b>20 Asset revaluation surplus</b>		
Balance at the beginning of the year	54,888	-
Revaluation increments	91,590	54,888
Balance at the closing of the year	<u>146,478</u>	<u>54,888</u>
<b>21 Trust transactions and balances</b>		
Cash and cash equivalents	420,190	89,215
Trade and other receivables	85,107	31,040
	<u>505,297</u>	<u>120,255</u>

2020 Give Me 5 for Kids(GM54K) is a campaign run jointly with Southern Cross Austereo (SCA) and 92.7 Mix FM. Wishlist facilitate with the collection of funds. Once the campaign is closed off, Wishlist will transfer the net proceeds to SCA who will then include the net amounts they received and transfer them back to Wishlist as a donation. The funds received prior to the close off of the GM54K campaign is therefore treated as funds held for third party and are not recognized in the financial statements but are disclosed in this note for information for users.

2021 Give Me 5(GM5) is a campaign run by 92.7 Mix FM. Wishlist facilitate with the collection of funds. Once the campaign is closed off, net proceeds will be transferred as a donation. The funds received prior to the close off of the GM5 campaign is therefore treated as funds held for third party and are not recognized in the financial statements but are disclosed in this note for information for users.

### 22 Related party transactions

The following Board members held office during the year:

	Date appointed
Peter Boyce (Chair)	23/02/2017
John Williams (Current Deputy Chair)	19/08/2016
Cosmo Schuh	13/12/2018
Trudy Fitzgerald	19/08/2016
Sue Sara	13/12/2018
Anthony Long	13/12/2018
Graham Wilkinson	7/04/2006
Dr Lorraine Ferguson (Chair of Sunshine Coast Hospital and Health Board)	13/12/2018
Dr Heather Parker	2/10/2020
Charmaine Harris	2/10/2020
Michelle Christoe	2/10/2020

Peter Boyce's firm, Butler McDermott Lawyers, has provided pro bono legal services to Wishlist for more than fifteen years. The firm also acted for Wishlist in the matters of a bequest and a number of general matters. No accounts were rendered for these matters.

The Health Service provides office space for Wishlist on an ongoing basis, on the ground floor of the Sunshine Coast University Hospital. Wishlist has a lease in place with the Health Service to 31st December 2025, on the management rights of the car park at Nambour Hospital. All funds generated by this enterprise since 2000 have been directed by Wishlist to the foundation's operational costs, and surplus directed to our \$19million spend on supporting the Health Service. No charges are incurred by Wishlist for the office rental nor for the Nambour carpark rental.

As part of the land settlement for Wishlist Centre on 28th June 2021, Wishlist entered into a loan agreement for \$1.5million with a Board Member. The borrowings were repaid on the 5th July 2021 on receipt of a milestone payment funded by the Community Hospital and Health Program.

Wishlist also received significant pro bono services from an entity controlled by a past Board member in relation to the preparation of workplace employment contracts and general workplace law matters. Atken Legal did not render any accounts for these matters.

# Sunshine Coast Health Foundation

Financial Statements for the year ended 30 June 2021.

## Notes to the Financial Statements

	2021	2020
	\$	\$
<b>23 Financial Instruments - Classification and presentation</b>		
Financial Instruments are classified under Accounting Standard AASB 9 as follows:		
<i>Financial assets</i>		
Cash and cash equivalents	2,871,743	1,705,776
Receivables at amortised cost	320,577	155,733
Investments	-	1,100,000
	<u>3,192,320</u>	<u>2,961,509</u>
<i>Financial liabilities</i>		
Payables at amortised cost	137,846	105,443
Borrowings	1,500,000	-
	<u>1,637,846</u>	<u>105,443</u>

### 24 Significant financial impacts from COVID-19 pandemic

The following significant transactions were recognised by Wishlist during the 2020-21 financial year in response to the COVID-19 pandemic.

#### Statement of profit and loss

##### Significant revenue items arising from COVID-19

Additional revenue received to fund COVID-19 initiatives

- Jobkeeper Subsidy	\$344,250
- Coronavirus Economic Response Package	\$37,500

#### Fundraising Income

As the full impact of COVID-19 emerged it became apparent that all projected fundraising activity would be greatly impacted. Events were cancelled and a strategy quickly changed to direct the focus of the Wishlist team towards ramping up our regular giving programme, holding two Wishlist Giving Days in August 2020 and in March 2021 and boosting resources to assist the fledgling Nambour Coffee House, Nambour Gift House and Wishlist House.

Resources of the Wishlist team were also directed to 2020 92.7 Mix FM Give Me 5 for Kids and 2021 92.7 Mix FM Give Me 5 and to promoting fundraising events like Wishlist Jazz and Wine Festival, Wishlist Spring Carnival and the Fun Run for 2021.

#### Operational Income

Wishlist Connect membership costs reduced to \$500 per annum, targeting a minimum 50 members.

Wishlist's financial statements are expected to be impacted by COVID-19 beyond 30 June 2021, although the actual impacts cannot be reliably estimated at the reporting date.

### 25 Commitments and contingencies

There were no known commitments nor contingencies as at 30 June 2021.

### 26 Events after the reporting date

The Board are not aware of any significant events since the end of the reporting period that requires disclosure or adjustment to the financial results presented.

## Sunshine Coast Health Foundation

Annual Financial Statements for the year ended 30 June 2021

### Management certification and declaration

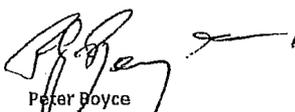
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These general purpose financial statements have been prepared pursuant to s.62(1)(a) of the Financial Accountability Act 2009 (the Act), section 39 of the Financial and Performance Management Standard 2019, the Australian Charities and Not-for-profits Commission Act 2012 and other prescribed requirements. In accordance with s.62(1)(b) of the Act and s60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013, we certify that in our opinion:

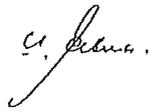
(a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects;  
and

(b) the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards and the Australian Charities and Not-for-profits Commission Act 2012, of the transactions of Sunshine Coast Health Foundation for the financial year ended 30 June 2021 and of the financial position at the end of that year; and

We acknowledge responsibility under Section 7 and Section 11 of the Financial and Performance Management Standard 2019 for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.

  
Peter Boyce  
CHAIRPERSON

Dated: 27/8/21

  
Cos Schuh  
FINANCE, AUDIT AND RISK  
MANAGEMENT COMMITTEE  
MEMBER

Dated: 27/8/21

## Appendix 2 – Independent Auditors Report

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Sunshine Coast Health Foundation

### Report on the audit of the financial report

#### Opinion

I have audited the accompanying financial report of Sunshine Coast Health Foundation.

In my opinion, the financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2021, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019, the *Australian Charities and Not-for-profits Commission Act 2012*, the Australian Charities and Not-for-profits Commission Regulation 2013 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including summaries of significant accounting policies and other explanatory information, and the management certificate.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the entity in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and with 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 my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

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

#### Responsibilities of the entity for the financial report

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019, the *Australian Charities and Not-for-profits Commission Act 2012*, the Australian Charities and Not-for-profits Commission Regulation 2013 and Australian Accounting Standards, and for such internal control as the Board determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Board is also responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the entity or to otherwise cease operations.

#### **Auditor's responsibilities for the audit of the financial report**

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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. This is not done for the purpose of expressing an opinion on the effectiveness of the entity's internal controls, but allows me to express an opinion on compliance with prescribed requirements.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the entity.
- Conclude on the appropriateness of the entity'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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my 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.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

## Report on other legal and regulatory requirements

### Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2021:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

### Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Financial Accountability Act 2009*, any other Act and the Financial and Performance Management Standard 2019. The applicable requirements include those for keeping financial records that correctly record and explain the entity's transactions and account balances to enable the preparation of a true and fair financial report.



31 August 2021

Carolyn Dougherty  
as delegate of the Auditor-General

Queensland Audit Office  
Brisbane

## Appendix 3 – Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	2
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	8 & 29
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	3
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	3
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	3
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	3
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	4
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	NA
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	4-6
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	4-6
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	7-16
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	7-16
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	7-16
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	7-16
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	7-16
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	27
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	20-22
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	29
	<ul style="list-style-type: none"> <li>Public Sector Ethics</li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	28
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	<i>Human Rights Act 2019</i> ARRs – section 13.5	28
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.6	7
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	22-26
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	22
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	29

Summary of requirement	Basis for requirement	Annual report reference
<ul style="list-style-type: none"> <li>External scrutiny</li> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.4	29
	ARRs – section 14.5	3
Governance – human resources	ARRs – section 15.1	28-29
	<ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> <li>Early retirement, redundancy and retrenchment</li> </ul> Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	29
Open Data	ARRs – section 16	3
	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Appendix1
	<ul style="list-style-type: none"> <li>Independent Auditor's Report</li> </ul> FAA – section 62 FPMS – section 46 ARRs – section 17.2	Appendix2

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*