



Meals on Wheels Tasmania

Annual Report 2018/2019



MEALS ON WHEELS TASMANIA STATE BOARD

President:

Keith Simmonds



Vice President:

Barry Stubbs



Secretary:

Sue Williams



Treasurer:

Charles Von Stieglitz



Members:

Diane Kelly, Louise Mollross, Beverley Fox, Katie Kelly



MOWA Delegate:

Keith Simmonds

STATE OFFICE STAFF

Executive Officer:

Rebecca Free (appointed January 2019)

Finance & Business Manager:

Kristy Blazely

Regional Manager South:

Janine Garwood

Regional Manager North:

Joanne Ring

Client Services East Coast:

Lesley Kellaway

Administration Officer:

Alyssa Cowley

President's Report

Welcome to the 47th Annual General Meeting of Meals on Wheels Association of Tasmania.

CHANGES IN BOARD MEMBERSHIP

Following the 2018 AGM, the membership of the Board changed with Barry Stubbs becoming Vice President and Katie Kelly joining as an expert member with vast experience in the development of Policies and Procedures. Our other expert members are Louise (legal matters) and Charles (financial matters). I thank all members of the Board for their services and input to the organisation. Bruce Lindsay from the Longford Branch joined the Board for a short period. There are positions available for members to nominate. The nominations will then be considered by the Board.

The internal Finance and Audit Committee meets monthly and reports to the Board and I thank Charles, Kristy and Rebecca for providing advice and up to date financial data.

Importantly, we welcomed Rebecca as our Executive Officer at the beginning of the year. Rebecca has previous experience working for Country Women's Association and the Hobart City Council, and I am very confident that Rebecca will enhance and provide valuable input into the future operation of the organisation.

REGIONAL MEETINGS

Regional meetings were held in both Southern and Northern Regions with varying branch representation with constructive feedback as to the future of Meals on Wheels Tasmania. Discussions involved the recruitment of volunteers, food quality, inductions for all volunteers and other ongoing issues raised by staff and participants. It was also expressed that a continuation of regular regional meetings to be held each year. All future regional meetings will be conducted by Rebecca.

POLICIES AND PROCEDURES

MOW is currently in the process of reviewing all policy and procedures to bring the organisation into alignment with best practice. This involves reviewing and consolidating a number of current policies and procedures and was the reason that the lifetime membership policy did not proceed this year. Policies and procedures are being prioritised based on business needs and as they are approved, branches will be informed of the changes and any impact on branch operations.

MOW will be embarking on the development of a new strategic plan to guide the organisation over the next four years. More news on this will follow from State Office over the next six months as it is the intention to have everyone involved in MOW to have a say on what they believe should be the focus for the organisation over the next four years.

Meals on Wheels Australia (MOWA)

Tasmania is a member of MOWA. MOWA has submitted a submission to the Royal Commission into Aged Care. The Commissions "Terms of Reference" encompasses delivery of high quality and safe aged care facilities to those who wish to remain home with a specific focus on nutrition which is a major concern to MOW.

The simple message from the submission is that MOW is pleased that the Commission is raising awareness of the importance of good nutrition for older people and make it easier and more affordable for them to access community services like MOW. A major recommendation is to make accessing meals over relatively short period easier without undertaking the full assessment process as well as other ineffective requirements under My Aged Care. MOWA will continue lobbying for the current block funding arrangement instead of individual funding.

Supporters

I would like to acknowledge the supporters of Meals on Wheels especially, Ogilvie Jennings which has provided legal advice on insurance, leasing contracts and industrial relations, and Rowland View Estate Trust that provided two new vehicles to the Northern areas. I would also like to thank:

Bob Howlett and Family	Huon Regional Care	Seafood & Maritime Training
DES Electricals	Digital Ink Tas. P/L	Titane Windows & Doors
Kingborough Exhaust	Halys & Sells	J V Drysdale Engineering
Officeworks	Hammer Aluminium	Tasmanian Freight Services
Ricoh Business Centre	St. Thereses Tennis Club	Mobility 4 All
Urban Energy	Act2 Solutions	Rockit Asphaltting
Vos Construction & Joinery	The Country Women's Association of Tasmania	

We are grateful to have received grants this year as follows:

- \$1,000.00 from Waratah Wynyard Council for purchase of Wynyard office equipment
- \$822.00 from Huon Valley Financial Services that contributed to the purchase of Cygnet freezer
- \$400.00 donations from Central Coast Mayors Christmas Contributions that went towards Christmas gifts at Penguin and Ulverstone Branches
- Volunteering Tasmania as part of The Next Generation Project funds by Healthy Tasmania Community Innovation Grant
- Huon Helping Hand for the purchase of first aid kits and safety vests

Finally, I thank again the Board members for their continual support and expertise in legal and financial matters, and all State staff that have always been supportive and loyal to the Board.

Keith Simmonds
President



Executive Officer's Report

My first six months as Executive Officer for Meals on Wheels Tasmania has disappeared in the blink of an eye, and I am completely enjoying the role. I have been made to feel extremely welcomed into the team by the staff, volunteers and of course, the Board.

We have achieved some great things in the first six months of the year, especially in the receiving of grants. Keith has outlined where those grants have come from in his report, but I would especially like to thank all of these organisations for their belief in, and support of, our organisation which continues to provide a vital service to the community. We will continue to look for opportunities for grants throughout the State, as grant funding allows us to acquire items or services that we would not otherwise have the funds for.

I am working closely with Katie Kelly from the MOW Tasmania Board in relation to strategic governance, and in particular developing and reviewing our current policies and procedures. We are also grateful to have the assistance of a UTAS fourth year intern focusing on HR Management who is working alongside us on this project.

I wish to thank the wonderful staff at Meals on Wheels who have so warmly welcomed me into the organisation. I would have been completely lost in my first six months without the wonderful support from Kristy from a business and finance perspective, and also Alyssa who helps out with all administration issues. I have formed great working relationships with our Regional Managers - Joanne in the North and Janine in the South, and Lesley also on the East Coast. I would also like to thank both Jodi from the Glenorchy Branch, and Lauren from the Hobart Branch who share our office space, for their wonderful support in my short time so far at Meals on Wheels.

Our volunteer base continues to grow, and I would personally like to acknowledge the wonderful team of dedicated volunteers at Meals on Wheels Tasmania. Without these amazing people, we simply could not deliver the services that we do. Many of our volunteers have clocked up decades working with us at Meals on Wheels, and we are extremely appreciative of their commitment to our organisation. To meet the volunteers who come into the office each day – rain, hail or shine – certainly shows the commitment that so many have to ensure that our clients continue to receive the services that they need to remain living independently for as long as possible.

It is fair to say that although things at Meals on Wheels continue to operate smoothly and efficiently, we need to continue to be alert as to what else is happening out there in the big wide world! With ever increasing competition from new and existing suppliers of delivered food services into the market, we need to ensure that Meals on Wheels remains top of mind for clients and service providers alike, now and into the future. We need to remember what sets us at Meals on Wheels apart from the others – that we are “more than just a meal”. Often the meal comes second to the other vital service we provide, being a safety and wellbeing check on each and every client. This is what does, and will continue, to distinguish our service differently to others.

Let's keep up the great work we do and remain proud to be a part of the Meals on Wheels Tasmania team.

Take care,

Rebecca Free
Executive Officer



Treasurer's Report

Once again, thank you to all the volunteers that have put in many hours over the past 12 months. The organisation could not operate without your help. I'd like to commend the staff and fellow board members on a great year and improved financial performance.

The 2019 financial year has seen a much-improved performance on prior years. The profit has grown to \$238,780 in 2019, up from \$104,871 in 2018 and a loss of \$303,407 in 2017. This is a turnaround of \$542,187 in a short three years. The result of this has been improved cash flow of the organisation allowing for bills to be paid on time and money to be put into improving operations. For example, multiple new motor vehicles have been purchased over the past twelve months as there has been a focus on increasing the safety of staff and volunteers on the road.

Key areas of positive improvements are as follows:

- Meals income has grown from \$1,366,764 to \$1,551,369 whilst meal expenses have remained steady. (see Statement of Comprehensive Income)
- Cash balances have increase from \$220,660 to \$372,918. (see Statement of Financial Position)
- Net cash provided by operating activities has increased by \$195,103. (see Statement of Cash Flows)

Overall, it has been a very positive twelve months financially for Meals on Wheels and we have come a long way over the last three years. Moving forward the key focus is still on providing quality meal services to the community and ensuring the longevity of Meals on Wheels within Tasmania.

Kind regards,

Charles von Stieglitz
Treasurer



Regional Manager South's Report

It has been another busy year of changes for Meals on Wheels and I would like to express my gratitude to all the Branch Coordinators and volunteers who have continued to provide meals and also provide safety and wellbeing checks on our valued clients despite the many challenges.

All Commonwealth Government funded Meals on Wheels clients are now required to have a referral from My Aged Care. This can be organised by the client or their carer or advocate before services commence or it can be done by phone while I am visiting the client to complete their Care Plan and menu or online after the visit.

National Disability Insurance Scheme (NDIS) clients can have the preparation and delivery component of Meals on Wheels included in their Care Plan and we have started receiving enquiries and referrals for new clients and clients who are transitioning to NDIS. NDIS referrals require a lot of extra liaising with plan coordinators and clients and completing Meals on Wheels service agreements and budgets. Most NDIS clients are invoiced directly through the NDIS portal although some manage their own plans and need to be invoiced directly.

Home Care Packages are also becoming more common with enquiries from clients and Home Care Providers who are organising meals on behalf of their clients. This also requires extra planning and liaising with Home Care Providers. Eventually the majority of clients are expected to have a Home Care Package in place, where clients will be allocated a level ranging from 1-4 depending on the amount of support they require.

For now, we need to check with each client to find out if they are on a package, what level package and also if they have enough funds in their package to cover the cost of meal preparation and delivery.

From 1st July 2019 we have been required to complete the new Charter of Aged Care Rights for each client, explain their right to safe, confidential, informed and quality services and provide them with a copy of this information.

Our aim is to deliver healthy, nutritious meals to those who need them and in the south for the week ending 30th June 2019 Meals on Wheels delivered:

Soups - 315

Mains – 1654

Sweets – 788

Sandwiches – 159

In Southern Tasmania for the financial year ended 30th June 2019 Meals on Wheels had:

450 clients - aged 65 and over

55 clients - aged under 65

I visit an average of 30 clients each month with most of these visits for clients new to Meals on Wheels. I also see clients who need help with the menu, because concerns have been raised about their wellbeing and also to provide options if they are having financial difficulties or need to complete a Centrepay deduction.

Thank you to all for another successful year for Meals on Wheels in Southern Tasmania.

Sincerely,

Janine Garwood
Regional Manager South



Regional Manager North's Report

I would firstly like to warmly welcome our Executive Officer Rebecca Free to Meals on Wheels Tasmania. Rebecca hit the ground running and immediately became a significant support to me in my role at MOW. I am really enjoying having a manager to collaborate with and provide encouragement.

This last year has been a time of consolidation for the Federal Governments "My Aged Care" (MAC), culminating with their recent request for "Grandfather" reporting. We have been directed by MAC that all of our clients that have bypassed the MAC referral system and have come direct to Meals on Wheels through self-referral, hospitals, family etc., are now required to be put back through MAC. Hence the massive mail out to these clients that Alyssa and Kristy have recently facilitated. MAC shall create these clients an electronic record with this information. It has been a considerable learning curve for me, our clients and other Aged Care Service Providers.

Another quite recent Federal Government initiative is Home Care Packages (HCP). As the needs of our over 65 clients' change - due to age related issues and illnesses - many of our MOW clients are being approved for a HCP and are going on a waiting list. There are several levels within these packages, dependent upon the amount of support needed. Once a client is provided with a HCP all of their needs, including meals, are required to come from their package.

MOW has also started receiving and actioning referrals for NDIS clients coming through the portal for delivered meals.

Congratulations to our Smithton Branch for turning 50 this year, an amazing achievement! I look forward to your anniversary celebrations. Longford Branch loses a long-time volunteer branch coordinator Mike and his wife Vera to retirement and welcomes Maz to the voluntary coordination role. Congratulations also go to our Penguin Branch on the employment of paid coordinators for their branch.

I would like to acknowledge and thank my colleagues at the State Office and the State Board for all of your assistance this past year. My sincere thanks also go to all North and North West Branches, their coordinators, deliverers and drivers for your support and dedication to Meals on Wheels.

Sincerely,

Joanne Ring
Regional Manager North





Meals on Wheels
Tasmania

Financial Report 2018/2019

Meals on Wheels Association of Tasmania Inc

Financial Report

For the Year Ended 30 June 2019

Meals on Wheels Association of Tasmania Inc

For the Year Ended 30 June 2019

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Meals on Wheels Association of Tasmania Inc

Report by the Board

30 June 2019

Your Board submit the financial report of the Association for the financial year ended 30 June 2019.

1. General information

Board members

The names of Board members at the date of this report are:

Keith Simmonds (President): Keith has a Diploma of Business (Health Administration), Diploma of Health Inspection and undergraduate and postgraduate degrees in environmental health from the University of Adelaide. He has been employed by the South Australian Health commission and Northern Territory Health Department as an Environmental Officer and Policy Officer. Before retiring and moving to Tasmania Keith worked his own farm and was employed part-time as Environmental Health Officer for various councils in Northern Regional South Australia. He has served on number of environmental committees, including being the treasurer of a local Land care group. Keith was previously the President of the Eastern Shore Branch of MOW and has been a Board member since 2016.

Sue Williams (Secretary): Sue is now retired but she trained as a teacher and has worked as a teacher, educator and trainer and later as manager and CEO – all with not for profit, non- government organisations. Sue is a born and bred Tasmanian but lived and worked in NSW for 18 years. She returned to Tasmania in 2006. She has been a Board member of the Sexual Assault Support Service for the past 10 years and served 5 of those as the Chair of the Board. She is also a qualified workplace trainer and assessor. Sue first encountered Meals on Wheels when she often accompanied her mother, who was a volunteer in the 1970s, on her runs. She was recruited as a Board member in 2013, became Secretary in 2015, has acted at President and is once again Secretary.

Charles Von Stieglitz (Treasurer): Charles originally from Evandale in the North of Tasmania. He moved to Hobart in 2010 to study at UTas. After graduating with a business degree in 2014 he joined Accru Hobart as an accountant, where he has now worked for 3 years. Outside of work he enjoys all things sport, particularly watching Hawthorn play. By becoming part of Meals on Wheels Charles hopes to support the local Tasmanian Community.

Beverley Fox (Board Member) was involved in the Association of Relatives and Friends of the Mentally Ill (ARAFMI) and served on their Board for 10 years - for a number of years as a Board member and a period as President. Bev spent nine years managing a family group home for children aged 0-18 years. She served as a volunteer for Meals on Wheels Kalgoorlie and assisted with the management of the Kalgoorlie/Boulder Volunteer Centre. Bev and her husband spent 2 years ministering in the Kimberley region. Bev is a volunteer with the Hobart branch and served on its committee until it was incorporated into MOW Tas and, since then, she has been on the State Board.

Diane Kelly (Board Member): Diane has been involved with Meals on Wheels Tasmania for over 48 years – as a volunteer and as a support for the Client Services Officer in the North. She has joined the Board to represent the North and West branches of the organisation.

Meals on Wheels Association of Tasmania Inc

Report by the Board

30 June 2019

1. General information

Board members

Louise Mollross (Board Member): Louise is a Partner at Ogilvie Jennings, working as a Barrister & Solicitor since 1987. Louise specialises in Family Law but also has extensive experience in a broad range of Commercial Law matters, Conveyancing, commercial transactions and mortgages. She also works extensively in the area of Wills & Estates. Louise is appointed to act as an Independent Children's Lawyer in the Family Court of Australia and as a Child Representative in the Magistrates Court. She has completed LEADR mediation training and AIFLAM mediation training. Louise is a member of the Guardianship and Administration Board.

Kate Kelly (Board Member): Katie holds a bachelor of Bachelor of Arts in sports Administration and a Post Graduate Certificate in Frontline Management. Katie has worked in the sporting industry in both government and not for profit at the international, national, state and community club level for over 20 years. As a consequence of working in this area, Katie has a comprehensive understanding of the health benefits of sport and physical activities to individuals and communities. Katie is currently working as a Policy Analyst in the State Government, a role which requires, analysis and advice on policy issues relating to Tasmanian population groups. Katie is acutely aware of the importance on people being able to remain in their homes, be as independent and physically active as possible and be connected to their community, and believes that Meals on Wheel is a key enabler in helping this to occur. Katie first become involved in Meals on Wheel at a young age when she helped to deliver rosters and meals to clients in Railton and particularly enjoyed school holiday Fridays when the Goliath Cement Works would dish out the hot chips!

Barry Stubbs (Vice President)

Barry was born in Ulverstone Tasmania, but now lives in Hobart. He is a retired teacher with a keen interest in History. He co-authored a book called Down Wapping, which pieces together the stories of people who once lived in the area now known as Hunter Street and along the banks of the Hobart Rivulet. Working as a volunteer for Meals on Wheels enables Barry to gain a sense of being useful or needed. One of his hobbies is seeking out new coffee shops around Hobart. He also has a real passion for travel and loves exchanging his stories. Another aspect of Meals on Wheels that he enjoys is meeting amazing people who have their own stories to tell.

Principal activities

The principal activities of Association during the financial year were:

To deliver meals to people of all ages, who through sickness, age or disability cannot reasonably obtain a meal for themselves and who wish to remain with dignity and independence in their own homes. Recipients can receive a meal on a long or short term basis and delivery is available 5 days per week.

Significant changes

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

Meals on Wheels Association of Tasmania Inc

Report by the Board

30 June 2019

2. Operating results and review of operations for the year

Operating result

The net surplus/(deficit) of the Association for the financial year amounted to \$ 238,780 (2018: \$ 104,871.)

Signed in accordance with a resolution of the Members of the Board.

Board Member: K. Simmonds
Keith Simmonds

Board Member: CS/Stiglitz
Charles von Stiglitz

Dated this 3rd day of September 2019.

Meals on Wheels Association of Tasmania Inc

Board Declaration - per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013

The Board declare that in the Board's opinion

- there are reasonable grounds to believe that the Meals on Wheels Association of Tasmania Inc. is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*.

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

Signed in accordance with a resolution of the Board:

Board Member 

CHARLES VON STEGLITZ

Board Member 

KEITH SIMMONDS

Dated this 3rd day of September 2019.

Meals on Wheels Association of Tasmania Inc
Statement of Comprehensive Income
For the Year Ended 30 June 2019

	2019	2018
	\$	\$
Income		
Operating grants	1,341,209	1,250,426
Interest income	2,776	2,766
Meals income	1,551,369	1,366,764
Other income	30,128	46,643
Total income	2,925,482	2,666,599
Less: Expenses		
Accounting and audit fees	5,564	10,562
Advertising	7,166	3,704
Bad debts	336	3,190
Cleaning expenses	4,150	3,316
Cost of merchandise	8,990	9,499
Depreciation	56,795	54,619
Donations	5,375	6,656
Equipment < \$300	18,868	30,656
Group meals subsidy	-	74,942
Honoraria	7,315	10,015
Insurance	36,311	30,014
IT expenses	37,683	544
Loss on disposal of assets	-	1,433
Meals expense	1,248,282	1,210,886
Meeting expense	1,078	1,871
Motor vehicle expenses	131,127	131,936
Outside Services	-	33,475
Permits, licenses and fees	1,079	2,535
Postage, printing and stationary	46,384	46,710
Rental expense	78,203	69,594
Repairs and maintenance	3,896	3,086
Salaries	844,855	704,970
Subscriptions	3,674	4,871
Sundry expenses	32,501	21,871
Superannuation contributions	75,725	62,679
Telephone and fax	30,897	26,394
Travel and accommodation	448	1,700
Total expenses	2,686,702	2,561,728
Net surplus/(deficit) for the year	238,780	104,871
Other comprehensive income	-	-
Total comprehensive income	238,780	104,871

The accompanying notes form part of these financial statements.

Meals on Wheels Association of Tasmania Inc
Statement of Financial Position
As At 30 June 2019

	Note	2019 \$	2018 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	372,918	220,660
Trade and other receivables		83,740	18,709
Prepayments		40,942	33,907
Investments		56,085	-
TOTAL CURRENT ASSETS		553,685	273,276
NON-CURRENT ASSETS			
Plant and equipment	4	233,184	182,300
TOTAL NON-CURRENT ASSETS		233,184	182,300
TOTAL ASSETS		786,869	455,576
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	147,785	147,270
Grants carry forward		48,202	13,563
Employee benefits	6	83,572	66,262
TOTAL CURRENT LIABILITIES		279,559	227,095
NON-CURRENT LIABILITIES			
Employee benefits	6	19,992	19,358
TOTAL NON-CURRENT LIABILITIES		19,992	19,358
TOTAL LIABILITIES		299,551	246,453
NET ASSETS		487,318	209,123
EQUITY			
Accumulated surpluses		487,318	209,123
TOTAL EQUITY		487,318	209,123

The accompanying notes form part of these financial statements.

Meals on Wheels Association of Tasmania Inc
Statement of Cash Flows
For the Year Ended 30 June 2019

		2019	2018
	Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		1,612,938	1,566,673
Receipts from government		1,518,813	1,302,663
Interest received		2,766	2,765
Payment to suppliers & employees		(2,875,407)	(2,808,094)
Net cash provided by/(used in) operating activities	11	<u>259,110</u>	<u>64,007</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Proceeds from sale of property plant and equipment		22,000	22,424
Purchase of property plant and equipment		(112,209)	(82,517)
Purchase of investments		(56,084)	-
Recognise amounts brought to account from other entities		39,441	-
Net cash used by investing activities		<u>(106,852)</u>	<u>(60,093)</u>
Net increase/(decrease) in cash and cash equivalents held		152,258	3,914
		<u>220,660</u>	<u>216,746</u>
Cash and cash equivalents at end of financial year	3	<u><u>372,918</u></u>	<u><u>220,660</u></u>

The accompanying notes form part of these financial statements.

Meals on Wheels Association of Tasmania Inc
Statement of Changes in Equity
For the Year Ended 30 June 2019

2019

		Accumulated surpluses	Total
		\$	\$
Balance at 1 July 2018		209,123	209,123
Equity recognised on aggregation	7	39,415	39,415
Net surplus/(deficit) for the year		238,780	238,780
Balance at 30 June 2019		<u>487,318</u>	<u>487,318</u>

2018

		Accumulated surpluses	Total
		\$	\$
Balance at 1 July 2017		104,252	104,252
Net surplus/(deficit) for the year		104,871	104,871
Balance at 30 June 2018		<u>209,123</u>	<u>209,123</u>

The accompanying notes form part of these financial statements.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

The financial report is for the Meals on Wheels Association of Tasmania Inc as an individual entity. Meals on Wheels Association of Tasmania Inc is incorporated in Tasmania.

(a) Basis of preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of *the Australian Charities and Not-for-profits Commission Act 2012 (Cth)*. The Board has determined that the Association is not a reporting entity. The Association is a not for profit entity for financial reporting purposes.

The financial statements have been prepared in accordance with the minimum requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* and therefore comply with the following Australian Accounting Standards as issued by the Australian Accounting Standards Board

- AASB 101 Presentation of Financial Statements;
- AASB 107 Statement of Cash Flows;
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors;
- AASB 1048 Interpretation of Standards; and
- AASB 1054 Australian Additional Disclosures.

No other Accounting Standards have been intentionally applied in the compilation of this financial report.

The financial report, except for the cash flow information, have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The amounts presented within the financial statements have been rounded to the nearest dollar.

(b) Comparative figures

Comparative figures have been adjusted to conform to changes in presentation for the current financial year where required.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

(c) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments.

(d) Property, plant and equipment

Property, plant and equipment are carried at cost, independent or Board valuation. All assets excluding freehold land and buildings, are depreciated over their useful lives to the Association.

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

Fixed asset class	Depreciation rate
Motor Vehicles	10 - 20 %
Furniture and office equipment	10 - 20 %

(e) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period which remain unpaid.

(f) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting year. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

Contribution made by the Association to an employee superannuation fund are charged as expenses when incurred.

(g) Revenue and other income

Revenue from the sale of goods is recognised on delivery of the goods to the customer.

Interest revenue is recognised over the period for which the funds are invested.

Grant income is recognised when expensed in accordance with the terms of the funding agreement.

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

(h) Government grants

Government grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

(i) Income tax

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(j) Goods and services tax (GST)

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

(k) Economic dependence

Meals on Wheels Association of Tasmania Inc is dependent on both the State and Commonwealth Governments for the majority of its revenue used to operate the business. At the date of this report the Board members have no reason to believe the Government will not continue to support Meals on Wheels Association of Tasmania Inc.

(l) Adoption of new and revised accounting standards

During the current year, standards which became mandatory had no significant impact on the financial report of the Meals on Wheels Association of Tasmania Inc. AASB 9 Financial Instruments has been adopted and had no significant impact and no requirement for any reclassification or restatement comparatives.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

(m) New Accounting Standards and Interpretations

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

Standard Name	Effective date for entity	Requirements	Impact
AASB 15 Revenue from contracts with customers	1 July 2019	AASB 15 introduces a five step process for revenue recognition with the core principal of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (That is, payment) to which the entity expects to be entitled in exchange for those goods or services.	No significant impact.
AASB 1058 Income for Not for Profits	1 July 2019	AASB 1058 supersedes all the income recognition requirements relating to private sector NFP entities, and the majority of income recognition requirements relating public sector NFP entities, previously in AASB 1004 Constitution. The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity.	Some existing grants that would previously have been deferred as unexpended grant fund liability until subsequent periods will, in future, be recognised when received. If the new standard were applied to 2019 then \$48,202 would have been recorded as revenue rather than being deferred as a liability.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

1 Summary of Significant Accounting Policies

(m) New Accounting Standards and Interpretations

Standard Name	Effective date for entity	Requirements	Impact
AASB 16 Leases	1 July 2019	New standard that abolishes the concept of the operating lease for lessees by creating a single model for lessees and recognises a "right of use" asset and financial liability for all leases	The impact of the lease assessment will result in a right of use asset value of \$191,820 and liability of \$191,820. Lease payments will be split between interest and principal reduction, rather than being included in operating expenses. Operating cash outflows will be lower and financing cash flows will be higher in the statement of cash flows as principal repayments on all lease liabilities will now be included in financing activities rather than operating activities.

2 Critical Accounting Estimates and Judgments

The Board members evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Association, however as additional information is known then the actual results may differ from the estimates.

3 Cash and Cash Equivalents

	2019	2018
	\$	\$
Cash at bank	372,018	185,731
Investment account	-	34,029
Petty cash	900	900
	<u>372,918</u>	<u>220,660</u>

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

4 Plant and Equipment

	2019	2018
	\$	\$
Motor vehicles		
At cost	360,923	315,055
Accumulated depreciation	<u>(202,825)</u>	<u>(191,256)</u>
Total motor vehicles	<u>158,098</u>	<u>123,799</u>
Office equipment		
At cost	200,989	169,881
Accumulated depreciation	<u>(125,903)</u>	<u>(111,380)</u>
Total office equipment	<u>75,086</u>	<u>58,501</u>
Total plant and equipment	<u>233,184</u>	<u>182,300</u>

5 Trade and Other Payables

	2019	2018
	\$	\$
Trade payables	156,760	165,027
GST payable/(receivable)	<u>(8,975)</u>	<u>(17,757)</u>
	<u>147,785</u>	<u>147,270</u>

6 Employee Benefits

	2019	2018
	\$	\$
Current liabilities		
Annual leave	37,518	27,424
Long service leave	<u>46,054</u>	<u>38,838</u>
	<u>83,572</u>	<u>66,262</u>
Non-current liabilities		
Long service leave	<u>19,992</u>	<u>19,358</u>

7 Recognition on Aggregation

During the 2019 financial period the Eastern Shore Meals on Wheels Branch was brought to account.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

8 Operating Leasing Commitments

The only existing lease is for the building in which Meals on Wheels Association of Tasmania Inc. operates. The operating lease agreement started 1 July 2017 and ended 1 June 2019. Meals on Wheels Association of Tasmania Inc. decided to lease their building on a month by month basis. As from 30 June 2019 the Association will be a monthly rental amount of \$2,166.66 excluding GST. There are no other operating , finance leases and no capital expenditure commitments as at 30 June 2019.

	2019	2018
	\$	\$
Minimum lease payments under non-cancelable operating lease:		
- Not later than one year	-	28,596
- Between one year and two years	-	21,450
Total	-	50,046

9 Auditors' Remuneration

	2019	2018
	\$	\$
Remuneration of the auditor of the Association, Crowe Tasmania, for:		
- auditing and grant acquittal audit and assistance with compilation of the financial statements	4,380	3,990

10 Contingent Liabilities and Contingent Assets

The Association is currently in negotiations for an insurance claim for fraudulent transactions of a previous employee. The recoverable amount is still under negotiations. There are no other contingent assets or contingent liabilities at year end.

Meals on Wheels Association of Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2019

11 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2019	2018
	\$	\$
Net surplus/(deficit) for the year	238,780	104,871
Non cash flows excluded from surplus attributable to operating activities		
Depreciation	56,795	54,619
Gain/Loss on disposal of asset	(17,470)	1,443
Changes in assets and liabilities		
- (increase)/decrease in trade and other receivables	(65,030)	(13,218)
- (increase)/decrease in prepayments	(7,034)	(3,819)
- (increase)/decrease in trade and other payables	486	(106,066)
- (increase)/decrease in employee benefits	17,946	11,603
- (increase)/decrease in unexpended funds	34,637	13,563
- (increase)/decrease in other liabilities	-	1,011
Cashflow from operations	<u>259,110</u>	<u>64,007</u>

12 Events after the end of the Reporting Period

There have been no events after the end of the reporting period which have impacted on this financial year end.

13 Association Details

The registered office of the Association is:
103A Grove Road
Glenorchy, Tas 7010

Meals on Wheels Association of Tasmania Inc

Auditors Independence Declaration under Section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 (Cth)

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019 there have been

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



Crowe Tasmania



Alison Flakemore
Senior Partner

Dated this 30th day of
Hobart, Tasmania.

August 2019.

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is the Crowe Australasia external audit division. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

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Meals on Wheels Association of Tasmania Inc

Independent Audit Report to the members of Meals on Wheels Association of Tasmania Inc

Qualified Opinion

We have audited the financial report of Meals on Wheels Association of Tasmania Inc (the Association), which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Board Declaration.

In our opinion, except for the effects of such adjustments, if any, as might have been necessary had the limitation discussed in the qualification paragraph not existed, the accompanying financial report of the Association has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*, including:

- giving a true and fair view of the Association's financial position as at 30 June 2019 and of its financial performance and cash flows for the year then ended; and
- complying with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Qualified Opinion

As is common for an Association of this type, it is not practical for Meals on Wheels Association Tasmania inc to maintain an effective system over Meal Income until initial entry in the accounting records. Accordingly, our audit in relation to Meal Income was limited to the amounts recorded.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is the Crowe Australasia external audit division. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

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Meals on Wheels Association of Tasmania Inc

Independent Audit Report to the members of Meals on Wheels Association of Tasmania Inc

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Meals on Wheels Association of Tasmania Inc to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (Cth). As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other Information

The Board are responsible for the other information. The other information comprises the Board's Report the year ended 30 June 2019, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Meals on Wheels Association of Tasmania Inc

Independent Audit Report to the members of Meals on Wheels Association of Tasmania Inc

Responsibilities of the Board for the Financial Report

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

In preparing the financial report, the Board is responsible for assessing the Association'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 the Board either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditors Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with 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 the 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, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

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Meals on Wheels Association of Tasmania Inc

Independent Audit Report to the members of Meals on Wheels Association of Tasmania Inc

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of the Board'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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with 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 we identify during the audit.



Crowe Tasmania



Alison Flakemore
Senior Partner

Dated this 30th day of September 2019.
Hobart, Tasmania.

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Meals on Wheels Tasmania

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