

BASS COAST COMMUNITY FOUNDATION
TRUST

ABN: 20 391 663 724

BASS COAST COMMUNITY FOUNDATION
OPEN FUND

ABN: 35 151 927 173

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2019

	Note	Trust		Open Fund		TOTAL	TOTAL
		2019	2018	2019	2018	2019	2018
Revenues from ordinary activities	2	34,004	44,153	346,698	60,671	380,702	104,824
Expenses from ordinary activities	3	(20,247)	(15,732)	(37,274)	(24,814)	(57,521)	(40,546)
Operating surplus		13,757	28,421	309,424	35,857	323,181	64,278
Grants and project expenses	3	(24,988)	(15,860)	(22,980)	(36,696)	(47,968)	(52,556)
Surplus / (deficit) from ordinary activities		(11,231)	12,561	286,444	(839)	275,213	11,722
Other comprehensive income		-	-	-	-	-	-
Total comprehensive income for the year		(11,231)	12,561	286,444	(839)	275,213	11,722

This statement should be read in conjunction with the accompany notes.

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

	Trust		Open Fund		TOTAL	TOTAL
	2019	2018	2019	2018	2019	2018
CURRENT ASSETS						
Cash at bank	25,426	42,068	30,293	41,194	55,719	83,262
Cash at bank - Admin	1,666	(1,650)	5,947	1,747	7,613	97
Term Deposit	249,272	243,385	550,798	279,129	800,070	522,514
Accounts receivable						
- Imputation credit	3,238	3,255	5,223	3,597	8,461	6,852
- Open Fund/Trust Fund	-	5,000	-	(5,000)	-	-
GST refund	258	128	-	245	258	373
TOTAL CURRENT ASSETS	279,860	292,186	592,261	320,912	872,121	613,098
NON-CURRENT ASSETS						
INVESTMENTS						
Shares in listed companies at market value	118,162	117,067	123,719	122,299	241,881	239,366
TOTAL ASSETS	398,022	409,253	715,980	443,211	1,114,002	852,464
CURRENT LIABILITIES						
BCCF Performance Awards Program (Note 5A)	-	-	215	10,499	215	10,499
BCCF Education Grant (Note 5B)	-	-	-	4,956	-	4,956
Other creditors	-	-	3,552	2,078	3,552	2,078
GST payable	-	-	91	-	91	-
TOTAL CURRENT LIABILITIES	-	-	3,858	17,533	3,858	17,533
NET ASSETS	398,022	409,253	712,122	425,678	1,110,144	834,931
REPRESENTED BY:						
Accumulated funds	409,253	396,692	425,678	426,517	834,931	823,209
Current year result	(11,231)	12,561	286,444	(839)	275,213	11,722
TOTAL	398,022	409,253	712,122	425,678	1,110,144	834,931

This statement should be read in conjunction with the accompanying notes.

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

	Accumulated funds (Trust)	Accumulated funds (Open Fund)	Total Accumulated Funds
Balance at 1 July 2017	396,692	426,517	823,209
Surplus / (deficit) attributable to members	12,561	(839)	11,722
Balance at 30 June 2018	409,253	425,678	834,931
Surplus / (deficit) attributable to members	(11,231)	286,444	275,213
Balance at 30 June 2019	398,022	712,122	1,110,144

This statement should be read in conjunction with the accompany notes.

Bass Coast Community Foundation Trust
 ABN: 20 391 663 724
 Bass Coast Community Foundation Open Fund
 ABN: 35 151 927 173

**STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED 30 JUNE 2019**

	Trust	Open Fund	TOTAL	TOTAL
Note	2019	2018	2019	2018
Receipts from donors	16,227	36,855	328,010	54,580
Grants paid	(24,988)	(17,190)	(41,746)	(46,701)
Interest received	5,887	4,897	5,669	5,617
Dividends received	15,812	10,954	10,064	18,337
Payments to suppliers	(20,377)	(16,007)	(37,029)	(25,408)
Net cash provided by / (used in) operating activities	7 (7,439)	19,509	264,968	6,425
Investment in term deposits	(5,887)	(4,896)	(271,669)	(5,616)
Net cash used in financing activities	(5,887)	(4,896)	(271,669)	(5,616)
Net increase / (decrease) in cash held	(13,326)	14,613	(6,701)	809
Cash at the beginning of the financial year	40,418	25,805	42,941	42,132
Cash at the end of the financial year	7 27,092	40,418	36,240	42,941
			63,332	83,359

This statement should be read in conjunction with the accompany notes.

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report covers the following entities:

- Bass Coast Community Foundation Trust (the "Trust") was established on 28 February 2003 by a Deed of Trust between Edgar Peter Brooks, as Founder, and the trustee Bass Coast Community Foundation Limited. The Trust was amended on 20 December 2012 by a Supplemental Deed of Trust.
- Bass Coast Community Foundation Open Fund (the "Open Fund") was established on 1 May 2010 by a Deed of Trust between Edgar Peter Brooks, as Founder, and the trustee Bass Coast Community Foundation Limited.

The entity is registered as a charity under the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis of preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB). Both funds are considered to be not for profit entities for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Accounting policies

a. Income tax

Both funds are defined as charitable institutions and are exempt from income tax under Section 50-5 of the *Income Tax Assessment Act 1997*.

The Trust is endorsed by the Australian Taxation Office as a Deductible Gift Recipient (DGR).

b. Property, plant and equipment

No property, plant and equipment are owned by either fund.

c. Employee benefits

There of no employees of either fund.

d. Cash

For the purpose of the statement of cash flows, cash includes:

- cash on hand and at call deposits with banks or financial institutions, net of bank overdrafts; and
- investments in money market instruments with original maturity of three months or less.

e. Revenue

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

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

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

f. 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.

NOTE 2: REVENUE	2019	2018
TRUST		
Share investments:		
- Dividends received	10,795	10,849
- Movement in market value of shares	1,095	(8,448)
Interest income	5,887	4,897
Donations received:		
- Friends	16,227	36,855
Total Revenue	34,004	44,153
OPEN FUND		
Share investments:		
- Dividends received	11,690	11,990
- Movement in market value of shares	1,420	(11,516)
Fundraising function	3,330	3,380
Interest income	5,669	5,617
Women for change		
Donations received:		
- General	500	2,200
Grants received:		
- Aquasure	20,000	24,000
- Bass Coast Shire Council	25,000	25,000
Bequests received	278,732	-
Total Revenue	346,698	60,671

Bass Coast Community Foundation Trust
 ABN: 20 391 663 724
 Bass Coast Community Foundation Open Fund
 ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2019

NOTE 3: OTHER EXPENSES FROM ORDINARY ACTIVITIES	2019	2018
TRUST		
Administration expenses	6 20,247	15,732
Total operating expenses	20,247	15,732
Grants made	24,988	15,860
Total expenses	45,235	31,592
OPEN FUND		
Administration expenses	6 37,274	24,815
Bank fees	-	(1)
Total operating expenses	37,274	24,814
Community grants	-	5,950
Education grants	17,980	26,654
Other grants	5,000	-
Scholarship expenses	-	4,092
Total grants and project expenses	22,980	36,696
Total expenses	60,254	61,510

NOTE 4: AUDITORS' REMUNERATION

Remuneration of the auditor of the entities for:

- auditing or reviewing the financial report	1,750	1,750
--	-------	-------

Each year the auditor makes a donation to the Foundation to the same value as the audit fee.

NOTE 5A: BCCF OPEN FUND PERFORMANCE AWARD PROGRAM

Balance at opening of year	10,499	11,490
Grants paid	(10,284)	(991)
Balance held at end of year	215	10,499

NOTE 5B: BCCF OPEN FUND EDUCATION GRANT

Balance at opening of year	4,956	8,958
Grants received	21,853	26,654
Grants paid	(26,809)	(30,656)
Balance held at end of year	-	4,956

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 6: ADMINISTRATIVE EXPENSES

Administrative expenses are managed by the trustee company, Bass Coast Community Foundation Limited. The directors of the trustee company determine the appropriate contribution from each fund to the administrative expenses.

The administration expenses incurred for the year are as follows:

	2019	2018
Advertising	1,080	628
AGM expenses	-	725
Audit fees	1,750	1,750
Computer supplies	353	1,141
Electricity	767	721
Executive Officer (including superannuation)	34,345	20,084
Futures Coalition project	-	2,730
General expenses	383	48
Governance review	6,153	-
Insurance expense	3,919	3,639
Postage	224	358
Printing, stationery & office equipment	21	69
Professional development	-	530
Rent & rates	5,641	5,654
Subscriptions	1,092	675
Telephone	1,395	1,349
Workcover	88	382
Website expenses	310	64
Total administrative expenses	57,521	40,547

Contribution to administrative expenses by each fund:

Trust	20,247	15,732
Open Fund	37,274	24,815
Total administration expense contributions	57,521	40,547

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 7: CASH FLOW INFORMATION

	2019	2018
a. Reconciliation of cash flows from operating activities with operating surplus / (deficit):		
TRUST		
Surplus / (deficit) from ordinary activities	(11,231)	12,561
Add back non cash transactions:		
- market value movement in shares	(1,095)	8,448
Changes in assets and liabilities:		
(Increase) / decrease in receivables	4,887	(170)
Increase / (decrease) in payables	-	(1,330)
Cash flow from / (used in) operations	(7,439)	19,509
OPEN FUND		
Surplus / (deficit) from ordinary activities	286,444	(839)
Add back non cash transactions:		
- market value movement in shares	(1,420)	11,516
Changes in assets and liabilities:		
(Increase) / decrease in receivables	(1,381)	5,753
Increase / (decrease) in creditors	(3,435)	(5,012)
Increase / (decrease) in unexpended funding	(15,240)	(4,993)
Cash flow from operations	264,968	6,425
b. Credit standby arrangements with banks		
There are no credit standby arrangements with banks.		
c. Loan facilities		
There are no loan facilities.		
Cash balances represented by:		
Trust	25,426	42,068
Open Fund	30,293	41,194
Administration	7,613	97
Total cash per cash flow statement	63,332	83,359

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 8: FINANCIAL RISK MANAGEMENT

The financial instruments of the Trust and the Open Fund consist of deposits with banks, including short term investments, and investment in listed securities as disclosed in the financial statement.

Financial Risk Management Policies

The treasurer of the trustee company is responsible for, among other issues, monitoring and managing financial risk exposures of the Trust and the Open Fund. The treasurer monitors the financial transactions and reviews the effectiveness of controls relating to interest rate risk, credit risk, and liquidity risk. Discussions on monitoring financial risk exposures are held on a regular basis and minuted by the Board of the trustee company.

Financial Risk Exposures

(a) Interest Rate Risk

The exposure to interest rate risk which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities is limited to the cash deposits and term deposit investments.

(b) Market Risk

There is an exposure to market risk relating to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held. Such risk is managed through diversification of investments.

(c) Credit Rate Risk

There is no material credit risk exposure to any single debtor or group of debtors.

(d) Liquidity Risk

Liquidity risk arises from the possibility that difficulties may be encountered in settling its debts or otherwise meeting its obligations related to financial liabilities. This risk is managed by regularly reviewing available cash and future cash inflows and ensuring appropriate levels of cash and credit are available to meet financial liabilities.

Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

Investments in securities are recorded at fair value on a recurring basis are initial recognition. The fair value is based on the listed market value of the security at balance date. Increases or decreases in the fair value are recognised in the statement of profit or loss.

NOTE 9: COMMITMENTS AND CONTINGENT LIABILITIES

There are no known commitments or contingent liabilities.

NOTE 10: EVENTS AFTER THE REPORTING PERIOD

No reportable events have occurred after the reporting period.

The principal place of business of the trustee is:

Bass Coast Community Foundation Limited
First Floor Plaza Arcade Suite B
140 Graham Street
Wonthaggi VIC 3995

The registered office of the business of the trustee is:

Bruce Hydon Pty Ltd
Level 1 267A Glenferrie Road
Malvern Vic 3144

Bass Coast Community Foundation Trust
ABN: 20 391 663 724
Bass Coast Community Foundation Open Fund
ABN: 35 151 927 173

TRUSTEES' DECLARATION

In accordance with a resolution of the directors of the trustee company of the Bass Coast Community Foundation Trust and Bass Coast Community Foundation Open Fund, the directors declare that:

1. the financial statements and notes, as set out on pages 1 to 11 are in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:
 - a. complying with Australian Accounting Standards – Reduced Disclosure Requirements; and
 - b. giving a true and fair view of the financial position as at 30 June 201+9 and of the performance for the year ended on that date of the Bass Coast Community Foundation Trust and Bass Coast Community Foundation Open Fund.
2. in the directors' opinion there are reasonable grounds to believe that Bass Coast Community Foundation Trust and Bass Coast Community Foundation Open Fund will be able to pay their debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors of the Trustee.

Martin Keogh
Director

Bruce Hydon
Director

18 November 2019

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF BASS COAST COMMUNITY FOUNDATION TRUST
AND BASS COAST COMMUNITY FOUNDATION OPEN FUND**

Opinion

We have audited the accompanying financial report of Bass Coast Community Foundation Trust and the Bass Coast Community Foundation Open Fund which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the directors' declaration.

In addition, we have audited Bass Coast Community Foundation Trust Fund's (the "Fund") compliance with specific requirements of the *Public Ancillary Fund Guidelines 2011* for the year ended 30 June 2019.

In our opinion:

- i. The financial report of Bass Coast Community Foundation Trust and Bass Coast Community Foundation Open Fund is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:
 - a. Giving a true and fair view of the Fund's financial position as at 30 June 2019 and of its performance for the year ended on that date: and
 - b. Complying with Australian Accounting Standards – Reduced Disclosure Requirements and Division 60 of the *Australian Charities and Not-for-profits Commission Regulations 2013*.
- ii. The Fund has been maintained, in all material respects, in accordance with the *Public Ancillary Fund Guidelines 2011* and its regulations for the year ended 30 June 2019.

Basis for opinion

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

Independence

We are independent of the Fund in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standard Board's APES 110 Code of Ethics for Professional Accountants (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the trustee company, would be in the same terms if given to the directors as at the time of this auditor's report.

Directors' Responsibility for the Financial Report and for the Fund's Compliance with the Public Ancillary Guidelines 2011

The directors of the trustee company, Bass Coast Community Foundation Limited, are responsible for the preparation and fair presentation of a financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The directors of the trustee company are also responsible for the Fund's compliance with the *Public Ancillary Fund Guidelines 2011*.

In preparing the financial report, the directors of the trustee company are responsible for assessing the Fund'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 directors either intend to liquidate the Fund or to cease operation, or have no realistic alternative but to do so.

Auditor's responsibility for the audit of the financial report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatements 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 the users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism through the audit. The audit involves us:

- Identifying and assessing the risk of material misstatement of the financial report, whether due to fraud or error, designing and performing audit procedures responsive to those risks, obtaining 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.
- Obtaining an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Concluding on the appropriateness of directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluating the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report presents the underlying transactions and events in a manner that achieves fair presentation.

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

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, where applicable, related safeguards.

Compliance with Public Ancillary Fund Guidelines 2011

Our responsibility is to also express an opinion on the Fund's compliance with specific requirements of the *Public Ancillary Fund Guidelines 2011*.

Because of the inherent limitations of any compliance procedures, it is possible that fraud, error or non-compliance with the *Public Ancillary Fund Guidelines 2011* may occur and not be detected. An audit is not designed to detect all weaknesses in Fund's compliance with the *Public Ancillary Fund Guidelines 2011* as an audit is not performed continuously throughout the period and the tests are performed on a sample basis.

Any projection of the evaluation of compliance with the *Public Ancillary Fund Guidelines 2011* to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Other information

The directors of the trustee company are responsible for the other information provided in the Fund's annual report for the year ended 30 June 2019 other than 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 there.

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 the fact. We have nothing to report in this regard.

CARDELL ASSURANCE & AUDIT

Lyndal J. McKenzie
Registered Company Auditor
3A Billson Street
WONTHAGGI VIC 3995

20 November 2019