



**ACT**  
Government

# ANNUAL REPORT 2015-16

Territory and  
Municipal Services  
Directorate

Volume 2

Transport Canberra and City Services Directorate acknowledges the Ngunnawal people as the traditional owners and custodians of the Canberra region and that the region is also an important meeting place and significant to other Aboriginal groups. We respect the Aboriginal and Torres Strait Islander peoples, their continuing culture, and the contribution they make to the Canberra region and the life of our city.

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Meegan Fitzharris MLA  
Minister for Transport and City Services  
ACT Legislative Assembly  
London Circuit  
Canberra City ACT 2601

Dear Minister

The ACT Public Cemeteries Authority (the Authority) is pleased to present the 2015-16 annual management report and financial statements of the Authority, including statements for Perpetual Care Trust funds for Woden, Gungahlin and Hall cemeteries.

This annual report has been prepared under section 6(1) of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements referred to in the Chief Minister's Annual Report Directions. It has been prepared in conformity with other requirements under Annual Report Directions. It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report for the Authority.

We hereby certify that the attached annual report is an honest and accurate account and that all material information on the operations of the Authority during the period 1 July 2015 to 30 June 2016 has been included.

We also hereby certify that fraud prevention has been managed in accordance with Public Sector Management Standards 2002, Part 2.

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you cause a copy of the report to be laid before the Legislative Assembly within four months of the end of the financial year.



Stephen Bartos  
Chair  
6 October 2016



Hamish Horne  
Chief Executive Officer  
6 October 2016

## About this report

The Territory and Municipal Services (TAMS) Directorate Annual Report 2015-16 is published in two volumes.

- > Volume 1 contains the annual report of TAMS and the annexed reports of the ACT Veterinary Surgeons Board and the Animal Welfare Authority; and
- > Volume 2 contains the annual report of the ACT Public Cemeteries Authority.

The contents pages and alphabetical index of this document will help you navigate to specific information in the report, while the compliance statement lists the annual reporting requirements for 2015-16 and the page numbers where the information appears.

## Accessibility

The Directorate is committed to making its information accessible to as many people as possible. This report is available as a printed document, an accessible PDF and in HTML format on our website at [www.tccs.act.gov.au](http://www.tccs.act.gov.au). If you have difficulty reading a standard print document and need alternative formats; if you are deaf or hearing impaired; or if English is not your first language; you can get help from the following services:

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# OVERVIEW OF THE ACT PUBLIC CEMETERIES AUTHORITY

- > OUR RESPONSIBILITIES
- > OUR STRUCTURE
- > THE YEAR IN REVIEW
- > OUTLOOK FOR 2016-17

## OUR RESPONSIBILITIES

The ACT Public Cemeteries Authority (the Authority) is an independent statutory authority established under the *Cemeteries and Crematoria Act 2003* (the Act) to effectively and efficiently manage public cemeteries and crematoria. The Authority currently manages and operates three public cemeteries at Gungahlin, Woden and Hall.

The key purpose of the Authority is to ensure the equitable availability of interment options, and maintain burial capacity in the medium to long term for the ACT community. We strive to operate as an efficient Government business with a strong customer service focus. Underpinning the services offered the Authority has adopted operating practices that safeguard the environment and the health and safety of employees and visitors.

<b>Vision</b>	to provide choice and be a leader in interment and memorialisation services
<b>Mission</b>	to continue to provide caring and sensitive services that cater for the needs of the community
<b>Clients and stakeholders</b>	<ul style="list-style-type: none"> <li>the community</li> <li>funeral directors and stonemasons</li> <li>suppliers of goods and services</li> <li>our employees</li> <li>the ACT Government</li> </ul>

## OUR STRUCTURE

As the operator of Canberra's Public cemeteries and crematoria, the Authority is required under the Act to effectively and efficiently manage public cemeteries and crematoria for the ACT community. The Act also requires the Authority to:

- > operate on a sound financial basis;
- > be managed by a governing Board consisting of at least four, and not more than 12 members;
- > the governing Board must include at least four members who, in the Minister's opinion, represent the general community and religious denominations;
- > members are appointed for three year terms and may be re-appointed at the discretion of the Minister;
- > members may receive remuneration, which is set by a determination of the Remuneration Tribunal; and
- > the Chief Executive Officer (CEO) is a member of the Board.

## ACT PUBLIC CEMETERIES AUTHORITY BOARD

The Authority is managed by the ACT Public Cemeteries Board (the Board) and has established a charter that sets out the role, responsibilities and authority of the Board, the Board Chair, individual members and the CEO within the governance framework of the ACT Government.

## SUB-COMMITTEES OF THE BOARD

During 2015-16 the Board was supported by three management committees.

Committee	Role
Audit and risk	to provide recommendations and advice to the Board on risk management activities, including internal audit undertaken by the Authority
Finance	to provide recommendations and advice to the Board on financial management and activities undertaken by the Authority
Legislative review taskforce	undertake a legislative review of the <i>Cemeteries and Crematoria Act 2003</i> and regulations to be able to provide input into the Government review in the near future



# THE ACT PUBLIC CEMETERIES BOARD AND COMMITTEE MEMBERSHIP

For the reporting period, the Board and sub-committees consisted of the following members.

Name	Roles	Number of meetings eligible to attend	Number of meetings attended
<b>Diane Kargas AM</b>	Board Chair Member all committees	18	18
<b>Pamela Burton</b>	Board member Legislative Review Taskforce Chair Audit and Risk Committee member	14	13
<b>Stephen Bartos</b>	Deputy Chair Audit and Risk Committee Chair	15	15
<b>Kathleen O'Sullivan</b>	Board member Finance Committee Chair	14	13
<b>Hamish Horne</b>	Chief Executive Officer Member all committees	18	18
<b>Jayanti Gupta</b>	Board member	11	11
<b>Kanti Jinna</b>	Board member Finance Committee member	15	13
<b>Caroline Le Couteur</b>	Board member Audit and Risk Committee member	12	12
<b>John Kalokerinos</b>	Board member Legislative Review Taskforce member	10	8



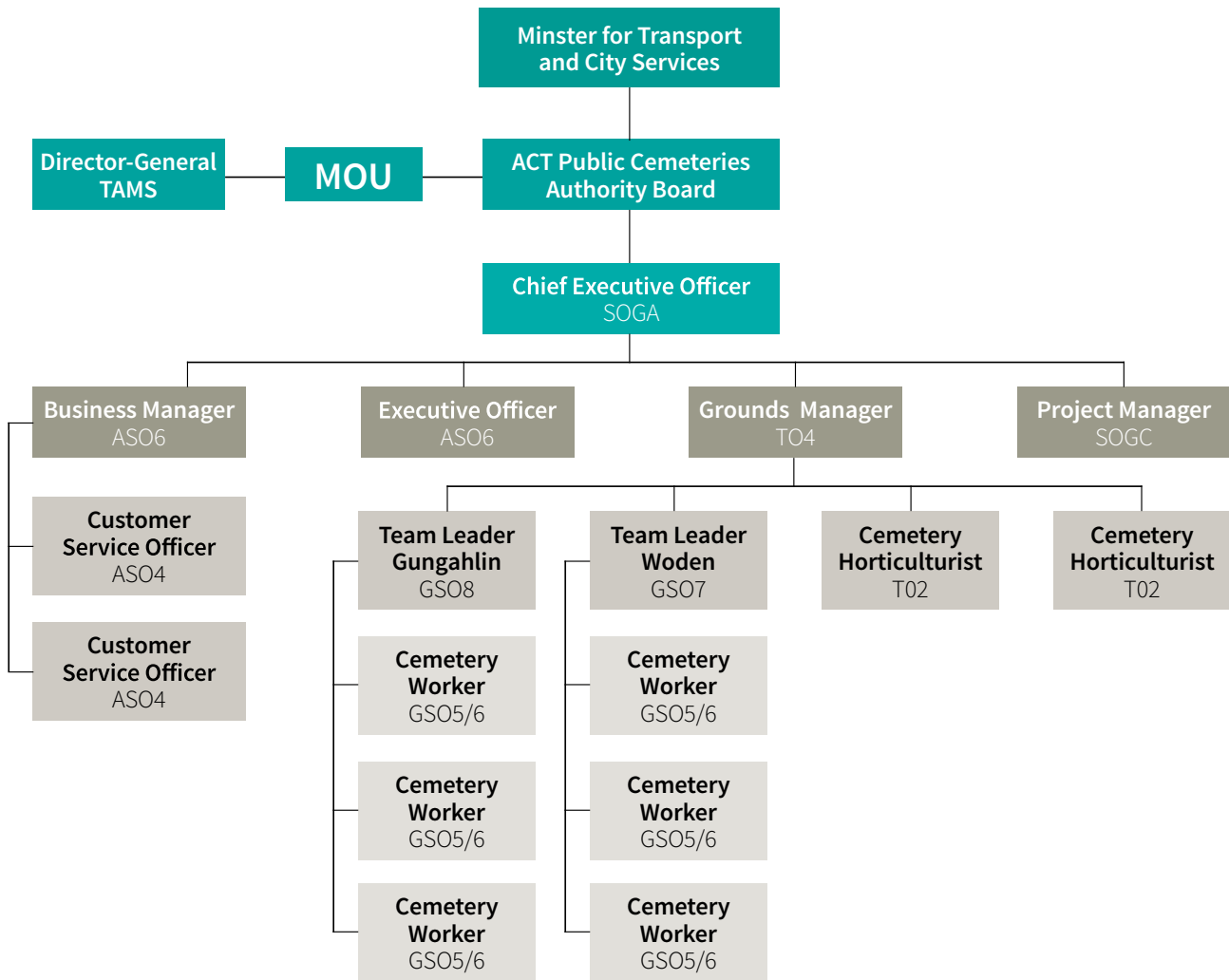
# PLANNING

For 2015-16, the following plans were used to manage the business of the Authority. Business plans and employee performance plans are reviewed annually, with others reviewed bi-annually. The Board receives regular updates from the Authority on the status of the plans.

<b>Strategic Business Plan 2015-2017</b>	<ul style="list-style-type: none"> <li>&gt; sets out what the Authority expects to achieve each year and how it will be achieved;</li> <li>&gt; includes annual action plans and timeframes for completion that are monitored by the Board at each meeting; and</li> <li>&gt; is reviewed annually and updated as required.</li> </ul>
<b>Master plans</b>	<ul style="list-style-type: none"> <li>&gt; for each precinct are being developed to ensure a strategic, structured and consistent approach to development and maintenance.</li> </ul>
<b>Performance plans</b>	<ul style="list-style-type: none"> <li>&gt; that align with the strategic business plan are maintained for all employees.</li> </ul>
<b>Policies and guidelines</b>	<ul style="list-style-type: none"> <li>&gt; include a full suite of polices and subordinate procedures that have been developed to facilitate a consistent, safe approach to Authority operations; and</li> <li>&gt; are both periodically reviewed to ensure they are current, relevant and consistent with ACT Government policy.</li> </ul>
<b>Strategic Asset Management Plan</b>	<ul style="list-style-type: none"> <li>&gt; details major assets;</li> <li>&gt; sets out criteria for acquisition, maintenance and disposal; and</li> <li>&gt; informs budget process including long term.</li> </ul>
<b>Disaster Recovery and Business Continuity Plan</b>	<ul style="list-style-type: none"> <li>&gt; sets out criteria for levels of disaster and procedures for dealing with them; and</li> <li>&gt; includes a series of attachments including contact lists and ACT Government structures for contextual purposes.</li> </ul>
<b>Fraud and Corruption Prevention Plan</b>	<ul style="list-style-type: none"> <li>&gt; includes an Authority fraud policy.</li> </ul>
<b>Risk Management Framework and Risk Register</b>	<ul style="list-style-type: none"> <li>&gt; guides all aspects of risk management ; and</li> <li>&gt; details risk assessments carried out by the Authority and how these are being addressed.</li> </ul>



# ORGANISATION CHART



## 2015-16 PRIORITIES

Each year the Board reviews the Authority's progress and how it aligns with the existing plans and the current and future needs of its customers. This exercise informs the updating of our strategic objectives and plan for the following year. In 2015-16 the Authority undertook to:

- > develop strategic Master plans for Gungahlin and Woden cemeteries;
- > extend the Woden Cemetery;
- > complete the extension to the Christ the Redeemer Mausoleum at Woden Cemetery;
- > expand and innovate Authority service offerings in accordance with contemporary community needs including scoping a new memorial hall facility to handle larger funerals and memorial events;
- > progress technology enabled innovation in services and operations;
- > continue to foster stakeholder relations and build strong partnerships;
- > employ innovative solutions to reduce the cost of maintenance, and improve the long term financial viability of the Authority;
- > continue to develop employee skills, with an emphasis on improving the efficiency of the Authority and maintaining excellence in customer service;
- > review the existing business and strategic plans to ensure the Authority remains a sustainable business;
- > implement natural burials as an option; and
- > continue working with the ACT Government toward the establishment of a framework for the development of the proposed Southern Memorial Park (SMP) to maintain burial capacity in the medium to long term in the ACT.

## THE YEAR IN REVIEW

In 2015-16, the principal activity of the Authority was the provision of body and ashes interments and associated services at an acceptable cost to the community in a commercial and professional manner. Cemetery services have continued to be delivered to a high standard. May 2016 represented the Authority's busiest month on record.

Major works undertaken and completed included a new natural burial area at Gungahlin Cemetery and the completion of an extension to the Woden Cemetery mausoleum. The new Gungahlin Cemetery office construction was completed with operations moving to the new building in December 2015. The Authority also saw an improvement in operational efficiency due to improved customer service areas and a refresh of all office equipment.

New burial areas at Gungahlin Cemetery for monumental, lawn and a children's area were also completed. The extension of Woden Cemetery was commenced in 2015-16 with completion expected in late 2017.

The percentage of families choosing either a burial option or interment of ashes in a Canberra Cemeteries precinct fell to approximately 32 percent from 38 percent a decade ago. The long term trends indicate a steady decline in the choice of a burial option in favour of cremation.

Online services, including memorialisation and digital mapping of cemetery interments, were commenced in 2015-16 to provide increased information available in an electronic format.

The Authority undertook strategic master planning activities during 2015-16 for the Gungahlin and Woden cemeteries. The master plan for Gungahlin Cemetery was completed to a final draft and will be completed in 2016. The Woden Cemetery master plan was commenced, and will continue in 2016-17, once the final scope of the Woden Cemetery extension is known. The Authority also commenced a major revision of the Strategic Business Plan to ensure the Authority remains a sustainable business.

Feedback from a survey of cemetery grounds maintenance found 93 percent of respondents as satisfied or very satisfied. Post burial visitor satisfaction was recorded at 85 percent for Woden and 94 percent for Gungahlin. Results from the Authority's funeral director's surveys also produced results of 97 percent satisfaction levels. These results reflect the Authority's customer focus and strong stakeholder relationships.

## OUTLOOK FOR 2016-17

Strategic and operational priorities to be pursued in 2016-17 include:

- > ensuring the financial viability of the Authority by adapting practices and services to meet the needs of the market;
- > maintaining the high level of services and grounds maintenance provided to the community;
- > continuing the development of strategic master plans for Gungahlin and Woden cemeteries;
- > developing and introducing new service offerings and income streams in accordance with contemporary community needs including scoping a new memorial hall facility to handle larger funerals and memorial events - options include an additional facility at Gungahlin Cemetery;
- > progressing stage one of the extension to Woden Cemetery with a view of completion by the end of 2017;
- > progressing technology enabled innovation in services and operations to increase the efficiency and effectiveness of front office operations including improved access to information on the internet and the introduction of online memorialisation services;
- > employing innovative solutions to reduce the cost of maintenance, with a view to enhancing perpetual care arrangements and the long term financial viability of the Authority;
- > continuing to develop employee skills, with an emphasis on improving the efficiency of the Authority and maintaining excellence in customer service; and
- > reviewing the existing business and strategic plans to ensure the Authority remains a sustainable business.



**PERFORMANCE  
ANALYSIS**

# PERFORMANCE ANALYSIS

Discussion of the Authority's performance is based on objectives set out in the Act, ACT Government policies and legislation, the Statement of Intent and the Authority Strategic Business Plan 2015–17.

## **OBJECTIVE: Ensure the equitable availability of interment options, and maintain burial capacity in the medium to long term for the ACT community**

In November 2015 a natural burial ground was opened at Gungahlin Cemetery. This option provides additional choice for the community, in particular for those who wish to leave a very small environmental footprint. In addition, legislation has been updated to allow for a natural burial, which includes burial in a shroud, at any cemetery in the ACT.

The Authority continues to work toward the establishment of a new burial ground, the Southern Memorial Park (SMP). Eventually this project will serve to ensure a continuation of a full range of interment options, including a crematorium for the ACT community. However, because this project will not commence in the short term, the Authority has been given approval by the Government to proceed with an extension to Woden Cemetery. This extension, which is expected to be open in 2017, will ensure that until the SMP is ready, the availability of the current range of options will be maintained for southern Canberrans.

## **OBJECTIVE: To adopt operating practices that safeguards the environment and the health and safety of staff and visitors**

The Authority continues to employ a number of strategies to reduce its environmental impact including recycling all organic material on-site, reducing water use and minimising run-off, and a range of other practices, such as recycling of office and general waste.

In 2015-16 the Authority continued the program to convert our lawn areas to warm season grass species to improve the amenity of the cemeteries and reduce water use and maintenance costs. This saw the majority of water used at Gungahlin Cemetery coming from surface and bore sources including second class water supply from the Flemington Ponds system instigated by the Environment and Planning Directorate.

The Workplace Health and Safety (WHS) Committee oversees health and safety and carries out safety audits in order to make recommendations to management regarding issues and changes to work practices that may improve the health and safety of staff and visitors.

The Authority worked with the TAMS WHS team to ensure that all health and safety requirements are met. Employee health and safety will continue to be an area of focus. WHS is also reviewed by the Board and its Audit and Risk Management Committee.

Training continues to be a high priority. Specific training conducted during the year included First Aid, Health and Safety Representative training and chainsaw operation. A number of employees attended seminars at the annual conference of the Cemetery and Crematoria Association held in Canberra in November 2015.

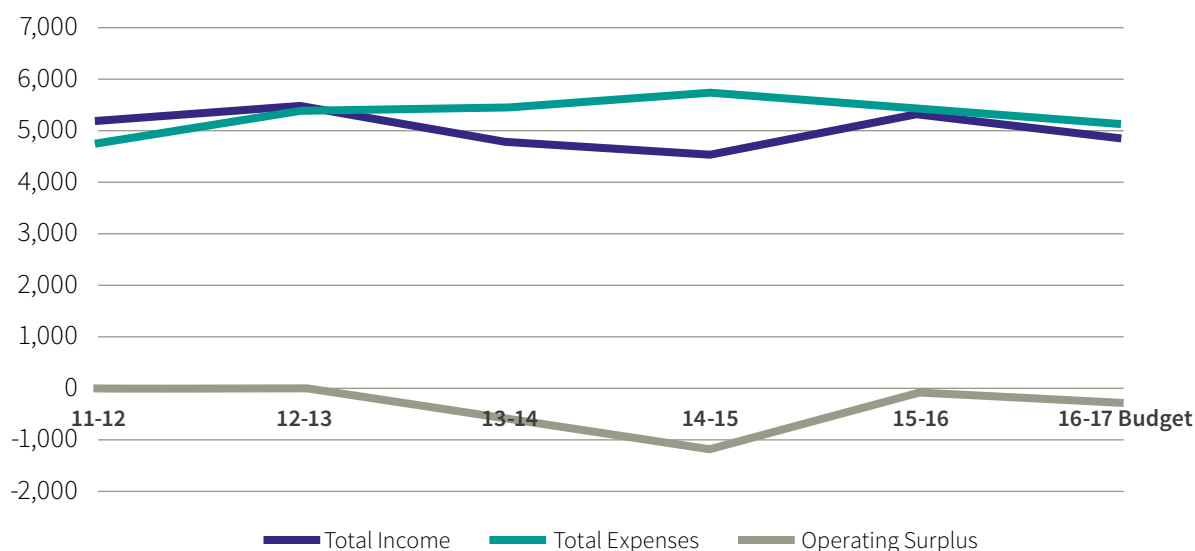
All employees were offered inoculations against influenza with the majority accepting the offer.

## OBJECTIVE: Operating as an efficient Government business with a strong customer service focus

Due to changes in the procedures for calculating the transfer of funds to Perpetual Care Trusts (PCTs), following the budget for 2015-16, the outcome for the year is lower than expected. In addition, there was a significant net payment required at the beginning of 2015-16 to bring the trusts into line with the procedures for 2014-15.

These changes have affected all areas of the Authority's finances, Operating Statement, Balance Sheet and Cash Flow. Figure 1. Shows the effect of the changes compared to recent years.

FIGURE 1: OPERATING OUTCOMES



Earning rates (Table 1) reflect a significant change in accounting practice in 2012-13, which saw the final step of the change to managing graves as inventory and a restructuring of PCT accounts. Both changes required significant movement of funds in the Operating Statement that produced a below budget result and less than optimal earning rates. Policy changes in 2014-15 resulted in a significant reduction in income from PCT funds in that year and 2013-14. This affect has now flowed through to 2015-16. For more detailed explanation, please refer to the financial management section of this report.

TABLE 1: EARNING RATES

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
<b>Return on assets</b>	2.2%	3.3%	(0.2%)	(1.0%)	(6.5%)	(0.006%)
<b>Return on equity</b>	3.5%	5.4%	(0.4%)	2.0%	(16.6%)	(0.01%)

Fees for standard burial options across ACT cemeteries are maintained within the price range of similar cemeteries across Australia.

In the years prior to 2012-13 both liquidity and equity had seen strong and steady growth. However, the application of PCT guidelines introduced by the Regulator in 2014-15 means that without structural changes positive outcomes in the near future are unlikely. Additionally the review currently in progress of the PCT framework adds some uncertainty to the future. The Authority expects that whatever the outcome of the review, changes will be required to budget expectations from both service levels and interment options provided by the Authority to ensure positive financial outcomes.

The Authority strives to provide high quality service to its customers, business partners and other stakeholders. The low level of complaint and the high level of expressed satisfaction from customers, business partners and other stakeholders reflect the high level of service delivered by the Authority.

The Authority maintained its cemeteries and performed its services at levels that were rated consistently satisfied by respondents.

The annual customer service survey question on maintenance of grounds at cemeteries achieved a satisfaction level of 93 percent made up of 25 percent of respondents who were very satisfied and 68 percent who were satisfied. This is a very similar result to results from 2014-15.







# GOVERNANCE AND ACCOUNTABILITY

- > OVERVIEW
- > SCRUTINY
- > RISK MANAGEMENT
  - > INTERNAL AUDIT
- > FRAUD PREVENTION
- > WORKFORCE PLANNING AND MANAGEMENT
  - > WORK HEALTH AND SAFETY
- > ECOLOGICALLY SUSTAINABLE DEVELOPMENT

## OVERVIEW

The Board is ultimately responsible to the Minister for the good governance and successful operations of the Authority. In addition to the *Cemeteries and Crematoria Act 2003* and the *Financial Management Act 1996* which together, in principle, serve as its constitution, the Board operates under a charter, developed and approved by the Board. The Charter sets out the role, responsibilities and authority of the Board, the Chair, individual members and the CEO within the governance framework of the ACT Government. From this flows all policies and practices of the Board and the Authority and its relationships, lines of communication, management and probity frameworks with its stakeholders which include the Minister, TAMS, Authority employees, business partners and the community. Board members and Authority employees are all familiar with the underpinning concepts of transparency, accountability, responsiveness and fair play.

The principles of the ACT Public Service Respect, Equity and Diversity Framework are observed in our daily work which we hold especially important given the nature of the service we provide to the community.

The Board oversees risk management through its Audit and Risk Committee and a program of internal audits carried out by external specialists. Underpinning risk management is a risk register that is monitored by the Committee and informs the development of the internal audit program. In addition to the Board, TAMS provides additional oversight and advice to the Authority in all aspects of its operations. TAMS and the Authority operate under a memorandum of understanding which sets out the reporting and authority responsibilities of each party. TAMS also provides the Authority with employee and human resources support.

## SCRUTINY

The following is a report on progress against recommendations made by the Auditor General.

**TABLE 2: AUDITOR-GENERAL'S FINAL REPORT 2015: ACT PUBLIC CEMETERIES AUTHORITY AND PERPETUAL CARE TRUSTS FINAL AUDIT MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2015**

Recommendation and summary	Action and status
<p>The Authority should:</p> <ul style="list-style-type: none"> <li>(i) review the Reserve Accounts of all Trusts to ensure the correct amount of cash and investments are held in the Reserve Accounts;</li> <li>(ii) as necessary following the review, correct any shortfalls in amounts in the Reserve Accounts as soon as possible by transferring the required funds to the Trusts;</li> <li>(iii) develop and implement procedures for the regular (i.e. at least annually) review of the Reserve Accounts to check that all required amounts have been transferred into the cash or investments held for the Reserve Accounts.</li> </ul>	<p><b>Completed</b></p> <ul style="list-style-type: none"> <li>(i) Review completed.</li> <li>(ii) Shortfalls and over payments have been transferred to the correct accounts.</li> </ul> <p><b>In progress</b></p> <ul style="list-style-type: none"> <li>(iii) Procedures for end of year review have been developed and will be implemented during the end of year processing of accounts.</li> </ul>

## RISK MANAGEMENT

Risk management is managed under the Authority's Risk Management Framework (the Framework).

The aim of the Framework is to identify and reduce risks within the Authority by implementing strategies to reduce the impact of identified risks occurring, thus avoiding cost to people and property and allowing for the ongoing continuity of business.

The Framework applies to all aspects of our business including the purchase of fixed and portable assets and consumables; staffing and workplace health and safety; information technology; and project planning.

It is the responsibility of all employees to report risks as they are identified to allow for management to analyse the potential risks and introduce strategies to mitigate these risks where possible. The overall responsibility for the Framework lies with the Board and CEO.

The Authority's Disaster Recovery and Business Continuity Plan was reviewed and updated in February 2016.

The Authority's risk register is considered a live document in the current risk management standard format.

## INTERNAL AUDIT

For 2015-16 the Audit and Risk Committee continued to administer the internal audit program with audits conducted by Synergy, an independent audit provider.

The main role of this committee is to provide recommendations and advice to the Board on risk management activities, including internal audits that have been carried out.

In particular, the Audit and Risk Committee is responsible for:

- > reviewing whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of financial and business risks, including fraud;
- > reviewing whether a sound and effective approach has been followed in developing strategic risk management plans;
- > acting as a forum for communication between the Board and internal and external auditors;
- > reviewing the internal audit coverage and annual work plan;
- > reviewing all audit reports and providing advice to the Board on significant issues;
- > monitoring the implementation of internal audit recommendations;
- > recommending the selection of an internal auditor (excluding audit work directed by TAMS); and
- > periodically reviewing the performance of internal audit.

The Committee currently comprises three Board members and the CEO and meets quarterly with extra meetings convened as required. Minutes of all committee meetings are agreed out of session, so that they can be submitted to the next board meeting.

TABLE 3: MEMBERSHIP OF THE AUDIT AND RISK COMMITTEE FOR 2015-16

Member	Position	Number of meeting eligible to attend	Number of meetings attended
Stephen Bartos	Chair	4	4
Pamela Burton	Member	4	4
Diane Kargas	Member	4	4
Hamish Horne	Member	4	4
Caroline Le Couteur	Member	3	3

## FRAUD PREVENTION

Plans for the management of fraud and corruption have been developed based on the TAMS model which includes business continuity and risk management plans.

The Authority's fraud policy and fraud control plans are due to be reviewed in July 2016.

Operating and business procedures are reviewed as required, strengthening outputs, reducing the potential for fraudulent activity and streamlining office productivity.

The Authority received no reports or allegations of fraud or corruption during the year.

## WORKFORCE PLANNING AND MANAGEMENT

The day-to-day management of employees is the responsibility of the CEO.

TAMS Human Resources provide support and oversight in all workforce related matters. The Authority's reporting requirements for workforce profiles and Attraction and Retention Initiatives required by the Annual Report Directions are included in the TAMS Annual Report 2015-16.

The Authority is a small agency and the workforce has, by necessity, a wide range of skills and some are multi-skilled. In order to maintain a continuous service for the community, contractors are used to ensure resources are available when necessary. Cemetery employees are deployed flexibly and move between cemeteries to maintain operational status. Over the last decade, 100 percent of graves were prepared on time and the Authority is very proud of this record.

While we operate in a very conservative and traditional space, burial practices and customer needs are changing at an ever increasing pace and our planning and ability to manage change is critically important if we expect to meet community expectations.

Duties and skills required by the Authority include:

- > general administration, bookkeeping and operational support, including the ability to be flexible and adapt to meet the needs of over 30 denominations and 14 burial and interment practices;

- > customer service that is both efficient and empathetic to cemetery customers, funeral directors and the public;
- > secretarial and logistical support for the Board;
- > planning and policy formulation, much of which is specific and tailored to the cemetery industry;
- > horticultural maintenance, including large areas of manicured turf and gardens;
- > arboriculture for our significant areas of forest and heritage listed exotic trees;
- > grave digging operations across a wide variety of options and denomination requirements including the preparation and installation of new burial areas and features; and
- > operation and maintenance of a wide range of horticulture specific plant and equipment for both grounds maintenance and cemetery specific activities.

Employees are required to maintain minimum levels of training, which for non-office based employees includes certification for various types of plant and equipment, industry specific safety procedures and chemical handling. Employees are encouraged to enhance their skills where possible.

All employees have performance agreements in place which set out performance measures, areas for improvement and a tailored training program for the year. Agreements are reviewed twice per year.

In recent years structural staffing changes have been made to better reflect the levels of responsibility and difficulty of work. These changes provide greater flexibility and a career path in the Authority and ultimately the ACT Government.

During 2015-16 the following training was completed by cemetery employees.

**TABLE 4: TRAINING UNDERTAKEN BY CEMETERY EMPLOYEES IN 2015-16**

<b>Training course</b>	<b>Convener</b>	<b>Number attending</b>
Provide First Aid	Parasol EMT	10
Cemeteries and Crematoria NSW Conference	CCA NSW	4
Level 1 Chainsaw	Lemke Timber Training	2
Australasian Cemeteries and Crematoria Association Conference	ACCA	1
Chemical Handling Certificate III	Chemcert Training Group	1
Health and Safety Representative: Initial course	SRC Solutions Pty Ltd	1
Health and Safety Representative: Refresher	SRC Solutions Pty Ltd	1
Closed Circuit Television - User	In House	3
Enterprise Sustainability Platform Reporting System	Environment and Planning Directorate	2

## WORK HEALTH AND SAFETY

The Authority continues to be proactive in maintaining and improving WHS, with a WHS Committee that oversees the processes of health and safety inspections. WHS Representatives (two) are elected by employees and are members of the WHS Committee. The WHS Committee meets quarterly.

The Authority has developed policy and procedure manuals to cover all aspects of cemetery work including the higher risk areas of grave digging and grounds maintenance. The policy manual clearly sets out the rights and responsibilities of all employees and provides clear guidelines on the required approach to all aspects of work. The procedure manual identifies associated hazards and risks and documents the minimum steps required to complete each cemetery specific task.

Procedures and policies are reviewed annually and modified and updated as required to meet changing requirements.

Employees have received training to meet statutory requirements and where possible enhanced and advanced training was offered. All non-office based employees have attended training in hazard identification tailored for cemetery conditions. For the majority of the year most employees held current first aid certification.

The Authority has developed a WHS risk register which is updated as required. Quarterly safety inspections, using checklists based on the risk register, are carried out by appropriate teams of management and WHS staff. Remedial action plans are formulated to address shortcomings and new requirements. WHS is a permanent agenda item at employee meetings.

Promotion of the Employee Assistance Program has continued via workplace posters, brochures and wallet inserts for all employees.

Employees are encouraged to return to work as soon as practicable after time off from work due to injury and allowance is made for those who have limited capacity after injury. This process is supported by TAMS Human Resources who provide individual case managers as required.

There were two accident/incident reports in 2015-16. One claim for workers compensation was closed during 2015-16. Total number of lost days due to injury was zero. One prior year compensation claim remains open.

## ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The Authority recycles the majority of organic waste products generated on-site. Materials such as leaves and clippings are composted at both Woden and Gungahlin cemeteries for reuse on-site. Log waste is chipped and used as mulch. Organic street sweepings from the surrounding suburbs are also used for mulching and composting.

Waste paper and cardboard are recycled, as are toner cartridges. Serviceable but excess or superseded equipment is sold or traded in on replacements whenever possible. Unsaleable computer equipment is donated or disposed through approved drop-off centres.

Clean fill generated from grave digging at both Woden and Gungahlin cemeteries is reused in the development of new burial areas at Gungahlin.

Canberra's main public cemeteries are principally lawn cemeteries with turf under irrigation. Ongoing water restrictions have necessitated a reduction in water use. A program to replace cool season grasses with warm season grasses to reduce water use, mowing frequency and other maintenance costs is approximately 60 percent complete and will continue over coming years.

Woden Cemetery is watered entirely using potable water. Hall Cemetery has no irrigation. At present, in a normal rainfall year, about half the water used at Gungahlin Cemetery is from a dam and bore system, the remainder is supplemented from potable water as required. In 2015-16 more than 90 percent of water used came from bore and surface water collected onsite.

A non-potable water supply has been plumbed into the Gungahlin Cemetery irrigation system. This came into use in 2016 and significantly reduced the need to use potable water for irrigation.

Portions of both Gungahlin and Woden cemeteries that do not contain burials or memorials are not irrigated and this will remain unchanged for the foreseeable future. Dry grassland species have been over sown in these locations where appropriate.

In November 2015 a natural burial option was introduced at Gungahlin Cemetery. The ethos of natural burial requires that only natural biodegradable material be permitted in a grave. Additionally, this option makes use of forest areas within cemetery grounds that would not otherwise be used.

## ENERGY REDUCTION STRATEGIES

Strategies to achieve energy reduction include:

- > timers and thermostats on all fixed heating and cooling equipment;
- > insulated curtains and double glazing of windows;
- > regular reminders to be conscious of and adopt energy saving strategies;
- > light fittings in new office using LED or compact fluorescent bulbs;
- > conversion of turf to lower maintenance varieties;
- > irrigation system upgrades; and
- > evaluating vehicle purchases for fuel efficiency as part of procurement procedures.

TABLE 5: SUSTAINABLE DEVELOPMENT PERFORMANCE FOR 2014-15 AND 2015-16

Sustainable development performance 2014-15 and 2015-16				
Indicator as at 30 June 2016	Unit	2014-15	2015-16	Percentage change
<b>Agency staff and area</b>				
Agency staff	FTE	18	18	0%
Workplace floor area	Area (m <sup>2</sup> )	191	240	26%
<b>Stationary energy usage</b>				
Electricity use	Kilowatt hours	55,595	66,591	20% <sup>1</sup>
Renewable electricity use	Kilowatt hours	0	0	N/A
Natural gas use	Mega joules	0	0	N/A
<b>Transport fuel usage<sup>2</sup></b>				
Total number of vehicles	Number	19	19	0%
Total kilometres travelled	Kilometres			N/A
Fuel use – Petrol	Kilolitres	2.1	0.84	-60%
Fuel use – Diesel	Kilolitres	16.1	14.24	-12%
Fuel use – Liquid Petroleum Gas (LPG)	Kilolitres	0	0	
Fuel use – Compressed Natural Gas (CNG)	Kilolitres	0	0	
<b>Water usage</b>				
Water use	Kilolitres	43,973	41,539	-6%
<b>Resource efficiency and waste</b>				
Reams of paper purchased	Reams	73	100	37%
Recycled content of paper purchased	Percentage	88	100	14%
Waste to landfill	Litres	54,000	54,000	0%
Co-mingled material recycled	Litres	0	0	
Paper and cardboard recycled (incl. secure paper)	Litres	24720	21,720	-12%
Organic material recycled	Litres	1,000,000	100,020	-90% <sup>3</sup>
<b>Greenhouse gas emissions</b>				
Emissions from stationary energy use	Tonnes CO <sub>2</sub> -e	44.59	49.48	11%
Emissions from transport	Tonnes CO <sub>2</sub> -e	52.79	43.44	-18%
Total emissions	Tonnes CO <sub>2</sub> -e	97.38	92.92	-5%

<sup>1</sup> Increase in electricity use is due to an increase in floor area for the administration office during 2015-16. Further assessment of energy use will be undertaken during 2016-17 to manage this increase.

<sup>2</sup> This measurement does not include kilometers travelled as the primary user of transport fuels for the Authority are plant and off road vehicles that do not measure kilometers travelled.

<sup>3</sup> This reduction in organic material recycled is due to 2014-15 figures containing significant amounts of excavation material that was not produced in 2015-16.







# FINANCIAL MANAGEMENT

- > FINANCIAL MANAGEMENT ANALYSIS
- > STATEMENT OF PERFORMANCE
- > CAPITAL WORKS
- > ASSET MANAGEMENT
- > FINANCIAL STATEMENTS

# FINANCIAL MANAGEMENT DISCUSSION AND ANALYSIS

## ACT PUBLIC CEMETERIES AUTHORITY FOR THE YEAR ENDED 30 JUNE 2016

### GENERAL OVERVIEW

#### Objectives

The Authority is responsible for all earth burials in the ACT. It maintains three cemeteries in the Canberra region, located at Gungahlin, Hall and Woden. The Authority was established under the *Cemeteries and Crematoria Act 2003* (the Act) and is self-funded. The main source of revenue is income from burials, reservations and returns earned on invested funds.

The Act allows for private cemeteries to operate within the ACT and requires a Perpetual Care Trust (PCT) to be established for each cemetery. Each PCT is comprised of two parts, one for current maintenance and one for future maintenance (The PCT Reserve), which is intended to provide for maintenance for each site in perpetuity. The Minister has set a percentage of income that must be paid into each fund. Following a review of the PCT fund arrangements, the PCT Fund Percentage, Reserve Percentage and Review Date (the

date by which the percentages must be reviewed) were updated in 2015 giving the Authority a basis on which to plan for future financial needs.

#### Risk Management

The Authority's approach to risk management provides clients with assurance that the Authority can deliver low risk/high value services. The Authority has developed a Strategic Business Plan, Risk Register, Business Continuity Plan and Fraud and Corruption Prevention Plan. These are considered live documents and are subject to continual change.

### FINANCIAL PERFORMANCE

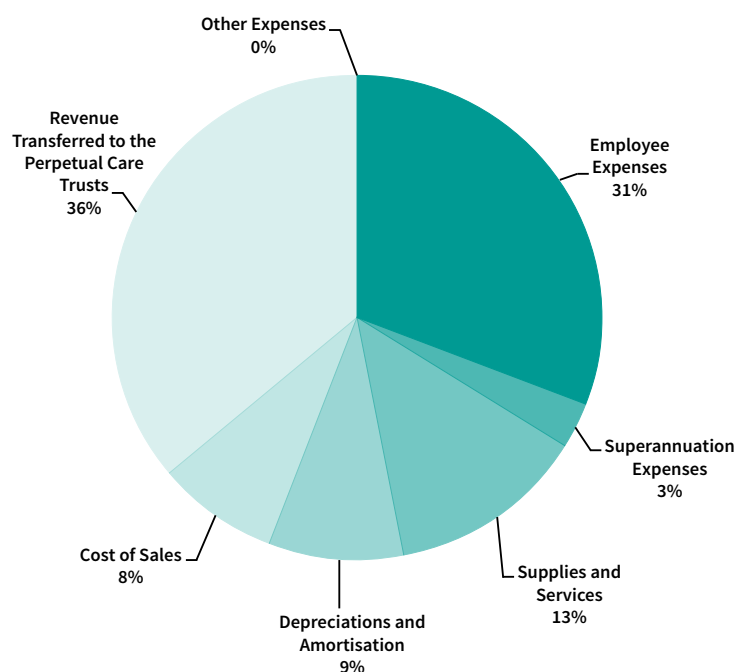
The following financial information is based on the budget estimates contained in the 2015-16 Statement of Intent and audited Financial Statements for 2015-16.

#### Expenditure

##### 1. Components of Expenditure

Figure 2 indicates the components of the Authority's expenditure to June 2016 with the largest component of expenditure, excluding PCT fund contributions, is employee expenses which represents 31 percent (\$1.672 million) of ordinary activities. While a larger actual proportion, 36 percent (\$1.938 million), PCT Contributions are in effect, offset against PCT Drawdowns (see Income below). PCT Contributions are calculated as a percentage of burial related income (as described in Objectives above).

FIGURE 2: COMPONENTS OF EXPENDITURE IN 2015-2016



## 2. Comparison to Budget

Total expenditure of \$5.398 million was \$0.366 million, or 6.3 percent below the 2015-16 Budget. This principally reflects lower than budgeted supplies and services mainly due to lower than normal water usage, lower than budgeted employee expenses due to a reduced number of full time equivalent employees, including temporary staff, and lower funds transferred to the PCT funds due to lower than expected income levels. These were partially offset by higher than budgeted depreciation from addition of a new office building.

## 3. Comparison to 2014-15 Actual Expenditure

Total expenditure was \$0.339 million, or 5.9 percent lower than the 2014-15 actual result. This principally related to lower costs for employee expenses and supplies and services as described above.

## 4. Future Trends

While this year saw reductions in expenditure, annual increases are expected in the short term, by approximately the Consumer Price Index (CPI). It is expected that in the short term cost of sales and

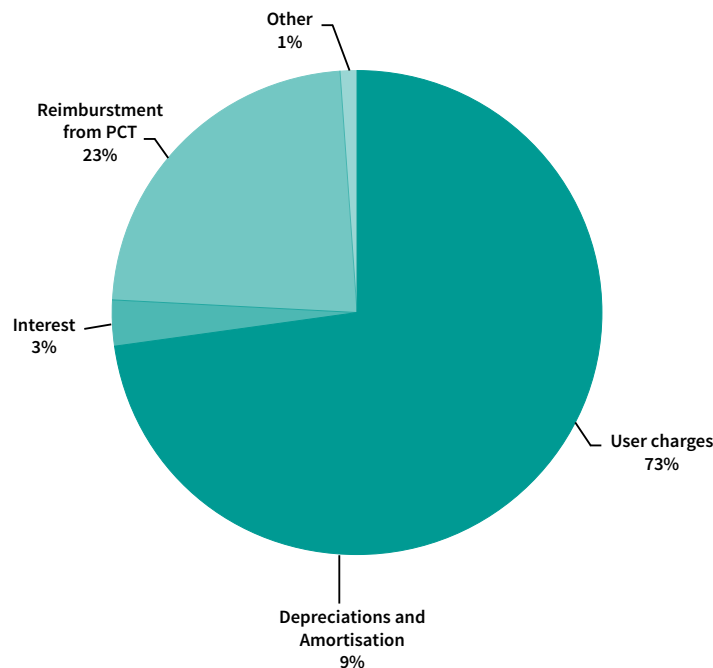
maintenance will increase by above CPI due to the installation of a number of new burial areas including the mausoleum at Woden Cemetery and the proposed extension of Woden Cemetery.

## Income

### 1. Components of Income

Figure 3 below indicates that for the year ended 30 June 2016 the Authority received 96 percent of its total income of \$5.324 million from user charges – Non-ACT Government. This comprises income from the sale of allotments and burial services to the ACT community in 2015-16 (73 percent) and reimbursement of maintenance from Perpetual Care Trusts (23 percent). These reimbursements are calculated using the model provided by TAMS for this purpose. The majority of the remainder of the Authority's income is derived from interest from investments which has reduced in recent years due to falling interest rates and a reduction in funds invested to fund capital projects. It should be noted that in 2015-16 above normal income was derived from the sale of crypts in the new wings of the mausoleum at Woden Cemetery.

FIGURE 3: COMPONENTS OF INCOME IN 2015-2016



## 2. Comparison to Budget

Total income for the period ending 30 June 2016 was \$5.324 million, which including reimbursements from Perpetual Care Trusts, was \$0.464 million lower than the 2015-16 Budget of \$5.788 million. Revenue from User Charges non-ACT Government was below budget by 2.6 percent principally due to lower than normal sales of reservations (pre-need allotments). The total of the other revenue for the period ending 30 June 2016 including earnings from investments and reimbursements from Perpetual Care Trusts was below budget by 17.4 percent. This principally related to: a) lower interest rates and lower principal invested resulting in lower returns and b) lower reimbursements from Perpetual Care Trusts due to a change in the method of calculating the reimbursements.

## 3. Comparison to 2014-15 Actual Income

Total income for 2015-16 was \$0.773 million, or 17 percent higher than the 2014-15 actual result. This principally represented above normal income from the sale of crypts in the new wings of the mausoleum at Woden Cemetery.

## 4. Future Trends

Total income for 2016-17 is budgeted to decrease by 8.6 percent compared to 2015-16 Actual income due to lower income from the mausoleum. This will be assessed annually as it is assumed for this calculation that there will be similar numbers of burials and a similar mix of allotment types sold in future.

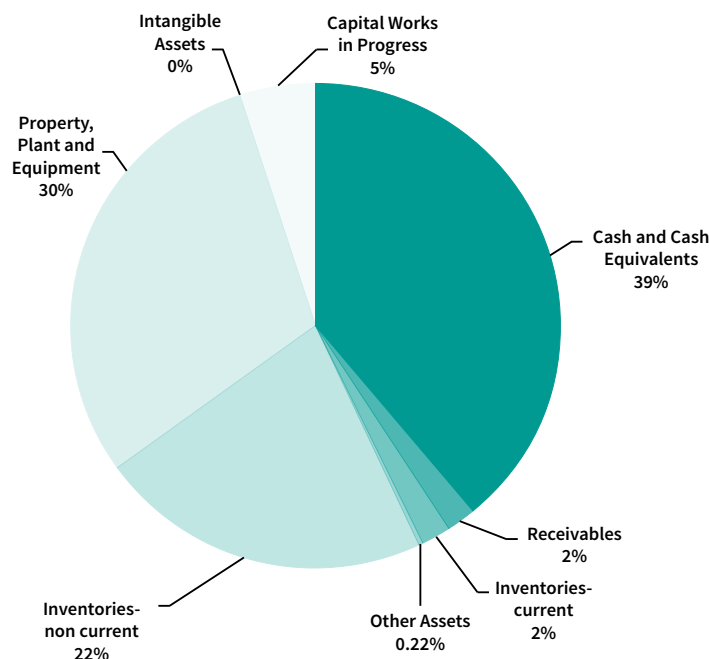
# FINANCIAL POSITION

## Total Assets

### 1. Components of Total Assets

Figure 4 below indicates that at 30 June 2016, the Authority held 30 percent of its assets in Property, Plant and Equipment and 39 percent in Cash and Cash Equivalents. A further 22 percent of assets represent non-current inventories which comprise inventories which are ready for sale but not expected to be sold in the next 12 months.

FIGURE 4 - TOTAL ASSETS BREAKDOWN AT 30 JUNE 2016



## 2. Comparison to Budget

The total asset position at 30 June 2016 is \$13.797 million which is \$2.567 or 16 percent lower than the budgeted position of \$16.364 million. This was due mainly to lower Current and Non-current receivables from Perpetual Care Trusts due to a change in the in method for calculating reimbursements from Perpetual Care Trusts that came into effect in June 2015.

## 3. Comparison to Actuals at 30 June 2015

The Authority's total asset position is \$1.798 million or 11.5 percent lower than the 2014-15 actual result of

\$15.595 million which resulted principally from the use of cash for payables to Perpetual Care Trusts of \$1.5 million in line with the changed method for calculating reimbursements from Perpetual Care Trusts which came into effect in June 2015.

## 4. Liquidity

'Liquidity' is the ability of the Authority to satisfy its short-term debts as they fall due. A common indicator for liquidity is the current ratio, which compares the ability to fund short-term liabilities from short-term assets. Table 6 indicates the liquidity position of the Authority.

TABLE 6 – CURRENT RATIO

Description	Prior Year Actual \$'000s 2015	Current Year Budget \$'000s 2016	Current Year Actual \$'000s 2016	Forward Year Budget \$'000s 2017	Forward Year Budget \$'000s 2018	Forward Year Budget \$'000s 2019
<b>30 June</b>						
<b>Current assets</b>	<b>8,590</b>	<b>6,431</b>	<b>5,968</b>	<b>5,127</b>	<b>4,709</b>	<b>4,473</b>
> Payables	2,467	605	374	955	965	975
> Employee benefits	436	577	505	683	807	931
> Revenue received in advance Current liabilities	6,161	243	6,534	982	1,105	1,228
<b>Current liabilities</b>	<b>9,064</b>	<b>1,425</b>	<b>7,413</b>	<b>2,620</b>	<b>2,877</b>	<b>3,134</b>
Add: revenue received in advance - Note 1	-	5,591	-	5,425	5,425	5,425
<b>Current liabilities (corrected)</b>	<b>9,064</b>	<b>7,016</b>	<b>7,413</b>	<b>8,045</b>	<b>8,302</b>	<b>8,559</b>
<b>Net current (liabilities) (corrected)</b>	<b>(474)</b>	<b>(585)</b>	<b>(1,445)</b>	<b>(2,918)</b>	<b>(3,593)</b>	<b>(4,086)</b>
<b>Current ratio (corrected) – Note 1</b>	0.95	0.92	0.81	0.64	0.57	0.52
<b>Current liabilities (corrected) – Note 2</b>	<b>9,064</b>	<b>7,016</b>	<b>7,413</b>	<b>8,045</b>	<b>8,302</b>	<b>8,559</b>
Less: Employee benefits estimated to be payable after 12 months – Note 2	(435)		(463)			
<b>Less: Revenue Received in Advance estimated to be recognised as revenue after 12 Months – Note 2</b>	<b>(5,545)</b>		<b>(5,880)</b>			
<b>Current liabilities (adjusted)</b>	<b>3,084</b>		<b>1,070</b>			
<b>Net current assets (adjusted)</b>	<b>5,980</b>		<b>4,898</b>			
<b>Current ratio (adjusted) – Note 3</b>	<b>2.79</b>		<b>5.57</b>			

**Note 1:** Revenue received in advance was incorrectly classified as a non-current liability in the 2015-16 Budget Estimates when it should have been classified as a current liability. This classification error has been corrected in the above table.

**Note 2:** Current liabilities as presented in the financial statements are required to be classified as a current liability where the Authority does not have the unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

**Note 3:** For the purpose of analysing the Authority's current position at 30 June 2016, the Authority has adjusted the current liabilities to exclude the estimated amount of employee benefits that are not expected to be payable and revenue that is not expected to be recognised as revenue within the next 12 months. (See Authority Financial Statements: These estimates are disclosed in Note 23 Employee Benefits and Note 24 Revenue Received in Advance of the financial statements).

The Authority's current ratio (corrected) at 30 June 2016 of 0.81 is weaker than the budgeted ratio of 0.92. A ratio of less than one indicates that the Authority

may not be able to meet all current liabilities if they had to be met within 12 months of the reporting date.

Liabilities are classified as current in the financial statements because they cannot be deferred; even though most are not expected to be paid (employee benefits) or recognised as revenue (received in advance) within 12 months of the reporting date. Therefore, a better indication of the Authority's short-term financial position is provided by excluding the estimated amount of employee benefits that are not expected to be paid and revenue in advance that is not expected to be recognised as revenue within 12 months of the reporting date.

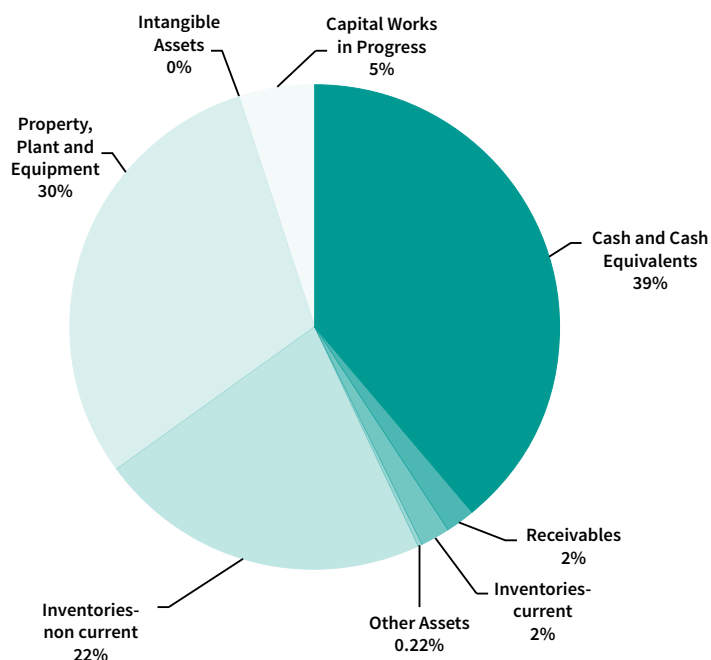
When reported current liabilities are adjusted to exclude these amounts, the Authority's current assets (\$5.968 million) exceed its adjusted current liabilities (\$1.070 million) by \$4.898 million and the adjusted current ratio is 5.57 at 30 June 2016. This indicates the Authority can pay its debts in the short-term.

The ability of the Authority to meet its future obligations will be monitored by the Authority on a regular basis and reviewed annually.

## Total Liabilities

Figure 5 below indicates that the majority of the Authority's liabilities relate to Fees Received in Advance (88 percent).

FIGURE 5: TOTAL LIABILITIES BREAKDOWN AT 30 JUNE 2016



The Authority's liabilities at 30 June 2016 of \$7.429 million is higher than budgeted by 4.8 percent, which principally reflects higher than expected revenue received in advance which has not been recognised as income in 2016.

Total liabilities are \$1.724 million lower than the 2015 actual results of \$9.154 million which reflected one-off payables to the Perpetual Care Trusts required to meet changes to the method for calculating reimbursements to Perpetual Care Trusts.

## REPORT OF FACTUAL FINDINGS

### ACT PUBLIC CEMETERIES AUTHORITY

To the Members of the ACT Legislative Assembly

#### Report on the statement of performance

The statement of performance of the ACT Public Cemeteries Authority (the Authority) for the year ended 30 June 2016 has been reviewed.

#### Responsibility for the statement of performance

The Governing Board of the Authority is responsible for the preparation and fair presentation of the statement of performance in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate records and internal controls that are designed to prevent and detect fraud and error, and the systems and procedures used to measure the results reported in the statement of performance.

#### The auditor's responsibility

Under the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2016*, I am responsible for providing a report of factual findings on the statement of performance.

This review was conducted in accordance with Australian Auditing Standards applicable to review engagements, to provide assurance that the results of the accountability indicators reported in the statement of performance have been fairly presented in accordance with the *Financial Management Act 1996*.

A review is primarily limited to making inquiries with representatives of the Authority, performing analytical and other review procedures and examining other available evidence. These review procedures do not provide all of the evidence that would be required in an audit, therefore, the level of assurance provided is less than that given in an audit. An audit has not been performed and no audit opinion is being expressed on the statement of performance.

The review did not include an assessment of the relevance or appropriateness of the accountability indicators reported in the statement of performance or the related performance targets.

No opinion is expressed on the accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations.

### **Electronic presentation of the statement of performance**

Those viewing an electronic presentation of this statement of performance should note that the review does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from this statement. If users of the statement of performance are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the reviewed statement of performance to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the review.

### **Review opinion**

Based on the review procedures, no matters have come to my attention which indicate that the results of the accountability indicators, reported in the statement of performance of the Authority for the year ended 30 June 2016, are not fairly presented in accordance with the *Financial Management Act 1996*.

This review opinion should be read in conjunction with the other information disclosed in this report.



Bernie Sheville  
Director, Financial Audits  
7 September 2016



ACT Public Cemeteries Authority  
Statement of Performance  
For the Year Ended 30 June 2016

## Statement of Responsibility

In my opinion, the Statement of Performance is in agreement with the Authority's records and fairly reflects the service performance of the Authority for the year ended 30 June 2016 and also fairly reflects the judgements exercised in preparing it.



Stephen Bartos

Chair

ACT Public Cemeteries Authority

5 Sept. 2016

**ACT Public Cemeteries Authority  
Statement of Performance  
For the Year Ended 30 June 2016**

<b>Statement of Intent Accountability Indicators</b>	<b>Original Target 2015-16</b>	<b>Actual Result 2015-16</b>	<b>% Variance from Original Target</b>	<b>Explanation of Material Variances</b>
a) Number of clients choosing to do business with Canberra Cemeteries, proportional to the number of deaths annually (ACT)	35%	32%	-9%	-
b) Level of client and stakeholder satisfaction with Canberra Cemeteries	98%	93%	-5%	-
c) Level of unsatisfied clients and stakeholders matters resolved by Canberra Cemeteries' operations	100%	100%	-	-

The above Statement of Performance should be read in conjunction with the accompanying notes.

**Explanation of Accountability Indicators**

- a) Death statistics are sourced and extrapolated from the Australian Bureau of Statistics (3101.0 Australian Demographic Statistics, December 2015- released June 2016). The annual number of deaths is calculated using the number average of deaths in the previous three years. The number of clients choosing to do business with Canberra Cemeteries is actual numbers of burials for the year ending 30 June 2016. Please see Attachment 1 for more detail and breakdown of burial statistics.
- b) Level of client satisfaction is obtained by conducting a survey of funeral directors who regularly access Canberra Cemeteries and supported by a post burial satisfaction survey provided to all willing clients.

The survey to funeral directors asks them to provide an overall assessment of Canberra Cemeteries' performance as a percentage. An average score is calculated from the responses. All five local funeral directors provided a response although one chose not to provide comments.

The post burial survey is sent to families following each burial on an opt-out basis. Surveys are not sent to those who do not wish to take part. Surveys comprise five questions covering customer service, burial arrangements and cemetery presentation in a five tier rating format. Only "top two" (good and excellent) responses count towards "satisfaction". An average score is calculated from the responses. 15 responses were received from 398 surveys sent out. A low response rate is normal due the very difficult emotional circumstances for families. The response rate was consistent with last year. For 2015-16 an average 90% of responses were good or excellent. While this is not

**ACT Public Cemeteries Authority  
Statement of Performance  
For the Year Ended 30 June 2016**

- c) Details are extracted from a computerised customer service system which is used to manage and track the progress of action taken to remedy issues. This includes follow up with complainants where required.

**FINANCIAL ACCOUNTABILITY INDICATORS**

	<b>Original Target 2015-16</b>	<b>Actual Result 2015-16</b>	<b>% Variance from Original Target</b>	<b>Explanation of Material Variances</b>
<b>Profitability</b>				
- Return on Assets	0.1%	-0.5%	(600)	1
- Return on Equity	0.3%	-1.1%	(467)	2
<b>Liquidity</b>				
- Current Ratio	4.5	0.8	(82)	3
- Cash Position	0.4	0.4	-	
<b>Financial Stability</b>				
- Capital Ratio	0.8	1.2	50	4

**Explanation of Accountability Indicator**

- Return on Assets = Operating surplus/Total assets  
 Return on Equity = Operating surplus /Total equity  
 Current Ratio = Current assets/Current liabilities  
 Cash Position = Cash + current investments/Total assets  
 Capital Ratio = Total liabilities/Total equity capital

**Explanation of Material Variances**

- Return on Assets was lower due to an unbudgeted deficit in the Authorities operating result. This reflected lower than expected sales revenue, principally from lower numbers of reservations sold and lower than expected reimbursement from Perpetual Care Trusts

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(PCTs), due to the new method of calculating the transfer amounts that took effect post budget.

2. Return on Equity was lower than budgeted, mainly due to the small deficit (see explanation 1).
3. At 30 June 2016, the Authority's current liabilities (\$7.413m) exceeded its current assets (\$5.968m) by \$1.445m, a current ratio of 0.8. However, this shortfall largely results from liabilities being classified as current in the financial statements because they cannot be deferred; even though most are not expected to be paid (employee benefits) or recognised as revenue (received in advance) within 12 months of the reporting date.

Therefore, a better indication of the Authority's short-term financial position is provided by excluding the estimated amount of employee benefits that are not expected to be paid and revenue in advance that is not expected to be recognised as revenue within 12 months of the reporting date.

When reported current liabilities are adjusted to exclude these amounts, the Authority's current assets (\$5.968 million) exceed its adjusted current liabilities (\$1.070 million) by \$4.898 million and the adjusted current ratio is 5.6 at 30 June 2016. This indicates the Authority can pay its debts in the short-term.

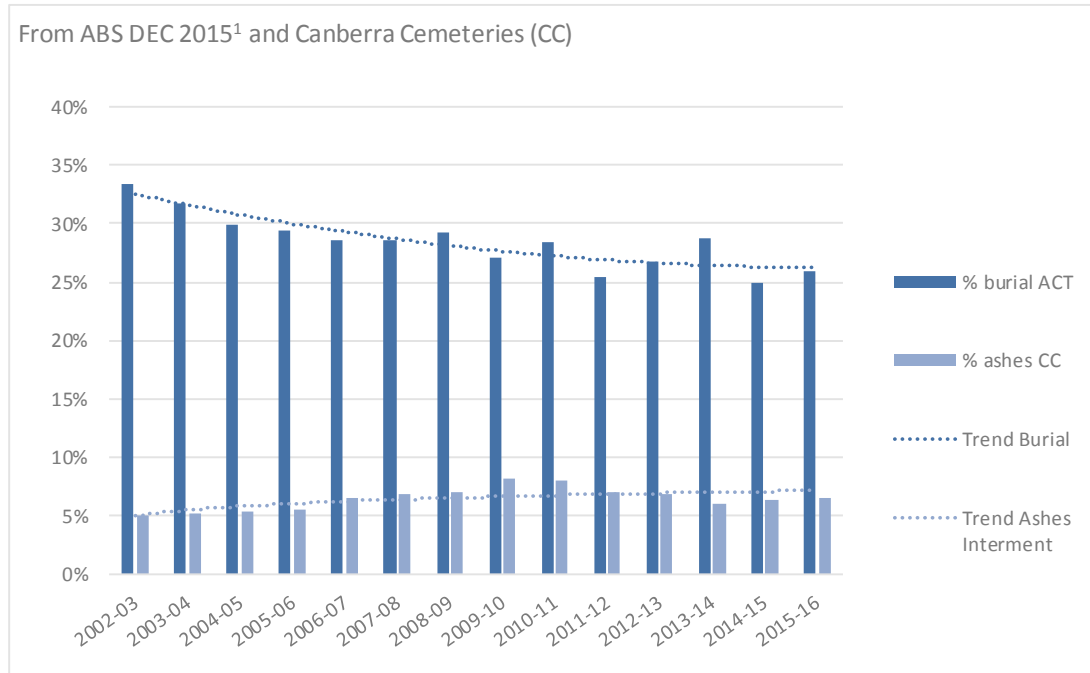
4. The Capital Ratio exceeded the budgeted ratio due to a higher than anticipated Total Liabilities and a lower than expected Total Equity. Total Liabilities exceeded the budgeted amount due to a significant number of Mausoleum Crypt reservations with a high average sale value. Total Equity was less than budgeted due to the transfers of cash from the Authority to the PCTs (see explanation 2).

**ACT Public Cemeteries Authority  
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For the Year Ended 30 June 2016**

**ATTACHMENT 1: Additional Burial Statistics**

The following data and commentary is based on statistics collected by Canberra Cemeteries of its interments. In some cases, this relates to data made available by the Australian Bureau of Statistics (ABS) for the ACT.

Graph 1 Percentage of patrons choosing burial in the ACT over time

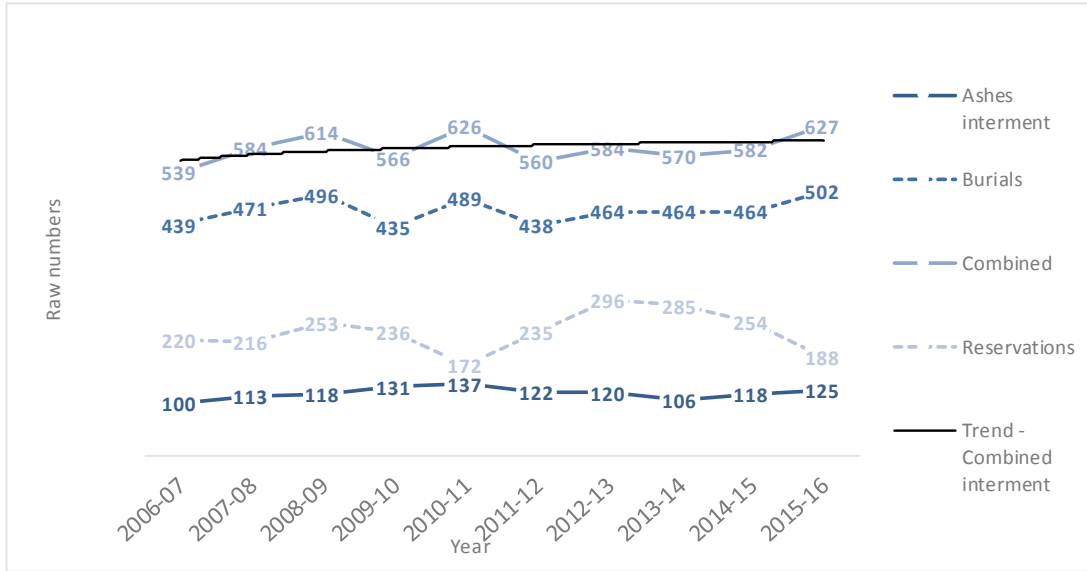


The graph clearly shows a steady increase in preference for cremation over burial in the ACT community. Over the last 15 years, there has been an average fall of about one half of one percent per annum in the number of burials compared to the number of deaths<sup>4</sup> in the ACT. The increase in the rate of interment of cremated remains at Canberra Cemeteries does not mirror this change. It increases by half that rate principally because cremations are held elsewhere and the remains, if interred, usually stay at the place of cremation. Anecdotally this trend matches the current industry trend towards cremation.

<sup>4</sup> Full year 2015-16 extrapolated from ABS pub. 3101.0 Australian Demographic Statistics, December Quarter 2015 – released June 2016

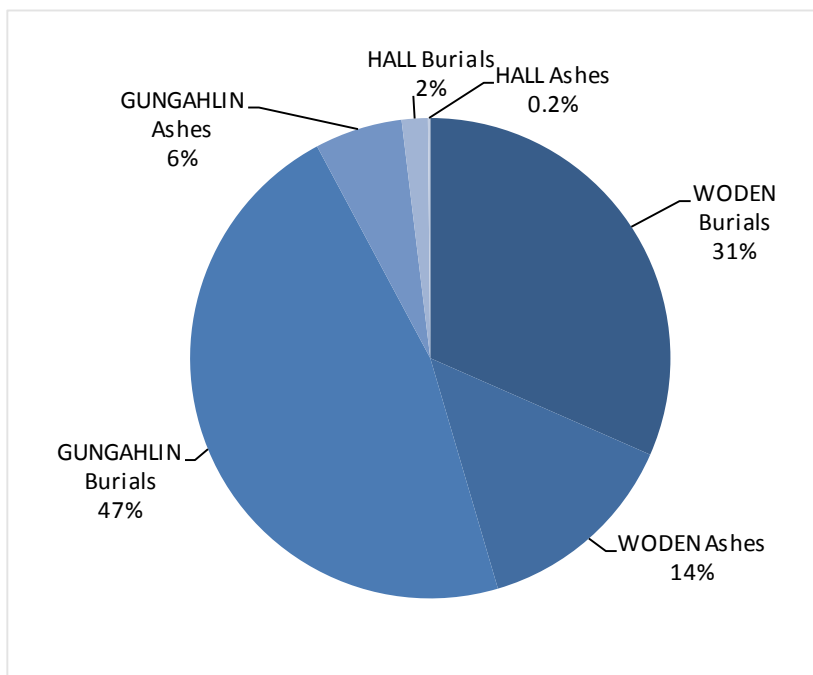
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**GRAPH 2 COMPARISON OF INTERMENTS AND RESERVATIONS OVER TIME**



Over the last decade there has considerable variation (as much as 10% from one year to the next) in the total number of interments conducted by the Authority. The last five years have seen burial numbers vary considerably while ashes interment has seen little variation. The most noticeable variation is however in the purchase of reservations (pre-need) which has seen a significant fall in recent years.

**Graph 3 Interment Distribution 2015-16**



**ACT Public Cemeteries Authority  
Statement of Performance  
For the Year Ended 30 June 2016**

The choices the community makes in the type and style of interment are very important for the Authority in short and medium-term planning and will have an impact on the options that may be offered, not only in current cemeteries but also in the new Southern Memorial Park when built.

While Gungahlin Cemetery and Woden Cemetery have similar total numbers of interment, Gungahlin has the majority of burials and Woden the majority of ashes.

## CAPITAL WORKS

The Authority is a self-funding statutory body and the majority of capital works are carried out by the Authority and funded in-house. All procurement activity with a value of over \$5,000 is approved by the Board.

During the year, the Authority invested \$852,000 in its capital expenditure program and performed

significant planning and preparation for works to be carried out in 2016-17.

Investment in the construction of extensions to the mausoleum at Woden Cemetery is treated as inventory which is expensed, as allotments are sold, as Cost of Goods Sold. It is therefore not treated as capital works expenditure.

The Authority worked closely with Shared Services Procurement and TAMS to deliver its projects.

TABLE 7: MAJOR COMPLETED PROJECTS

Description	Original value \$000	Prior year expenditure \$000	2015-16 Expenditure \$000	Total expenditure \$000	Estimated completion date	Practical completion date
Woden Cemetery mausoleum extension	2,500	1,478	986	2,465	Sept 2015	Oct 2015
Gungahlin office expansion	750	N/A	767	767	Dec 2015	Dec 2015

TABLE 8: NEW WORKS STILL IN PROGRESS

Description	Original value \$000	Expenditure at 30 June 2016 \$000	Estimated completion date	Revised completion date
Site water management improvements Gungahlin stage 2	250	25	June 2016	TBA
Woden Cemetery extension	500	14	November 17	November 17





# ASSET MANAGEMENT

The Authority manages assets at Gungahlin, Woden and Hall cemeteries. All assets were revalued in June 2016 against the 'Fair Value' model in accordance with the requirements of the Australian Accounting Standard AASB 116 Plant Property and Equipment and the Australian Accounting Standard AASB 140

Investment Property. Fair value is defined as the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. Assets were also valued at replacement cost.

The Authority managed land assets with a total replacement value of \$7.4 million at June 2016. It also maintains a number of owned and gifted assets including critical assets such as roads.

TABLE 9: MAJOR ASSETS HELD IN THE CEMETERIES ASSETS INVENTORY AT 30 JUNE 2016

Asset group	Measure
Buildings	7
Burial grounds/cemeteries	3
Total land	56 ha
Parks and manicured landscapes including burial areas	43 ha
Undeveloped land	13 ha
Fences	7 km
Information technology	\$200,000
Mausoleum (304 crypts)	1
Plant—equipment—vehicles	\$1.66 million
Roads and paving	4.3 km
Walls of remembrance	2 locations

TABLE 10: MAJOR ASSETS ADDED TO THE AUTHORITY'S ASSET REGISTER 2015-16

Asset	Value \$,000
Office Building	767

## Asset Strategy

The cemeteries managed by the Authority contain significant landscaping, cemetery specific structures, and various buildings including two residential cottages and office accommodation. Other assets include plant and equipment, information technology, and business processes that enable the day-to-day operation of the cemeteries.

It is our policy to maintain the landscape to a standard which meets the expectations of exclusive right holders and visitors and assets will be maintained in a manner that is consistent with their purpose and age.

The Authority uses several strategies to achieve defined targets for asset management, including improving sustainability through energy efficiency measures in landscape management and office buildings.

Management of Canberra Cemeteries' assets is guided by a Strategic Asset Management Plan (SAMP), which was completed in June 2013 and has been updated annually.

The SAMP is a reference document for the financial and operational asset management of all asset groups owned and managed by the Authority. The SAMP includes asset data and its financial aspects at 30 June 2016. The triennial plan is reviewed in accordance with the TAMS Strategic Asset Management Framework on an annual basis to assess strategic directions and progress against planned activities; however, the data underpinning the plan is only reviewed in detail every three years.

The SAMP details the current and expected levels of service for the delivery of maintenance services and capital works programs. The expected levels of services are determined by careful and thorough analysis of community surveys, public feedback, complaints data and the budget available to the Authority. These are governing factors for defining the targeted level of services Canberra Cemeteries plans to provide to the community for the next five to ten years.

The SAMP outlines the population trends in the ACT to determine the future demand for assets for a period of 10 years. The population trends are provided by the ACT Government Demographer in the Chief Minister, Treasury and Economic Development Directorate and Australian Bureau of Statistics and reflect the latest census data published by Australian Bureau of Statistics.

This SAMP also reports on a detailed lifecycle management of all critical asset groups and the budget required to maintain these assets at operational levels that meet relevant Australian national standards. The lifecycle management process adopted in this report optimises the budgetary requirements of an asset against its use and performance throughout its design life. The process also assists in long-term maintenance planning for critical assets with clear and concise recommendations and advice on regular maintenance frequencies to avoid major maintenance upgrades and additional funding requests.

Risk is defined as the likelihood of any event that can impair or stop the desired operations or performance of an asset. To profile all the risks related to asset management processes, the Authority has developed a risk register to identify, mitigate and manage the risks that are likely to occur in the day-to-day operations of Canberra Cemeteries. The register includes corporate, strategic, operational and asset management risks. ACT Insurance Authority has developed a new risk register template, which has the additional requirement to provide information on the risk ownership and person responsible to manage the risk.

The SAMP includes a detailed improvement plan for all Authority business assets. It discusses the current business processes, contracting procedures, information technology systems, financial management systems and methods for valuation of assets. The improvement plan has been developed in consultation with senior managers and contains the suggestions, recommendations, improvement activities, required resources and budget to achieve the business improvement target the Authority has laid down for the next five years.

## Assets Maintenance and Upgrade

The Authority's target is to maintain all fixed assets to a 'Good' level, the standard required to deliver appropriate services. Revenue generated from cemetery operations should meet all operating and maintenance expenses (including contributions to PCT funds). This is achieved by charging appropriate fees.

Maintenance is carried out on an as needs basis with major work being done within budgetary constraints. Preventative maintenance programs are in place to ensure that ongoing maintenance costs are minimised and service delivery maximised.

During 2015-16 \$811,186 was invested in asset upgrades including a new office, road works, irrigation and water management. A further \$6,853 was invested in repairs and maintenance of buildings.

Audits are conducted on an ongoing basis. Building Code of Australia compliance audits for all building and valuations on an 'all of cemetery' basis are carried out every five years to ensure all properties are maintained to the appropriate standard.

The Authority employed six full-time equivalent (FTE) office based employees in one location at Gungahlin Cemetery occupying 240 square metres, which includes meeting rooms and reception areas for customers, file and computer room, conference/training room and employee amenities. Excluding meeting rooms and customer service areas, the average area occupied by each employee is 12 square metres.

A further nine FTE employees work in non-office environments. Three employees are normally based at the Woden Cemetery and six at the Gungahlin Cemetery.

## GOVERNMENT CONTRACTING

The Authority maintains a preferred supplier register and uses a number of small contractors for specialist services that the Authority cannot provide in-house. A full breakdown of expenditure is available in the financial statements.

All procurement conformed to the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and guidelines for partnering with Shared Services Procurement.



# FINANCIAL STATEMENTS

## INDEPENDENT AUDIT REPORT

### ACT PUBLIC CEMETERIES AUTHORITY

#### To the Members of the ACT Legislative Assembly

##### Report on the financial statements

The financial statements of the ACT Public Cemeteries Authority (the Authority) for the year ended 30 June 2016 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes.

##### Responsibility for the financial statements

The Governing Board of the Authority is responsible for the preparation and fair presentation of the financial statements in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

##### The auditor's responsibility

Under the *Financial Management Act 1996*, I am responsible for expressing an independent audit opinion on the financial statements of the Authority.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the appropriateness of budget information included in the financial statements or to evaluate the prudence of decisions made by the Authority.

### **Electronic presentation of the audited financial statements**

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from these financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

### **Audit opinion**

In my opinion, the financial statements of the Authority for the year ended 30 June 2016:

- (i) are presented in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) present fairly the financial position of the Authority at 30 June 2016 and results of its operations and cash flows for the year then ended.

The audit opinion should be read in conjunction with other information disclosed in this report.



Bernie Sheville  
Director, Financial Audits  
19 August 2016

# **ACT PUBLIC CEMETERIES AUTHORITY**


## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016**

**ACT PUBLIC CEMETERIES AUTHORITY  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

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**Statement of Responsibility**

In my opinion, the financial statements are in agreement with the Authority's accounts and records and fairly reflect the financial operations of the Authority for the year ended 30 June 2016 and the financial position of the Authority on that date.



Stephen Bartos  
Chairperson  
ACT Public Cemeteries Authority  
16 August 2016

**ACT PUBLIC CEMETERIES AUTHORITY  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

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**Statement by the Chief Executive Officer**

In my opinion, the financial statements have been prepared in accordance with generally accepted accounting principles, and are in agreement with the Authority's accounts and records and fairly reflect the financial operations of the Authority for the year ended 30 June 2016 and the financial position of the Authority on that date.



Hamish Horne  
Chief Executive Officer  
ACT Public Cemeteries Authority  
16 August 2016



**ACT PUBLIC CEMETERIES AUTHORITY**

**OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note No.	Actual 2016 \$	Original Budget 2016 \$	Actual 2015 \$
<b>Income</b>				
<i>Revenue</i>				
User Charges - Non-ACT Government	3	3,860,251	3,965,000	3,020,037
Interest and distribution from Investments with Territory Banking Account	4	157,793	248,000	289,890
Reimbursement of Maintenance and Related Expenditure Incurred on Behalf of the Perpetual Care Trusts	5	1,230,620	1,525,000	1,162,992
Other Revenue	6	75,561	-	68,199
<b>Total Revenue</b>		<b>5,324,225</b>	<b>5,738,000</b>	<b>4,541,118</b>
<i>Gains</i>				
Other Gains		-	50,000	9,979
<b>Total Gains</b>		<b>-</b>	<b>50,000</b>	<b>9,979</b>
<b>Total Income</b>		<b>5,324,225</b>	<b>5,788,000</b>	<b>4,551,097</b>
Employee Expenses <sup>a</sup>	7	1,672,219	1,801,000	1,842,616
Superannuation Expenses <sup>a</sup>	8	152,656	137,000	151,484
Supplies and Services <sup>a</sup>	9	691,338	876,000	999,250
Depreciation and Amortisation	10	483,878	382,000	454,711
Cost of Sales <sup>a</sup>	11	457,998	480,000	321,238
Revenue Transferred to the Perpetual Care Trusts	12	1,938,445	2,088,000	1,961,875
Other Expenses	13	1,220	-	5,746
<b>Total Expenses</b>		<b>5,397,754</b>	<b>5,764,000</b>	<b>5,736,920</b>
<b>Operating (Deficit) / Surplus</b>		<b>(73,529)</b>	<b>24,000</b>	<b>(1,185,823)</b>
<b>Other Comprehensive Income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Increase in the Asset Revaluation Surplus		-	-	-
<b>Total Comprehensive (Deficit) / Income</b>		<b>(73,529)</b>	<b>24,000</b>	<b>(1,185,823)</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**BALANCE SHEET  
AT 30 JUNE 2016**

	<b>Note No.</b>	<b>Actual 2016 \$</b>	<b>Original Budget 2016 \$</b>	<b>Actual 2015 \$</b>
<b>Current Assets</b>				
Cash and Cash Equivalents	15	5,428,461	6,237,000	7,913,049
Receivables	16	242,572	157,000	637,030
Inventories	17	267,381	21,000	18,103
Other Assets	21	29,808	16,000	21,362
<b>Total Current Assets</b>		<b>5,968,222</b>	<b>6,431,000</b>	<b>8,589,544</b>
<b>Non-Current Assets</b>				
Receivables	16	-	1,662,000	-
Inventories	17	3,029,257	1,072,000	2,573,791
Property, Plant and Equipment	18	4,099,337	3,027,000	3,741,619
Intangible Assets	19	18,315	60,000	45,732
Capital Works in Progress	20	681,974	4,112,000	644,491
<b>Total Non-Current Assets</b>		<b>7,828,883</b>	<b>9,933,000</b>	<b>7,005,633</b>
<b>Total Assets</b>		<b>13,797,105</b>	<b>16,364,000</b>	<b>15,595,177</b>
<b>Current Liabilities</b>				
Payables	22	373,860	605,000	2,467,148
Employee Benefits	23	505,474	577,000	435,252
Revenue Received in Advance	24	6,533,449	5,834,000	6,161,297
<b>Total Current Liabilities</b>		<b>7,412,783</b>	<b>7,016,000</b>	<b>9,063,697</b>
<b>Non-Current Liabilities</b>				
Employee Benefits	23	16,615	71,000	90,244
<b>Total Non-Current Liabilities</b>		<b>16,615</b>	<b>71,000</b>	<b>90,244</b>
<b>Total Liabilities</b>		<b>7,429,398</b>	<b>7,087,000</b>	<b>9,153,941</b>
<b>Net Assets</b>		<b>6,367,707</b>	<b>9,277,000</b>	<b>6,441,236</b>
<b>Equity</b>				
Accumulated Funds		4,834,895	7,744,000	4,908,424
Asset Revaluation Surplus		1,532,812	1,533,000	1,532,812
<b>Total Equity</b>		<b>6,367,707</b>	<b>9,277,000</b>	<b>6,441,236</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>Accumulated Surplus Actual</b>	<b>Asset Revaluation Surplus Actual</b>	<b>Total Equity Actual</b>	<b>Original Budget</b>
	\$	\$	\$	\$
<b>Balance at 1 July 2015</b>	4,908,424	1,532,812	6,441,236	9,253,000
<b>Comprehensive Income</b>				
Operating (Deficit)/Surplus	(73,529)	-	(73,529)	24,000
<b>Total Comprehensive (Deficit)</b>	<b>(73,529)</b>	<b>-</b>	<b>(73,529)</b>	<b>24,000</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	-	-	-	-
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance at 30 June 2016</b>	<b>4,834,895</b>	<b>1,532,812</b>	<b>6,367,707</b>	<b>9,277,000</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2016**

	Accumulated Surplus Actual \$	Asset Revaluation Surplus Actual \$	Total Equity Actual \$	Original Budget \$
<b>Balance at 1 July 2014</b>	6,094,247	1,532,812	7,627,059	8,747,000
<b>Comprehensive Income</b>				
Operating (Deficit)	(1,185,823)	-	(1,185,823)	317,000
<b>Total Comprehensive (Deficit)</b>	<b>(1,185,823)</b>	<b>-</b>	<b>(1,185,823)</b>	<b>317,000</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	-	-	-	-
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance at 30 June 2015</b>	<b>4,908,424</b>	<b>1,532,812</b>	<b>6,441,236</b>	<b>9,064,000</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note No.	Actual 2016 \$	Original Budget 2016 \$	Actual 2015 \$
<b>Cash Flows from Operating Activities</b>				
<b>Receipts</b>				
User Charges – Non-ACT Government		4,220,784	5,337,000	3,629,755
<b>Reimbursement of Maintenance and Related Expenditure from Perpetual Care Trusts:</b>				
Gungahlin Cemetery Perpetual Care Trust		741,211	-	669,526
Hall Cemetery Perpetual Care Trust		6,449	-	58,331
Woden Cemetery Perpetual Care Trust		362,840	-	917,325
Woden Mausoleum Perpetual Care Trust		512,663	-	7,658
Interest and Distributions Received		161,772	229,000	332,746
Goods and Services Tax Input Tax Credits from the Australian Taxation Office		375,934	-	375,192
Goods and Services Tax Collected from Customers		448,676	-	364,656
Other		75,560	514,000	68,198
<b>Total Receipts from Operating Activities</b>		<b>6,905,889</b>	<b>6,080,000</b>	<b>6,423,387</b>
<b>Payments</b>				
<b>Transferred to Perpetual Care Trusts:</b>				
Gungahlin Cemetery Perpetual Care Trust <sup>a</sup>		965,858	-	917,658
Hall Cemetery Perpetual Care Trust <sup>a</sup>		99,286	-	83,167
Woden Cemetery Perpetual Care Trust <sup>a</sup>		2,648,044	-	1,003,778
Woden Mausoleum Perpetual Care Trust <sup>a</sup>		327,689	-	-
Employees		1,468,779	1,669,000	1,489,132
Superannuation		147,618	137,000	109,479
Supplies and Services		970,046	870,000	1,139,937
Cost of Sales		1,162,744	-	1,887,364
Goods and Services Tax Remitted to the Australian Taxation Office		437,543	-	371,814
Goods and Services Tax Paid to Suppliers		311,207	-	402,731
Other		-	2,990,000	-
<b>Total Payments from Operating Activities</b>		<b>8,538,814</b>	<b>5,666,000</b>	<b>7,405,060</b>
<b>Net Cash (Outflows) / Inflows from Operating Activities</b>	26	<b>(1,632,925)</b>	<b>414,000</b>	<b>(981,673)</b>

a Payments were made to the Woden (\$2,005,321) and Hall PCT's (\$68,904) to account for overdrawn funds from the PCT from prior years for a total of \$2,074,225.

The Cash Flow Statement should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

**Cash Flows from Investing Activities**

**Receipts**

Proceeds from the Sale of Property, Plant and Equipment	-	-	31,818
Proceeds from Maturity of Investments	-	49,000	1,071,719

**Total Receipts from Investing Activities**

-	<b>49,000</b>	<b>1,103,537</b>
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**Payments**

Payments for Property, Plant and Equipment <sup>b</sup>	814,180	500,000	123,279
Payments for Capital Works in Progress	37,483	-	660,046

**Total Payments from Investing Activities**

<b>851,663</b>	<b>500,000</b>	<b>783,325</b>
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**Net Cash (Outflows) / Inflows from Investing Activities**

<b>(851,663)</b>	<b>(451,000)</b>	<b>320,212</b>
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**Net (Decrease) in Cash and Cash Equivalents**

<b>(2,484,588)</b>	<b>(37,000)</b>	<b>(661,461)</b>
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Cash and Cash Equivalents at the Beginning of the Year

7,913,049	6,274,000	8,574,510
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**Cash and Cash Equivalents at the End of the Year** 26

<b>5,428,461</b>	<b>6,237,000</b>	<b>7,913,049</b>
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b Payments for Property, Plant and Equipment has increased as the new Gungahlin office was completed during the year for \$766,000.

The Cash Flow Statement should be read in conjunction with the accompanying notes.

**ACT PUBLIC CEMETERIES AUTHORITY**  
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**FOR THE YEAR ENDED 30 JUNE 2016**

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## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 OBJECTIVES OF ACT PUBLIC CEMETERIES AUTHORITY

##### Operations and Principal Activities

The ACT Public Cemeteries Authority (the Authority) is a Territory Authority that was established on 27 September 2003 by the *Cemeteries and Crematoria Act 2003 (the Act)*. It manages and operates public cemeteries in the ACT at Gungahlin, Woden, Hall, and the Woden Mausoleum. The Authority aims to operate the cemeteries sustainably and on a user pays principle, and to minimise the cost to the ACT Government and community.

The Authority aims to provide a wide range of burial options in Gungahlin and Woden cemeteries to meet the needs of cultural groups that use the cemetery services. This includes encouraging the placement of ashes in specific areas or family graves. The Authority promotes the pre-purchase of cemetery services, which allows for people to arrange their affairs prior to death.

##### Perpetual Care Trust Arrangements

Perpetual Care Trusts have been established for the Gungahlin Cemetery, Woden Cemetery, Woden Mausoleum and Hall Cemetery in accordance with section 9 of the Act. Each Perpetual Care Trust is established for the maintenance of the cemetery or mausoleum. The Public Trustee and Guardian is the trustee of each Perpetual Care Trust and the Authority is responsible for their management. The Authority is required to provide to each Trust a percentage of the revenue for each burial, interment of ashes or memorialisation (the Perpetual Care Trust percentage) in accordance with the Minister's determination. The Authority is also required to spend perpetual care funds of each Trust for maintenance of each cemetery or mausoleum in accordance with the Act.

The Perpetual Care Trust percentages have been determined on a 'full cost' basis – they allow for not only the direct maintenance costs but also the proportion of indirect overhead and other costs reasonably associated with the management of maintenance. The Authority has accounted for each Trust consistently with this full cost basis. In particular revenue recognised by the Authority in relation to reimbursement of maintenance and related expenditure from each Trust is based on direct maintenance expenditure incurred plus a percentage of indirect expenditure allocated based on revenue of each Trust.

In 2006, a change was made to the Perpetual Care Trust arrangements that required the Perpetual Care Trusts to each have a reserve for future maintenance and related expenditure. On 3 August 2011, the allocated funding of the reserves became Ministerially determined by way of reserve percentages. In addition to the determination of reserve percentages, the Minister also determined a separate trust should be created for the Woden Mausoleum. The creation of the Woden Mausoleum Perpetual Care Trust was implemented on 1 July 2013.



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**1 OBJECTIVES OF ACT PUBLIC CEMETERIES AUTHORITY (continued)**

In accordance with section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the four Trusts for the period 1 July 2014 to 30 June 2015 are:

<b>Trust</b>	<b>Perpetual Care Trust Amount</b>	<b>Perpetual Care Trust Reserve Amount</b>
Gungahlin Cemetery	44.9%	16.9%
Woden Cemetery	33.8%	33.0%
Woden Mausoleum	13.4%	60.3%
Hall Cemetery	11.3%	76.2%

In accordance with section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the four Trusts for the period 1 July 2015 to 30 September 2015 are:

<b>Trust</b>	<b>Perpetual Care Trust Amount</b>	<b>Perpetual Care Trust Reserve Amount</b>
Gungahlin Cemetery	44.9%	16.9%
Woden Cemetery	33.8%	33.0%
Woden Mausoleum	7.8%	28.4%
Hall Cemetery	11.3%	76.2%

In accordance with section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the four Trusts for the period 1 October 2015 to 30 June 2016 are:

<b>Trust</b>	<b>Perpetual Care Trust Amount</b>	<b>Perpetual Care Trust Reserve Amount</b>
Gungahlin Cemetery	44.9%	8.45%
Woden Cemetery	33.8%	16.5%
Woden Mausoleum	7.8%	28.4%
Hall Cemetery	11.3%	38.1%

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES

##### (a) Basis of Preparation

The *Financial Management Act 1996* requires the preparation of annual financial statements for Territory Authorities.

The *Financial Management Act* and the *Financial Management Guidelines* issued under the Act, requires that a Territory Authority's financial statements include:

- (i) an Operating Statement for the reporting period;
- (ii) a Balance Sheet at the end of the reporting period;
- (iii) a Statement of Changes in Equity for the reporting period;
- (iv) a Cash Flow Statement for the reporting period;
- (v) a Statement of Appropriation for the reporting period;
- (vi) the significant accounting policies adopted for the reporting period; and
- (vii) such other statements as are necessary to fairly reflect the financial operations of the Territory Authority during the reporting period and its financial position at the end of the reporting period.

These general-purpose financial statements have been prepared to comply with 'Generally Accepted Accounting Principles' (GAAP) as required by the *Financial Management Act 1996*. The financial statements have been prepared in accordance with:

- (i) Australian Accounting Standards; and
- (ii) ACT Accounting and Disclosure Policies.

At 30 June 2016, the Authority's current liabilities (\$7.413m) exceeded its current assets (\$5.968m) by \$1.445m. However, this shortfall largely results from liabilities being classified as current in the financial statements because they cannot be deferred; even though most are not expected to be paid (employee benefits) or recognised as revenue (received in advance) within 12 months of the reporting date.

Therefore, a better indication of the Authority's short-term financial position is provided by excluding the estimated amount of employee benefits that are not expected to be paid and revenue in advance that is not expected to be recognised as revenue within 12 months of the reporting date.

When reported current liabilities are adjusted to exclude these amounts, the Authority's current assets (\$5.968 million) exceed its adjusted current liabilities (\$1.070 million) by \$4.898 million and the adjusted current ratio is 5.57 at 30 June 2016. This indicates the Authority can pay its debts in the short-term.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial statements have also been prepared according to the historical cost convention, except for assets such as those included in property, plant and equipment and financial instruments which were valued at fair value in accordance with the (re)valuation policies applicable to the Authority during the reporting period.

These financial statements are presented in Australian dollars, which is the Authority's functional currency.

The Authority is an individual reporting entity.

##### (b) The Reporting Period

These financial statements state the financial performance, changes in equity and cash flows of the Authority for the year ending 30 June 2016 and the financial position of the Authority at 30 June 2016.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (c) Comparative Figures

###### *Budget Figures*

The *Financial Management Act 1996* requires the financial statements to facilitate a comparison with the Statement of Intent. The budget numbers are as per the Statement of Intent.

###### *Prior Year Comparatives*

Comparative information has been disclosed in respect of the previous period for amounts reported in the financial statements, except where an Australian Accounting Standard does not require comparative information to be disclosed.

Where the authority retrospectively applies an accounting policy, makes a retrospectively restatement or reclassifies items in its financial statements, the nature, amount and reason is provided.

###### *Employee and Superannuation Expenses*

All employee related expenses in relation to cost of sales and ground maintenance was reallocated to the relevant expense accounts to better reflect the nature of the expenses in 2015-16. This has resulted in a reclassification in the 2014-15 year.

##### (d) Rounding

All amounts in the financial statements have been rounded to the nearest dollar. Use of “-” represents zero amounts or amounts rounded down to zero.

##### (e) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. The following specific recognition criteria must also be met before revenue is recognised:

###### *User Charges – Non - ACT Government – Fees and Sales*

Revenue from the sale of goods is generally separated into four types; allotment, maintenance, burial and sales of plaques and monuments. Allotment and maintenance income is recognised immediately when an allotment is paid for, burial income is recognised when the burial takes place, the sale of plaques income is recognised when an order is placed and the sale of monuments or monumental permits are recognised when construction is commenced.

###### *Interest*

Interest is recognised using the effective interest method.

###### *Reimbursement of Maintenance and Related Expenditure Incurred on Behalf of the Perpetual Care Trusts*

The Authority draws funds from the Perpetual Care Trusts to reimburse for expenditure it incurs in the maintenance of the burial and allotment sites. The Authority is reimbursed on a full cost basis as described in Note 1: *Perpetual Care Trust Arrangements*, limited to the amount of revenue transferred to each Perpetual Care Trust in a given reporting period.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (e) Revenue Recognition (CONTINUED)

###### *Revenue Received in Advance*

Revenue received in advance is recognised as a liability if there is a present obligation to return the funds received, otherwise all funds are recorded as revenue.

###### *Garden of Remembrance*

Revenue is received monthly from the Office of Australian War Graves under a contractual agreement to reimburse the cost of maintenance incurred for maintaining the site.

###### *Rendering of services*

Revenue from the rendering of services is recognised when the stage of completion of the transaction at the reporting date can be measured reliably and the costs of rendering those services can be measured reliably.

##### (f) Repairs and Maintenance

The Authority undertakes cyclical maintenance on its infrastructure, buildings and plant and equipment. Where the maintenance leads to an upgrade of the asset and an increase in the service potential of the existing asset, the cost is capitalised. Maintenance expenses which do not increase the service potential of the asset are expensed.

##### (g) Current and Non-Current Items

Assets and liabilities are classified as current or non-current in the Balance Sheet and in the relevant notes. Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Authority does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Assets or liabilities which do not fall within the current classification are classified as non-current.

##### (h) Impairment of Assets

The Authority assesses, at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Any resulting impairment losses for property, plant and equipment are recognised as a decrease in the available balance in the Asset Revaluation Surplus relating to these classes of assets. Where the impairment loss is greater than the available balance in the Asset Revaluation Surplus for the relevant class of asset, the difference is expensed in the Operating Statement. Also, the carrying amount of the asset is reduced to its recoverable amount.

Non-financial assets, which have previously been impaired, are reviewed for the possible reversal of impairment at each reporting date.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (i) Cash and Cash Equivalents

Cash includes cash at bank, cash on hand and on demand deposits.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

##### (j) Receivables

Accounts receivable (including trade receivables and other trade receivables) are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

The Perpetual Care Trust Receivables are amounts reimbursable to the Authority for maintenance and related expenditure.

The allowance for impairment losses represents the amount of receivables the Authority estimates will not be repaid. The allowance for impairment losses is based on objective evidence and a review of overdue balances, the Authority considers the following is objective evidence of impairment:

- a becoming aware of financial difficulties of debtors; or
- b default payments.

The amount of the allowance is recognised in the Operating Statement. The allowance for impairment losses are written off against the allowance account when the Authority ceases action to collect the debt as it considers that it will cost more to recover the debt than the debt is worth.

##### (k) Inventories

Inventories include goods and land allocated for interment purposes held for sale, or for consumption in the ordinary course of business operations. It excludes depreciable assets. Inventories are valued at the lower of cost and net realisable value. The cost of the inventory of land allocated for interment purposes is assigned on the basis of weighted average cost and includes adjacent land and landscaping that add to the amenity of the land for interment. Cost also includes ground staff time costs incurred in making the interment land ready for sale.

Inventories are classified as either works in progress or finished goods. Works in progress include undeveloped land and expenditure on inventories partially constructed, but not available for sale. Finished goods are inventories available for sale to customers including land to be used for interment purposes. Inventories acquired for no cost or nominal consideration are measured at current replacement cost at the date of acquisition.

Inventories expected to be sold/utilised within 12 months are recorded as current, with the balance as non-current assets. In general, this is a 10% to 90% split between current and non-current finished inventories based on prior year trends.

##### (l) Acquisition and Recognition of Property, Plant and Equipment

Property, plant and equipment is initially recorded at cost. Where property, plant and equipment are acquired at no cost, or minimal cost, cost is its fair value at date of acquisition.

Property, plant and equipment with a value greater than \$1,000 is capitalised.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (m) Measurement of Property, Plant and Equipment After Initial Recognition

Property, plant and equipment is measured at fair value.

Fair value for land and non-specialised buildings is measured using the market approach valuation technique. This approach uses prices and other relevant information generated by market transactions involving identical or similar assets.

Fair value for specialised buildings, property improvements, roadways and landscaping is measured by reference to the cost of replacing the remaining future economic benefits embodied in the asset (i.e. depreciated replacement cost). This is the cost approach valuation technique.

Property, plant and equipment is revalued every 3 years, with the last valuation performed on 30 June 2014 by CBRE and Pickles Valuation Services. The next valuation will be performed on 30 June 2017. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Any accumulated depreciation relating to depreciable property, plant and equipment at the date of revaluation is written back against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

##### (n) Intangible Assets

The Authority's Intangible Assets comprise of externally acquired software for internal use.

Externally acquired software is recognised and capitalised when:

- (i) it is probable that the expected future economic benefits that are attributable to the software will flow to the Authority;
- (ii) the cost of the software can be measured reliably; and
- (iii) the acquisition cost is equal to or exceeds \$1,000.

Capitalised software has a finite useful life. Software is amortised on a straight-line basis over its useful life, over a period not exceeding 4 years.

Intangible Assets are measured at cost.

##### (o) Depreciation and Amortisation of Non-Current Assets

Amortisation is used in relation to intangible assets and depreciation is applied to physical assets such as plant and equipment and buildings. Land has an indefinite useful life and is therefore not depreciated.

All depreciation is calculated after first deducting any residual values which remain for each asset.

Depreciation/amortisation for non-current assets is determined as follows:

<b>Class of Asset</b>	<b>Depreciation/Amortisation Method</b>	<b>Useful Life (Years)</b>
Buildings	Straight Line	10 - 100
Property Improvements	Straight Line	20 - 40
Roadways	Straight Line	10 - 20
Landscaping	Diminishing Value	10 - 20
Plant and Equipment	Diminishing Value	2 - 50
Motor Vehicles	Diminishing Value	8
Computer Software	Straight Line	4

The useful lives of all major assets are reassessed on an annual basis.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (p) Capital Works in Progress

Capital works in progress is initially recorded at cost. No depreciation/amortisation is recognised on the asset until it is fully installed and ready for use. At such a time the asset is no longer classified as capital works in progress, it is reclassified as property, plant and equipment or intangible assets.

##### (q) Payables

Payables are initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

Payables include Trade Payables, Accrued Expenses and Other Payables.

##### (r) Employee Benefits

Employee benefits include:

- short-term employee benefits, such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave. These benefits accrue as a result of services provided by employees up to the reporting date that remain unpaid. They are recorded as a liability and as an expense.

##### *Wages and Salaries*

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

##### *Annual and Long Service Leave*

Annual and long service leave, including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period when the employees render the related service, are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period, the present value of future annual leave and long service leave payments are estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the future estimated cash flows. Annual leave liabilities have been estimated on the assumption that they will be wholly settled within three years. In 2015-16, the rate used to estimate the present value of future payments for annual leave is 101.4% (101.0% in 2014-15). In 2015-16, the rate used to estimate the present value of future payments for long service leave is 114.7% (104.2% in 2014-15).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of 7 years of qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and the applicable on-costs.

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in-service, the probability that

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(r) **Employee Benefits (CONTINUED)**

employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there is no unconditional right to defer the settlement of the liability for at least 12 months. Annual leave is classified as current liabilities. Conditional long service leave liabilities are classified as non-current because the Authority has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

(s) **Superannuation**

Superannuation payments are made to the Territory Banking Account each year, to cover the Authority's superannuation liability for the Public Sector Superannuation Scheme (PSS). This payment covers the PSS employer contribution but does not include the productivity component. The productivity component is paid directly to Commonwealth Superannuation Corporation (CSC) by the Authority. The PSS is a defined benefit superannuation plan meaning that the defined benefits received by employees are based on the employee's years of service and average final salary.

Superannuation payments have also been made directly to superannuation funds for those members of the Public Sector who are part of superannuation accumulation schemes. This includes schemes of employee choice and Public Sector Superannuation Accumulation Plan (PSSAP).

The total Territory superannuation liability for the PSS is recognised in the Chief Minister, Treasury and Economic Development Directorate's Superannuation Provision Account and the CSC and the external schemes recognise the superannuation liability for the PSSAP and other schemes respectively. This superannuation liability is not recognised at individual agency level.

The ACT Government is liable for the reimbursement of the emerging costs of benefits paid each year to members of the PSS in respect of the ACT Government service provided after 1 July 1989. These reimbursement payments are made from the Superannuation Provision Account.

(t) **Insurance**

The Authority insures all of its major risks through the ACT Insurance Authority. The excess payable under this arrangement varies depending on each class of insurance held by the Authority.

(u) **Equity Contributions by the ACT Government**

Contributions made by the ACT Government through its role as owner of the Authority are treated as contributions of equity.

(v) **Budgetary Reporting**

Explanations of major variances between the 2015-16 original budget and the 30 June 2016 actual results are discussed in Notes 30 *Budgetary Reporting*.

The definition of 'major variances' is provided in Note 2(w)(g) *Significant Accounting Judgements and Estimates – Budgetary Reporting*.

(w) **Significant Accounting Judgements and Estimates**

In the process of applying the accounting policies listed in this note, the Authority has made the following judgements and estimates that have the most significant impact on the amounts recorded in the financial statements:



## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### (w) Significant Accounting Judgements and Estimates (CONTINUED)

- a *Fair Value of Property, Plant and Equipment:* Property, plant and equipment is recorded at the market value of similar items or depreciated replacement cost as determined by an independent valuer. In some circumstances, buildings that are purpose built may in fact realise more or less in the market. The Authority uses its understanding of current market conditions, as well as comparisons to the value of property, plant and equipment at similar organisations to estimate fair value. The fair value of assets is subject to management assessment between valuation reports.
- b *Land Including Land Under Roads:* The Authority values land under roads at fair value, which is the market value as estimated by an independent valuer. The valuation takes into account the physical and legal permissible use in addition to the current use, alternate use and heritage status of the land. The value of land under roads is recognised in the total value of land recorded in property, plant and equipment.
- c *Useful lives of Property, Plant and Equipment – Depreciation:* The estimation of useful lives of Property, Plant and Equipment has been based on historical experience of similar assets and, in some cases, has been based on valuations provided by independent valuers. The estimated useful life of these assets is reassessed each year and adjusted when the condition and other factors affecting the useful life of these assets indicate an adjustment is warranted.
- d *Property, Plant and Equipment – Impairment:* Note 2(h): 'Impairment of Assets' discloses that property, plant and equipment is annually assessed for impairment. The Authority uses its understanding of current market conditions, as well as comparisons to the value of property, plant and equipment at similar organisations to assess whether an asset is impaired. If this assessment indicates an asset is impaired, then an assessment of the asset's recoverable amount is estimated to determine whether an impairment loss must be recognised.
- e *Employee Benefits:* Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave require a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will be payable. The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in May 2014. The assessment by an actuary is performed every 5 years. However it may be performed more frequently if there is a significant contextual change in the parameters underlying the 2014 report. The next actuarial review is expected to be undertaken by May 2019.
- f *Reimbursement of Maintenance and Related Expenditure Incurred on Behalf of the Perpetual Care Trusts:* Significant judgements have been applied in estimating the costs relating to maintenance and related expenditure incurred on behalf of the Perpetual Care Trust. The estimate is calculated based on a combination of direct costs and percentage of indirect costs relating to the maintenance of each Perpetual Care Trust. The percentage is calculated by taking the maintenance employee costs divided by the total employee costs incurred.
- g *Budgetary Reporting:* Significant judgements have been applied in determining what variances are considered as 'major variances' requiring explanations in Note 30 *Budgetary Reporting*. Variances are considered to be major variances if both of the following criteria are met:
- The line item is a significant line item: the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
  - The variances (original budget to actual) are greater than plus (+) or minus (-) 10% of the budget for the financial statement line item.

Further information on this is provided in Note 2(v) *Budgetary Reporting*.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**(x) Impact of Accounting Standards Issued but yet to be Applied**

New and revised accounting standards and interpretations have been issued by the Australian Accounting Standards Board but do not apply to the current reporting period. These standards and interpretations are applicable to future reporting periods. The Authority does not intend to adopt these standards and interpretations early. Where applicable these Australian Accounting standards will be adopted from their application date.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**3 USER CHARGES NON-ACT GOVERNMENT**

User charge revenue is derived by providing goods and services to the public. User charge revenue is not part of ACT Government appropriation and is paid for by the user of the goods or services. This revenue is driven by consumer demand and is commercial in nature.

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Allotment and Reservation Fees <sup>a</sup>	1,244,989	878,024
Burial Fees	706,463	701,517
Maintenance Fees <sup>a</sup>	1,499,217	987,102
Sales of Plaques, Monuments and Vaults <sup>b</sup>	290,028	318,393
Memorial Permit Fees <sup>c</sup>	119,554	135,001
<b>Total User Charges – Non-ACT Government</b>	<b>3,860,251</b>	<b>3,020,037</b>

a Allotment, Reservation and Maintenance Fees are recorded in revenue at the time a reservation is made. The overall value of packages sold increased in 2015-16 compared to 2014-15 due to the opening of new Mausoleum wing at Woden.

b The number of sales for plaques, monuments and vaults decreased compared to 2014-15.

c Memorial Permit Fees decreased due to a decrease in the number of permits sold.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**4 INTEREST**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Revenue from Non-ACT Government Entities</b>		
Interest Revenue <sup>a</sup>	89,226	124,617
<b>Total Interest Revenue from Non-ACT Government Entities</b>	<b>89,226</b>	<b>124,617</b>
<b>Revenue from ACT Government Entities</b>		
Interest Revenue <sup>a</sup>	68,567	165,273
<b>Total Interest Revenue from ACT Government Entities</b>	<b>68,567</b>	<b>165,273</b>
<b>Total Interest Revenue<sup>a</sup></b>	<b>157,793</b>	<b>289,890</b>
Total interest revenue from financial assets not at fair value through profit and loss.	157,793	289,890

a Interest revenue decreased due to lower interest rates earned by the Authority on its investments and lower levels of interest-bearing funds held as funds were used to finance capital projects.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**5 REIMBURSEMENT OF MAINTENANCE AND RELATED EXPENDITURE INCURRED ON BEHALF OF THE PERPETUAL CARE TRUSTS**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Woden Cemetery Perpetual Care Trust	433,320	499,163
Woden Mausoleum Perpetual Care Trust	70,608	-
Gungahlin Cemetery Perpetual Care Trust	718,486	654,143
Hall Cemetery Perpetual Care Trust	8,206	9,686
<b>Total Reimbursement of Maintenance and Related Expenditure Incurred on Behalf of the Perpetual Care Trusts<sup>a</sup></b>	<b>1,230,620</b>	<b>1,162,992</b>

- a These amounts represent the reimbursement received by the Authority from each Perpetual Care Trust for maintenance and related expenditure paid by the Authority on behalf of each Perpetual Care Trust. These amounts are also recorded as expenditure in the financial statements of the relevant Perpetual Care Trust.

Total reimbursement of maintenance and related expenditure incurred on behalf of the Perpetual Care Trusts is calculated as the lower of the maintenance and related expenditure determined on a 'full cost basis' as described in Note 1: *Objectives of ACT Public Cemeteries Authority* and the revenue transferred to the Perpetual Care Trusts. In both 2014-15 and 2015-16 the reimbursement was limited to the PCT revenue transfer amounts. As the PCT revenue transfer amount is a percentage of user charge revenue received, any increase or decrease in the reimbursement amounts between 2014-15 and 2015-16 are the result of increases or decreases in the overall amount of user charge revenue earned by the Authority for each cemetery or Mausoleum in these years.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**6 OTHER REVENUE**

Other revenue arises from the core activities of the Authority. Other revenue is distinct from Gains, as Gains are items that are not part of the core activities of the Authority.

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Garden of Remembrance Maintenance <sup>a</sup>	53,518	39,711
Exhumations <sup>b</sup>	7,187	21,445
Sundries <sup>c</sup>	14,856	7,043
<b>Total Other Revenue from Non-ACT Government Entities</b>	<b>75,561</b>	<b>68,199</b>
<b>Total Other Revenue</b>	<b>75,561</b>	<b>68,199</b>

- a Revenue from the Garden of Remembrance increased due to renewal of the contract for maintenance with the Office of Australian War Graves at an increased fee charged in 2015-16.
- b Exhumations revenue decreased due to fewer exhumations performed in 2015-16.
- c Sundries increased due mainly to the one-off reimbursement of insurance claims totalling \$11,662 in 2015-16 for repairs to a backhoe.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**7 EMPLOYEE EXPENSES**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Wages and Salaries <sup>a</sup>	1,145,196	1,062,476
Annual Leave <sup>b</sup>	(25,333)	(6,785)
Long Service Leave <sup>c</sup>	57,206	79,108
Fringe Benefits Tax	38,411	35,157
Workers' Compensation Insurance Premium <sup>d</sup>	195,684	217,034
Temporary Staff <sup>e</sup>	286,558	489,615
Other Employee Benefits and Other On-Costs <sup>f</sup>	6,115	15,001
<b>Employee Expenses</b>	<b>1,703,837</b>	<b>1,891,606</b>
<b>(Less) Amounts capitalised as :</b>		
Inventories <sup>g</sup>	(31,618)	(48,990)
<b>Total Employee Expenses</b>	<b>1,672,219</b>	<b>1,842,616</b>
	<b>Number</b>	<b>Number</b>
Full-time equivalent employees	14	16

- a An increase in Wages and Salaries expense was due to two additional employees being recruited in late 2014-15 who were employed for part of 2015-16.
- b Annual Leave expense decreased due to a number of staff with significant annual leave entitlements taking annual leave during 2015-16.
- c The decrease in long service leave was due to leave being taken or paid out during 2015-16.
- d Workers' compensation insurance premium decreased in 2015-16 due to additional payments made in 2014-15.
- e Temporary staff decreased due to a reduction in the number of temporary staff needed to backfill positions to maintain operations.
- f Principally lower levels of staff training was completed in 2015-16 due to a decrease in the number of Full-time equivalent employees and temporary staff.
- g A portion of wages and salaries is capitalised as inventories reflecting the costs involved in preparing interment land for sale of inventory. In 2014-15, a portion of wages and salaries was also transferred to cost of sales and ground maintenance expenses in supplies and services. In 2015-16, these expenses have been reclassified back to wages and salaries to reflect employee and superannuation expenses more accurately. The 2014-15 comparative have been adjusted to reclassify \$296,986 from supplies and services back to wages and salaries.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**8 SUPERANNUATION EXPENSES**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Superannuation Contributions to the Territory Banking Account	73,932	91,776
Superannuation Contributions to External Providers	83,148	66,562
<b>Superannuation Expenses</b>	<b>157,080</b>	<b>158,338</b>
(Less) Amounts capitalised as:		
Inventories <sup>b</sup>	(4,424)	(6,854)
<b>Total Superannuation Expenses</b>	<b>152,656</b>	<b>151,484</b>

- a Amounts of superannuation expense are capitalised as inventories as part of costs involved in preparation of interment land for sale of inventory. Cost of sales and ground maintenance expenses have been reclassified back to superannuation expenses in 2015-16 to reflect employee and superannuation expenses more accurately. The 2014-15 comparative has been adjusted to reclassify \$42,005 from supplies and services back to superannuation contributions.



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**9 SUPPLIES AND SERVICES**

	<b>Note No.</b>	<b>2016 \$</b>	<b>2015 \$</b>
Grounds Maintenance <sup>a</sup>		112,284	156,104
Water Rates <sup>b</sup>		32,179	185,203
Repairs and Maintenance <sup>c</sup>		83,181	94,699
Handling Fees to Funeral Directors		59,205	69,741
Insurance <sup>d</sup>		12,336	19,685
Accounting <sup>e</sup>		124,592	118,431
Motor Vehicle Expenses <sup>f</sup>		16,087	23,783
Contractors and Consultants <sup>g</sup>		10,025	59,442
Security		30,660	32,608
Electricity		11,970	13,183
Audit Fees <sup>h</sup>	14	81,755	74,499
Telephone		11,672	11,412
Bank Charges		7,543	11,183
Printing and Stationery		1,220	3,125
General Office Expenses		11,574	11,679
Irrigation <sup>i</sup>		13,904	29,642
Tools and Consumables <sup>i</sup>		6,486	13,417
Computer Software / Hardware <sup>i</sup>		13,142	26,438
Cleaning <sup>i</sup>		14,698	14,950
Other <sup>j</sup>		36,825	30,026
<b>Total Supplies and Services</b>		<b>691,338</b>	<b>999,250</b>

- a Grounds maintenance expense decreased due to the decrease in allotments taken up.
- b Water rates were lower as the 2014-15 accrual for water payments in the fourth quarter was an estimation. There was also lower water use in 2015-16 due to favourable timing of rainfall.
- c Repairs and maintenance decreased due to major plant and equipment requiring significant repairs in 2014-15 that did not reoccur in 2015-16.
- d Insurance decreased due to premium decreases in 2015-16.
- e The increase in accounting fees was mainly a result of costs incurred as the Authority's accounting functions transition from a contracted firm to Transport Canberra and City Services Directorate.
- f Motor vehicle running expenses decreased due to lower use of vehicles owned.
- g Contractors and consultants fees decreased significantly as there were fewer external consultants engaged during the year to provide advice on business systems.
- h Audit fees have increased to reflect increased time and costs of completing the audits of the financial statements of the Authority and the Perpetual Care Trusts. The level of time spent by the auditors each year has increased due to the complexity of the financial statements.
- i The reduction in irrigation and tools and consumables expenses is due to less repairs carried out in 2015-16. The reduction in computer upgrades and services led to a decrease in computer software/hardware expenses.
- j Other expenses includes advertising, postage, computer, computer expenses, bank fee, subscriptions and travelling expenses incurred during the reporting period. The increase reflects the price increases across a number of suppliers.
- k The 2014-15 comparative have been adjusted to reclassify \$198,499 from ground maintenance back to wages and salaries and superannuation expenses.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**10 DEPRECIATION AND AMORTISATION**

	<b>Note No.</b>	<b>2016 \$</b>	<b>2015 \$</b>
<b>Depreciation</b>			
Buildings <sup>a</sup>	18	83,197	71,460
Property Improvements <sup>b</sup>	18	104,371	65,896
Roadways <sup>c</sup>	18	52,206	45,250
Landscaping	18	104,247	103,186
Plant and Equipment <sup>d</sup>	18	84,664	125,130
Motor Vehicles <sup>e</sup>	18	24,783	27,169
<b>Total Depreciation</b>	18	<b>453,468</b>	<b>438,091</b>
<b>Amortisation</b>			
Intangible Assets <sup>f</sup>	19	30,410	16,620
<b>Total Amortisation</b>		<b>30,410</b>	<b>16,620</b>
<b>Total Depreciation and Amortisation</b>		<b>483,878</b>	<b>454,711</b>

- a Building depreciation has increased due to the addition of new offices located in Gungahlin completed in 2015-16.
- b Property improvements depreciation has increased due to acquisition of new assets in 2014-15 being depreciated for a whole year in 2015-16.
- c Depreciation on roads increased due to construction of new assets in 2014-15 being depreciated for a whole year in 2015-16.
- d Depreciation on plant and equipment decreased due to the effects of the diminishing value method of depreciation reducing depreciation as the assets are older.
- e Depreciation on motor vehicles has decreased due to the effects of the diminishing value method of depreciation reducing depreciation as the assets are older.
- f Amortisation of intangible assets increased due to additional assets being purchased and a reassessment of the useful life of the assets.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**11 COST OF SALES**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Interment Sites <sup>a</sup>	239,746	12,378
Plaques <sup>b</sup>	75,219	86,564
Memorials <sup>b</sup>	37,608	65,570
Vaults <sup>c</sup>	15,435	52,230
Burial Costs <sup>d</sup>	89,990	104,496
<b>Total Cost of Sales</b>	<b>457,998</b>	<b>321,238</b>

- a Interment sites has increased due to the sale of crypts and columbaria in the newly extended wing of the Woden Mausoleum in 2015-16.
- b Plaques and Memorials both decreased during 2015-16 due to lower numbers being purchased.
- c Vaults expenses decreased due to a lower number of vaults installed in 2015-16.
- d Burial costs decreased during the year due to fewer burials being performed in 2015-16.

The above differences reflects changing customer preferences in line with community attitudes to different interment options.

Glossary:

Interment site - direct costs incurred in the creation of a site for interment, eg: A mausoleum crypt, a lawn beam, an ashes garden.

Plaques and Memorials - costs to procure and install plaques and stone memorials.

Vault - cost to install a vault in a site.

Burial Cost - cost to prepare a site and inter a deceased person or ashes.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**12 REVENUE TRANSFERRED TO THE PERPETUAL CARE TRUSTS**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Woden Cemetery Perpetual Care Trust <sup>a</sup>	687,438	986,512
Woden Mausoleum Perpetual Care Trust <sup>b</sup>	327,689	-
Gungahlin Cemetery Perpetual Care Trust <sup>a</sup>	878,392	900,356
Hall Cemetery Perpetual Care Trust <sup>a</sup>	44,926	75,007
<b>Total Revenue Transferred to the Perpetual Care Trusts</b>	<b>1,938,445</b>	<b>1,961,875</b>

These amounts represent the percentage of revenue transferred to the Perpetual Care Trusts that the Authority is required to provide in accordance with the Ministerial Determination.

- a The revenue attributable to each of the Cemeteries changed in 2015-16 due to changes in the applicable percentages to determine the amount transferred to the Perpetual Care Trusts based on approval from the Minister.
- b The Woden Mausoleum extension opened in the 2015-16 year which allowed for sales to recommence. There were no sales in 2014-15.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**13 OTHER EXPENSES**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Losses from the Sale of Assets <sup>a</sup>	-	5,746
Other Expenses	1,220	-
<b>Total Other Expenses</b>	<b>1,220</b>	<b>5,746</b>

a Losses from the sale of assets were lower this reporting period as no assets were sold.

**14 AUDITOR'S REMUNERATION**

Auditor's fees are paid to the ACT Audit Office for the audits of the financial statements of the Authority and Hall Cemetery, Woden Cemetery, Gungahlin Cemetery and Woden Mausoleum Perpetual Care Trusts.

No other services were provided by the ACT Audit Office.

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Audit Services		
Audit fees paid or payable to the ACT Audit Office	81,755	74,499
<b>Total Auditor's Remuneration</b>	<b>81,755</b>	<b>74,499</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**15 CASH AND CASH EQUIVALENTS**

The Authority holds a number of banks accounts with the Westpac Bank as part of whole-of-government banking arrangements. The Authority receives interest on these accounts.

In addition, the Authority also has an on demand deposit held directly with St George Bank that earned an average fixed interest rate of 2.27% (3.17% in 2014-15).

The Authority also has funds invested in the Public Trustee and Guardian. These funds earned an average floating interest rate of 2.28% (2.62% in 2014-15).

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Cash on Hand	200	200
Cash at Bank <sup>a</sup>	1,808,531	822,731
Short-term Bank Deposits <sup>c</sup>	863,861	3,328,590
Public Trustee and Guardian Cash Trust Fund <sup>b</sup>	2,755,869	3,761,528
<b>Total Cash and Cash Equivalents</b>	<b>5,428,461</b>	<b>7,913,049</b>

- a The increase in cash at bank was due to the transfer in funds from demand deposits during the year to repay the Woden (\$2,005,321) and Hall PCT's (\$68,904) to account for overdrawn funds from the PCT from prior years for a total of \$2,074,225.
- b The decrease in Public Trustee and Guardian funds is due to the transfer of cash for funding of capital projects, including new office located in Gungahlin and a reimbursement to the Perpetual Care Trust reserves for prior year overdrawn funds from the PCT's.
- c The decrease in short-term Bank Deposits was due to a withdrawal to repay the Woden and Hall PCT's for prior year overdrawn funds.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**16 RECEIVABLES**

	2016	2015
	\$	\$
<b>Current Receivables</b>		
Trade Receivables <sup>a</sup>	9,092	-
Goods and Services Tax Receivables <sup>b</sup>	22,166	86,894
Accrued Interest <sup>c</sup>	4,886	8,865
Other Debtors	2,526	-
	<b>38,670</b>	<b>95,759</b>
Perpetual Care Trust Amounts Receivable		
Gungahlin Cemetery Perpetual Care Trust <sup>d</sup>	178,143	113,402
Woden Mausoleum Cemetery Perpetual Care Trust	-	427,869
Woden Cemetery Perpetual Care Trust <sup>d</sup>	25,759	-
	<b>203,902</b>	<b>541,271</b>
<b>Sub-Total Perpetual Care Trust Amounts Receivable</b>		
	<b>242,572</b>	<b>637,030</b>
<b>Total Current Receivables</b>		
	<b>242,572</b>	<b>637,030</b>
<b>Total Receivables</b>	<b>242,572</b>	<b>637,030</b>

- a The increase in Trade Receivables is due to the timing difference between invoicing and cash collections.
- b Goods and Services Tax Receivable decreased as the trade payables compared to June 2015 was significantly lower.
- c Accrued Interest decreased as the amounts invested decreased compared to 2014-15. Deposit interest rates were also lower this year.
- d The Perpetual Care Trust amounts receivable relates to an overpayment of revenue to the Perpetual Care Trusts by the Authority during the month of June due to the updated calculations of the contribution income to be transferred to the Perpetual Care Trusts and Maintenance expenses reimbursed to the Authority.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**16 RECEIVABLES (CONTINUED)**

**Ageing of Receivables**

	<b>Not Overdue</b>	<b>Overdue by</b>	<b>Overdue by</b>	<b>Overdue by</b>	<b>Total</b>
	<b>\$</b>	<b>Less than</b>	<b>30 to 60 days</b>	<b>Greater than</b>	<b>\$</b>
		<b>30 days</b>		<b>60 days</b>	
		<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>2016</b>					
<b>Not Impaired <sup>1</sup></b>					
Receivables	242,572	-	-	-	242,572
<b>Impaired</b>					
Receivables	-	-	-	-	-
<b>2015</b>					
<b>Not Impaired <sup>1</sup></b>					
Receivables	637,030	-	-	-	637,030
<b>Impaired</b>					
Receivables	-	-	-	-	-

1. 'Not Impaired' refers to Net Receivables (that is, gross receivables less impaired receivables).

**Classification of ACT Government / Non-ACT Government Receivables**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Receivables with Non-ACT Government Entities</b>		
Other Receivables	38,670	95,759
Other Receivables – Perpetual Care Trusts	203,902	541,271
<b>Total Receivables with Non-ACT Government Entities</b>	<b>242,572</b>	<b>637,030</b>
<b>Total Receivables</b>	<b>242,572</b>	<b>637,030</b>

a Non-Interest Bearing amounts reflected on Note 25 is calculated by taking the total receivable amounts less Goods and Services Tax Payable to arrive at an amount of \$220,406 for 2016 and \$550,136 for 2015.



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**17 INVENTORIES**

	2016	2015
	\$	\$
<b>Current Inventories</b>		
<i>Finished Goods</i>		
Land: Interment Purposes <sup>a</sup>	43,543	15,438
Mausoleum Crypts and Wall Niches <sup>b</sup>	223,838	2,665
<i>Total Finished Goods</i>	<b>267,381</b>	<b>18,103</b>
<b>Non-Current Inventories</b>		
<i>Work In Progress/Undeveloped</i>		
Land: Interment Purposes	622,825	616,058
Mausoleum Crypts and Columbariums <sup>c</sup>	-	1,473,125
<i>Total Work In Progress/Undeveloped</i>	<b>622,825</b>	<b>2,089,183</b>
<i>Finished Goods</i>		
Land: Interment Purposes <sup>a</sup>	391,894	462,532
Mausoleum Crypts and Wall Niches <sup>b</sup>	2,014,538	22,076
<i>Total Finished Goods</i>	<b>2,406,432</b>	<b>484,608</b>
<b>Total Non-Current Inventories</b>	<b>3,029,257</b>	<b>2,573,791</b>
<b>Total Inventories</b>	<b>3,296,638</b>	<b>2,591,894</b>

- a Land for Interment purposes has been reallocated from non-current to current based on an estimate of sales expected in the next 12 months.
- b Current inventory for the Mausoleum Crypts and Wall Niches has increased as the construction of the Mausoleum extension has been completed and all work in progress inventory carried forward from 2014-15 has been reallocated to current and non-current finished goods ready for sale.
- c The Mausoleum extension has been completed in 2015-16 and all work in progress for Mausoleum Crypts and Wall Niches have been reallocated to current and non-current finished goods.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT**

Property, plant and equipment include the following classes of assets – land, buildings, property improvements, roadways, landscaping, plant and equipment and motor vehicles. Property, plant and equipment do not include assets held for sale.

- Land includes freehold land and land under roads.
- Buildings include office buildings, workshops and land improvements. Land improvements are additions to areas of land that increase the utility of the land and have a limited useful life and are depreciated.
- Infrastructure assets include roadways and landscaping.
- Property Improvements represent capital expenditure incurred in relation to land improvements.
- Plant and Equipment includes various gardening and power tools and office equipment.
- Motor Vehicles include motor vehicles held by the Authority.

	<u>2016</u>	<u>2015</u>
	\$	\$
<b>Land and Buildings</b>		
Land at Fair Value	47,493	47,493
<b>Total Land Assets</b>	<u>47,493</u>	<u>47,493</u>
Buildings at Fair Value <sup>a</sup>	1,460,368	714,602
Less: Accumulated Depreciation	154,658	71,460
<b>Total Written Down Value of Buildings</b>	<u>1,305,710</u>	<u>643,142</u>
<b>Total Land and Written Down Value of Buildings</b>	<u>1,353,203</u>	<u>690,635</u>
<b>Property Improvements</b>		
Property Improvements at Fair Value	1,041,253	1,041,253
Less: Accumulated Depreciation	165,373	61,002
<b>Total Written Down Value of Property Improvements</b>	<u>875,880</u>	<u>980,251</u>

a Buildings at fair value increased due to the completion of the new office building at Gungahlin.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

	<u>2016</u>	<u>2015</u>
	\$	\$
<b>Infrastructure</b>		
Roadways at Fair Value	779,990	779,990
Less: Accumulated Depreciation	<u>97,456</u>	<u>45,250</u>
<b>Total Written Down Value of Roadways</b>	<b><u>682,534</u></b>	<b><u>734,740</u></b>
Landscaping at Fair Value	1,042,465	1,031,862
Less: Accumulated Depreciation	<u>207,434</u>	<u>103,186</u>
<b>Total Written Down Value of Landscaping</b>	<b><u>835,031</u></b>	<b><u>928,676</u></b>
<b>Total Written Down Value of Infrastructure</b>	<b><u>1,517,565</u></b>	<b><u>1,663,416</u></b>
	<u>2016</u>	<u>2015</u>
	\$	\$
<b>Plant and Equipment</b>		
Plant and Equipment at Fair Value	488,403	433,584
Less: Accumulated Depreciation	<u>209,794</u>	<u>125,130</u>
<b>Total Written Down Value of Plant and Equipment<sup>b</sup></b>	<b><u>278,609</u></b>	<b><u>308,454</u></b>
b	The total written down value of plant and equipment decreased mainly due to depreciation expenses. These movements outweighed the increase of plant and equipment from the addition of new assets purchased during the year.	
	<u>2016</u>	<u>2015</u>
	\$	\$
<b>Motor Vehicles</b>		
Motor Vehicle at Fair Value	129,487	129,487
Less: Accumulated Depreciation	<u>55,407</u>	<u>30,624</u>
<b>Total Written Down Value of Motor Vehicles</b>	<b><u>74,080</u></b>	<b><u>98,863</u></b>
<b>Total Written Down Value of Property, Plant and Equipment</b>	<b><u>4,099,337</u></b>	<b><u>3,741,619</u></b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2015-16

	Land	Buildings	Property Improvements	Roadways	Landscaping	Plant and Equipment	Motor Vehicles	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Year ended 30 June 2016</b>								
Carrying Amount at the Beginning of the Reporting Period	47,493	643,142	980,251	734,740	928,676	308,454	98,863	3,741,619
Additions	-	745,765	-	-	10,602	54,819	-	811,186
Depreciation	-	(83,197)	(104,371)	(52,206)	(104,247)	(84,664)	(24,789)	(453,468)
Disposals	-	-	-	-	-	-	-	-
Loss on Sale	-	-	-	-	-	-	-	-
<b>Balance at the end of the Reporting Period</b>	<b>47,493</b>	<b>1,305,710</b>	<b>875,880</b>	<b>682,534</b>	<b>835,031</b>	<b>278,609</b>	<b>74,080</b>	<b>4,099,337</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

**Reconciliation of Property, Plant and Equipment (CONTINUED)**

The following table shows the movement of Property, Plant and Equipment during 2014-15

	Land	Buildings	Property Improvements	Roadways	Landscaping	Plant and Equipment	Motor Vehicles	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Year ended 30 June 2015</b>								
Carrying Amount at the Beginning of the Reporting Period	47,493	714,602	461,723	628,776	1,031,862	379,488	105,001	3,368,945
Additions	-	-	579,530	151,214	-	54,096	63,487	848,327
Depreciation	-	(71,460)	(61,002)	(45,250)	(103,186)	(125,130)	(30,624)	(436,652)
Disposals	-	-	-	-	-	-	(31,818)	(31,818)
Loss on Sale	-	-	-	-	-	-	(7,183)	(7,183)
<b>Balance at the end of the Reporting Period</b>	<b>47,493</b>	<b>643,142</b>	<b>980,251</b>	<b>734,740</b>	<b>928,676</b>	<b>308,454</b>	<b>98,863</b>	<b>3,741,619</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

**Fair Value Hierarchy**

Classification is required for property, plant and equipment into a Fair Value Hierarchy that reflects the significance of the inputs used in determining their fair value. The Fair Value Hierarchy is made up of the following three levels:

- Level 1                    Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
- Level 2                    Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3                    Unobservable inputs for the asset or liability.

Details of property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 30 June 2016 and 30 June 2015 are as follows:

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
	\$	\$	\$	\$
<b>2016</b>				
<b>Property, Plant and Equipment</b>				
Land	-	-	47,493	47,493
Buildings	-	-	1,305,710	1,305,710
Property Improvements	-	-	875,880	875,880
Infrastructure Assets	-	-	1,517,565	1,517,565
Plant and Equipment	-	278,609	-	278,609
Motor Vehicles	-	74,080	-	74,080
	<b>-</b>	<b>352,689</b>	<b>3,746,648</b>	<b>4,099,337</b>

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
	\$	\$	\$	\$
<b>2015</b>				
<b>Property, Plant and Equipment</b>				
Land	-	-	47,493	47,493
Buildings	-	-	643,142	643,142
Property Improvements	-	-	980,251	980,251
Infrastructure Assets	-	-	1,663,416	1,663,416
Plant and Equipment	-	308,454	-	308,454
Motor Vehicles	-	98,863	-	98,863
	<b>-</b>	<b>407,317</b>	<b>3,334,302</b>	<b>3,741,619</b>

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED) (CONTINUED)

##### Transfers Between Categories

There have been no transfers between Levels 1, 2, and 3 during the current and previous reporting period.

##### Valuation Techniques, Inputs and Processes

###### *Level 2 Valuation Techniques and Inputs –*

The Valuation Technique used to value plant and equipment is the market approach that reflects recent transaction prices for similar plant and equipment.

###### *Level 3 Valuation Techniques and Inputs -*

Valuation Technique: The valuation technique used to value building, property improvements, roadways and landscaping is the cost approach. The valuers considered the specialised assets and measured using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence. For buildings, historical cost per square metre of floor area was also used in measuring fair value.

For land where there is no active market or significant restrictions is valued through the market approach which values a selection of land with similar approximate utility.

Inputs: The valuation of buildings, property improvements, roadways and landscaping was performed by comparing prices and other relevant information generated by market transactions involving comparable land and buildings. Regard was taken of the Crown Lease terms and tenure, The Australian Capital Territory Plan and the National Capital Plan, where applicable, as well as current zoning. Regard was given to the age and condition of the assets, their estimated replacement cost and current use. This required the use of data internal from the Authority.

In determining the value of land, sales of vacant land with a similar specialised nature and similar restrictive zonings and crown lease purpose clauses have been used for the square metre rate. Given the specialised nature of the property including that the land would have limited alternate use is impacted by restrictive zoning and heritage listing a lower nominal value was deemed appropriate. The land fair value has been significantly reduced to incorporate the market based data.

Transfers in and out of a fair value level are recognised on the date of the event or change in circumstances that caused the transfer.

##### Information about Significant Unobservable Inputs (Level 3) in Fair Value measurement

In determining the Fair Value of land, buildings, property improvements and infrastructure assets there were significant unobservable inputs utilised. These inputs consisted of a selection of land with similar approximate utility and zoning and determining the greater consumption of economic benefit or increased obsolescence of the asset.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**18 PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

**Fair Value Measurements using Significant Unobservable Inputs (Level 3)**

	<b>Land</b>	<b>Buildings</b>	<b>Property Improvements</b>	<b>Infrastructure Assets</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2016</b>				
Fair Value at the Beginning of the Reporting Period	47,493	643,142	980,251	1,663,416
Additions	-	745,765	-	10,602
Revaluation Increments/(Decrements) recognised in Other Comprehensive Income	-	-	-	-
Depreciation	-	(83,197)	(104,371)	(156,453)
<b>Fair Value at the End of the Reporting Period</b>	<b>47,493</b>	<b>1,305,710</b>	<b>875,880</b>	<b>1,517,565</b>
<b>2015</b>				
Fair Value at the Beginning of the Reporting Period	47,493	714,602	461,723	1,660,638
Additions	-	-	584,424	151,214
Revaluation (Decrements)/Increments recognised in Other Comprehensive Income	-	-	-	-
Depreciation	-	(71,460)	(65,896)	(148,436)
<b>Fair Value at the End of the Reporting Period</b>	<b>47,493</b>	<b>643,142</b>	<b>980,251</b>	<b>1,663,416</b>



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**19 INTANGIBLES**

	2016	2015
	\$	\$
<b>Computer Software</b>		
Computer Software at Cost	124,059	121,066
Less: Accumulated Amortisation	105,744	75,334
<b>Total Intangibles</b>	<b>18,315</b>	<b>45,732</b>

**Reconciliation of Intangible Assets**

	Externally Acquired Software 2016	Externally Acquired Software 2015
	\$	\$
Carrying Amount at the Beginning of the Reporting Period	45,732	60,066
Additions	2,993	2,286
Amortisation	(30,410)	(16,620)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>18,315</b>	<b>45,732</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**20 CAPITAL WORKS IN PROGRESS**

Capital Works in Progress are assets being constructed over periods of time in excess of the present reporting period. These assets often require extensive installation work or integration with other assets, in contrast with simpler assets that are ready for use when acquired, such as motor vehicles and equipment. Capital Works in Progress are not depreciated as the Authority is not currently deriving any economic benefits from them.

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Non-Current</b>		
Capital Works in Progress <sup>a</sup>	681,974	644,491
<b>Total Capital Works in Progress<sup>b</sup></b>	<b>681,974</b>	<b>644,491</b>

a Building works in progress in 2014-15 and 2015-16 relates to the building of the Southern Cemetery.

b The timing on the project is not yet finalised and it is expected that this project will proceed in the medium term.

**Reconciliation of Capital Works in Progress**

	<b>2016</b>	<b>2015</b>
	\$	\$
Carrying Amount at the Beginning of the Reporting Period	644,491	711,779
Additions	1,302,197	660,046
Transfer to Property, Plant and Equipment	(1,264,714)	(727,334)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>681,974</b>	<b>644,491</b>

ACT PUBLIC CEMETERIES AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016

21 OTHER ASSETS

	<u>2016</u>	<u>2015</u>
	\$	\$
<b>Current Other Assets</b>		
Prepayments <sup>a</sup>	<u>29,808</u>	<u>21,362</u>
<b>Total Current Other Assets</b>	<u>29,808</u>	<u>21,362</u>
<b>Total Other Assets<sup>a</sup></b>	<u><u>29,808</u></u>	<u><u>21,362</u></u>

a Prepayments have increased due to an increase in the workers' compensation insurance premium.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**22 PAYABLES**

	2016	2015
	\$	\$
<b>Current Payables</b>		
Unsecured Liabilities		
Trade Payables <sup>a</sup>	38,340	99,746
Other Payables	170,445	166,201
Goods and Services Tax Payables	138,107	126,975
	<b>346,892</b>	<b>392,922</b>
Perpetual Care Trust Payables		
Hall Cemetery Perpetual Care Trust <sup>bc</sup>	12,781	68,903
Woden Cemetery Perpetual Care Trust <sup>b</sup>	-	2,005,323
Woden Mausoleum Cemetery Perpetual Care Trust <sup>c</sup>	14,187	-
	<b>26,968</b>	<b>2,074,226</b>
<b>Total Current Payables</b>	<b>373,860</b>	<b>2,467,148</b>
<b>Total Non-Current Payables</b>	-	-
<b>Total Payables</b>	<b>373,860</b>	<b>2,467,148</b>

**Payables are aged as follows:**

	2016	2015
	\$	\$
Not Overdue	372,386	2,465,878
Overdue for Less than 30 Days	-	-
Overdue for 30 to 60 Days	204	-
Overdue for More than 60 Days <sup>d</sup>	1,270	1,270
<b>Total Payables</b>	<b>373,860</b>	<b>2,467,148</b>

- a Trade payables has decreased due to a reduction in expenditure by the Authority in 2015-16 and the reduction in invoices received prior to 30 June 2016.
- b The amount payable to the Hall Perpetual Care Trust and Woden Cemetery Perpetual Care Trust at 30 June 2015 represented amounts owing to the trusts for overdrawn funds received by the Authority for maintenance expenses incurred by the trusts.
- c The amount owing to the Hall Perpetual Care Trust and Woden Mausoleum Perpetual Care Trust relates to contributions allocated to the Perpetual Care Trusts based on Minister determined percentages of the User Charges Non-ACT Government revenue for the month of June 2016 and will be repaid in 2017.
- d Payment not made for \$1,270 from 2015 due to a dispute in fees payable for work provided to a creditor.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**22 PAYABLES (CONTINUED)**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Classification of ACT Government/Non-ACT Government Payables</b>		
<b>Payables with ACT Government Entities</b>		
Trade Payables	2,172	-
Other Payables	81,755	78,762
<b>Total Payables with ACT Government Entities</b>	<b>83,927</b>	<b>78,762</b>
<b>Payables with Non-ACT Government Entities</b>		
Trade Payables	36,168	99,746
Other Payables	88,690	87,439
Other Payables – Perpetual Care Trusts <sup>a</sup>	26,968	2,074,226
Goods and Services Tax Payable	138,107	126,975
<b>Total Payables with Non-ACT Government Entities</b>	<b>289,933</b>	<b>2,388,386</b>
<b>Total Payables</b>	<b>373,860</b>	<b>2,467,148</b>

a Non-Interest Bearing amounts reflected on Note 25 is calculated by taking the total payable amounts less Goods and Services Tax Payable to arrive at an amount of \$235,753 for 2016 and \$2,340,173 for 2015.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**23 EMPLOYEE BENEFITS**

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Current Employee Benefits</b>		
Annual Leave	124,667	150,000
Long Service Leave <sup>a</sup>	373,462	242,630
Accrued Salaries <sup>b</sup>	6,619	36,851
Other Employee Benefits	726	5,771
<b>Total Current Employee Benefits</b>	<b>505,474</b>	<b>435,252</b>
<b>Non-Current Employee Benefits</b>		
Long Service Leave <sup>a</sup>	16,615	90,244
<b>Total Non-Current Employee Benefits</b>	<b>16,615</b>	<b>90,244</b>

As at 30 June 2016, there were 14 full time equivalent (FTE) staff. There were 16 FTE staff as at 30 June 2015.

- a The increase in Long Service Leave liability is due to the rate used to estimate the present value of future long service leave payments increasing from 104.2% to 114.7%.
- b Accrued Salaries decreased due to the number of unpaid days at 30 June 2016 being lower than as at 30 June 2015.

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Estimate of when Leave is Payable</b>		
<b>Estimated Amount Payable within 12 Months</b>		
Annual Leave <sup>a</sup>	12,466	15,000
Long Service Leave <sup>a</sup>	39,007	33,287
Accrued Salaries	6,619	36,851
Other Employee Benefits	726	5,771
<b>Total Employee Benefits Payable within 12 Months</b>	<b>58,818</b>	<b>90,909</b>
<b>Estimated Amount Payable after 12 Months</b>		
Annual Leave <sup>a</sup>	112,201	135,000
Long Service Leave <sup>a</sup>	351,070	299,587
<b>Total Employee Benefits Payable after 12 Months</b>	<b>463,271</b>	<b>434,587</b>
<b>Total Employee Benefits</b>	<b>522,089</b>	<b>525,496</b>

- a Estimated annual leave and long service leave liability has been apportioned based on prior year trends.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**24 REVENUE RECEIVED IN ADVANCE**

	2016	2015
	\$	\$
<b>Current Revenue Received in Advance</b>		
Burial Fees Received in Advance <sup>a</sup>	5,409,103	5,081,188
Plaque Fees Received in Advance <sup>b</sup>	1,099,346	991,603
Mausoleum Fees Received in Advance <sup>c</sup>	25,000	88,506
<b>Total Current Revenue Received in Advance</b>	<b>6,533,449</b>	<b>6,161,297</b>
<b>Total Revenue Received in Advance</b>	<b>6,533,449</b>	<b>6,161,297</b>

- a Burial fees received in advance were higher mainly due to an increase in sales.
- b Plaque fees received in advance were higher mainly due to increases in prices and increase in the number of Plaque reservations.
- c Mausoleum fees received in advance decreased in 2015-16 due to a reduction in deposits taken for the new Mausoleum extension at Woden.

**Estimate of When Revenue Received in Advance will be Recognised as Revenue**

	2016	2015
	\$	\$
<b>Estimated Revenue Received in Advance Recognised as Revenue within 12 Months</b>		
Burial Fees Received in Advance <sup>a</sup>	540,910	508,119
Plaque Fees Received in Advance <sup>a</sup>	109,935	99,160
Mausoleum Fees Received in Advance <sup>a</sup>	2,500	8,851
<b>Total Estimated Revenue Received in Advance Recognised as Revenue within 12 Months</b>	<b>653,345</b>	<b>616,130</b>
<b>Estimated Revenue Received in Advanced Recognised as Revenue after 12 Months</b>		
Burial Fees Received in Advance <sup>a</sup>	4,868,193	4,573,069
Plaque Fees Received in Advance <sup>a</sup>	989,411	892,443
Mausoleum Fees Received in Advance <sup>a</sup>	22,500	79,655
<b>Total Estimated Revenue Received in Advance Recognised as Revenue after 12 Months</b>	<b>5,880,104</b>	<b>5,545,167</b>
<b>Total Revenue Received in Advance</b>	<b>6,533,449</b>	<b>6,161,297</b>

- a The timing of when revenue received in advance will be recognised has been estimated based on past sales experience.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 25 FINANCIAL INSTRUMENTS

Details of significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability are disclosed in Note 2 'Significant Accounting Policies'.

##### **Interest Rate Risk**

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

A significant portion of financial assets are held in floating interest rate arrangements and all financial liabilities are non-interest bearing. This means that the Authority is not exposed to movements in interest payables, however, it is exposed to movements in interest receivable. Interest rates decreased during the year ended 30 June 2016 and this affected the interest received as the Authority received lower interest revenue.

Interest rate risk for financial assets is managed by the Authority by only investing in floating interest rate investments that are low risk. Interest rate risk for financial liabilities is not actively managed by the Authority as there are no financial liabilities which are exposed to a floating interest rate. There have been no changes in risk exposure or processes for managing risk since the last financial reporting period.

##### *Sensitivity Analysis*

A sensitivity analysis has not been undertaken for the interest rate risk of the Authority as it has been determined that the possible impact on income or total equity from fluctuations in interest rates is immaterial.

##### **Credit Risk**

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Authority's credit risk is limited to the amount of the financial assets it holds net of any allowance for impairment. The Authority expects to collect all financial assets that are not past due or impaired.

The Authority holds its cash and cash equivalents with the Westpac Bank, St George Bank and Public Trustee and Guardian. The only funds held with St George Bank are on demand deposits. There is insignificant credit risk for funds held with the Westpac Bank, St George and the Public Trustee and Guardian. The Authority manages credit risk by investing only with Approved Deposit Funds (funds that are regulated by the Australian Prudential Regulation Authority (APRA)).

The Authority also manages credit risk for the Perpetual Care Trusts and is confident that the actuarial model by which each Perpetual Care Trust receives revenue will enable the Trusts to continue to operate and meet their obligations in the long term.

There have been no changes in credit risk exposure or processes for managing credit risk since the last reporting period.



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**25 FINANCIAL INSTRUMENTS (CONTINUED)**

**Liquidity Risk**

Liquidity risk is the risk that the Authority will encounter difficulties in meeting obligations associated with its liabilities that are settled by delivering cash or another financial asset. To limit its exposure to liquidity risk, the Authority ensures that it does not have a large portion of its financial liabilities maturing in any one reporting period and that, at any particular point in time, it has a sufficient amount of current financial assets to meet its current financial liabilities. This ensures that the Authority has enough liquidity to meet its emerging financial liabilities. See the maturity analysis for further details of when financial assets and liabilities mature.

The Authority's exposure to liquidity risk and the management of this risk has not changed since the previous reporting period.

**Price Risk**

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or by factors affecting all similar financial instruments traded in the market.

The Authority holds no instruments exposed to price risk.

**Fair Value of Financial Assets and Liabilities**

The carrying amount and fair values of financial assets and liabilities at the end of the reporting period are:

	<b>Carrying Amount 2016 \$</b>	<b>Fair Value 2016 \$</b>	<b>Carrying Amount 2015 \$</b>	<b>Fair Value 2015 \$</b>
<b>Financial Assets</b>				
Cash and Cash Equivalents	5,428,461	5,428,461	7,913,049	7,913,049
Receivables	220,406	220,406	550,136	550,136
<b>Total Financial Assets</b>	<b>5,648,867</b>	<b>5,648,867</b>	<b>8,463,185</b>	<b>8,463,185</b>
<b>Financial Liabilities</b>				
Payables	221,598	221,598	2,340,173	2,340,173
<b>Total Financial Liabilities</b>	<b>221,598</b>	<b>221,598</b>	<b>2,340,173</b>	<b>2,340,173</b>

The Authority does not hold any financial instrument measured at fair value at 30 June 2016 (Nil at 30 June 2015). As such, no Fair Value Hierarchy disclosures have been made.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**25 FINANCIAL INSTRUMENTS (CONTINUED)**

**Fair Value of Financial Assets and Liabilities (CONTINUED)**

**Maturity Analysis**

The following table sets out the Authority's maturity analysis for the financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 30 June 2016 and 30 June 2015. Except for financial assets and liabilities which have a floating interest rate or are non-interest bearing will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

Note No.	Weighted Average Effective Interest Rate		Floating Interest Rate		Within 1 Year		1 to 5 Years		Over 5 Years		Non-Interest Bearing		Total	
	2016 %	2015 %	2016 \$	2015 \$	2016 \$	2015 \$	2016 \$	2015 \$	2016 \$	2015 \$	2016 \$	2015 \$	2016 \$	2015 \$
<b>Financial assets</b>														
Cash and Cash Equivalents	15	2.91	4,564,400	4,584,259	863,861	3,328,590	-	-	-	-	200	200	5,428,461	7,913,049
Receivables	16	-	-	-	-	-	-	-	-	-	550,136	550,136	220,406	550,136
<b>Total Financial Assets</b>			<b>4,564,400</b>	<b>4,584,259</b>	<b>863,861</b>	<b>3,328,590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>550,336</b>	<b>550,336</b>	<b>5,648,867</b>	<b>8,463,185</b>
<b>Financial Liabilities</b>														
Payables	22	-	-	-	-	-	-	-	-	-	235,753	2,340,173	235,753	2,340,173
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>235,753</b>	<b>2,340,173</b>	<b>235,753</b>	<b>2,340,173</b>
<b>Net Financial Assets / (Liabilities)</b>			<b>4,564,400</b>	<b>4,584,259</b>	<b>863,861</b>	<b>3,328,590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,147)</b>	<b>(1,789,837)</b>	<b>5,413,114</b>	<b>6,123,012</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**25 FINANCIAL INSTRUMENTS (CONTINUED)**

**Fair Value of Financial Assets and Liabilities (CONTINUED)**

	2016	2015
	\$	\$
<b>Carrying Amount of Each Category of Financial Asset and Financial Liability</b>		
<b>Financial Assets</b>		
Loans and Receivables Measured at Amortised Cost	220,406	550,136
<b>Financial Liabilities</b>		
Financial Liabilities Measured at Amortised Cost	221,598	2,340,173

The Authority does not have any financial liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and, as such, this category is not included above.

	2016	2015
	\$	\$
<b>Gains/(Losses) on Each Category of Financial Asset and Financial Liability</b>		
<b>Gains/(Losses) on Financial Assets</b>		
Financial Assets at Fair Value through the Profit and Loss Designated upon Initial Recognition	-	9,979
<b>Gains/(Losses) on Financial Liabilities</b>		
Financial Liabilities Measured at Amortised Cost	-	-

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**26 CASH FLOW RECONCILIATION**

**(a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement to the Equivalent items in the Balance Sheet**

	2016	2015
	\$	\$
Total Cash and Cash Equivalents Recorded in the Balance Sheet	5,428,461	7,913,049
<b>Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement</b>	<b>5,428,461</b>	<b>7,913,049</b>

**(b) Reconciliation of the Net Cash (Outflows) from Operating Activities to the Operating (Deficit)**

	2016	2015
	\$	\$
Operating (Deficit)	(73,529)	(1,185,823)
<b>Add Non-Cash Items</b>		
Depreciation of Property, Plant and Equipment	453,468	438,091
Amortisation of Intangibles	30,410	16,620
<b>Add/(Less) Items Classified as Investing or Financing</b>		
(Gain)/Loss on Investments	-	(9,979)
Net Loss/(Gain) on Disposal of Non-Current Assets	-	5,747
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>410,349</b>	<b>(735,344)</b>
Changes in Operating Assets and Liabilities		
Decrease in Receivables	394,458	63,709
(Increase) in Inventories	(704,744)	(1,425,635)
(Increase) in Other Assets	(8,446)	(7,199)
(Decrease) / Increase in Payables	(2,093,288)	495,628
(Decrease)/Increase in Employee Benefits	(3,407)	56,499
Increase in Revenue Received in Advance	372,153	570,669
<b>Net Changes in Operating Assets and Liabilities</b>	<b>(2,043,274)</b>	<b>(246,329)</b>
<b>Net Cash (Outflows) from Operating Activities</b>	<b>(1,632,925)</b>	<b>(981,673)</b>

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**27 COMMITMENTS**

**Other Commitments**

Other Commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	<u>2016</u>	<u>2015</u>
	\$	\$
Within one year <sup>a</sup>	-	1,099,729
Total Other Commitments	<u>-</u>	<u>1,099,729</u>

a There are no commitments for 2015-16. The amounts in 2014-15 are related to the mausoleum extension.

**28 CONTINGENT LIABILITIES AND ASSETS**

There were no contingent liabilities at 30 June 2016 (30 June 2015 : Nil) as notified by the Australian Capital Territory Government Solicitor. The Authority maintains a relevant insurance policy that limits any exposure to \$5,000.

## ACT PUBLIC CEMETERIES AUTHORITY

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 29 REMUNERATION OF BOARD MEMBERS

ACT Public Cemeteries Authority Board members were appointed by the Minister for Territory and Municipal Services in accordance with section 29A (1) and (2) of the *Cemeteries and Crematoria Act 2003*. Key Management Personnel are not compensated for attendance to board meetings but are paid under collective agreements.

The members of the Board are entitled to remuneration and allowances in accordance with Determination No. 12 of November 2015 of the ACT Remuneration Tribunal.

Total remuneration paid as per below:

			2016	2015
			\$	\$
Ms Diane Kargas	Chairperson	Reappointed August 2013	8,355	11,260
Mr Stephen Bartos	Deputy Chair	Appointed August 2013	5,830	11,410
Ms Kathleen O'Sullivan	Member	Reappointed August 2013	5,010	4,350
Ms Pamela Burton	Member	Appointed August 2013	6,620	5,910
Ms Caroline LeCouteur	Member	Appointed August 2015	4,590	-
Mr Kanti Jinna	Member	Appointed August 2015	5,000	-
Ms Jayanti Gupta	Member	Appointed August 2015	4,150	-
Mr John Kalokerinos	Member	Appointed August 2015	2,920	-
Mr Derek Roylance <sup>b</sup>	Member	Tenure Ended August 2015	-	-
Ms Virginia Shaw	Member	Tenure Ended August 2015	-	5,530
Ms Margaret Watt	Member	Tenure Ended August 2015	-	6,720
Mr Hamish Horne <sup>a</sup>	Chief Executive Officer	Ongoing	-	-
<b>Total Payments</b>			<b>42,475</b>	<b>45,180</b>

a Mr H Horne is not paid in his capacity as a board member.

b Mr D Roylance voluntarily forgoes remuneration.

#### 30 BUDGETARY REPORTING

The following are brief explanations of major line item variances between budget estimates and actual outcomes. Variances are considered to be major variances if both of the following criteria are met:

- a The line item is a significant line item: the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- b The variances (original budget to actual) are greater than plus (+) or minus (-) 10% of the budget for the financial statement line item.

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**30 Budgetary Reporting (CONTINUED)**

Operating Statement Line items	Actual	Budget <sup>1</sup>	Variance	Variance	Variance Explanation
	2015-16 \$'000	2015-16 \$'000	\$'000	%	
User Charges Non-ACT Government	3,860	3,965	(105)	-2.65%	User Charges lower than budget due to a lower than estimated number of allotments sold.
Reimbursement of Maintenance and Related Expenditure Incurred on Behalf of the Perpetual Care Trusts	1,231	1,525	(294)	-19.29%	Due to the new guidelines of the Perpetual Care Trust maintenance, there was a reduction in the contribution income attributed to the Perpetual Care Trust and Reserves as the allocation percentages have decreased based on Minister Approval during the 2015-16 year. As such, less maintenance expenses were reimbursed from the Trusts than was anticipated in the budget.
Supplies and Services	691	876	(185)	-21.12%	Supplies and Services are lower due to the significant lower than expected water usage and savings in repairs and maintenance expense.

1. Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2015-16 Statement of intent).  
Note: # in the Line Item Variance % column represents a variance that is greater than 999 per cent or less than -999 per cent

**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**30 Budgetary Reporting (CONTINUED)**

Balance Sheet Line items	Actual	Budget <sup>1</sup>	Variance	Variance	Variance Explanation
	2015-16 \$'000	2015-16 \$'000	\$'000	%	
<b>Current Assets</b>					
Cash and Cash Equivalents	5,428	6,237	(809)	-12.97%	Lower cash and cash equivalents is due to the payment made by the Authority to the Perpetual Care Trust for prior year overdrawn amounts, which were not anticipated in the budget.
<b>Non-Current Assets</b>					
Inventories	3,029	1,072	1,957	182.56%	The construction of the Mausoleum was completed in 2015-16 and this has contributed to the higher non-current inventories. The Mausoleum balances were incorrectly allocated to capital works in progress in the budget.
Property, Plant and Equipment	4,099	3,027	1,072	35.41%	The construction of the new office building at Gungahlin to replace the aging premises was completed in 2015-16. This was not anticipated in the budget.
Capital Works in Progress	682	4,112	(3,430)	-83.41%	The number of capital projects started during the year were fewer than budgeted because Mausoleum costs were incorrectly recorded in the budget as capital works in progress instead of inventories.
<b>Current Liabilities</b>					
Revenue Received in Advance	6,533	5,834	699	11.98%	Revenue received in advance was underestimated in the budget.
<b>Non-Current Liabilities</b>					
Employee Benefits	16	71	(55)	-77.46%	This reflects the reduction in long service leave balances along with the decrease in the number of full-time equivalent employees.

1. Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2015-16 Statement of Intent).  
Note: # in the Line Item Variance % column represents a variance that is greater than 10 per cent or less than -10 per cent



**ACT PUBLIC CEMETERIES AUTHORITY**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**30 Budgetary Reporting (CONTINUED)**

Cash Flow Statement Line items	Actual	Budget <sup>1</sup>	Variance	Variance	Variance Explanation
	2015-16 \$'000	2015-16 \$'000	\$'000	%	
<b>Receipts</b>					
User Charges - Non - ACT Government	4,221	5,337	(1,116)	-20.91%	The budget combined the User Charges Non – ACT Government receipt and the Reimbursements of Maintenance and Related Expenditure from Perpetual Care Trusts rather than reflecting the amounts in separate revenue line items.
Reimbursement of Maintenance and Related Expenditure from Perpetual Care Trusts	1,623	-	1,623	100.00%	The budget combined the User Charges Non – ACT Government receipt and the Reimbursements of Maintenance and Related Expenditure from Perpetual Care Trusts rather than reflecting the amounts in separate revenue line items.
<b>Payments</b>					
Transferred to Perpetual Care Trusts	4,041	-	4,041	100.00%	Expenditure was included in other payments in the budget. The amount is higher as it was difficult to estimate the total expenditure for the year and apportion them based on the statutory percentage provided to the Perpetual Care Trusts.
Employees	1,500	1,669	(169)	-10.13%	Employee expenses decreased as there was a reduction in the number of full time equivalent employees.
Cost of Sales	1,127	-	1,127	100.00%	Inventory expenses were included in Other Payments in the budget and the majority of payments were for the cost to construct the Mausoleum extension which has been treated as inventory.
Supplies and Services	970	870	100	11.49%	The budget did not anticipate settlement of expenses from 2014/15, being paid in 2015/16 in relation to supplies and services.
Other	-	2,990	(2,990)	-100.00%	The budgeted amount included cost of sales and transfers from the Perpetual Care Trusts recorded in separate line items above.
Property, Plant & Equipment	814	500	314	62.80%	The construction of the Gungahlin office was not anticipated in the budget.

1. Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2015-16 Statement of Intent).  
Note: # in the Line Item Variance % column represents a variance that is greater than 10 per cent or less than -10 per cent

## INDEPENDENT AUDIT REPORT

### GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

#### To the Members of the ACT Legislative Assembly

##### Report on the special purpose financial statements

The special purpose financial statements (financial statements) of the Gungahlin Cemetery Perpetual Care Trust for the year ended 30 June 2016 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes.

##### Responsibility for the financial statements

The Governing Board of the ACT Public Cemeteries Authority (the Governing Board) is responsible for the preparation and fair presentation of the financial statements. The Governing Board has determined that the basis of preparation described in Note 1 of the financial statements is appropriate to meet the financial reporting requirements of the *Cemeteries and Crematoria Act 2003*.

The Governing Board is also responsible for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

##### The auditor's responsibility

Under the *Cemeteries and Crematoria Act 2003*, I am responsible for expressing an independent audit opinion on the financial statements.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the prudence of decisions made by the Governing Board.

### **Electronic presentation of the audited financial statements**

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

### **Audit opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gungahlin Cemetery Perpetual Care Trust at 30 June 2016 and the results of its operations and cash flows for the year then ended, in accordance with the financial reporting requirements of the *Cemeteries and Crematoria Act 2003* as described in Note 1 of the financial statements.

The audit opinion should be read in conjunction with other information disclosed in this report.

### **Basis of Accounting**

Without modifying the audit opinion, I draw attention to Note 1 of the financial statements which describes the basis of accounting. The special purpose financial statements have been prepared to fulfil financial reporting responsibilities under the *Cemeteries and Crematoria Act 2003*. As a result, the financial statements may not be suitable for another purpose.



Bernie Sheville  
Director, Financial Audits  
19 August 2016

# **GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

# GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

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**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	Note No.	2016 \$	2015 \$
<b>Income</b>			
Interest		3,022	8,037
Dividend Income		27,145	17,289
Funding from the ACT Public Cemeteries Authority in accordance with the <i>Cemeteries and Crematoria Act 2003</i>	1(g)	878,392	900,356
Gain on Investments		926	20,421
<b>Total Income</b>		<b>909,485</b>	<b>946,103</b>
<b>Expenses</b>			
Reimbursement of Maintenance and Related Expenditure Incurred by the ACT Public Cemeteries Authority	1(g)	718,485	654,142
Bank Charges		1,567	1,231
<b>Total Expenses</b>		<b>720,052</b>	<b>655,373</b>
<b>Operating Surplus</b>		<b>189,433</b>	<b>290,730</b>
<b>Total Comprehensive Income</b>		<b>189,433</b>	<b>290,730</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**BALANCE SHEET  
AT 30 JUNE 2016**

	Note No.	2016 \$	2015 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	299,627	127,381
<b>Total Current Assets</b>		<b>299,627</b>	<b>127,381</b>
<b>Non-Current Assets</b>			
Investments	3	1,054,338	972,412
<b>Total Non-Current Assets</b>		<b>1,054,338</b>	<b>972,412</b>
<b>Total Assets</b>		<b>1,353,965</b>	<b>1,099,793</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payable - ACT Public Cemeteries Authority	4	178,141	113,402
<b>Total Current Liabilities</b>		<b>178,141</b>	<b>113,402</b>
<b>Total Liabilities</b>		<b>178,141</b>	<b>113,402</b>
<b>Net Assets</b>		<b>1,175,824</b>	<b>986,391</b>
<b>EQUITY</b>			
Reserve for Maintenance and Related Expenditure		1,175,824	986,391
<b>Total Equity</b>		<b>1,175,824</b>	<b>986,391</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

## GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2016

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2016</b>			
<b>Balance at 1 July 2015</b>	-	986,391	986,391
<b>Comprehensive Income</b>			
Operating Surplus	189,433	-	189,433
<b>Total Comprehensive Income</b>	<b>189,433</b>	-	<b>189,433</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(189,433)	189,433	-
<b>Balance at 30 June 2016</b>	<b>-</b>	<b>1,175,824</b>	<b>1,175,824</b>

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2015</b>			
<b>Balance at 1 July 2014</b>	(60,467)	756,128	695,661
<b>Comprehensive Income</b>			
Operating Surplus	290,730	-	290,730
<b>Total Comprehensive Income</b>	<b>290,730</b>	-	<b>290,730</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(230,263)	230,263	-
<b>Balance at 30 June 2015</b>	<b>-</b>	<b>986,391</b>	<b>986,391</b>

- a The Authority is required by Section 11 of the *Cemeteries and Crematoria Act 2003* to transfer a percentage of revenue to the Cemetery's Maintenance Reserve. This percentage was reviewed and changed from 16.9% to 8.45% on 29 October 2015 with the Minister's approval. The amount in the Maintenance Reserve is set aside for the sole purpose of funding future maintenance requirements of the Cemetery and cannot be accessed without Ministerial approval.
- b All the surplus income earned is attributed to the Perpetual Care Trust Maintenance Reserve to sustain the perpetual cost of maintenance payable.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.



**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
Note No.	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Interest Received	3,022	8,037
Funding Received from the ACT Public Cemeteries Authority	965,858	917,658
<b>Total Receipts from Operating Activities</b>	<b>968,880</b>	<b>925,695</b>
<b>Payments</b>		
Bank Charges	1,567	1,230
Reimbursement to the ACT Public Cemeteries Authority for Maintenance and Related Expenditure	741,212	669,526
<b>Total Payments from Operating Activities</b>	<b>742,779</b>	<b>670,756</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>5 226,101</b>	<b>254,939</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts</b>		
Dividends Received	27,145	17,289
Sale Proceeds from Investments	60,000	-
<b>Total Receipt from Investing Activities</b>	<b>87,145</b>	<b>17,289</b>
<b>Payments</b>		
Payments for Investments	141,000	412,000
<b>Net Cash (Outflows) from Investing Activities</b>	<b>(53,855)</b>	<b>(394,711)</b>
<b>Net Increase / (Decrease) in Cash and Cash Equivalents</b>	<b>172,246</b>	<b>(139,772)</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period	127,381	267,153
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	<b>2 299,627</b>	<b>127,381</b>

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

## GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies

This note provides a list of all significant accounting policies adopted in preparation of these financial statements. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### (a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the requirements of Section 16B of the *Cemeteries and Crematoria Act 2003* (the Act). The ACT Public Cemeteries Authority (the Authority) has determined that the Gungahlin Cemetery Perpetual Care Trust is not a reporting entity.

The financial statements have been prepared on an accruals and historical cost basis, except for investments that are measured at fair value.

##### (b) Cash and Cash Equivalents

Cash includes cash at bank, cash on hand and demand deposits. Perpetual Care Trust money held in the Public Trustee and Guardian Fund is classified as a cash equivalents.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

##### (c) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

##### (d) Payables

Payables are a financial liability and initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

## GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (e) Investments

Short-term and long-term investments are held with the Public Trustee and Guardian in unit trusts called the Growth Investment Fund. The prices of units in the unit trusts fluctuate in value. The net gain or loss on investments consists of the fluctuation in price of the unit trusts between the end of the last reporting period and the end of this reporting period as well as any profit on the sale of units in the unit trusts (the profit being the difference between the price at the end of the last reporting period and the sale price). The net gains or losses do not include interest or dividend income.

The investments are measured at fair value with any adjustments to the carrying amount recorded in the Operating Statement. Fair value is based on an underlying pool of investments which have quoted market prices at the reporting date.

##### (f) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Trust and the revenue can be reliably measured.

Interest revenue is recognised using the effective interest method.

Dividend revenue is recognised when the right to receive payment is established.

## GUNG AHLIN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements

A Perpetual Care Trust has been established for the Gungahlin Cemetery in accordance with Section 9 of the Act. The Perpetual Care Trust is established for the long-term and short-term maintenance of the Cemetery. The Public Trustee and Guardian is the trustee of the Perpetual Care Trust, however, the Authority is responsible for its management.

The Authority is required to provide to the Trust a percentage of the revenue for each burial, interment of ashes or memorialisation at each cemetery (the Perpetual Care Trust percentage) in accordance with the Minister's determination. The Authority is also required to provide to the Trust a percentage of revenue as a reserve for future maintenance and related expenditure (the Perpetual Care Trust Reserve percentage).

In accordance with Section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for Gungahlin Cemetery Perpetual Care Trust were 44.9% (the Perpetual Care Trust percentage) and 8.45% (the Perpetual Care Trust reserve percentage). The Perpetual Care Trust Reserve percentage was reviewed and changed from 16.9% to 8.45% on 29 October 2015 with the approval of Minister. The percentages are required to be reviewed at least once every five years.

The sale of allotments for the Gungahlin Cemetery per the Authority for the 2015-16 was \$1,600,189 (2014-15: \$1,456,887) and the breakdown of funding received from the Authority as determined by the percentages approved by the Minister is as follows:

	<u>2016</u>	<u>2015</u>
	\$	\$
Contribution Income (44.9%)	718,485	654,142
Contribution Reserve Income (16.9% from July 2014 to September 2015 and 8.45% from October 2015 to June 2016)	159,907	246,214
<b>Total Funding Income</b>	<b><u>878,392</u></b>	<b><u>900,356</u></b>

## GUNGAHLIN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements (Continued)

The Authority is also required to spend perpetual care funds of each Trust for the maintenance of each cemetery in accordance with the Act.

The Act does not prescribe how 'maintenance' is defined, and consequently does not prescribe how the Perpetual Care Trust percentage is to be determined, except in general terms. The Perpetual Care Trust percentage determined by the Minister, and used as the basis for the provision of funds for the maintenance of the Gungahlin Cemetery, has been determined on a 'full cost' basis – i.e. the expenditure incurred against the Trust for not only the 'direct' cemetery maintenance costs, but also the proportion of 'indirect' costs incurred by the Authority that are associated with the management of cemetery maintenance. The expenditure has been allocated to the Trust on a basis of revenue earned by the Authority for the Gungahlin Cemetery. If in any year, the maintenance costs exceed the Perpetual Care Trust contribution, reimbursements to the Authority are capped to the Perpetual Care Trust contribution amount.

The amount of cemetery maintenance expenditure of the Trust is as follows:

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Direct Maintenance Costs <sup>a</sup>	471,681	423,847
Indirect Maintenance Costs <sup>b</sup>	246,804	230,295
<b>Total Maintenance Costs</b>	<b>718,485</b>	<b>654,142</b>

a Direct maintenance costs includes overheads for maintenance that are allocated to the maintenance of the Gungahlin Cemetery.

b Indirect maintenance is based on total indirect administrative costs paid by the Authority allocated to Gungahlin Cemetery Perpetual Care Trust based on the Gungahlin Cemetery's revenue as a percentage of total revenue of the Authority.

## GUNG AHLIN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 Cash and Cash Equivalents

The Gungahlin Perpetual Care Trust holds two Fund accounts with the Public Trustee and Guardian. These accounts are for the Gungahlin Perpetual Care Trust and the Gungahlin Perpetual Care Trust Reserve. The breakdown for the two accounts is as follows:

	2016	2015
	\$	\$
Perpetual Care Trust	20,187	18,945
Perpetual Care Trust Reserve <sup>a</sup>	279,440	108,436
<b>Total Cash and Cash Equivalents</b>	<b>299,627</b>	<b>127,381</b>

a The Perpetual Care Trust Reserve is cash reserves to be drawn on by the Gungahlin Cemetery for maintenance and related expenditure once all funds of the Perpetual Care Trust are depleted. The reserve has increased due to the sale proceeds received from Investments and an increase in funding received from the Authority.

#### 3 Investments

The purpose of the investment in the Growth Investment Fund is to hold it for a period longer than 12 months. The total carrying amount of the Growth Investment Fund below has been measured at fair value.

	2016	2015
	\$	\$
<b>Non-Current Investments</b>		
Growth Investment Fund <sup>a</sup>	1,054,338	972,412
<b>Total Non-Current investments</b>	<b>1,054,338</b>	<b>972,412</b>

a Funds from the Perpetual Care Trust Reserve account were used to purchase units in the Growth Investment Fund.

**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**4 Payables**

	2016	2015
	\$	\$
Payable - ACT Public Cemeteries Authority	178,141	113,402
<b>Total Payables</b>	<b>178,141</b>	<b>113,402</b>

**5 Cash Flow Reconciliation**

Reconciliation of the operating surplus to the net cash inflows from operating activities:

	2016	2015
	\$	\$
Operating Surplus	189,433	290,730
<b>Add/(Less) Items Classified as Investing or Financing</b>		
Gain on Investments	(925)	(20,421)
Dividend Income	(27,145)	(17,289)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>161,363</b>	<b>253,020</b>
<b>Cash Before Changes in Operating Assets and Liabilities</b>		
Increase in Payables	64,738	1,919
<b>Net Cash Inflows from Operating Activities</b>	<b>226,101</b>	<b>254,939</b>

**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE CHIEF EXECUTIVE OFFICER**

I, the Chief Executive Officer of the ACT Public Cemeteries Authority, declare that:

- 1 the Gungahlin Cemetery Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.



Hamish Horne

Chief Executive Officer

ACT Public Cemeteries Authority

16 August 2016



**GUNGAHLIN CEMETERY PERPETUAL CARE TRUST**

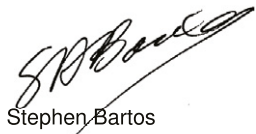
**SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE BOARD**

I, the Chairperson of the ACT Public Cemeteries Authority, declare that:

- 1 the Gungahlin Cemetery Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.

On behalf of the Board.



Stephen Bartos

Chair

ACT Public Cemeteries Authority  
16 August 2016

## INDEPENDENT AUDIT REPORT

### HALL CEMETERY PERPETUAL CARE TRUST

#### To the Members of the ACT Legislative Assembly

##### Report on the special purpose financial statements

The special purpose financial statements (financial statements) of the Hall Cemetery Perpetual Care Trust for the year ended 30 June 2016 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes.

##### Responsibility for the financial statements

The Governing Board of the ACT Public Cemeteries Authority (the Governing Board) is responsible for the preparation and fair presentation of the financial statements. The Governing Board has determined that the basis of preparation described in Note 1 of the financial statements is appropriate to meet the financial reporting requirements of the *Cemeteries and Crematoria Act 2003*.

The Governing Board is also responsible for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

##### The auditor's responsibility

Under the *Cemeteries and Crematoria Act 2003*, I am responsible for expressing an independent audit opinion on the financial statements.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the prudence of decisions made by the Governing Board.

### **Electronic presentation of the audited financial statements**

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

### **Audit opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Hall Cemetery Perpetual Care Trust at 30 June 2016 and the results of its operations and cash flows for the year then ended, in accordance with the financial reporting requirements of the *Cemeteries and Crematoria Act 2003* as described in Note 1 of the financial statements.

The audit opinion should be read in conjunction with other information disclosed in this report.

### **Basis of Accounting**

Without modifying the audit opinion, I draw attention to Note 1 of the financial statements which describes the basis of accounting. The special purpose financial statements have been prepared to fulfil financial reporting responsibilities under the *Cemeteries and Crematoria Act 2003*. As a result, the financial statements may not be suitable for another purpose.



Bernie Sheville  
Director, Financial Audits  
19 August 2016

# **HALL CEMETERY PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

# HALL CEMETERY PERPETUAL CARE TRUST

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## HALL CEMETERY PERPETUAL CARE TRUST

### OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2016

	2016	2015
Note No.	\$	\$
<b>Income</b>		
<i>Revenue</i>		
Interest	1,690	2,310
Dividend Income	3,696	1,003
Funding from the ACT Public Cemeteries Authority in accordance with the <i>Cemeteries and Crematoria Act 2003</i>	44,926	75,007
Gain on Investments	955	-
<i>Total Revenue</i>	<b>51,267</b>	<b>78,320</b>
<b>Total Income</b>	<b>51,267</b>	<b>78,320</b>
<b>Expenses</b>		
Reimbursement of Maintenance and Related Expenditure Incurred by the ACT Public Cemeteries Authority	8,206	9,686
Bank Charges	269	170
Loss on investment	-	152
<b>Total Expenses</b>	<b>8,475</b>	<b>10,008</b>
<b>Operating Surplus</b>	<b>42,792</b>	<b>68,312</b>
<b>Total Comprehensive Income</b>	<b>42,792</b>	<b>68,312</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

## HALL CEMETERY PERPETUAL CARE TRUST

### BALANCE SHEET AT 30 JUNE 2016

	Note No.	2016 \$	2015 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	14,123	19,165
Receivable - ACT Public Cemeteries Authority	3	12,782	68,904
<b>Total Current Assets</b>		<b>26,905</b>	<b>88,069</b>
<b>Non-Current Assets</b>			
Investments	4	236,060	132,104
<b>Total Non-Current Assets</b>		<b>236,060</b>	<b>132,104</b>
<b>Total Assets</b>		<b>262,965</b>	<b>220,173</b>
<b>LIABILITIES</b>			
<b>Total Liabilities</b>		-	-
<b>Net Assets</b>		<b>262,965</b>	<b>220,173</b>
<b>EQUITY</b>			
Reserve for Maintenance and Related Expenditure		262,965	220,173
<b>Total Equity</b>		<b>262,965</b>	<b>220,173</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

## HALL CEMETERY PERPETUAL CARE TRUST

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2016

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2016</b>			
<b>Balance at 1 July 2015</b>	-	220,173	220,173
<b>Comprehensive Income</b>			
Operating Surplus	42,792	-	42,792
<b>Total Comprehensive Income</b>	<b>42,792</b>	<b>-</b>	<b>42,792</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(42,792)	42,792	-
<b>Balance at 30 June 2016</b>	<b>-</b>	<b>262,965</b>	<b>262,965</b>

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2015</b>			
<b>Balance at 1 July 2014</b>	13,087	138,774	151,861
<b>Comprehensive Income</b>			
Operating Surplus	68,312	-	68,312
<b>Total Comprehensive Income</b>	<b>68,312</b>	<b>-</b>	<b>68,312</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(81,399)	81,399	-
<b>Balance at 30 June 2015</b>	<b>-</b>	<b>220,173</b>	<b>220,173</b>

- a The Authority is required by Section 11 of the *Cemeteries and Crematoria Act 2003* to transfer a percentage of revenue to the Cemetery's Maintenance Reserve. This percentage was reviewed and changed from 76.2% to 38.1% on 29 October 2015 with the Minister's approval. The amount in the Maintenance Reserve is set aside for the sole purpose of funding future maintenance requirements of the Cemetery and cannot be accessed without Ministerial approval.
- b All surplus income earned is attributed to the Perpetual Care Trust Maintenance Reserve to sustain the perpetual cost of maintenance payable.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.



**HALL CEMETERY PERPETUAL CARE TRUST**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Interest Received	1,690	2,309
Funding Received from the ACT Public Cemeteries Authority	99,286	83,167
<b>Total Receipts from Operating Activities</b>	<b>100,976</b>	<b>85,476</b>
<b>Payments</b>		
Bank Charges	268	170
Reimbursement to the ACT Public Cemeteries Authority for Maintenance and Related Expenditure	6,446	58,331
<b>Total Payments from Operating Activities</b>	<b>6,714</b>	<b>58,501</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>94,262</b>	<b>26,975</b>
	5	
<b>Cash Flows from Investing Activities</b>		
<b>Receipts</b>		
Sale of Investments	-	42,789
Dividends Received	3,696	1,003
<b>Total Receipts from Investing Activities</b>	<b>3,696</b>	<b>43,792</b>
<b>Payments</b>		
Payment for Investments	103,000	136,000
<b>Total Payments from Investing Activities</b>	<b>103,000</b>	<b>136,000</b>
<b>Net Cash (Outflows) from Investing Activities</b>	<b>(99,304)</b>	<b>(92,208)</b>
<b>Net (Decrease) in Cash and Cash Equivalents</b>	<b>(5,042)</b>	<b>(65,233)</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period	19,165	84,398
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	<b>14,123</b>	<b>19,165</b>
	2	

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

## HALL CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies

This note provides a list of all significant accounting policies adopted in preparation of these financial statements. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### (a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the requirements of Section 16B of the *Cemeteries and Crematoria Act 2003* (the Act). The ACT Public Cemeteries Authority (the Authority) has determined that the Hall Cemetery Perpetual Care Trust is not a reporting entity.

The financial statements have been prepared on an accruals and historical cost basis, except for investments that are measured at fair value.

##### (b) Cash and Cash Equivalents

Cash includes cash at bank, cash on hand and demand deposits. Perpetual Care Trust money held in the Public Trustee and Guardian Fund is classified as a cash equivalent.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

##### (c) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

##### (d) Investments

Short-term and long-term investments are held with the Public Trustee and Guardian in unit trusts called the Growth Investment Fund. The prices of units in the unit trusts fluctuate in value. The net gain or loss on investments consists of the fluctuation in price of the unit trusts between the end of the last reporting period and the end of this reporting period as well as any profit on the sale of units in the unit trusts (the profit being the difference between the price at the end of the last reporting period and the sale price). The net gains or losses do not include interest or dividend income.

The investments are measured at fair value with any adjustments to the carrying amount recorded in the Operating Statement. Fair value is based on an underlying pool of investments which have quoted market prices at the reporting date.

##### (e) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Trust and the revenue can be reliably measured.

Interest revenue is recognised using the effective interest method.

Dividend revenue is recognised when the right to receive payment is established.

## HALL CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (f) Perpetual Trust Arrangements

A Perpetual Care Trust has been established for the Hall Cemetery in accordance with Section 9 of the Act. The Perpetual Care Trust is established for the long-term and short-term maintenance of the cemetery. The Public Trustee and Guardian is the trustee of the Perpetual Care Trust, however, the Authority is responsible for its management.

The Authority is required to provide to the Trust a percentage of the revenue for each burial, interment of ashes or memorialisation at each cemetery (the Perpetual Care Trust percentage) in accordance with the Minister's determination. The Authority is also required to provide to the Trust a percentage of revenue as a reserve for future maintenance and related expenditure (the Perpetual Care Trust Reserve percentage).

In accordance with Section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the Hall Perpetual Care Trust were 11.3% (the Perpetual Care Trust percentage) and 38.1% (the Perpetual Care Trust Reserve percentage). The Perpetual Care Trust Reserve percentage was reviewed and changed from 76.2% to 38.10% with the approval of the Minister on 29 October 2015. The percentages are reviewed at least once every five years. The change in percentage was applicable from 1 October 2015.

The sale of allotments for the Hall Cemetery per the Authority for the 2015-16 was \$72,652 (2014-15: \$85,723) and the breakdown of funding received from the Authority as determined by the percentages approved by the Minister is as follows:

	<u>2016</u>	<u>2015</u>
	\$	\$
PCT Contribution Income (11.3%)	8,206	9,686
PCT Contribution Reserve Income (76.2% from July 2014 to September 2015 and 38.1% from October 2015 to June 2016) (only for 2015-16)	36,720	65,321
<b>Total Funding Income</b>	<b><u>44,926</u></b>	<b><u>75,007</u></b>

## HALL CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (f) Perpetual Trust Arrangements (Continued)

The Authority is also required to spend perpetual care funds of each Trust for maintenance of each cemetery in accordance with the Act.

The Act does not prescribe how 'maintenance' is defined, and consequently does not prescribe how the Perpetual Care Trust percentage is to be determined, except in general terms. The Perpetual Care Trust percentage determined by the Minister, and used as the basis for the provision of funds for the maintenance of the Hall Cemetery, has been determined on a 'full cost' basis – i.e. the expenditure incurred against the Trust for not only the 'direct' cemetery maintenance costs, but also the proportion of 'indirect' costs incurred by the Authority that are associated with the management of cemetery maintenance. The expenditure has been allocated to the Trust on a basis of revenue generated by the Authority for the Hall Cemetery. If in any year, the maintenance costs exceed the Perpetual Care Trust contribution, reimbursements to the Authority are capped to the Perpetual Care Trust contribution amount.

The amount of cemetery maintenance expenditure of the Trust is as follows:

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Direct Maintenance Costs <sup>a</sup>	5,386	6,276
Indirect Costs Related to the Management of Maintenance <sup>b</sup>	2,820	3,410
<b>Total Maintenance Costs</b>	<b>8,206</b>	<b>9,686</b>

a Direct maintenance costs includes overheads for maintenance that are allocated to the maintenance of the Hall Cemetery. Direct maintenance costs decreased due to a slight decrease in expenditure on ground maintenance.

b Indirect maintenance is based on total indirect administrative costs paid by the ACT Public Cemeteries Authority allocated to Hall Cemetery Perpetual Care Trust based on Hall Cemetery's revenue as a percentage of total revenue of the Authority.

## HALL CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 Cash and Cash Equivalents

The Hall Perpetual Care Trust holds two Fund accounts with the Public Trustee and Guardian. These accounts are for the Hall Perpetual Care Trust and the Hall Perpetual Care Trust Reserve. The breakdown for the two accounts is as follows:

	2016	2015
	\$	\$
Perpetual Care Trust	37	36
Perpetual Care Trust Reserve <sup>a</sup>	14,086	19,129
<b>Total Cash and Cash Equivalents</b>	<b>14,123</b>	<b>19,165</b>

a The Perpetual Care Trust Reserve is a cash reserve to be drawn on by Hall Cemetery for maintenance and related expenditure once all funds of the Perpetual Care Trust are depleted and the Authority is no longer able to fund this activity. The decrease is due to the purchase of investments, a decrease in interest income due to lower interest rates and there was no receipts from sale of investments.

#### 3 Receivables

	2016	2015
	\$	\$
Receivables - ACT Public Cemeteries Authority <sup>a</sup>	12,782	68,904
<b>Total Receivables</b>	<b>12,782</b>	<b>68,904</b>

a These are the amounts owed to the Hall Perpetual Care Trust for revenue from the Authority at 30 June. The receivable balance at 30 June 2015 included amounts overdrawn by the Authority from the Perpetual Care Trust in prior periods which were subsequently received in 2015-16.

#### 4 Investments

The purpose of the investment in the Growth Investment Fund is to hold it for a period longer than 12 months. The total carrying amount of the Growth Investment Fund below has been measured at fair value.

	2016	2015
	\$	\$
<b>Non-Current Investments</b>		
Growth Investment Fund - Hall <sup>a</sup>	236,060	132,104
<b>Total Non-Current investments</b>	<b>236,060</b>	<b>132,104</b>

a The increase is due to funds from the Perpetual Care Trust Reserve cash account being used to purchase units in the Growth Investment Fund.

**HALL CEMETERY PERPETUAL CARE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**5 Cash Flow Reconciliation**

Reconciliation of the operating surplus to net cash flows from operating activities:

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Operating Surplus	42,792	68,312
<b>Add/(Less) Items Classified as Investing or Financing</b>		
(Gain) / Loss on sale of Investments	(955)	152
Dividend Income	(3,696)	(1,003)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>38,141</b>	<b>67,461</b>
<b>Changes in Operating Assets and Liabilities</b>		
Decrease \ (Increase) in Receivables	56,121	(40,486)
<b>Net Changes in Operating Assets and Liabilities</b>	<b>56,121</b>	<b>(40,486)</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>94,262</b>	<b>26,975</b>

**HALL CEMETERY PERPETUAL CARE TRUST**  
**SPECIAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE CHIEF EXECUTIVE OFFICER**

I, the Chief Executive Officer of the ACT Public Cemeteries Authority, declare that:

- 1 the Hall Cemetery Perpetual Care Trust (the Trust) is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.



Hamish Horne  
Chief Executive Officer  
ACT Public Cemeteries Authority  
16 August 2016

**HALL CEMETERY PERPETUAL CARE TRUST**  
**SPECIAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE BOARD**

I, the Chairperson of the ACT Public Cemeteries Authority, declare that:

- 1 the Hall Cemetery Perpetual Care Trust (the Trust) is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.

On behalf of the Board.



Stephen Bartos

Chair

ACT Public Cemeteries Authority  
16 August 2016



## INDEPENDENT AUDIT REPORT

### WODEN MAUSOLEUM PERPETUAL CARE TRUST

#### To the Members of the ACT Legislative Assembly

#### Report on the special purpose financial statements

The special purpose financial statements (financial statements) of the Woden Mausoleum Perpetual Care Trust for the year ended 30 June 2016 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes.

#### Responsibility for the financial statements

The Governing Board of the ACT Public Cemeteries Authority (the Governing Board) is responsible for the preparation and fair presentation of the financial statements. The Governing Board has determined that the basis of preparation described in Note 1 of the financial statements is appropriate to meet the financial reporting requirements of the *Cemeteries and Crematoria Act 2003*.

The Governing Board is also responsible for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

#### The auditor's responsibility

Under the *Cemeteries and Crematoria Act 2003*, I am responsible for expressing an independent audit opinion on the financial statements.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the prudence of decisions made by the Governing Board.

### **Electronic presentation of the audited financial statements**

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

### **Audit opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Woden Mausoleum Perpetual Care Trust at 30 June 2016 and the results of its operations and cash flows for the year then ended, in accordance with the financial reporting requirements of the *Cemeteries and Crematoria Act 2003* as described in Note 1 of the financial statements.

The audit opinion should be read in conjunction with other information disclosed in this report.

### **Basis of Accounting**

Without modifying the audit opinion, I draw attention to Note 1 of the financial statements which describes the basis of accounting. The special purpose financial statements have been prepared to fulfil financial reporting responsibilities under the *Cemeteries and Crematoria Act 2003*. As a result, the financial statements may not be suitable for another purpose.



Bernie Sheville  
Director, Financial Audits  
19 August 2016

# **WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

# WODEN MAUSOLEUM PERPETUAL CARE TRUST

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**WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
Note No.	\$	\$
<b>Income</b>		
<i>Revenue</i>		
Interest	7,700	7,628
Dividend Income	12,464	18,715
Gain on Investments	-	33,057
Funding from the ACT Public Cemeteries Authority in accordance with the <i>Cemeteries and Crematoria Act 2003</i>	1(g) 327,689	-
<i>Total Revenue</i>	347,853	59,400
<b>Total Income</b>	<b>347,853</b>	<b>59,400</b>
<b>Expenses</b>		
Reimbursement of Maintenance and Related Expenditure Incurred by the ACT Public Cemeteries Authority	70,608	-
Bank Charges	979	1,274
Loss on Investments	7,537	-
<b>Total Expenses</b>	<b>79,124</b>	<b>1,274</b>
<b>Operating Surplus</b>	<b>268,729</b>	<b>58,126</b>
<b>Total Comprehensive Income</b>	<b>268,729</b>	<b>58,126</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

## WODEN MAUSOLEUM PERPETUAL CARE TRUST

### BALANCE SHEET AT 30 JUNE 2016

	Note No.	2016 \$	2015 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	274,290	274,078
Receivables - ACT Public Cemeteries Authority	3	14,187	-
<b>Total Current Assets</b>		<b>288,477</b>	<b>274,078</b>
<b>Non-Current Assets</b>			
Investments	4	508,176	681,715
<b>Total Non-Current Assets</b>		<b>508,176</b>	<b>681,715</b>
<b>Total Assets</b>		<b>796,653</b>	<b>955,793</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payable - ACT Public Cemeteries Authority	5	-	427,869
<b>Total Current Liabilities</b>		<b>-</b>	<b>427,869</b>
<b>Total Liabilities</b>		<b>-</b>	<b>427,869</b>
<b>Net Assets</b>		<b>796,653</b>	<b>527,924</b>
<b>EQUITY</b>			
Reserve for Maintenance and Related Expenditure		796,653	527,924
<b>Total Equity</b>		<b>796,653</b>	<b>527,924</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

## WODEN MAUSOLEUM PERPETUAL CARE TRUST

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2016

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2016</b>			
<b>Balance at 1 July 2015</b>	-	527,924	527,924
<b>Comprehensive Income</b>			
Operating Surplus	268,729	-	268,729
<b>Total Comprehensive Income</b>	<b>268,729</b>	<b>-</b>	<b>268,729</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(268,729)	268,729	-
<b>Balance at 30 June 2016</b>	<b>-</b>	<b>796,653</b>	<b>796,653</b>
<b>2015</b>			
<b>Balance at 1 July 2014</b>	(60,402)	530,200	469,798
<b>Comprehensive Income</b>			
Operating Surplus	58,126	-	58,126
<b>Total Comprehensive Income</b>	<b>58,126</b>	<b>-</b>	<b>58,126</b>
Transfer from the Maintenance Reserve <sup>ab</sup>	2,276	(2,276)	-
<b>Balance at 30 June 2015</b>	<b>-</b>	<b>527,924</b>	<b>527,924</b>

- a The Authority is required by Section 11 of the *Cemeteries and Crematoria Act 2003* to transfer a percentage of revenue to the Mausoleum's Maintenance Reserve. This percentage was reviewed and changed from 60.3% to 28.40% on 29 October 2015 with the Minister's approval. The amount in the Maintenance Reserve is set aside for the sole purpose of funding future maintenance requirements of the Mausoleum and cannot be accessed without Ministerial approval.
- b All the surplus income earned is attributed to the Perpetual Care Trust Maintenance Reserve to sustain the perpetual cost of maintenance payable.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>Note No.</b>	<b>2016 \$</b>	<b>2015 \$</b>
<b>Cash Flows from Operating Activities</b>			
<b>Receipts</b>			
Interest Received		7,700	7,628
Funding Received from the ACT Public Cemeteries Authority		327,689	-
<b>Total Receipts from Operating Activities</b>		<b>335,389</b>	<b>7,628</b>
<b>Payments</b>			
Bank Charges		979	1,274
Reimbursement to the ACT Public Cemeteries Authority for Maintenance and Related Expenditure		512,663	7,658
<b>Total Payments from Operating Activities</b>		<b>513,642</b>	<b>8,932</b>
<b>Net Cash (Outflows) from Operating Activities</b>	6	<b>(178,253)</b>	<b>(1,304)</b>
<b>Cash Flows from Investing Activities</b>			
<b>Receipts</b>			
Dividends Received		12,465	18,715
Sales Proceeds from Investment		440,000	-
<b>Total Receipts from Investing Activities</b>		<b>452,465</b>	<b>18,715</b>
<b>Payments</b>			
Payments for Investments		274,000	64,000
<b>Total Payments from Investing Activities</b>		<b>274,000</b>	<b>64,000</b>
<b>Net Cash Inflows / (Outflows) from Investing Activities</b>		<b>178,465</b>	<b>(45,285)</b>
<b>Net Increase / (Decrease) in Cash and Cash Equivalents</b>		<b>212</b>	<b>(46,589)</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period		274,078	320,667
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	2	<b>274,290</b>	<b>274,078</b>

The above Cash Flow Statement should be read in conjunction with the accompanying notes.



# WODEN MAUSOLEUM PERPETUAL CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

### 1 Significant Accounting Policies

This note provides a list of all significant accounting policies adopted in preparation of these financial statements. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### (a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the requirements of Section 16B of the *Cemeteries and Crematoria Act 2003* (the Act). The ACT Public Cemeteries Authority (the Authority) has determined that the Woden Mausoleum Perpetual Care Trust is not a reporting entity.

The financial statements have been prepared on an accruals and historical cost basis, except for investments that are measured at fair value.

#### (b) Cash and Cash Equivalents

Cash includes cash at bank, cash on hand and demand deposits. Perpetual Care Trust money held in the Public Trustee and Guardian Fund is classified as a cash equivalent.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

#### (c) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

#### (d) Payables

Payables are initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

#### (e) Investments

Short-term and long-term investments are held with the Public Trustee and Guardian in unit trusts called the Growth Investment Fund. The prices of units in the unit trusts fluctuate in value. The net gain or loss on investments consists of the fluctuation in price of the unit trusts between the end of the last reporting period and the end of this reporting period as well as any profit on the sale of units in the unit trusts (the profit being the difference between the price at the end of the last reporting period and the sale price). The net gains or losses do not include interest or dividend income.

The investments are measured at fair value with any adjustments to the carrying amount recorded in the Operating Statement. Fair value is based on an underlying pool of investments which have quoted market prices at the reporting date.

#### (f) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Trust and the revenue can be reliably measured.

Interest revenue is recognised using the effective interest method.

Dividend revenue is recognised when the right to receive payment is established.

## WODEN MAUSOLEUM PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements

A Perpetual Care Trust has been established for the Woden Mausoleum in accordance with Section 9 of the Act. The Perpetual Care Trust is established for the long-term and short-term maintenance of the Mausoleum. The Public Trustee and Guardian is the trustee of the Perpetual Care Trust, however the Authority is responsible for its management.

The Authority is required to provide to the Trust a percentage of the revenue for each burial, interment of ashes or memorialisation at each cemetery (the Perpetual Care Trust percentage) in accordance with the Minister's determination. The Authority is also required to provide to the Trust a percentage of revenue as a reserve for future maintenance and related expenditure (the Perpetual Care Trust Reserve percentage).

In accordance with Section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the Woden Mausoleum Perpetual Care Trust were 13.4% (the Perpetual Care Trust percentage) and 28.4% (the Perpetual Care Trust reserve percentage). The Perpetual Care Trust Reserve percentage was reviewed and changed from 60.3% (2014-15) to 28.4% with the approval of the Minister. The percentages are reviewed at least once every five years.

The sale of allotments for the Woden Mausoleum per the Authorities for the 2015-16 was \$908,218 (2014-15 : \$0) and the breakdown of funding received from the Authority as determined by the percentages approved by the Minister is as follows:

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Contribution Income (13.4% in 2015-16)	70,607	-
Contribution Reserve Income (28.4% in 2015-16)	257,082	-
<b>Total Funding Income</b>	<b>327,689</b>	<b>-</b>

## WODEN MAUSOLEUM PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements (Continued)

The Authority is also required to spend perpetual care funds of each Trust for maintenance of each cemetery and mausoleum in accordance with the Act.

The Act does not prescribe how 'maintenance' is defined, and consequently does not prescribe how the Perpetual Care Trust maintenance percentage is to be determined, except in general terms. The Perpetual Care Trust percentage provided by the Minister, and used as the basis for the provision of funds for the maintenance of the Woden Mausoleum has been determined on a 'full cost' basis – i.e. the expenditure incurred against the Trust for not only the 'direct' mausoleum maintenance costs but also 'indirect' mausoleum maintenance costs incurred by the Authority that are associated with the management of mausoleum maintenance. The expenditure has been allocated to the Trust on a basis of revenue generated by the Authority for the Woden Mausoleum. If in any year, the maintenance costs exceed the PCT contribution, reimbursements to the Authority are capped to the PCT contribution amount.

The amount of cemetery maintenance expenditure of the Trust is as follows:

	2016	2015
	\$	\$
Direct Maintenance Costs <sup>a</sup>	46,353	-
Indirect Maintenance Costs <sup>b</sup>	24,254	-
<b>Total Maintenance Costs</b>	<b>70,607</b>	<b>-</b>

a Direct maintenance costs includes overheads for maintenance that are allocated to the maintenance of the Woden Mausoleum. Direct maintenance costs increased due to an increase in income received by the mausoleum with the opening of the new section.

b Indirect maintenance is based on total indirect administrative costs paid by the ACT Public Cemeteries Authority allocated to the Woden Mausoleum Perpetual Care Trust based on Woden Mausoleum's revenue as a percentage of total revenue of the Authority.

## WODEN MAUSOLEUM PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 Cash and Cash Equivalents

The Woden Mausoleum Perpetual Care Trust holds two Fund accounts with the Public Trustee and Guardian. These accounts are for the Woden Mausoleum Perpetual Care Trust and the Woden Mausoleum Perpetual Care Trust Reserve. The breakdown for the two accounts is as follows:

	2016	2015
	\$	\$
Perpetual Care Trust	241,550	237,150
Perpetual Care Trust Reserve <sup>a</sup>	32,740	36,928
<b>Total Cash and Cash Equivalents</b>	<b>274,290</b>	<b>274,078</b>

a The Perpetual Care Trust Reserve is a cash reserve to be drawn on by Woden Mausoleum for maintenance and related expenditure once all funds of the Trust are depleted.

#### 3 Receivables

	2016	2015
	\$	\$
Receivable - ACT Public Cemeteries Authority	14,187	-
<b>Total Receivables</b>	<b>14,187</b>	<b>-</b>

#### 4 Investments

The purpose of the investment in the Growth Investment Fund is to hold it for a period longer than 12 months. The total carrying amount of the Growth Investment Fund below has been measured at fair value.

	2016	2015
	\$	\$
<b>Non-Current Investments</b>		
Growth Investment Fund <sup>a</sup>	508,176	681,715
<b>Total Non-Current investments</b>	<b>508,176</b>	<b>681,715</b>

a Investments decreased due to the sale of units in the Growth Investment Fund to repay the ACT Public Cemeteries Authority for overpayments received in 2014-15.

**WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**5 Payables**

	2016	2015
	\$	\$
Payable - ACT Public Cemeteries Authority	-	427,869
<b>Total Payables</b>	<b>-</b>	<b>427,869</b>

**6 Cash Flow Reconciliation**

Reconciliation of the operating surplus to the net cash (outflows) from operating activities:

	2016	2015
	\$	\$
Operating Surplus	268,729	58,126
<b>Add Items Classified as Investing or Financing</b>		
Loss / (Gain) on Investments	7,538	(33,057)
Dividend Income	(12,464)	(18,715)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>263,803</b>	<b>6,354</b>
<b>Changes in Operating Assets and Liabilities</b>		
(Increase) in Receivables	(14,187)	-
(Decrease)/Increase in Payables	(427,869)	(7,658)
<b>Net Changes in Operating Assets and Liabilities</b>	<b>(442,056)</b>	<b>(7,658)</b>
<b>Net Cash (Outflows) from Operating Activities</b>	<b>(178,253)</b>	<b>(1,304)</b>

**WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE CHIEF EXECUTIVE OFFICER**

I, the Chief Executive Officer of the ACT Public Cemeteries Authority, declare that:

- 1 the Woden Mausoleum Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.



Hamish Horne  
Chief Executive Officer  
ACT Public Cemeteries Authority  
16 August 2016

**WODEN MAUSOLEUM PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE BOARD**

I, the Chairperson of the ACT Public Cemeteries Authority, declare that:

- 1 the Woden Mausoleum Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.

On behalf of the Board.



Stephen Bartos

Chair

ACT Public Cemeteries Authority  
16 August 2016

## INDEPENDENT AUDIT REPORT

### WODEN CEMETERY PERPETUAL CARE TRUST

#### To the Members of the ACT Legislative Assembly

##### Report on the special purpose financial statements

The special purpose financial statements (financial statements) of the Woden Cemetery Perpetual Care Trust for the year ended 30 June 2016 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes.

##### Responsibility for the financial statements

The Governing Board of the ACT Public Cemeteries Authority (the Governing Board) is responsible for the preparation and fair presentation of the financial statements. The Governing Board has determined that the basis of preparation described in Note 1 of the financial statements is appropriate to meet the financial reporting requirements of the *Cemeteries and Crematoria Act 2003*.

The Governing Board is also responsible for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

##### The auditor's responsibility

Under the *Cemeteries and Crematoria Act 2003*, I am responsible for expressing an independent audit opinion on the financial statements.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.



Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the prudence of decisions made by the Governing Board.

### **Electronic presentation of the audited financial statements**

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, then they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

### **Independence**

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

### **Audit opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Woden Cemetery Perpetual Care Trust at 30 June 2016 and the results of its operations and cash flows for the year then ended, in accordance with the financial reporting requirements of the *Cemeteries and Crematoria Act 2003* as described in Note 1 of the financial statements.

The audit opinion should be read in conjunction with other information disclosed in this report.

### **Basis of Accounting**

Without modifying the audit opinion, I draw attention to Note 1 of the financial statements which describes the basis of accounting. The special purpose financial statements have been prepared to fulfil financial reporting responsibilities under the *Cemeteries and Crematoria Act 2003*. As a result, the financial statements may not be suitable for another purpose.



Bernie Sheville  
Director, Financial Audits  
19 August 2016

# **WODEN CEMETERY PERPETUAL CARE TRUST**

**SPECIAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

# WODEN CEMETERY PERPETUAL CARE TRUST

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**WODEN CEMETERY PERPETUAL CARE TRUST**

**OPERATING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
Note No.	\$	\$
<b>Income</b>		
<i>Revenue</i>		
Interest	9,536	6,079
Dividend Income	84,404	52,672
Funding from the ACT Public Cemeteries Authority in accordance with the <i>Cemeteries and Crematoria Act 2003</i>	687,438	986,511
Gain on Investment	52,766	92,266
<i>Total Revenue</i>	<b>834,144</b>	<b>1,137,528</b>
<b>Total Income</b>	<b>834,144</b>	<b>1,137,528</b>
<b>Expenses</b>		
Reimbursement of Maintenance and Related Expenditure Incurred by the ACT Public Cemeteries Authority	433,320	499,162
Bank Charges	5,082	2,734
<b>Total Expenses</b>	<b>438,402</b>	<b>501,896</b>
<b>Operating Surplus</b>	<b>395,742</b>	<b>635,632</b>
<b>Total Comprehensive Income</b>	<b>395,742</b>	<b>635,632</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

**WODEN CEMETERY PERPETUAL CARE TRUST**

**BALANCE SHEET  
AT 30 JUNE 2016**

	Note No.	2016 \$	2015 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	331,328	177,268
Receivables	3	-	2,005,323
<b>Total Current Assets</b>		<b>331,328</b>	<b>2,182,591</b>
<b>Non-Current Assets</b>			
Investments	4	4,190,098	1,917,332
<b>Total Non-Current Assets</b>		<b>4,190,098</b>	<b>1,917,332</b>
<b>Total Assets</b>		<b>4,521,426</b>	<b>4,099,923</b>
<b>LIABILITIES</b>			
Payable - ACT Public Cemeteries Authority	5	25,761	-
<b>Total Current Liabilities</b>		<b>25,761</b>	<b>-</b>
<b>Total Liabilities</b>		<b>25,761</b>	<b>-</b>
<b>Net Assets</b>		<b>4,495,665</b>	<b>4,099,923</b>
<b>EQUITY</b>			
Reserve for Maintenance and Related Expenditure		4,495,665	4,099,923
<b>Total Equity</b>		<b>4,495,665</b>	<b>4,099,923</b>

The above Balance Sheet should be read in conjunction with the accompanying notes

## WODEN CEMETERY PERPETUAL CARE TRUST

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2016

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2016</b>			
<b>Balance at 1 July 2015</b>	-	4,099,923	4,099,923
<b>Comprehensive Income</b>			
Operating Surplus	395,742	-	395,742
<b>Total Comprehensive Income</b>	<b>395,742</b>	-	<b>395,742</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(395,742)	395,742	-
<b>Balance at 30 June 2016</b>	<b>-</b>	<b>4,495,665</b>	<b>4,495,665</b>

	Accumulated Surplus \$	Maintenance Reserve \$	Total \$
<b>2015</b>			
<b>Balance at 1 July 2014</b>	719,282	2,745,009	3,464,291
<b>Comprehensive Income</b>			
Operating Surplus	635,632	-	635,632
<b>Total Comprehensive Income</b>	<b>635,632</b>	-	<b>635,632</b>
Transfer to the Maintenance Reserve <sup>ab</sup>	(1,354,914)	1,354,914	-
<b>Balance at 30 June 2015</b>	<b>-</b>	<b>4,099,923</b>	<b>4,099,923</b>

- a The Authority is required by Section 11 of the *Cemeteries and Crematoria Act 2003* to transfer a percentage of revenue to the Cemetery's Maintenance Reserve. This percentage was reviewed and changed from 33.0% to 16.5% on 29 October 2015 with the Minister's approval. The amount in the Maintenance Reserve is set aside for the sole purpose of funding future maintenance requirements of the Cemetery and cannot be accessed without Ministerial approval.
- b All the surplus income earned is attributable to the Perpetual Care Trust Maintenance Reserve to sustain the perpetual cost of maintenance payable.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**WODEN CEMETERY PERPETUAL CARE TRUST**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016**

	2016	2015
Note No.	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Interest Received	9,536	6,079
Cash Received from the ACT Public Cemeteries Authority	2,648,042	1,003,778
<b>Total Receipts from Operating Activities</b>	<b>2,657,578</b>	<b>1,009,857</b>
<b>Payments</b>		
Bank Charges	5,082	2,734
Reimbursement to the ACT Public Cemeteries Authority for Maintenance and Related Expenditure	362,840	917,326
<b>Total Payments from Operating Activities</b>	<b>367,922</b>	<b>920,060</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>2,289,656</b>	<b>89,797</b>
6		
<b>Cash Flows from Investing Activities</b>		
<b>Receipts</b>		
Sale of Investments	-	390,000
Dividends Received	84,404	52,672
<b>Total Receipts from Investing Activities</b>	<b>84,404</b>	<b>442,672</b>
<b>Payments</b>		
Purchase of Investments	2,220,000	678,000
<b>Total Payments from Investing Activities</b>	<b>2,220,000</b>	<b>678,000</b>
<b>Net Cash (Outflows) from Investing Activities</b>	<b>(2,135,596)</b>	<b>(235,328)</b>
<b>Net Increase / (Decrease) in Cash and Cash Equivalents</b>	<b>154,060</b>	<b>(145,531)</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period	177,268	322,799
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	<b>331,328</b>	<b>177,268</b>
2		

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

## WODEN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies

This note provides a list of all significant accounting policies adopted in preparation of these financial statements. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### (a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the requirements of Section 16B of the *Cemeteries and Crematoria Act 2003* (the Act). The ACT Public Cemeteries Authority (the Authority) has determined that the Woden Cemetery Perpetual Care Trust is not a reporting entity.

The financial statements have been prepared on an accruals and historical cost basis, except for investments that are measured at fair value.

##### (b) Cash and Cash Equivalents

Cash includes cash at bank, cash on hand and demand deposits. Perpetual Care Trust money held in the Public Trustee and Guardian Fund is classified as a cash equivalent.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

##### (c) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

##### (d) Payables

Payables are initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.



## WODEN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (e) Investments

Short-term and long-term investments are held with the Public Trustee and Guardian in unit trusts called the Growth Investment Fund. The prices of units in the unit trusts fluctuate in value. The net gain or loss on investments consists of the fluctuation in price of the unit trusts between the end of the last reporting period and the end of this reporting period as well as any profit on the sale of units in the unit trusts (the profit being the difference between the price at the end of the last reporting period and the sale price). The net gains or losses do not include interest or dividend income.

The investments are measured at fair value with any adjustments to the carrying amount recorded in the Operating Statement. Fair value is based on an underlying pool of investments which have quoted market prices at the reporting date.

##### (f) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Trust and the revenue can be reliably measured.

Interest revenue is recognised using the effective interest method.

Dividend revenue is recognised when the right to receive payment is established.

## WODEN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements

A Perpetual Care Trust has been established for the Woden Cemetery in accordance with Section 9 of the Act. The Woden Cemetery Perpetual Care Trust is established for the long-term and short-term maintenance of the cemetery. The Public Trustee and Guardian is the Trustee of the Perpetual Care Trust, however, the Authority is responsible for management of the Trust.

The Authority is required to provide the Trust a percentage of the revenue for each burial, interment of ashes or memorialisation at each cemetery (the Perpetual Care Trust percentage) in accordance with the Minister's determination. The Authority is also required to provide to the Trust a percentage of revenue as a reserve for future maintenance and related expenditure (the Perpetual Care Trust Reserve percentage).

In accordance with Section 11 of the Act, the Perpetual Care Trust percentages determined by the Minister for the Woden Perpetual Care Trust were 33.8% (the Perpetual Care Trust percentage) and 16.5% (the Perpetual Care Trust Reserve percentage). The Perpetual Care Trust Reserve percentage was reviewed and changed from 33.0% to 16.5% with the approval of the Minister on 29 October 2015. The percentages are reviewed at least once every five years.

The sale of allotments for the Woden Cemetery per the Authority for the 2015-16 was \$1,282,008 (2014-15: \$1,476,812) and the breakdown of funding received from the Authority as determined by the percentages approved by the Minister is as follows:

	<u>2016</u>	<u>2015</u>
	\$	\$
Contribution Income (33.8%)	433,318	499,163
Contribution Reserve Income (33.0% from July 2014 to September 2015 and 16.5% from October 2015 to June 2016)	254,120	487,348
<b>Total Funding Income</b>	<b><u>687,438</u></b>	<b><u>986,511</u></b>

## WODEN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 1 Significant Accounting Policies (Continued)

##### (g) Perpetual Trust Arrangements (Continued)

The Authority is also required to spend perpetual care funds of each Trust for maintenance of each cemetery in accordance with the Act.

The Act does not prescribe how 'maintenance' is defined, and consequently does not prescribe how the Perpetual Care Trust percentages are to be determined, except in general terms. The Perpetual Care Trust percentages determined by the Minister, and used as the basis for the provision of funds for the maintenance of the Woden Cemetery, has been determined on a 'full cost' basis – i.e. the expenditure incurred against the Trust for not only the 'direct' cemetery costs, but also the proportion of 'indirect' costs incurred by the Authority that are associated with the management of Cemetery maintenance. The expenditure has been allocated to the Trust on a basis of revenue generated by the Authority for the Woden Cemetery. If in any year, the maintenance costs exceed the Perpetual Care Trust contribution, reimbursement to the Authority are capped to the Perpetual Care Trust contribution amount.

The amount of cemetery maintenance expenditure of the Trust is as follows:

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Direct Maintenance Costs <sup>a</sup>	284,471	323,429
Indirect Costs <sup>b</sup>	148,849	175,733
<b>Total Maintenance Costs</b>	<b>433,320</b>	<b>499,162</b>

a Direct maintenance costs includes overheads for maintenance that are allocated to the maintenance of the Woden Cemetery. Direct maintenance costs decreased due to the decreased Authority expenses on ground maintenance and the reduction in the use of temporary staff during the reporting period.

b Indirect maintenance is based on total indirect administrative costs incurred by the Authority allocated to the Woden Perpetual Care Trust based on Woden Cemetery's revenue as a percentage of total revenue of the Authority.

## WODEN CEMETERY PERPETUAL CARE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

#### 2 Cash and Cash Equivalents

The Woden Perpetual Care Trust holds two Fund accounts with the Public Trustee and Guardian. These accounts are for the Perpetual Care Trust and the Perpetual Care Trust Reserve. The breakdown for the two accounts is as follows:

	2016	2015
	\$	\$
Perpetual Care Trust <sup>a</sup>	1,037	235
Perpetual Care Trust Reserve <sup>b</sup>	330,291	177,033
<b>Total Cash and Cash Equivalents</b>	<b>331,328</b>	<b>177,268</b>

a The Perpetual Care Trust balance increased due to 2014-15 overdrawn reimbursements repaid from the ACT Public Cemeteries Authority for maintenance and related expenditure.

b The Perpetual Care Trust Reserve is a cash reserve to be drawn on by Woden Cemetery for maintenance and related expenditure once all funds of the Perpetual Care Trust are depleted and the Authority is no longer able to fund this activity. The reserve has increased due to overdrawn reimbursements paid from the ACT Public Cemeteries Authority.

#### 3 Receivables

	2016	2015
	\$	\$
Receivables - ACT Public Cemeteries Authority <sup>a</sup>	-	2,005,323
<b>Total Receivables</b>	<b>-</b>	<b>2,005,323</b>

a The amounts owed to the Woden Perpetual Care Trust by the Authority in 2014-15 were due to shortfalls in funds paid to the Perpetual Care Trust by the Authority in previous periods. This amount was received by the Trust in 2015-16.

#### 4 Investments

The purpose of the investment in the Growth Investment Fund is to hold it for a period longer than 12 months. The total carrying amount of the Growth Investment Fund below has been measured at fair value.

	2016	2015
	\$	\$
<b>Non-Current Investments</b>		
Growth Investment Fund <sup>a</sup>	4,190,098	1,917,332
<b>Total Non-Current investments</b>	<b>4,190,098</b>	<b>1,917,332</b>

a The Perpetual Care Trust Reserve amounts received from the Authority in 2015-16 were used to purchase further units.

**WODEN CEMETERY PERPETUAL CARE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**5 Payables**

	2016	2015
	\$	\$
Payable - ACT Public Cemeteries Authority	25,761	-
<b>Total Payables</b>	<b>25,761</b>	<b>-</b>

**6 Cash Flow Reconciliation**

Reconciliation of the operating surplus to net cash inflows from operating activities:

	2016	2015
	\$	\$
Operating Surplus	395,742	635,632
<b>Add/(Less) Items Classified as Investing or Financing</b>		
Gain on Investments	(52,766)	(92,266)
Dividend Income	(84,404)	(52,672)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>258,572</b>	<b>490,694</b>
<b>Changes in Operating Assets and Liabilities</b>		
Decrease / (Increase) in Receivables	2,005,323	(400,897)
Increase in Payables	25,761	-
<b>Net Changes in Operating Assets and Liabilities</b>	<b>2,031,084</b>	<b>(400,897)</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>2,289,656</b>	<b>89,797</b>

**WODEN CEMETERY PERPETUAL CARE TRUST**  
**SPECIAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE CHIEF EXECUTIVE OFFICER**

I, the Chief Executive Officer of the ACT Public Cemeteries Authority, declare that:

- 1 the Woden Cemetery Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.



Hamish Horne

Chief Executive Officer

ACT Public Cemeteries Authority

16 August 2016

**WODEN CEMETERY PERPETUAL CARE TRUST**  
**SPECIAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

**DECLARATION BY THE BOARD**

I, the Chairperson of the ACT Public Cemeteries Authority, declare that:

- 1 the Woden Cemetery Perpetual Care Trust is not a reporting entity and that these special purpose financial statements were prepared in accordance with the accounting policies outlined in Note 1 to the financial statements;
- 2 the financial statements and notes present fairly the Trust's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with accounting policies described in Note 1 to the financial statements.

On behalf of the Board.



Stephen Bartos  
Chair  
ACT Public Cemeteries Authority  
16 August 2016

# APPENDIX 1: COMPLIANCE STATEMENT

The ACT Public Cemeteries Authority Annual Report 2015-16 must comply with the 2015-2016 Annual Report Directions found at the ACT Legislation Register: [www.legislation.act.gov.au/ni/annual/2015.asp](http://www.legislation.act.gov.au/ni/annual/2015.asp)  
The index below indicates the subsections of the Annual Report Directions that are applicable and the location of the information that satisfies these requirements. The ACT Public Cemeteries Authority Annual Report 2015-16 complies with all applicable subsections.

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<b>D</b>	<b>Notices of Non Compliance</b>	<b>nil to report</b>
D.1	Dangerous substances	nil to report
D.2	Medicines, Poisons and Therapeutic Goods	nil to report
E	Education and Training	not applicable
F	Health	not applicable
G	Gambling and Racing	not applicable
H	Ministerial and Director-General Directions	nil to report
I	Public Land Management Plans	nil to report
J	Third Party Insurance	not applicable
K	Victims of Crime	not applicable
L	Waste Minimisation Contraventions	nil to report



## WHOLE OF GOVERNMENT REPORTING

All subsections listed under whole of Government reporting are aggregated with the contributions of other directorate's as follows:

- M Community Engagement and Support—see Chief Minister, Treasury and Economic Development Directorate 2015-16 Annual Report
- N Justice and Community Safety—see Justice and Community Safety 2015-16 Annual Report**
- N.1 Bushfire Risk management
- N.2 Freedom of Information
- N.3 Human rights
- N.4 Legal Services Direction
- O Public Sector Standards and Workforce Profile—see Commissioner for Public Administration 2014-15 State of Service Report**
- O.1 Culture and Behaviour
- O.2 Public Interest Disclosure
- O.3 Workforce Profile
- P Territory Records—see Chief Minister, Treasury and Economic Development Directorate 2015-16 Annual Report**

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