



## THE EPILEPSY FOUNDATION OF VICTORIA INCORPORATED

(Incorporated in Victoria as an Incorporated Association – Registered No. A00022674D)

A.B.N 75967571784

# FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2009

**FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2009**

**Table of contents**

Board's report	47
Board and Sub-committee membership and meeting attendance	48
Statement by members of the Board	49
Independent audit report	50
Auditor's independence declaration	51
Financial statements	52
Notes to and forming part of the financial statements	55

**Directory**

Registered Address	818 Burke Road Camberwell VIC 3124
Bankers	Westpac Banking Corporation Bendigo Bank National Australia Bank
Auditor	Dennis J Clark FCPA

<b>The Board</b>	
Chairman	Prof. Mark Cook
Public Officer	Mr. Graeme Shears
Treasurer	Dr. Christine Walker
Board Members	Dr. Lindsay Vowels Dr. Christine Walker Mrs. Jacqueline Branston Ms. Victoria Funnell Ms. Sally Genser Mr. Tony Mooney Mr. Jock MacAdie Mr. Jim Campbell

## BOARD'S REPORT

The Board of The Epilepsy Foundation of Victoria Incorporated submits the Financial Report for the financial year ended 30 June 2009.

### Board members

The names of Board members throughout the financial year and at the date of this report are:

Prof. Mark Cook	Ms. Sally Genser
Dr. Lindsay Vowels	Mr. Tony Mooney
Dr. Christine Walker	Ms. Victoria Funnell
Mrs. Jacqueline Branston	Mr. Jock MacAdie
Ms. Cavell Zangelis (resigned November 2008)	Mr. J Campbell

### Principal activities

The principal activities of The Epilepsy Foundation of Victoria Incorporated during the financial year were to enhance the quality of life of people living with epilepsy through information, education, advocacy, support services and research.

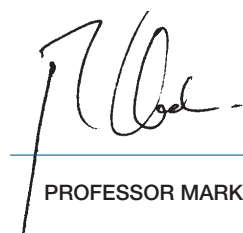
### Significant changes

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

### Operating result


The profit from ordinary activities for the year amounted to \$491,202.

Signed in accordance with a resolution of the Board for and on behalf of the Board by:



---

PROFESSOR MARK COOK – CHAIRMAN



---

DR CHRISTINE WALKER – TREASURER

Dated at Melbourne, Victoria: 30 October 2009

## BOARD AND SUB-COMMITTEE MEMBERSHIP AND MEETING ATTENDANCE

Meeting	Eligible	Attended
<b>Board members</b>		
Mark Cook (Chair)	7	5
Christine Walker	7	6
Jacqueline Branston	7	6
Tony Mooney	7	6
Lindsay Vowels	7	7
Sally Genser	7	3
Cavell Zangalis	3	1
Jim Campbell	7	6
Jock MacAdie	7	6
Vici Funnell	4	4
<b>Meeting Attendees</b>		
Graeme Shears (Staff)	7	7
Jeremy Maxwell (Staff)	7	6
Kerith Opie (Staff)	4	3
Helen Fraser (Staff)	3	3
Wayne Pfeiffer (Staff)	3	3
<b>Fundraising Sub-committee</b>		
Jim Campbell (Chair)	1	1
Sally Genser	1	1
Tony Mooney	1	1
Graeme Shears (Staff)	1	1
Jeremy Maxwell (Staff)	1	1
<b>Finance &amp; Risk Management Sub-committee</b>		
Jock MacAdie (Chair)	1	1
Jim Campbell	1	1
Vici Funnell	1	1
Graeme Shears (Staff)	1	1
Jeremy Maxwell (Staff)	1	1
Wayne Pfeiffer (Staff)	1	1
Diana McNamara (Staff)	1	1
<b>Research Sub-committee</b>		
Lindsay Vowels (Chair)	1	1
Christine Walker	1	1
Jacqueline Branston	1	–
Vici Funnell	1	1
Kevin Brown (External researcher)	1	1
Graeme Shears (Staff)	1	–
Wayne Pfeiffer (Staff)	1	–
Jaya Pinikahana (Staff)	1	1
Jean Ewing (Staff)	1	1
Pauline Brockett (Staff)	1	1

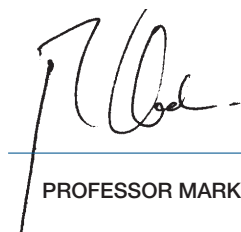
## STATEMENT BY MEMBERS OF THE BOARD

The Board has determined that The Epilepsy Foundation of Victoria Incorporated is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the opinion of the Board, the Financial Report, comprising the Income and Expenditure Statement, Balance Sheet, Cashflow Statement and Notes to the Financial Statements:

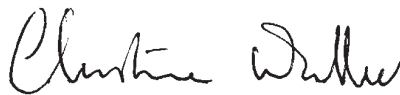
1. Present a true and fair view of the financial position of The Epilepsy Foundation of Victoria Incorporated as at 30 June 2009 and its performance for the year ended on the date; and
2. At the date of this statement, there are reasonable grounds to believe that The Epilepsy Foundation of Victoria Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:



---

PROFESSOR MARK COOK – CHAIRMAN



---

DR CHRISTINE WALKER – TREASURER

Dated at Melbourne, Victoria: 30 October 2009

PO Box 42988  
Casuarina NT  
Phone: 0412 392 518  
Email: dennis.clark@mdspartners.com.au



## INDEPENDENT AUDIT REPORT

To the Members of The Epilepsy Foundation of Victoria Incorporated:

### Audit Scope

I have audited the accompanying Financial Report of The Epilepsy Foundation of Victoria Incorporated, as set out on pages 52 to 67 for the financial year ended 30 June 2009. The Financial Report comprises the Income and Expenditure Statement, Balance Sheet, Cashflow Statement and Notes to the Financial Statements. The Board of The Epilepsy Foundation of Victoria Incorporated is responsible for the preparation and presentation of the Financial Report and the information it contains. An independent audit of the Financial Report has been carried out in order to express an opinion on it to the Members of The Epilepsy Foundation of Victoria Incorporated.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the Financial Report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the Financial Report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, so as to present a view which is consistent with my understanding of The Epilepsy Foundation of Victoria Incorporated's financial position and financial performance as represented by the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

### Audit Opinion

In my opinion, the Financial Report gives a true and fair view, in accordance with the *Associations Incorporation Act 1981*, applicable Accounting Standards and other professional reporting requirements, of the financial position of The Epilepsy Foundation of Victoria Incorporated, as at 30 June 2009, its financial performance and cash flows for the financial year then ended.

A handwritten signature in black ink, appearing to be "Dennis J Clark", is written over a horizontal line.

**DENNIS J CLARK FCPA**

Partner MDS Partners  
Appointed Auditor  
Dated at Melbourne, Victoria: 30 October 2009

PO Box 42988  
Casuarina NT  
Phone: 0412 392 518  
Email: dennis.clark@mdspartners.com.au



### **AUDITOR'S INDEPENDENCE DECLARATION TO THE BOARD OF THE EPILEPSY FOUNDATION OF VICTORIA INCORPORATED**

I declare that, to the best of my knowledge and belief, during the financial year ended 30 June 2009, there have been:

1. No contraventions of accepted auditor independence requirements in relation to the audit; and
2. No contraventions of any applicable code of professional conduct in relation to the audit.

A handwritten signature in black ink, appearing to be "Dennis J Clark", is written above a horizontal line.

**DENNIS J CLARK FCPA**

Partner MDS Partners  
Appointed Auditor

Dated at Melbourne, Victoria: 30 October 2009

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2009**

	Note	2009 \$	2008 \$
<b>INCOME</b>			
Donations	2	1,316,392	1,093,823
Bequests		1,038,109	375,218
Membership Fees		4,951	4,795
Fundraising Events	3	264,500	47,728
Government Grants		899,986	866,701
Investment Income		13,536	18,618
Opportunity Shops	4	119,467	363,402
Service Fees / Community Awareness		55,292	74,125
Sundry Income		24,793	21,682
Trading Income	5	12,491	7,355
Profit on Sale of Motor Vehicles		2,215	1,588
<b>Total income</b>		<b>3,751,732</b>	<b>2,875,035</b>
<b>EXPENDITURE</b>			
Administration Expenses	6	345,185	406,650
Books, Publications and Aids		95,615	70,285
Community Awareness Events		54,794	45,768
Conference and Travel Expenses		69,259	88,338
Depreciation		59,909	56,243
Fundraising Expenses		191,047	119,607
Motor Vehicle Expenses		47,698	56,529
Personnel Expenses	7	2,313,329	2,125,449
Property Expenses	8	83,694	87,194
<b>Total expenditure</b>		<b>3,260,530</b>	<b>3,056,063</b>
<b>PROFIT/(LOSS) FROM ORDINARY ACTIVITIES</b>		<b>491,202</b>	<b>(181,028)</b>
Accumulated Surplus at the Beginning of the Financial Year		515,745	696,773
Prior Period Adjustment		–	(156)
<b>ACCUMULATED SURPLUS AT THE END OF THE FINANCIAL YEAR</b>		<b>1,006,947</b>	<b>515,745</b>

The accompanying Notes form part of this Financial Report

**BALANCE SHEET AS AT 30 JUNE 2009**

	Note	2009 \$	2008 \$
<b>CURRENT ASSETS</b>			
Cash	12	745,141	497,941
Receivables	9	52,882	82,797
Inventories		7,072	14,133
<b>Total current assets</b>		<b>805,095</b>	<b>594,871</b>
<b>NON CURRENT ASSETS</b>			
Investments	10	–	214,921
Property, Plant and Equipment	11	3,194,748	3,102,653
<b>Total non current assets</b>		<b>3,194,748</b>	<b>3,317,574</b>
<b>TOTAL ASSETS</b>		<b>3,999,843</b>	<b>3,912,445</b>
<b>CURRENT LIABILITIES</b>			
Creditors and Accruals		293,007	390,208
Bank Overdraft	12	1,174	494
Revenue Received in Advance		408,328	196,053
Employee Entitlements	13	429,109	371,912
<b>Total current liabilities</b>		<b>1,131,618</b>	<b>958,667</b>
<b>NON CURRENT LIABILITIES</b>			
Employee Entitlements	13	51,009	61,244
Bank Loans		521,995	1,088,515
<b>Total non current liabilities</b>		<b>573,004</b>	<b>1,149,759</b>
<b>TOTAL LIABILITIES</b>		<b>1,704,622</b>	<b>2,108,426</b>
<b>NET ASSETS</b>		<b>2,295,221</b>	<b>1,804,019</b>
<b>MEMBERS' FUNDS</b>			
Capital Reserves		160,580	160,580
Asset Revaluation Reserve		1,127,694	1,127,694
Accumulated Surplus		1,006,947	515,745
<b>TOTAL MEMBERS' FUNDS</b>		<b>2,295,221</b>	<b>1,804,019</b>

The accompanying Notes form part of this Financial Report

**CASHFLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2009**

	Note	2009 \$	2008 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from Public/Customers		2,859,274	1,970,283
Receipt of Government Grants		1,147,746	866,701
Payments to Suppliers and Employees		(3,226,572)	(2,533,265)
<b>Net Cash Flows From (Used In) Operating Activities</b>	12b	<b>780,448</b>	<b>303,719</b>
<b>Cash Flows from Investing Activities</b>			
Proceeds from sale of property, plant and equipment		14,524	1,588
Interest received		13,536	18,618
Purchase of property, plant and equipment		(170,771)	(38,118)
<b>Net Cash Flows From (Used In) Investing Activities</b>		<b>(142,711)</b>	<b>(17,912)</b>
<b>Cash Flows from Financing Activities</b>			
Repayment of Borrowings		(566,520)	(6,234)
Interest Paid		(39,617)	(89,040)
Investments		214,921	(126,884)
<b>Net Cash Flows From (Used In) Financing Activities</b>		<b>(391,216)</b>	<b>(222,158)</b>
Net Increase in Cash		246,521	63,649
Cash at Beginning		497,446	433,797
<b>CASH AT END</b>	12a	<b>743,967</b>	<b>497,446</b>

The accompanying Notes form part of this Financial Report

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### CONTENTS

Note	Page
1 Statement of Significant Accounting Policies .....	56
2 Donations.....	59
3 Fundraising Events .....	59
4 Opportunity Shops .....	59
5 Trading Income.....	59
6 Administration Expenses .....	60
7 Personnel Expenses .....	60
8 Property Expenses .....	61
9 Receivables.....	61
10 Investments.....	61
11 Property, Plant and Equipment .....	61
12 Cash Flows .....	62
13 Employee Entitlements .....	62
14 Commitments for Expenditure .....	63
15 Contingent Liabilities.....	63
16 Superannuation .....	63
17 Auditor's Remuneration .....	63
18 Responsible Persons Disclosures .....	63
19 Segment Information .....	64
20 Income Tax.....	64
21 Financial Instruments.....	64
22 Association Information .....	67

The accompanying Notes form part of this Financial Report

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act. The Board has determined that the Epilepsy Foundation of Victoria Incorporated is not a reporting entity. However the Financial Report has been prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the AASB and the requirements of the *Associations Incorporation Act 1981*. The Financial Report consists of the Financial Statements of The Epilepsy Foundation of Victoria Incorporated as an individual entity. The Epilepsy Foundation of Victoria Incorporated is an incorporated association, incorporated and domiciled in Australia. The accounting policies adopted in preparing the Financial Statements are consistent with those of previous years, except where otherwise stated.

The following is a summary of the material accounting policies adopted by The Epilepsy Foundation of Victoria Incorporated in the preparation of the financial report. The accounting policies have been applied in a manner consistent with the previous period, unless otherwise stated.

#### 1.1 Historical cost

The Financial Report has been prepared on an accruals and historical cost basis whereby assets are recorded at cost and do not take into account changing money values, nor the current cost of non-current assets, except for certain assets, which are at valuation. Cost is based on the fair value of the consideration given in exchange for assets.

#### 1.2 Rounding off

All amounts shown in the Financial Statements are expressed to the nearest dollar.

#### 1.3 Property, plant and equipment

Property, plant and equipment are carried at cost less any accumulated depreciation. The carrying amount of property, plant and equipment is reviewed annually by the members of the Board to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Non-current assets (items over \$1,000) are capitalised and depreciated to write off the cost or revalued amount of each item of Plant and Equipment, over its expected useful life to The Epilepsy Foundation of Victoria Incorporated.

Depreciation methods and rates used for each class of depreciable assets are:

	Method	Rate
Furniture & Equipment	Reducing Balance	20%
Computer Equipment	Reducing Balance	33%
Motor Vehicles	Reducing Balance	20%

Depreciation methods and rates of all non-current assets are reviewed on an annual basis. There has been a change in the methodology and rates for 2009, changing the depreciation rate for Computer Equipment from 20% to 33% to reflect a reassessment of the useful life of this class of asset. This is effective from 1 July 2008 onwards.

#### 1.4 Inventories

Inventories are stated in the Balance Sheet at the lower of cost and net realisable value. Cost is determined principally by the first-in, first-out method.

The accompanying Notes form part of this Financial Report

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### 1.5 Employee entitlements

The calculation of employee entitlements includes all relevant on-costs and employee entitlements are calculated as follows at reporting date.

#### 1.5.1 Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries and annual leave are recognised, and are measured as the amount unpaid at current pay rates in respect of employees' services up to that date. Sick leave is non-vesting and a liability is recognised only when the amount of sick leave expected to be taken in future periods exceeds the entitlements expected to accrue in those periods.

#### 1.5.2 Long service leave

A liability for long service leave is recognised and is measured as the present value of expected future payments (including on-costs) to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are discounted using interest rates of national Government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash flows. The nominal amount of long service leave expected to be paid in the next financial year is included as a current liability.

#### 1.5.3 Superannuation

Superannuation Guarantee Levy amounts are paid on behalf of eligible employees. No other liability for superannuation benefits is recognised.

### 1.6 Doubtful debts

A provision is made for any doubtful debts based on a review of all outstanding amounts at reporting date. Bad debts are written off in the period in which they are identified.

### 1.7 Non-current assets

The gross proceeds from the sale of non-current assets are included as operating revenue while the written down value of the assets sold is shown as an operating expense.

### 1.8 Valuation of non-current assets

Non-Current Assets are valued as follows:

Application of Accounting Standard AASB J 041 Revaluation of Non-Current Assets requires that each class of non-current physical assets must be measured on either the cost or fair value basis.

Plant and Equipment are measured at cost. The Epilepsy Foundation of Victoria Incorporated includes in its Asset Register only items of property, plant and equipment which have a life expectancy of more than twelve months. The Financial Statements are prepared consistent with the Asset Register.

### 1.9 Cash

For the purpose of the Cashflow Statement, cash includes cash on hand and cash equivalents, i.e. highly liquid investments with short periods to maturity, which are readily convertible to cash on hand at The Epilepsy Foundation of Victoria Incorporated's option. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet.

The accompanying Notes form part of this Financial Report

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### 1.10 Goods and services tax

Revenues, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except, where the amount of GST incurred is not recoverable from the Taxation Authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense. The net amount of GST recoverable from, or payable to, the Taxation Authority is included as part of receivables or payables in the Balance Sheet. The GST component of a receipt or payment is recognised on a gross basis in the Statement of Cash Flows in accordance with Accounting Standard AAS 28 Statement of Cash Flows.

### 1.11 Revenue recognition

Membership fees, government grants and other sales are recognised as revenue upon the rendering of an invoice. Bequests, donations and trading revenue are recognised as revenue on receipt or delivery. Investment income from cash, short term deposits and investments is brought to account on a time proportionate basis.

### 1.12 Tax

The Epilepsy Foundation of Victoria Incorporated, as a registered charitable organisation, is considered to be exempt from income tax under the *Income Tax Assessment Act 1997*.

### 1.13 Comparative figures

Prior period figures have been adjusted, where appropriate, to ensure consistency with current year figures.

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
<b>NOTE 2: DONATIONS</b>		
Appeals	378,897	407,426
General	69,704	51,532
Trusts	56,370	–
Doorknock	725,090	578,727
Raffles	86,331	56,138
<b>Net Surplus from Donations</b>	<b>1,316,392</b>	<b>1,093,823</b>
<b>NOTE 3: FUNDRAISING EVENTS</b>		
Trivia Challenge	69,533	87,360
Less Costs	(36,828)	(45,857)
Net Surplus	32,705	41,503
Raffles and Other Events	1,599,815	1,009,421
Less Costs	(1,368,020)	(1,003,196)
Net Surplus	231,795	6,225
<b>Net Surplus from Fundraising</b>	<b>264,500</b>	<b>47,728</b>
<b>NOTE 4: OPPORTUNITY SHOPS</b>		
Sales	513,157	523,172
Less Costs	(393,690)	(159,770)
<b>Net Surplus from Opportunity Shops</b>	<b>119,467</b>	<b>363,402</b>
<b>NOTE 5: TRADING INCOME</b>		
Sales – Books, Badges and Medical Aids	12,491	7,355
<b>Total Trading Income</b>	<b>12,491</b>	<b>7,355</b>

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
<b>NOTE 6: ADMINISTRATION EXPENSES</b>		
Advertising	30,821	20,190
Bank Charges	15,040	14,210
Bad Debts	15,685	2,648
Computer Charges	44,560	30,690
Internet Expenses	21,491	54,306
Courier	2,690	804
Honorariums	385	45
Interest Expense	39,617	89,040
Volunteer Program	4,608	7,040
Postage	23,364	21,095
Photocopying, Printing and Stationery	13,043	10,491
Regional Office Expenses	21,295	24,408
Security Documents Disposal	2,524	1,457
Subscriptions	11,766	5,775
Sundry	33,172	15,422
Telephone	39,674	32,357
Professional Fees	25,450	76,672
<b>Total Administration Expenses</b>	<b>345,185</b>	<b>406,650</b>
<b>NOTE 7: PERSONNEL EXPENSES</b>		
Salaries	1,908,811	1,754,586
Provision for Long Service Leave	17,171	90,085
Staff Procurement	–	2,988
Consultants Fees	110,028	28,953
Superannuation	157,269	141,925
WorkCover	94,127	91,281
Staff Amenities	7,146	4,208
Staff Training	18,777	11,423
<b>Total Personnel Expenses</b>	<b>2,313,329</b>	<b>2,125,449</b>

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
<b>NOTE 8: PROPERTY EXPENSES</b>		
Cleaning	25,377	32,196
Power and Light	19,601	16,054
Security/Fire Monitoring	5,360	5,438
Rates	3,924	3,331
Repairs and Maintenance	24,652	25,599
Insurance	4,780	4,576
<b>Total Property Expenses</b>	<b>83,694</b>	<b>87,194</b>
<b>NOTE 9: RECEIVABLES</b>		
Trade Debtors	8,099	29,210
Sundry Debtors and Prepayments	44,783	53,587
<b>Total Receivables</b>	<b>52,882</b>	<b>82,797</b>
<b>NOTE 10: INVESTMENTS</b>		
Trust Company of Australia – At Call	–	214,921
<b>Total Investments</b>	<b>–</b>	<b>214,921</b>
<b>NOTE 11: PROPERTY, PLANT &amp; EQUIPMENT</b>		
Land and Buildings		
At Cost	973,151	973,151
At Independent Valuation	2,026,849	2,026,849
	<b>3,000,000</b>	<b>3,000,000</b>
Furniture and Equipment		
At Cost	265,647	266,451
Accumulated Depreciation	(235,375)	(227,866)
	<b>30,272</b>	<b>38,585</b>
Motor Vehicles		
At Cost	232,371	165,279
Accumulated Depreciation	(118,239)	(130,213)
	<b>114,132</b>	<b>35,066</b>
<b>Total Property, Plant and Equipment</b>	<b>3,194,748</b>	<b>3,102,653</b>

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
<b>NOTE 12: CASH FLOWS</b>		
a Cash	745,141	497,941
Bank Overdraft	(1,174)	(494)
	<b>743,967</b>	<b>497,447</b>

b Reconciliation of Operating Result Before Extraordinary Items to Net Cash Provided by Operating Activities:

<b>Operating Result</b>	<b>491,202</b>	<b>(181,028)</b>
Depreciation and Amortisation	59,909	56,243
Profit on Sale of Property, Plant and Equipment	(47)	(1,588)
Interest Paid	39,617	89,040
Interest Received	(13,536)	(18,618)
Fixed Assets Written Off	4,291	–
<b>Change in Operating Assets and Liabilities</b>		
Decrease (Increase) in Receivables	29,915	(17,832)
Decrease (Increase) in Inventories	7,061	(13)
Increase (Decrease) in Payables	(132,686)	134,908
Increase (Decrease) in Revenue Received in Advance	247,760	138,965
Increase (Decrease) in Employee Provisions	46,962	103,642
<b>Net Cash Provided By/(Used In) Operating Activities</b>	<b>780,448</b>	<b>303,719</b>

The Epilepsy Foundation of Victoria Incorporated has no credit standby or finance facilities in place, other than a bank overdraft facility of \$400,000.

**NOTE 13: EMPLOYEE ENTITLEMENTS**

Annual Leave	227,201	202,049
Long Service Leave	252,917	231,107
	<b>480,118</b>	<b>433,156</b>
<b>Current Liabilities</b>		
Annual Leave	227,201	202,049
Long Service Leave	201,908	169,863
	<b>429,109</b>	<b>371,912</b>
<b>Non Current Liabilities</b>		
Long Service Leave	51,009	61,244
	<b>51,009</b>	<b>61,244</b>

The accompanying Notes form part of this Financial Report

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$

**NOTE 14: COMMITMENTS FOR EXPENDITURE**

As at 30 June 2009, The Epilepsy Foundation of Victoria Incorporated had no outstanding capital commitments (2008 nil).

**NOTE 15: CONTINGENT LIABILITIES**

As at 30 June 2009, The Epilepsy Foundation of Victoria Incorporated had no contingent liabilities (2008 nil).

**NOTE 16: SUPERANNUATION**

Contribution to All Funds	157,269	141,925
	<b>157,269</b>	<b>141,925</b>

**NOTE 17: AUDITOR'S REMUNERATION**

For Auditing the Financial Statements:

Invoices Relating to Previous Year	6,600	
Current Year Invoices	12,100	
	18,700	10,340
For Other Services	5,500	3,650
	<b>24,200</b>	<b>13,990</b>

**NOTE 18: RESPONSIBLE PERSONS DISCLOSURES**

Responsible Persons:

The names of persons who were members of the Board of The Epilepsy Foundation of Victoria Incorporated, at any time during the financial year were:

Prof. Mark Cook

Dr. Lindsay Vowels

Dr. Christine Walker

Mrs. Jacqueline Branston

Ms. Cavell Zangelis (resigned during year)

Ms. Sally Genser

Mr. Tony Mooney

Ms. Victoria Funnell (appointed during year)

Mr. Jim Campbell

Mr. Jock MacAdie

Remuneration of Responsible Persons:

There was no remuneration received or due and receivable from The Epilepsy Foundation of Victoria Incorporated in connection with the management of The Epilepsy Foundation of Victoria Incorporated.

The accompanying Notes form part of this Financial Report

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

Retirement Benefits of Responsible Persons:

There were no retirement benefits paid by The Epilepsy Foundation of Victoria Incorporated in connection with the retirement of Responsible Persons of The Epilepsy Foundation of Victoria Incorporated (2008 nil).

Superannuation:

There were no amounts paid to a superannuation plan by The Epilepsy Foundation of Victoria Incorporated in connection with the Responsible Persons (2008 nil).

Other Transactions:

The Epilepsy Foundation of Victoria Incorporated entered into other transactions, which are insignificant in amount, with Responsible Persons in their domestic dealings within normal customer terms and conditions not more favourable than those available in similar arms length dealings.

**NOTE 19: SEGMENT INFORMATION**

The Epilepsy Foundation of Victoria Incorporated operates throughout Australia, predominantly in the not-for-profit charitable sector.

**NOTE 20: INCOME TAX**

The Epilepsy Foundation of Victoria Incorporated, as a registered charity, is considered to be exempt from income tax under the *Income Tax Assessment Act 1987*. No income tax is therefore payable.

**NOTE 21: FINANCIAL INSTRUMENTS**

**21.1 Terms, Conditions and Accounting Policies**

The Epilepsy Foundation of Victoria Incorporated's accounting policies, including the terms and condition of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at reporting date, are as follows:

Recognised Financial Instruments	Notes	Accounting Policies	Terms and Conditions
<b>FINANCIAL ASSETS</b>			
Cash Assets Cash at Bank	12	Cash at Bank is carried at the principal amount.	Cash is invested as funds permit at varying market interest rates.
Receivables – Trade Debtors	9	Trade Debtors are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts is maintained, as appropriate, to recognise that collection of the full nominal amount is no longer probable.	Credit sales are on 30 day terms.
Receivables – Sundry Debtors	9	Other Debtors are carried at the nominal amounts.	Credit is allowed in accordance with agreement.

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

Recognised Financial Instruments	Notes	Accounting Policies	Terms and Conditions
<b>FINANCIAL ASSETS</b>			
Investments	10	Investments are carried at the principal amount.	Investments earn varying market interest rates.
<b>FINANCIAL LIABILITIES</b>			
Trade Creditors and Accruals		Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not invoiced to The Epilepsy Foundation of Victoria Incorporated.	Trade liabilities are settled as required.
Bank Overdraft		Bank overdrafts are recorded at the nominal amount.	Overdrawn amounts incur varying market interest rates.

21.2 Interest Rate Risk

The Epilepsy Foundation of Victoria Incorporated's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

Financial Instruments	Floating Interest Rate		Non-Interest Bearing		Total Carrying Amount per Balance Sheet	
	2009 \$	2008 \$	2009 \$	2008 \$	2009 \$	2008 \$
<b>FINANCIAL ASSETS</b>						
Cash at Bank	745,141	497,941			745,141	497,941
Receivables – Debtors			52,882	82,797	52,882	82,797
Investments	0	214,921			0	214,921
<b>Total Financial Assets</b>	<b>745,141</b>	<b>712,862</b>	<b>52,882</b>	<b>82,797</b>	<b>798,023</b>	<b>795,659</b>
<b>FINANCIAL LIABILITIES</b>						
Trade Creditors & Accruals			293,007	390,208	293,007	390,208
Bank Overdraft	1,174	494			1,174	494
Bank Loans		1,088,515				1,088,515
<b>Total Financial Liabilities</b>	<b>1,174</b>	<b>1,089,009</b>	<b>293,007</b>	<b>390,208</b>	<b>294,181</b>	<b>1,479,217</b>

The accompanying Notes form part of this Financial Report

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

21.3 Net Fair Values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date, are as follows:

	Total Carrying Amount as per the Balance Sheet		Aggregate Net Fair Value	
	2009 \$	2008 \$	2009 \$	2008 \$
<b>FINANCIAL ASSETS</b>				
Cash at Bank	745,141	497,941	745,141	497,941
Receivables – Debtors	52,882	82,997	52,882	82,997
Investments	–	214,921	–	214,921
<b>Total Financial Assets</b>	<b>798,023</b>	<b>795,659</b>	<b>798,023</b>	<b>795,659</b>
<b>FINANCIAL LIABILITIES</b>				
Trade Creditors & Accruals	293,007	390,208	293,007	390,208
Bank Overdraft	1,174	494	1,174	494
Bank Loans		1,088,515		1,088,515
<b>Total Financial Liabilities</b>	<b>294,181</b>	<b>1,479,217</b>	<b>294,181</b>	<b>1,479,217</b>

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

- Recognised Financial Instruments
- Cash at Bank, Investments, Receivables, Creditors and Accruals and Bank Overdraft.

These financial instruments have a short term to maturity. Accordingly, it is considered that their carrying amounts reflect fair values.

The accompanying Notes form part of this Financial Report

#### 21.4 Credit Risk Exposures

The Epilepsy Foundation of Victoria Incorporated's maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the Balance Sheet.

##### Concentration of Credit Risk

The Epilepsy Foundation of Victoria Incorporated minimises concentrations of credit risk in relation to trade accounts receivable by undertaking transactions with a number of customers. The customers are concentrated in Australia. The major customers relate to the provision of services. The Epilepsy Foundation of Victoria Incorporated continues to provide services for those customers who adhere to industry trade terms.

Credit risk in trade receivables is managed in the following ways:

- Payment terms are 30 days from date of invoice
- Debtors with accounts in excess of 30 days are sent a statement of account, indicating terms of 30 days to make payment
- Debtors with arrears are followed up by telephone prior to referring their debt to a debt collection agency
- Debtors which represent Government departments or agencies are not referred to a debt collection agency, but managed by the organisation directly with department or agency contacts.

#### NOTE 22 – ASSOCIATION INFORMATION

The registered office of The Epilepsy Foundation of Victoria Incorporated is currently 818 Burke Road, Camberwell, Victoria 3124.

# References

## Journals and conferences to which the Research Division has contributed

### Journals

1. Pinikahana J & Dono J (2009) The lived experience of initial symptoms of and factors triggering epileptic seizures. *Epilepsy & Behavior*, 15(4), 513-520.
2. Pinikahana J & Dono J (2009) Age and gender differences in initial symptoms and precipitant factors of epileptic seizures: An Australian study. *Epilepsy & Behavior*, Oct Volume 2009.
3. Pinikahana J & Dono J (2009) Initial symptoms, precipitant factors and techniques to control epileptic seizures: The carer's perspective. *Epilepsy & Behavior*, November Volume 2009.

### Conferences

4. Pinikahana J et al (2008) Social and Demographic Characteristics of People with Epilepsy and Their Carers in Australia. (poster) *11th European Conference on Epilepsy & Society*, Marseille, France, Oct 2008.
5. Pinikahana J et al (2008) Characteristics of a research participant register of people living with epilepsy. (Poster) *The 7th Asian & Oceanian Epilepsy Congress in Xiamen*, China.
6. Pinikahana J & Jose F. Tellez Zenteno (2008) Epilepsy-related Injuries. (poster) *Epilepsy Society of Australia Conference*, Sydney

# Top ten tips for living with epilepsy

- 1. Take your medication as prescribed** as this controls seizures in most people. Forgetting a dose, changing the time you take medication or using a different brand can trigger a seizure.
- 2. Learn more about your condition** from reliable sources such as your doctor, pharmacist, the Epilepsy Foundation of Victoria or other health care professionals. Gather as much information as you can to understand the type of seizures you have, to enable you to manage your epilepsy better and educate those around you about your condition.
- 3. Know your triggers and try to manage them** – for example missed medication, illness and fever, stress, lack of sleep, menstruation, extremes or changes in temperature (especially hot weather) or flickering light can be triggers for some people.
- 4. Keep a seizure diary** – as you may not be aware when you are having a seizure or remember that one occurred, ask someone to write a detailed description each time you have a seizure and keep the date, time and what happened before, during and after the seizure. Take it to each doctor's appointment to help your doctor assess the effectiveness of your treatment.
- 5. Have a healthy, balanced lifestyle** – people living with epilepsy can do a lot to help themselves with good self-management, so avoid getting overtired or stressed, having too much alcohol, taking illegal drugs, exercising excessively or becoming dehydrated. Moderate exercise, yoga, meditation, music or time relaxing with friends can be helpful.
- 6. Have a 'Seizure Management Plan'** so that your family, friends, work or school know what to do if you have a seizure. This will help others understand what is happening so they can help you appropriately.
- 7. See a specialist** to get the best treatment for your condition. Your doctor may refer you to a paediatrician, neurologist or epileptologist who will look at your symptoms, order tests, prescribe the best medication for your type of seizure and provide reviews.
- 8. Manage your risks** – take special care around fire, water, heights, operating machinery and driving. Vic Roads has strict rules about the length of time you need to be seizure-free before being allowed to drive and your doctor must complete a medical report. See [www.vicroads.vic.gov.au/Home/Licensing/MedicalConditions/Epilepsy](http://www.vicroads.vic.gov.au/Home/Licensing/MedicalConditions/Epilepsy).
- 9. If travelling overseas** check that any medications are legal in the countries you are visiting. Take a letter from your doctor detailing your diagnosis, the name of the medication, how much you will be taking and that it is for your own personal use, along with a copy of the prescriptions. Keep the medication in its original packaging. Make sure you have enough prescriptions to cover the time you are away from home. For further information, download a copy of the brochure *Travelling Well* from [smartraveller.gov.au/tips/travelwell](http://smartraveller.gov.au/tips/travelwell).
- 10. Get some support if you need it.** Most people with epilepsy lead full and happy lives but sometimes you or your family might need support, information or just someone to talk to. Each State and Territory in Australia has an epilepsy support agency. Contact 1300 852 853 or visit [www.epinet.org.au](http://www.epinet.org.au).

## For further information contact

- Epilepsy Foundation of Victoria on **(03) 9805 9111**
- Epilepsy Helpline on **1300 852 853** for the cost of a local call, or
- visit **[www.epinet.org.au](http://www.epinet.org.au)**

# Seizure first aid

What to do when someone has a seizure depends on the kind of seizure they are having.

## What to do:

- The general rule for all seizures is to remain calm.
- Note the time the seizure starts and how long it lasts.
- Protect (rather than restrain) the person from injury.
- Roll the person onto their side (coma position) if they have fallen and establish supportive communication as the seizure ends.
- Check for injuries and stay with the person until they are sufficiently recovered to take charge again.

For further information contact the Epilepsy Helpline on **1300 852 853**.

## When to call an ambulance:

- When the seizure activity itself lasts 5 or more minutes
- When the person has lost consciousness for 5 minutes or more.
- If another seizure starts shortly after the first one finishes.
- Where the person has sustained an injury.
- Where you know, or believe it to be, the person's first seizure.
- If the seizure has occurred in water.
- If you know the person has diabetes or is pregnant.

## Additional information:

- Most prolonged seizures cease within 5 minutes of intramuscular midazolam administration.
- The Epilepsy Foundation of Victoria can assist with creating an action plan for someone with epilepsy and provide training for emergency management of seizures.
- Ambulance membership may be beneficial to avoid unnecessary costs of ambulance services.

The Epilepsy Foundation of Victoria is dedicated to enhancing the quality of life of people living with epilepsy through information, education, advocacy, support services and research.



Epilepsy Foundation of Victoria  
818 Burke Road  
Camberwell Victoria 3124  
phone +61 (0)3 9805 9111  
fax +61 (0)3 9882 7159

[www.epinet.org.au](http://www.epinet.org.au)  
Epilepsy Helpline: 1300 852 853