



A shared voice. A shared vision.

ANNUAL REPORT 2011-2012

CNSA is committed to achieving and promoting excellence in cancer care through the professional contribution of nurses.



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Mission Statement

The Cancer Nurses Society of Australia is committed to achieving and promoting excellence in cancer care. CNSA achieves this by providing leadership to the nursing profession by advocating for effective cancer control policy and supporting the delivery of quality nursing care.

Strategic Objectives 2009 – 2011

1. To ensure the financial viability and growth of the CNSA which will ensure it continues to provide a range of valued services to its member base.
2. To effectively resource the work of the CNSA and prioritise strategic yet achievable outcomes.
3. To foster greater input into cancer control policies and to broaden our relationships.
4. To facilitate cancer nurses' professional learning and development through enhancing opportunities for research and education related to cancer control.
5. To ensure the growth of the CNSA membership which will ensure it is able to continue to provide a range of valued services for cancer nurses.
6. To grow the capacity of CNSA to provide valuable services to members at the regional and rural level.

CNSA National Executive

NAME	POSITION	YEAR ELECTED
Mei Krishnasamy	President	Jan 2010
Sandy McKiernan	President Elect; WA Rep	Jan 2010
Megan Nutt	Treasurer; ACT Rep	Jan 2010
Anne Mellon	Secretary; Membership and Website Coordinator	Jan 2010
Alexandra McCarthy	Education Committee Rep; QLD Rep	Jan 2010
Trevor Saunders	VIC Rep	Jan 2011
Rena Grundy	TAS Rep	
Vivienne Van Dissel	ACT Rep	
Mary Ryan	NSW Rep	
Amanda Robertson	SA Rep	Jan 2012
Letitia Lancaster	Ex-officio position, ISNCC Regional Rep	Sept 2008
Julie Calvert	Executive Officer	
Amy Ribbons	Administrative Support Officer	

President's Report

The Cancer Nurses Society of Australia is committed to achieving and promoting excellence in cancer care through the professional contribution of nurses. The CNSA was formed in November 1998 to provide Australian cancer nurses with opportunities for networking and support and to provide a voice to enhance the nursing contribution to cancer care at local, national and international levels.

It is my pleasure to present the President's Report for the Cancer Nurses Society of Australia (CNSA) Annual Report for the reporting period 1 April 2011 – 30 March 2012. The report is structured around the key directions articulated in the CNSA Strategic Plan developed for 2011 – 2013, that articulates the focus of the CNSA National Executive Committee on continued growth and resource to the CNSA; broadening our relationships; enhancing cancer nurses' opportunities and, further enhancing services to all our members.

Below is a summary of key achievements for the CNSA during the 2011-2012 reporting period. Further detail is presented in the body of the annual report below.

- 2011-2012 was a period of considerable change for the CNSA with far-reaching changes to the Constitution voted in by the CNSA members at the 2011 Annual General Meeting (AGM) at Winter Congress in Sydney. The CNSA membership voted unanimously to introduce CNSA only membership, bringing about a change in the long standing relationship between the Clinical Oncological Society of Australia (COSA) and CNSA. The vote to introduce CNSA only membership transformed the CNSA from one of COSA Specialist Interest Group to an independent Cancer Nursing Society.
- The CNSA membership also voted to introduce student and associate membership to the organisation and to include dedicated Treasurer and Secretary roles to the NEC. The position of President Elect was also approved at the ASM as was a change in the title of Chair of CNSA to President. Anne Melon (NSW) was appointed to the position of Secretary and Megan Nutt was appointed to the role of Treasurer. Sandy McKiernan (WA) was appointed to the position of President Elect.
- The Society also appointed its first Executive Officer, Julie Calvert, in May 2011
- An important development from the strategic planning activity was to progress the establishment of a Research Committee as a standing committee of the NEC. This committee was set up in response to the increasing demand for engagement of the CNSA members in diverse, multi-disciplinary research activities by research groups across Australia. During the reporting period 2011-2012 \$13,800 were awarded to successful applicants who submitted grants for competitive funding.
- In March 2012, the NEC met at a two day face-to-face meeting in Melbourne to review and revise achievements against the 2011-2013 strategic plan (www.cnsa.org.au/publications_policies_other_docs.htm) and to develop a program of work to implement the Constitutional changes endorsed at the 2011 CNSA AGM.
- Throughout the reporting period, the CNSA has continued to be recognised and sought out by Government and influential national bodies as the voice for Australian Cancer Nurses. 2011 saw CNSA have a seat at the Cancer Australia Intercollegiate Advisory Working Party and the Cancer Australia Advisory Group for Review of the Psychosocial Care Guidelines-Spiritual issues.
- The Society was called upon to inform the content of the Workforce Innovation and Reform Working Group ahead of the Health Workforce Australia Report published in March 2012 on the state and future requirements of the future Australian Health Workforce.
- The CNSA continued to play an active role as members of the Coalition of National Nursing Organisations throughout the reporting period.
- The Society also continued to build the strong and collaborative relationship with Cancer Learning through the valued partnership with the EdCaN and EviQ teams.
- The CNSA Regional Groups have continued to deliver excellent educational and professional development opportunities to CNSA members across Australia. Throughout 2011 – 2012 there were five active Regional Groups including Perth and Environs, Adelaide, Sydney,

Hunter and Melbourne. The NEC wishes to thank the Chairs of each of these Groups for their hard work and dedication throughout the year.

- Many nurses continue to participate in the CNSA Radiation Oncology, Gynae Oncology and Breast Cancer Nursing Special Interest Groups (SIGs) and the activities they organise. The SIGs provide CNSA members with an important opportunity to network and develop expertise in key areas of cancer nursing irrespective of geographical location. Many thanks to the enthusiastic leadership of the SIG Chairs, Elisabeth Black, Pauline Rose, Pauline Tanner and Judy Eddy and their teams for their contribution to the CNSA.
- The Australian Journal of Cancer Nursing (AJCN) is the official journal of the CNSA and during the reporting period was co-edited by Letitia Lancaster (NSW) and Mei Krishnasamy (Vic). In 2011 two themed issues of the journal were published.
- CNSA members have contributed or represented the CNSA in many other activities, including: Ongoing contribution to the mCRC:CARE online education resource; participating as members of the Working Group for managing CNS metastases in secondary breast cancer project; contributing feedback to the Australian Health Ministers Advisory Council paper on Rural and Remote Health Innovation and Reform Strategy.
- The CNSA has continued to contribute to COSA activities and discussions around cancer care coordinators and their impact on patient outcomes. The CNSA was invited to contribute to the COSA Feedback to the AYA Psychosocial Guidelines as well as contribute in writing and in person to the McKeon Review of Australian Cancer Research.
- In 2011, the CNSA renewed its membership of the Union for International Cancer Control Global Network Membership.
- We continue to enjoy a close partnership with the International Society of Nurses in Cancer Care
- The reporting period also saw new initiatives closer to home with an exciting collaboration developing between ANZUP (Australia and New Zealand Urogenital and Prostate Cancer Trials Group) and CNSA, with CNSA having representation on the ANZUP Scientific Advisory Committee.
- I am also delighted to announce that the MOU signed between the Cancer Nurses Section of the New Zealand Nurses' Organisation Inc. in June 2012. As CNSA President, I was invited to speak at the NZ Nurse Group Annual Meeting as President of CNSA.

In closing my President's Report for the annual reporting period 2011-2012, I would like to take this opportunity to say that it has been my privilege to work with the members of the NEC during 2011-2012: Sandy McKiernan (WA), Megan Nutt (ACT), Trevor Saunders (VIC), Sandie McCarthy (QLD), Mary Ryan (NSW) Anne Mellon (NSW), Renae Grundy (TAS) Amanda Robertson (SA) and Letitia Lancaster (ex-officio ISNCC) and our Executive Officer Julie Calvert.

I am pleased to present the 2011-2012 Annual Report for the Cancer Nurses Society of Australia.



Associate Professor Mei Krishnasamy
President, Cancer Nurses Society of Australia

www.cnsa.org.au

Financial Report

Objective: 1. to ensure the financial viability and growth of the CNSA which will ensure it continues to provide a range of valued services to its member base.

Megan Nutt served as Treasurer from January 2010 until the close of the financial year with assistance provided by staff at Cancer Council Australia/COSA office.

Our 2011-2012 financial operations have again produced a strong surplus of \$50,234 (2011: \$52,835; 2010: surplus \$5,352; 2009: surplus \$13,509).

Aspects to note on this revenue include:

Revenue from members for CNSA was \$160,319 (2011: \$113,223) comprised of subscription and other income, educational material, general donation, net income from Winter Congress and interest income.

Income amounting to \$96,983 was collected and forwarded to COSA for membership fees. The amount forwarded to COSA can vary from year to year depending on the timing of membership fees paid.

The considerable success of the CNSA Winter Congress held in Sydney in July 2011 contributed \$77,522 to our result for the year.

Significant expenditure for the financial year has occurred in the areas of administrative support to the Society (\$41,136); National Executive meetings and activities incorporating Regional Group and Special Interest Group development and support (\$26,679); grants and awards (\$20,450) and a travel scholarship donation towards attendance at the 17th International Society of Nurses in Cancer Care Conference (\$3,000).

The financial position of CNSA remains healthy with a total equity of \$558,821 with a net cash amount of \$63,009 provided by operating activities for the financial year. With this in mind, the priorities of the CNSA budget for the forthcoming financial year will be to:

- Support and develop ongoing opportunities and resources for members
- Invest in CNSA website development and explore rebranding possibilities
- Continued investment in the CNSA Grants and Awards program
- To explore opportunities within the corporate development and philanthropy fields

A Statement of Comprehensive Income, a Statement of Financial Position, a Statement of Changes in Equity, a Cash Flow Statement and detailed summary are included with this report for your further information. Thank you to the Cancer Council Australia and its finance staff for their ongoing support and assistance.

Megan Nutt
CNSA Treasurer

Management Effectiveness: Strategic Report

Objective: 2. to effectively resource the work of the CNSA and prioritise strategic yet achievable outcomes.

The CNSA NEC works to deliver to its members a strong and vibrant Society. Details of the strategic objectives for 2011-2013 can be found on the CNSA website at: <http://www.cnsa.org.au/about-us/cnsa-strategic-plan.html>

Key examples of ways in which the NEC works to deliver against strategic objectives outlined in the 2011-2012 plan are outlined below.

To effectively resource the work of the CNSA and prioritise strategic yet achievable outcomes:

In March 2012, the NEC met for a two day Strategic Planning meeting in Melbourne. The days provided the NEC with an opportunity to meet with other key members of the Society, including Regional Group and SIG Chairs, Chairs of the Research and Education Committees and the Winter Congress Coordinator. The two days provided an opportunity to revisit and reconfirm strategic priorities and deliverables as articulated in the CNSA Strategic Plan for 2011-2013 and to identify new opportunities to effectively manage and promote the work of the CNSA. The major focus of the two day meeting was to assess progress against changes voted to the CNSA Constitution at the Winter Congress AGM in July 2011.

To foster greater input into cancer control policies and to broaden our relationships.

The International Society of Nurses in Cancer Care (ISNCC) is the international voice of cancer nurses; improving standards of cancer care through the provision of education, research and training using international expertise. CNSA is a full member of ISNCC. Members of CNSA who were ISNCC Board Members during 2011 included Professor Sanchia Aranda – Immediate Past President of ISNCC, Professor Patsy Yates, ISNCC, Secretary/ Treasurer, Letitia Lancaster and Catherine Johnson, ISNCC Regional Representatives. Maryanne Hargraves (QLD) has been a member of the Scientific Program Committee for the 2012 ISNCC conference to be held in Prague from 9-12 September 2012.

At the 2011, 14th Winter Congress, Pauline Tanner (WA) launched the CNSA Gynae Oncology Specialist Interest Group and spoke to this exciting new initiative and opportunity for CNSA members.

Mei Krishnasamy, President of the CNSA spoke to the exciting new Memorandum of Understanding between the CNSA and the New Zealand Nursing Organisation- Cancer Nurses Section.

The National Executive continues to strive to attract new members to the CNSA and is committed to developing stronger affiliations with member organisations within COSA and relevant Societies and Groups outside COSA with whom we are yet to have established links. During 2011-2012 discussions regarding establishing a Memorandum of Understanding between the Australian and New Zealand Haematology/Oncology Nurses Group and the CNSA have progressed with both groups looking forward to formalizing a relationship to foster collaborations in mid 2012.

Associate Professor Mei Krishnasamy
President, CNSA
www.cnsa.org.au

Objective: 3. to foster greater input into cancer control policies and to broaden our relationships.

The International Society of Nurses in Cancer Care is the international voice of cancer nurses; improving standards of cancer care through the provision of education, research and training using international expertise. CNSA is a full member of ISNCC.

In 2009 member societies voted for a constitutional change that has allowed for the establishment of a smaller 'expert' Board with 10 members, representing particular portfolios, and a larger Member Council with representatives from all member societies. The Board is currently in a transition process with half the Board members providing the former regional representation and half assuming specific portfolios. The transition to a Board based on portfolio representation will be completed by June 2012.

Members of CNSA who are currently ISNCC Board Members are:

- Sanchia Aranda – Immediate Past President
- Patsy Yates - Secretary/ Treasurer
- Tish Lancaster
- Catherine Johnson

Maryanne Hargraves is a member of the Scientific Program Committee for the 2012 International Conference on Cancer Nursing to be held in Prague from 9-12 September.

Membership of ISNCC is available to cancer nursing societies, institutions, and individual cancer nursing professionals. Individual members are encouraged to actively participate in the leadership of the Society by joining ISNCC committees that are working to advance oncology education, research, and patient care around the world.

Tish Lancaster

Member

ISNCC Board of Directors

www.isncc.org

Clinical Oncological Society of Australia (COSA) Report

The CNSA continues to enjoy a valued relationship with COSA as the peak body for all health professionals and scientists in cancer care. The President of the CNSA is a permanent member of the COSA Executive and Council fostering links and opportunities for collaborations across many CNSA and COSA activities.

Of particular note during 2011-2012, COSA has continued its support of cancer care coordinators and In March 2012, ran a very successful care coordination conference in Melbourne, where care coordinators from across Australia came together to consider professional, research and educational issues of relevance to these essential roles.

CNSA members make an important contribution to COSA activities at many levels, including sitting on the Annual Scientific Committee, reviewing abstracts for the ASM; responding to and inputting feedback into state and commonwealth Strategic documents, ensuring a strong nursing perspective is included in feedback to government and key policy groups and engaging in many of the COSA special interest groups.

In March 2012, The CNSA provided input into COSA's feedback to the Australian Government's call for comments on Cancer Service Development in Regional and Rural Australia.

In August 2011, the CNSA provided input and feedback to COSA's AYA psychosocial guidelines.

Associate Professor Mei Krishnasamy
President, CNSA
www.cnsa.org.au

CNSA Representational Activities Report

Members of the CNSA were invited to join and advise on several important and strategic committees throughout the Reporting period for 2011-2012. Here are some examples of the way in which the CNSA contributes at a national strategic level to cancer control and care:

- In March 2012, the CNSA was invited to contribute representation to two important Cancer Australia groups: Cancer Suffering and Spiritual Issues Working Group and the Intercollegiate Advisory Group. During the reporting period, Mei Krishnasamy represented the CNSA on these strategic committees.
- The CNSA was involved in providing advice to a national Workforce Survey of Breast Care Nurses (BCNs) in Australia. The Society was represented by Elisabeth Black, Chair of the Breast SIG.
- In May 2012, Kim Kerin-Ayres was elected to represent CNSA on the NBOCC CNS metastases working group and Elisabeth Black was appointed to represent the CNSA on the Australasian Maternity Outcomes Surveillance System (AMOSS) Gestational Breast Cancer Project Advisory Group.
- In August 2011, the CNSA provided expert advice to the Health Workforce Australia Rural and Remote Health Workforce Innovation and Reform Strategy.
- In December 2011, the CNSA was invited to contribute expert content to the RANZCR, Tripartite National Strategic Plan for Radiation Oncology.

Associate Professor Mei Krishnasamy
President, CNSA
www.cnsa.org.au

CNSA Contribution to State/Commonwealth Strategic Documents Report

Objective: 4. to facilitate cancer nurses' professional learning and development through enhancing opportunities for research and education related to cancer control.

The CNSA continues to make a substantial contribution to strategic cancer control through contribution at various levels and through diverse activities. Of note for this reporting period are contributions to:

- The joint position statement issued by COSA and SHPA regarding a national standard approach to Etoposide and Etoposide Phosphate labeling in order to eliminate potential dosing errors.
- The Australian Health Ministers' Advisory Council document on the Development of a National Strategic Framework for Rural and Remote Health.
- The Australian Commission on Safety and Quality in Health Care Discussion Paper on Patient Safety in Primary Health Care
- The CoNNO Project to Develop a National Nurse Credentialing Framework, and
- To the South Australian Government document on Cytotoxic Guidelines.

Associate Professor Mei Krishnasamy
President, CNSA
www.cnsa.org.au

Education Committee Report

The Education Committee provides support for the National Executive Committee of the NEC regarding documents of educational content they are sent with a request for review. These have included materials produced by Ed CAN & Cancer Learning, competency standards for RNs and ENs, and position statements of various organisations. As well any matters requiring position statements to be produced for the membership of CNSA are undertaken by the Education Committee.

Other educational activities include the review and provision of CNSA and CNSA/IPSEN Travel Grants and the administration of the Pam Renouf Memorial Award program, and the provision of assistance in judging abstracts for the annual CNSA Winter Congress.

Members of the Education Committee for the reporting period were:

1. Alayne Reid (QLD – Chair)
2. Cathie Pigott (VIC)
3. Elisabeth Coyne (QLD)
4. Elisabeth Pascoe (VIC)
5. Heather Pearse (SA)
6. Katherine Baychek (NSW)
7. Kylie Ash (QLD)
8. Leisa Brown (QLD)
9. Lucy Patton (WA)
10. Sandie McCarthy (QLD)

The main items on the agenda of the Education Committee for 2012 were the judging of the travel grants, assisting with the judging of abstracts for the 2012 Winter Congress, and the issue of whether or not enrolled nurses should be administering intravenous cytotoxic medications.

1. CNSA TRAVEL GRANTS

A total of \$10,639.19 was awarded in grants for the reporting period; all in Round 1 as there were no applications in Round 2. The following people were successful grant applicants:

CNSA Travel Grant for New Cancer Nurse

- No grant awarded 2012

Ipsen Travel Grant Award

- Gabrielle Prest (NSW)
- Jacqueline Matheson (VIC)

CNSA is appreciative of the generous support of our industry sponsor Ipsen.

CNSA Travel Grant Round 1

- Elisabeth Black (NSW)
- Kerrie Anne Curtis (VIC)
- Angela McClelland (NSW)
- Lucy Patton (WA)
- Heather Pearse (SA)

CNSA Travel Grant Round 2

- No grants awarded

Perth & WA Travel Grant

- Sarah Wilcox (WA)

2. PAM RENOUF MEMORIAL AWARD

- No grants awarded

Enrolled Nurses & cytotoxic chemotherapy

The topic of enrolled nurses administering intravenous cytotoxic chemotherapy arose late 2011. One health facility was reportedly requesting their cancer educators to train ENs in this competency. A TAFE college had added this classification of medications into the intravenous medication module. This topic was tabled at the National Executive meeting in March 2012 for discussion. The Education Committee was asked to look into the subject. After the committee members checked around their own states, it was found that some health facilities had aired the topic in an effort to have more nurses trained to administer cytotoxic chemotherapy for the increasing population of people requiring these agents.

After much discussion, the committee is now writing to the NEC to request a scoping project to investigate the issue as the Education Committee members do not have the time or resources to do so.

Alayne Reid
Chair, Education Committee

14th Winter Congress 2011 Report

In 2011, the 14th Annual Cancer Nurses Society of Australia Winter Congress was hosted in Sydney, from 21 – 23 July. The theme “Navigating the Complexities of Cancer Care” was a great success with over 400 delegates who came from a variety of fields including clinical nursing, research, clinical trials, pharmaceutical companies and many more.

A total of 15 speakers participated in the program. The international Keynote Presenter was Dr Marilyn Hass from North Carolina. Marilyn received her Baccalaureate in nursing from Valparaiso University. She continued her training and received her Masters in Nursing Education from the University of Florida and Master of Science in Nursing from Clemson University. Her Doctorate in Nursing and Nurse Practitioner certificate were achieved at the University of South Carolina.

The national invited speakers were from all over Australia:

Professor Sanchia Aranda, NSW

Ms Rochelle Firth, NSW

Ms Lousia Fitz-Gerald, NSW

Ms Tracy King, NSW

Dr Georgina Long, NSW

Mr Russell McGowan, ACT

Dr Natasha Michael, VIC

Dr Mary Ryan, NSW

Dr Paul Stalley, NSW

Ms Pauline Tanner, WA

A/Professor Jane Turner, QLD

Dr Andrew Young, NSW

Dr Helen Zorbas, NSW

The four (4) Pre-Congress Workshops were well supported:

- Latest developments in Cancer Nursing professional development
- The post treatment transition: challenges in providing quality nursing care beyond initial cancer treatment completion
- Update on Chemotherapy delivery systems – closed systems and safe delivery systems; and
- Lung Cancer Workshop.

There were four (4) Breakfast Sessions:

- Launching mCRC:CARE to support nurses caring for patients with mCRC;
- Build your skills in Psychosexual Care for women with gynaecological cancer;
- Becoming Professional through Professional Becoming: developing resilience in nurse patient relationships through reflective practice and action learning;
- Meet the Experts.

Sixty-four (64) abstracts were received with forty-seven (47) oral presentations accepted and presented and thirteen (13) accepted as a poster.

The CNSA WC in 2011 had one Gold Sponsor, Hospira, the four (4) Silver Sponsors were Janssen, Novartis, Roche and Sanofi, two (2) Bronze Sponsors were Pfizer and Cancer Council.

The pre-congress workshops, breakfast sessions and awards were also very popular sponsor items. There were twenty-nine (29) booths were occupied by exhibitors or sponsors with the total income received from sponsorship and exhibition was \$208,025. There were also four (4) tabletop displays for CNSA and other not for profit groups.

Overall, sponsorship contributed towards a successful 2011 CNSA Winter Congress resulting in a surplus of \$78,252.

The success of CNSA Winter Congress 2011 reflected the work and commitment of the Local Organising Committee ably chaired by Ellen Barlow who did a fabulous job coordinating Congress. Members of the committee included Anne Mellon, Laraine Cobbing, Beth Ivimey, Natalie Byrne, Polly Crowden, Tracy Cosgrove, Meredith Cummins, Keith Cox and Gabrielle Prest.

The Winter Congress Planning and Development Committee members were Ellen Barlow (LOC), Mei

Krishnasamy (Chair CNSA), Megan Nutt (Treasurer) and Maryanne Hargraves (Chair). Our Conference Organisers, DC Conferences, namely Kate Ryall ensured the conference was well coordinated.

Maryanne Hargraves
Chair, Congress Planning and Development Committee

Two issues of the journal were published during the reporting period. Both were themed issues with clinical experts invited to author the papers. The May issue was on Radiation Oncology Nursing and the November issue on End of Life Care.

Members of the 2011-2012 Editorial Board are:

- Elisabeth Coyne – QLD
- Catherine Johnson – NSW
- Louise Nicholson – TAS
- Gabrielle Prest – NSW
- Moira Stephens – NSW

The journal continues to be published and distributed by Cambridge Media in Perth.

Letitia Lancaster & Meinir Krishnasamy
Editors, Australian Journal of Cancer Nursing

Research Committee Report

Committee Members for this Reporting Period

- Leanne Monterosso (WA Chair)
- Alexandra McCarthy (QLD)
- Rosie Brown (VIC)
- Pammie Ellem (QLD) resigned February 2012
- Mary Ryan (NSW) commenced February 2012

CNSA Research Grants

- A prospective cohort study of return to employment after curative treatment with chemotherapy and/or radiotherapy for cancer (Amanda Robertson, Flinders Medical Centre) \$6900.00
- The development of a nurse-sensitive, cancer care complexity index (CNSA Research Collaboration: Meinir Krishnasamy, Donna Milne, Violet Platt, Kate White) \$6900.00

CNSA Research Survey Requests Reviewed by Committee

- Factors Contributing to Job Satisfaction, Dissatisfaction and Burnout for Oncology and Palliative Care Nurses (Elizabeth Birtles: James Cook University QLD)
- Role of the nurse in patient education and follow-up of people receiving oral chemotherapy treatment: an international survey (Cath Johnson, Kim Adler: Calvary Mater Newcastle)
- Understanding and improving cancer communication and decision making among patients with low education and literacy (Sian Smith, Haryana Dillon: Sydney Cancer Centre, University of Sydney)
- Authorisation and Clinical Governance Framework for Intravenous Immunoglobulin (Michelle Stone: National Blood Authority Australia)

Leanne Monterosso PhD
Chair, CNSA Research Committee

Communications Report

Objective: 5. to ensure the growth of the CNSA membership which will ensure it is able to continue to provide a range of valued services for cancer nurses.

CNSA Website Report

www.cnsa.org.au

The year 2011-12 has demonstrated continual growth in the use of the CNSA website from previous years. From 2010-11 to 2011-12 there has been a 17% increase in the total number of daily hits and a 13% increase in the total number of hits received every month. Usage statistics demonstrate peaks at key time points in the CNSA calendar, such as call for abstracts for Winter Congress, membership renewal period, closing dates for CNSA grants and awards and Winter Congress registration.

Summary of Hits 2011-12			Summary of Hits 2010-11		
Month	Daily Average	Monthly Total	Month	Daily Average	Monthly Total
May 12	2014	34242	May 11	2453	73591
Apr 12	2569	79664	Apr 11	2161	64847
Mar 12	2000	60001	Mar 11	2136	66237
Feb 12	2409	74685	Feb 11	1889	52915
Jan 12	2217	64295	Jan 11	1265	39217
Dec 11	1614	50058	Dec 10	1082	33544
Nov 11	1117	34655	Nov 10	1671	50142
Oct 11	1671	50145	Oct 10	1429	44306
Sep 11	1677	51994	Sep 10	1267	38024
Aug 11	1736	52089	Aug 10	1444	44774
July 11	1799	55795	July 10	1671	51822
June 11	2502	77588	June 10	1509	45290
TOTAL 11-12		685211	TOTAL 10-11		604709

Top 5 pages accessed per month include:

- Publications and Policies
- Grants and Scholarships
- CNSA Winter Congress
- Affiliations
- Other Conferences

Top 5 documents downloaded from site:

- CNSA News
- Cytotoxic Drugs and Related Waste: Risk Management Guide
- Central Venous Access Devices: Principles for Nursing Practice and Education
- Breast Seroma principles
- Travel Grant program guidelines

Top 5 countries accessing site:

- Australia (over 50% of hits)
- USA
- New Zealand
- United Kingdom
- Netherlands

Email Account

info@cnsa.org.au

Enquiries through the CNSA email account are constant, with peaks demonstrated during the membership renewal period and in relation to CNSA grants and awards.

The provision of contemporary online services is a key priority for the National Executive Committee and as such remains a feature of the Strategic Plan. The National Executive Committee is working towards improving its online services for members into the future and has formed a Website Redesign Working Group to undertake this process.

Anne Mellon
Secretary/Website Coordinator

CNSA Newsletter Report

Publication of the CNSA newsletter forms an important part of the organization's strategy for engaging with our membership. The newsletter also contributes to a communication strategy that seeks to attract and retain members and to profile national and international partnerships.

During the 2011-2011 reporting period, three editions of CNSA News have been published, in December 2011, April 2012 and July 2012.

Commencing in January 2012, a publication schedule for the delivery of four editions of CNSA News per year was implemented. Calls for contributions are made to CNSA Regional Group and Special Interest Group Chairs, as well as Chairs of the Education, Research and CNSA Winter Congress Local Organizing Committees. In addition, contributions are invited from organizations that share the CNSA's commitment to and cancer nursing. Responsibility for fielding contributions is shared by the Executive Officer and the Newsletter Coordinator. The Newsletter Coordinator remains responsible for editing content.

Since December 2011, CNSA has used the services of Cambridge Media to assist with design and publication of the newsletter. To date, publication of CNSA News has been cost-neutral with fees for Cambridge Media services offset by proceeds for advertising in the newsletter.

CNSA News is circulated to CNSA member by email and is uploaded onto the publications page on the CNSA web site.

Trevor Saunders
Victoria Representative/CNSA Newsletter Coordinator

Regional Group Report

Objective: 6. to grow the capacity of CNSA to provide valuable services to members at the regional and rural level.

Another exciting year has taken place with all Regional Groups offering a range of local activities. On behalf of the National Executive Committee of CNSA I would like to thank the ongoing efforts of the Regional Groups Chairs and their Committees who continue to give their time and passion to the work of CNSA.

This year the five active Regional Groups include Perth and Environs, Adelaide, Sydney, Hunter and Melbourne. The chairs and their committees have been spending more time this year developing strategic plans and working towards a number of goals to better meet the needs of their members. Interestingly the majority of groups are moving away from long full days of education towards dinner and weekend functions with great results of getting members involved in their activities. All committees have worked hard to establish improved practices, seeking funding from external supporters and enabling many events to be free for CNSA members.

This year Regional Group Committees offered members 16 different events with attendance from 30 to over 100 members and non-members. These events have been great opportunities to engage with non-members to entice them into the benefits of CNSA membership. These events have included some sensational education topics including:

- Sexuality Workshops
- Assessment Skills Workshops
- Prostate Cancer Treatment Updates
- Diversity in Cancer Nursing
- Update on Colorectal Cancer and its Treatment
- Surgical Oncology – Breast & Colorectal Focus
- New Drug Therapies – from trial to clinical use
- Head and Neck Cancer and Nutrition
- Nursing implications of Radiation Therapy
- Impact of pre-existing Mental Illness and the Cancer Journey

CNSA Regional Groups continue to support members living in regional areas. Once again this year most groups have provided financial support for members to attend education seminars or have planned and implemented regional cancer education events, a large undertaking for the committees. Regional representation on committees is also increasing with regional members joining committee meetings via teleconferencing facilities.

With the large amount of work towards moving to an independent CNSA the role of Regional Groups will continue to strengthen. In April the Regional Group chairs participated in a membership development discussion to identify current strengths and the challenges of maintaining regional group membership as well as identifying new initiatives which can support regional group growth. From this discussion the NEC committee continues to work towards new initiatives such as a new and improved website, investigating social media activities and the development of a new member information pack to ensure we build strong relationships with all our members.

On behalf of Regional Groups I wish to thank the ongoing support of the pharmaceutical and industry without whom very little of the activity that occurs could go ahead. Also I wish to acknowledge the administrative support from Cancer Council's in a number of states, providing secretarial, administrative and mail support to committees.

I look forward to another busy year of activity and welcome a range of new initiatives that will further strengthen the links of Regional Groups, their members and the NEC.

Sandy McKiernan
Regional Groups Coordinator

The Cancer Nurses Society of Australia

Incorporated

ABN 98 781 699 178

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178) National Executive Committee's Report

Your National Executive Committee members submit their report on The Cancer Nurses Society of Australia Incorporated ("the Society") for the year ended 31 March 2012.

Committee Members

The names of the Executive Committee members in office during or since the end of the year are:

Julie Calvert	Term commenced 1 June 2011 (Ex-officio as Executive Officer of CNSA)
Tracey Doherty	Term ended 31 December 2011
Rena Grundy	Term commenced 1 January 2012
Mei Krishnasamy	Term commenced 1 January 2010
Letitia Lancaster	Term commenced 1 January 2009
Sandy McKiernan	Term commenced 1 January 2010
Anne Mellon	Term commenced 1 January 2010
Alexandra McCarthy	Term commenced 1 January 2010
Louise Nicolson	Term ended 31 December 2011
Megan Nutt	Term commenced 1 January 2010
Amanda Robinson	Term commenced 1 January 2012
Mary Ryan	Term commenced 1 January 2012
Trevor Saunders	Term commenced 1 March 2011

Unless indicated otherwise, all Committee members held their position throughout the entire year and up to the date of this report.

Committee members are appointed on an honorary basis and as a result do not receive any remuneration either directly or indirectly from the Society.

Operating Result

The surplus of the Society for the year ended 31 March 2012 amounted to \$50,234 (2011: surplus \$52,835).

Principal Activities

The principal activity of the Society during the year was to act as a resource to cancer nurses around Australia through the provision of services which aim to advance cancer nursing education, practice and research.

Significant Changes in the State of Affairs

There were no significant changes in the state of affairs of the Society during the year ended 31 March 2012

Signed in accordance with a resolution of the Executive Committee

Mei Krishnasamy Megan Nutt
Chairperson Treasurer

Sydney
6 June 2012

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Statement of Comprehensive Income for the year ended 31 March 2012

	Notes	<u>2012</u> \$	<u>2011</u> \$
Revenues	4	160,319	113,223
Membership subscriptions collected for COSA		96,983	38,009
Transfers to COSA		(96,983)	(38,009)
Grant expenses		(23,450)	(16,041)
Administration expenses		(47,080)	(18,243)
Executive committee meeting expenses		(20,232)	(12,907)
Editorial committee meeting expenses		(10,785)	(10,564)
Other expenses		(8,538)	(2,633)
Surplus for the year		50,234	52,835
Other comprehensive income		0	0
Total comprehensive income for the year		<u>50,234</u>	<u>52,835</u>

The accompanying notes form part of these financial statements
A Detailed Trading Profit and Loss Account, subject to the disclaimer on page 32, appears on page 33.

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Statement of Financial Position as at 31 March 2012

	Note	<u>2012</u> \$	<u>2011</u> \$
ASSETS			
Current Assets			
Cash & cash equivalents	5	603,824	540,815
Trade & other receivables	6	2,550	5,610
Other current assets	7	15,000	15,000
Total Current Assets		<u>621,374</u>	<u>561,425</u>
Total Assets		<u>621,374</u>	<u>561,425</u>
LIABILITIES			
Current Liabilities			
Trade & other payables	8	<u>62,553</u>	<u>52,838</u>
Total Current Liabilities			
Total Liabilities		<u>62,553</u>	<u>52,838</u>
Net Assets		<u>558,821</u>	<u>508,587</u>
EQUITY			
Retained earnings		558,821	508,587
Total Equity		<u>558,821</u>	<u>508,587</u>

The accompanying notes form part of these financial statements

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Statement of Changes in Equity for the year ended 31 March 2012

	<u>2012</u>	<u>2011</u>
	\$	\$
Retained earnings at the beginning of the year	508,587	455,752
Total comprehensive income for the year	50,234	52,835
Retained earnings at the end of the year	<u>558,821</u>	<u>508,587</u>

The accompanying notes form part of these financial statements

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Statement of Cash Flows for the year ended 31 March 2012

	Note	<u>2012</u> \$	<u>2011</u> \$
<u>Cash flows from operating activities</u>			
Receipts from subscriptions and donations (inclusive of GST)		249,607	131,405
Payments to suppliers and employees (inclusive of GST)		(211,227)	(144,913)
Interest received		24,629	22,918
Net cash provided by / (used in) operating activities	10	63,009	9,410
<u>Cash flows from investing activities</u>			
Payment for term deposits		0	0
Net cash used in investing activities		0	0
Net decrease in cash and cash equivalents held		63,009	9,410
Cash and cash equivalents at beginning of year		<u>540,815</u>	<u>531,405</u>
Cash and cash equivalents at end of year	5	<u>603,824</u>	<u>540,815</u>

The accompanying notes form part of these financial statements

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)

Notes to the Financial Statements for the year ended 31 March 2012

Note 1. Statement of significant accounting policies

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Associations Incorporation Act 1991 (ACT). The Executive Committee members have determined that The Cancer Nurses Society of Australia Incorporated (the "Society") is not a reporting entity.

The Society is an incorporated association domiciled in Australia. All amounts are in Australian dollars.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act, 1999 (ACT). The recognition and measurement requirements specified by the Australian Accounting Standards and interpretations issued by the Australian Accounting Standards Board (AASB) and the disclosure requirements of:

AASB 101:	Presentation of Financial Statements
AASB 107:	Statement of Cash Flows
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110:	Events after the Reporting Period
AASB 1031:	Materiality

The financial report has been prepared on an accruals basis (except as noted below) and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The financial report was authorised by the Executive Committee on 6 June 2012. The Society has the power to amend and reissue the financial report.

The following material accounting policies, which are consistent with the previous period, unless otherwise stated, have been adopted in the preparation of this report.

(a) Revenue recognition

(i) Donations

The Society, in common with most organisations dependent upon contributions, is unable to establish control over voluntary donations prior to their initial entry into the accounting records; therefore, they are recorded on the basis of cash received.

(ii) Member Subscriptions

Member subscriptions are recorded on an accruals basis and apportioned across the calendar year of membership.

(iii) Grants and Bequests

The Society receives grants and bequests to fund certain activities. Where a grant or bequest is non-reciprocal, it is recognised as revenue of the Society upon receipt. Associated expenditure for the completion of a grant or bequest is recorded as incurred. Where a grant or bequest is subject to a reciprocal transfer, a liability associated with the reciprocal transfer is recorded upon receipt of the transfer.

No income is recorded for reciprocal transfers.

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)

Notes to the Financial Statements for the year ended 31 March 2012 (cont'd)

(iv) Net Congress Income

The Society contracts a professional Events Coordinator to manage the staging of the Annual Winter Congress including the receipt of revenue and payment of expenses in relation to the event. Documents detailing the income and expenses have been received from the Events Coordinator together with a reconciling statement. No review has been performed on the books and records of the Events Coordinator to determine the completeness of the statements received. Revenues and expenses associated with the Congress are recognised through the Statement of Comprehensive Income in the year the Congress is conducted.

Net congress income is calculated as the excess of revenue in relation to the Annual Congress less the expenses associated with the Congress.

(b) Income Tax

The Society is exempt from the payment of income tax pursuant to Section 50-5 of the Income Tax Assessment Act (1997).

(c) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand, cash at bank, at call deposits and bank bills maturing within 90 days.

(d) Income in Advance

Income in Advance includes member subscriptions which have been received for the 2012 membership year and bequests (Refer to Note 1 (a) (iii)).

(e) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(f) Other Current Assets

Prepayments included in other assets primarily relates to prepayments for the future Winter Congress.

(g) Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation for the current year where required by accounting standards or as a result of changes in accounting policy.

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Notes to the Financial Statements for the year ended 31 March 2012 (cont'd)**

Note 2. Nature and objects of the Society

The Society is an association incorporated under the Associations Incorporation Ordinance (ACT) 1953, now the Associations Incorporation Act 1991. Its object is to determine and regulate professional standards and competencies for cancer nursing practice and education, facilitate research and standards in the area of cancer nursing, act as a resource for the development and dissemination of information relating to new technologies in cancer nursing, ensure that cancer nurses' perspectives are evident in national professional nursing debates, actively lobby government on issues relevant to cancer nursing and collaborate locally, nationally and internationally with other organisations involved in the development and provision of services to people with cancer.

In the event of the Society being wound up, the members undertake to contribute to the assets an amount not exceeding the ordinary membership fee of the Society.

There were 683 members of the Society at 31 March 2012 (2011: 688).

Note 3. Economic dependence

The ability of the Society to maintain its operations is dependent inter alia on continuing support of its members by way of voluntary subscriptions.

Note 4. Revenues	<u>2012</u> \$	<u>2011</u> \$
Surplus has been determined after the following:		
<u>Specific Revenue</u>		
Subscription income	48,430	42,811
Educations materials	45	309
Donations general	9,000	4,107
Net income from Winter Congress	77,522	42,998
Interest income	24,629	22,918
Other	<u>693</u>	<u>80</u>
	160,319	113,223
Membership subscriptions collected and forwarded to COSA	96,983	38,009

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Notes to the Financial Statements for the year ended 31 March 2012 (cont'd)

	<u>2012</u>	<u>2011</u>
Note 5. Cash & Cash Equivalents	\$	\$
Cash at bank	603,824	540,815
Term deposits	<u>0</u>	<u>0</u>
	<u>603,824</u>	<u>540,815</u>
Note 6. Trade & Other Receivables		
Other amounts receivable	<u>2,550</u>	<u>5,610</u>
	<u>2,550</u>	<u>5,610</u>
Note 7. Other Current Asset		
Prepayments	<u>15,000</u>	<u>15,000</u>
	<u>15,000</u>	<u>15,000</u>
Note 8. Trade & Other Payables		
Current sundry creditors	7,310	7,756
Membership subscriptions in advance	30,350	11,189
Bequest income in advance	<u>24,893</u>	<u>33,893</u>
	<u>62,553</u>	<u>52,838</u>
Note 9. Events after reporting period		
There have been no events subsequent to year end that have affected or may affect the financial statements as at 31 March 2012		
Note 10. Statement of cash flows from operating activities with surplus for the year		
Total comprehensive income for the year	50,234	52,835
Changes in assets and liabilities:		
(Increase) / decrease in trade & other receivables	3,060	(5,399)
(Increase) in other current assets	0	(15,000)
Increase / (Decrease) in trade & other payables	<u>9,715</u>	<u>(23,026)</u>
Cash flows from operating activities	<u>63,009</u>	<u>9,410</u>
Note 11. Remuneration of the Auditor		
During the year, the following fee was paid or is payable for services provided by the Auditor to the Society:		
Audit and review of Financial Report	<u>2,100</u>	<u>2,000</u>

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Notes to the Financial Statements for the year ended 31 March 2012 (cont'd)

Note 12. Society details

The registered office of the society is:

35 Degraives Crescent
Wanniassa ACT 2903
Australia

The principal place of business of the Society:

Level 1, 120 Chalmers Street
Surry Hills NSW 2010
Australia

The association operates entirely in Australia as a voluntary cancer organisation.

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178) Executive Committee's Declaration

The Executive Committee has determined that the Society 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 Executive Committee, the financial report set out on pages 24 to 31:

- 1 Present a true and fair view of the financial position of the Society as at 31 March 2012 and of its performance for the year ended on that date.
- 2 At the date of the statement, there are reasonable grounds to believe that the Society will be able to pay its debts as and when they become due.

This declaration is made in accordance with a resolution of the Executive Committee.

Mei Krishnasamy
President

Megan Nutt
Treasurer

Sydney
6 June 2012

The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)
Detailed Trading Profit and Loss Account for the year ended 31 March 2012

	<u>2012</u>	<u>2011</u>
	\$	\$
Income		
Subscription Income	48,430	42,811
Bequests	9,000	4,107
<u>Education Materials:</u>		
- CVAD Guidelines	45	309
<u>Annual Winter Congress:</u>		
- Net Congress Income	77,522	42,998
Income collected for COSA	96,983	38,009
Interest income	24,629	22,918
Other	693	80
 Total Income	 257,302	 151,232
 Expenditure		
Administrative costs: Audit Fees	2,115	2,015
Bank Charges	730	671
Distribution to COSA	96,983	38,009
Filing Fees	32	65
Admin Assistance	41,136	7,007
Postage, Packaging & Freight	228	1,198
Printing	430	1,412
Storage Fees	164	362
Sundry Expenses	809	190
Insurance	0	4,220
Telephone	501	229
Website	935	874
 Total administrative costs	 144,063	 56,252
 Educational Materials	 0	 2,300
 Promotional Resources/Products	 1,495	 0
National Nurses Organisation	0	254
Regional Group Meeting	4,159	60
Executive Committee Meetings	20,232	12,907
Extraordinary Meeting	506	0
Special Projects	90	19
Special Interest groups	2,288	0
Editorial Committee	10,785	10,564
ISNCC Grant	3,000	0
Other Grants	20,450	16,041
 Total expenditure	 207,068	 98,397
 Operating Surplus	 50,234	 52,835

30 April 2012

The Executive Committee
The Cancer Nurses Society of Australia
Incorporated GPO Box 4708
Sydney NSW 2001

Audit arrangement letter- for the year ending 31 March
2012

Dear Executive Committee Members,

This annual arrangement letter sets out details of our engagement, the team members, fees and other specific matters relevant to the audit of The Cancer Nurses Society of Australia Incorporated (the Society) for the year ended 31 March 2012.

Scope

Our audit will be conducted in accordance with our engagement letter dated 6 May 2011 and the Standard Terms and Conditions of the Engagement attached to the engagement letter.

Team members

The key team members are:

Role	Your Contact	Telephone	Email
Engagement Leader and Audit Signing Partner	Paul Bull	(02) 9240 9978	paul.bull@pkf.com.au
Audit Principal	Adam Beale	(02) 8264 6633	adam.beale@pkf.com.au
Audit Senior	Anita Young	(02) 8221 2242	anita.young@pkf.com.au

As Engagement Leader and Audit Signing Partner, Paul Bull, will be responsible for assuring the overall quality, value and timeliness of our audit services to you.

The Audit Principal, Adam Beale will be responsible for managing delivery of our services to you and will be available in the absence of Paul. Adam, will also be supported by Anita Young who will be undertake the audit fieldwork.

Please feel free to contact the appropriate team member as your needs arise.

Tel: 61 2 9251 4100 | Fax: 61 2 9240 9821 | www.pkf.com.au

PKF ABN 83 236 985 726

Level 10, 1 Margaret Street | Sydney | New South Wales 2000 | Australia

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Liability limited by a scheme approved under Professional Standards legislation.

Timetable

We anticipate the timing of significant milestones with respect to the completion of the audit will be as follows:

Milestone	Responsibility	Date
Final audit commences	PKF/CNSA	30 April 2012
Executive committee to approve and sign financial report	CNSA	Early June 2012 To be confirmed
Issue independent auditor's report on financial report	PKF	Early June 2012 To be confirmed

Fees

Our proposed fee for the 31 March 2012 audit is \$2,100 excluding GST and out of pocket expenses (2011: \$2,000). Our fee is based on the time required to complete the work and has been discounted to take into account the charitable nature of the Society's activities.

In addition to the above fee, we will charge you out-of-pocket expenses such as reasonable travel, subsistence and document handling costs (photocopying, printing, fax and courier etc) incurred in connection with the services.

Please sign and return the enclosed copy of this letter to accept the offer in it. The offer will also be accepted by you if you continue to instruct us (in writing or orally) to perform the work specified in this letter or use our services.

If you would like to discuss any aspect of our engagement further please feel free to contact me on 9240 9978 or Adam Beale on 8264 6633.

Yours sincerely,



Paul Bull
Partner

Audit arrangement letter dated 30 April 2012 acknowledged and agreed on behalf of The Cancer Nurses Society of Australia Incorporated by:



Signature

Meinir Krishnasamy

Name

President, Cancer Nurses Society of Australia

Position

18/6/202

Date

Appendix 1: Client Assistance Schedule

Information Required	Date Required	Person Responsible	Comments
General			
Copy of minutes of all board of directors meetings since 1 April 2012.	30/04/2012	Rob Firth/ Milan Jovasvic (RF/MJ)	
Electronic copy of the trial balance as at 31 March 2012.	30/04/2012	RF/MJ	
List of any matters and a brief description of each matter referred to or being handled by legal advisors.	30/04/2012	RF/MJ	
Details of any major events subsequent to 31 March 2012.	30/04/2012	RF/MJ	
Details of related party transactions during the year ended 31 March 2012 (such as transactions with executive committee members' related entities).	30/04/2012	RF/MJ	
Reporting deliverables			
First draft of the financial report for the year ended 31 March 2012.	30/04/2012	RF/MJ	
Copy of the workings to the financial report which comprises the statement of comprehensive income, statement of financial position, statement of changes in equity, statement of cash flows and the notes to the financial statement.	30/04/2012	RF/MJ	
Bank			
Bank account reconciliations as at 31 March 2012	30/04/2012	RF/MJ	
Access to bank statements for the year up until the time of our audit.	30/04/2012	RF/MJ	
Details of the last 3 cheques for the year ended 31 March 2012 and the first 3 cheques commencing 1 July 2012.	30/04/2012	RF/MJ	
Details of any overdraft and credit line facilities showing the total amount of facility and extent to which facility is utilised.	30/04/2012	RF/MJ	
Accounts receivable			
Copy of the aged debtors aged analysis as at 31 March 2012.	30/04/2012	RF/MJ	
Explanations for old debts aged over 90 days.	30/04/2012	RF/MJ	
A schedule of the provision for doubtful debts as at 31 March 2012.	30/04/2012	RF/MJ	
Other assets and prepayments			
A summary of other debtors and prepayments agreeing to the general ledger as at 31 March 2012 together with supporting documentation.	30/04/2012	RF/MJ	
Accounts payable			
Reconciliation of accounts payable to general ledger including supporting documentation for reconciling items as at 31 March 2012.	30/04/2012	RF/MJ	

Information Required	Date Required	Person Responsible	Comments
Copy of the aged accounts payables listing as at 31 March 2012.	30/04/2012	RF/MJ	
A reconciliation of creditors as per the accounts payable listing to supplier's statements for the top 8 creditors as at 31 March 2012.	30/04/2012	RF/MJ	
Access to invoices after year end but still to be processed into the general ledger.	30/04/2012	RF/MJ	
Accruals and sundry creditors			
A summary of accruals and sundry creditors agreeing to the general ledger and supporting documentation (such as calculations and supplier's invoices).	30/04/2012	RF/MJ	
Goods and services tax (GST)			
Copy of each BAS returns submitted during the year	30/04/2012	RF/MJ	
A reconciliation of the sales and purchases disclosed on the BAS returns to the sales and purchases in the general ledger.	30/04/2012	RF/ MJ	
Revenue			
A copy of the daily bank reconciliation	30/04/2012	RF/MJ	
A copy of the Winter Congress auditor's report	30/04/2012	RF/MJ	
Explanations for major or unusual trends in the monthly revenue amounts.	30/04/2012	RF/ MJ	
Expenses and payroll			
Explanations for significant fluctuations (movement percentage greater than 50%) between 31 March 2012 and 31 March 2012.	30/04/2012	RF/ MJ	
Access to supplier's invoices for the year.	30/04/2012	RF/MJ	
Contingencies and commitments			
A summary and explanation of contingencies and commitments.	30/04/2012	RF/MJ	
Going concern			
A copy of the cash flow forecast together with the underlying assumptions for the next financial year (2012/13).	30/04/2012	RF/MJ	