



# 2013 ANNUAL REPORT





### ACCESS TO THE BOARD



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## Veterinary Practitioners Board OF NEW SOUTH WALES

25 October 2013

The Hon Katrina Ann Hodgkinson MP  
Minister for Primary Industries  
Level 30 Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

Dear Minister

The Annual Report of the Veterinary Practitioners Board of NSW for the financial year ending 30 June 2013 is submitted to you for presentation to parliament pursuant to the *Annual Reports (Statutory Bodies) Act 1984 ss 7-10*.

The Annual Report will be made available from our website and from OpenGov NSW.

Yours faithfully



John Baguley  
Registrar



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## President's Report

**The Board achieved a number of goals this year and is well placed to achieve some important future goals and realise a significant milestone.**

This year we welcomed a number of new Board members: Dr Georgina Child representing specialist veterinary practitioners; Dr John Alexander representing veterinary practitioners working in urban areas; Dr Jacob Michelsen representing academics in the field of veterinary science (the first member of the Board to represent Charles Sturt University); and Mrs Lisa Minogue and Mrs Bronnie Taylor are representing the consumers of veterinary services. These new Board members have joined Drs Andrew Hansen and Mark Simpson who were both selected by the Minister and serving consecutive terms. I believe we have an excellent balance of knowledge, skills and experience to ensure achievement of Board functions over the remaining 2 years of the current Board term.

By now many of you working in veterinary hospitals throughout the state would have received a visit from our Hospital Inspector Mr Glenn Lynch. Glenn began the mammoth task of visiting all veterinary hospitals in NSW in March 2012. As at 30 June 2013 he had completed inspections of 412 premises with 225 remaining. Glenn is well on track to achieving our goal of inspecting all veterinary hospitals in NSW by the end of 2013.

The Board now has a Registrar and a Hospital Inspector so we have additional staff costs and operational costs associated with achieving our hospital inspection goals. This year the Board implemented a number of cost saving measures, including a move to 'paperless' meetings. There was also a decision to review education funding and support of the Practitioner in Residence Program at the universities. Whilst not sponsoring the Practitioner in Residence Program this year we have continued our support for veterinary education by producing a number of *Boardtalk* inserts during the year. I do hope you found our articles on ticks, non-steroidal anti-inflammatory drugs and monitoring anaesthesia helpful and I'd like to once again thank Drs Rick Atwell, Georgina Child and Colin Dunlop for providing this material to the profession in NSW. All *Boardtalk* editions and *Boardtalk* Inserts are available from our website.

Under the staged repeal process, the Minister directed the formation of a committee to suggest improvements to the *Veterinary Practice Regulation 2006*. Proposed changes were released to the profession and the public in June and the *Veterinary Practice Regulation 2013* is scheduled to replace the existing regulation in September this year. I'd like to thank the members of the committee for their valuable input and the Australian Veterinary Association for assisting with the dissemination of the proposed changes.

As you are aware each year the Board staff release statistical information about our profession derived from submitted Annual Returns. Graphed results are once again available in this Annual Report. I believe that together with the Australian Veterinary Association's Annual Workforce Survey these data provide very useful information to the profession. I am particularly impressed with the broad spread of employment we see amongst registered veterinarians in NSW. Approximately 70% of registered veterinary practitioners work in small animal, large animal, mixed and specialist veterinary practice. The remainder work in government, education, research, pharmaceuticals and a variety of non-veterinary pursuits. We also have a number of veterinarians who remain registered but are either currently not practising (approximately 3%) or retired (approximately 5%).

We will reach a significant milestone in 2013 with our 10,000th registrant expected around September. The Board has a comprehensive database of all veterinarians who have been registered with the Board since its inception in 1924. We have plans to provide more information about the history of our profession on our website.

Finally, I would like to thank the staff of the Board for their valued contributions over the last year. Our team of Clare Nathan, Des Lyttle, Glenn Lynch and Mary Lydamore led by John Baguley has ensured the functions of the Board continue to be achieved efficiently and effectively.



**Dr Ruth Thompson**  
President



# CHARTER

**The *Veterinary Practice Act 2003 (Act) s 76* established the *Veterinary Practitioners Board NSW (Board)* as a body corporate. The *Act and Veterinary Practice Regulation 2006 (Regulation)* are within the portfolio of the Minister for Primary Industries, the Honourable Katrina Hodgkinson MP.**

- Section 77 of the Act describes the functions of the Board which include: registration of veterinary practitioners and licensing of veterinary hospitals;
- investigation of complaints against veterinary practitioners; developing codes of professional conduct for veterinary practitioners; enforcing the provisions of this Act and Regulation; promoting professional development of veterinary practitioners; and providing information to veterinary practitioners and consumers of veterinary services.

The Board cooperates with other jurisdictions in Australia and New Zealand to further a common and harmonious approach to regulation of the veterinary profession.

This function is assisted through interaction with other State veterinary boards, the Australasian Veterinary Boards Council Inc. (AVBC), and organisations representing the interests of members of the veterinary profession.

## AIM AND OBJECTIVES

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The Board aims to fulfil the objects of the Act and regulate the provision of veterinary services for the following purposes:

1. to promote the welfare of animals
2. to ensure consumers of veterinary services are well informed as to the competencies required of veterinary practitioners
3. to ensure that acceptable standards are required to be met by veterinary practitioners so as to meet the public interest and national and international trade requirements
4. to provide public health protection.





# STRUCTURE OF THE BOARD AND ADMINISTRATION

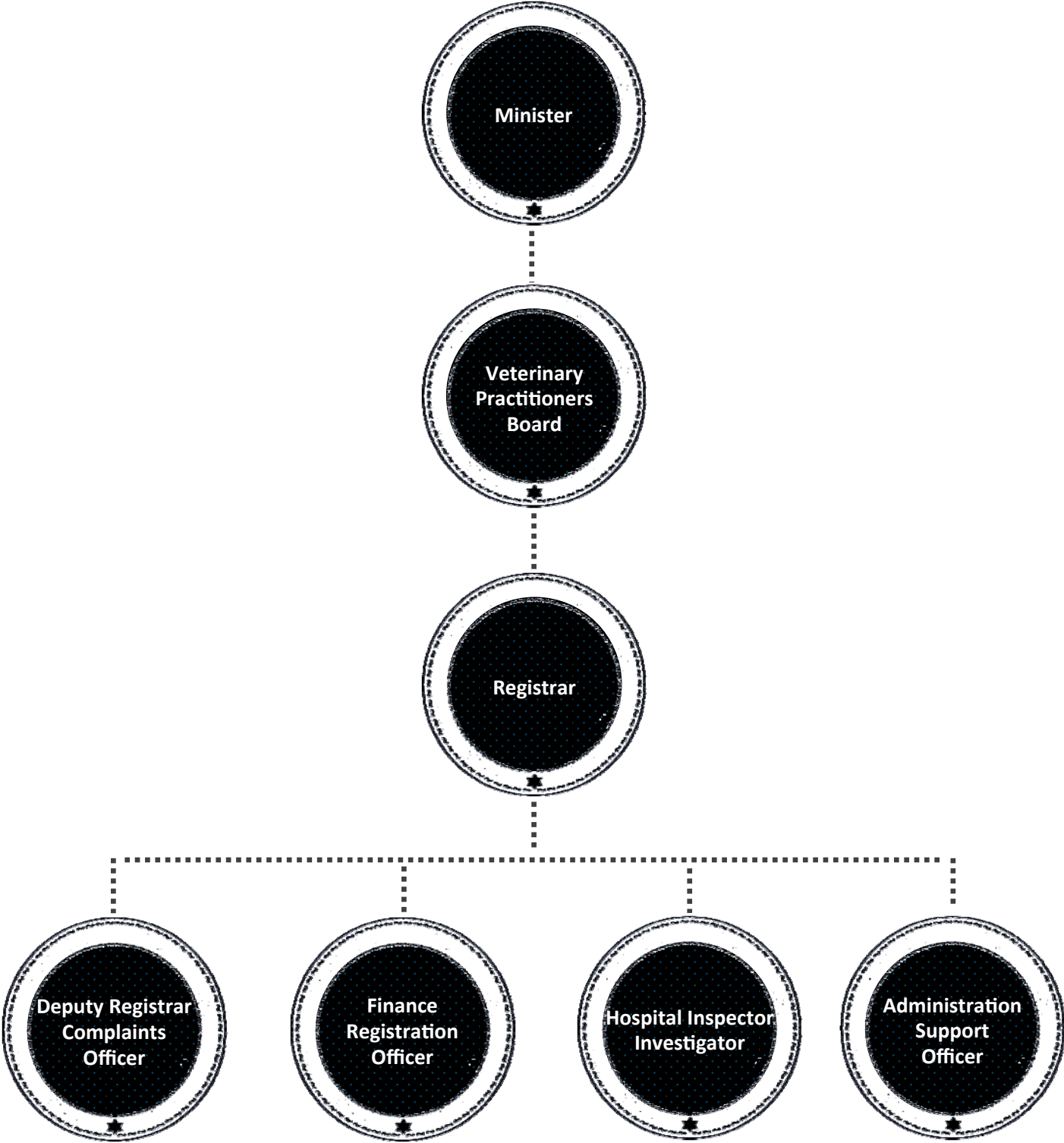
The Board is appointed by the Governor of NSW. The Act (s 77) provides that the Board shall consist of 8 members; 6 veterinary practitioners and 2 consumer representatives.

Board members are appointed for a 3 year term with the current term ending 30 June 2015.

Meetings of the Board are held monthly at the Board's offices, Suite 7.09, 247 Coward Street Mascot NSW 2020.

BOARD MEMBER	APPOINTMENT TYPE	MEETING ATTENDANCE
Dr Ruth Thompson President	Nominee of the NSW Division of Australian Veterinary Association pursuant to s 77(2)(a)(iii) of the Act and appointed as President	9/9
Dr Georgina Child	Nominee of the NSW Division of Australian Veterinary Association pursuant to s 77(2)(a)(i) of the Act	9/9
Dr John Alexander	Nominee of the NSW Division of Australian Veterinary Association pursuant to s 77(2)(a)(ii) of the Act	9/9
Dr Jacob Michelsen	Nominee of the University of Sydney pursuant to s 77(2)(a)(iv) of the Act	8/9
Dr Andrew Hansen	Nominee of the Minister pursuant to s 77(2)(b) of the Act	9/9
Dr Mark Simpson	Nominee of the Minister pursuant to s 77(2)(b) of the Act	9/9
Mrs Lisa Minogue	Nominee of the Minister pursuant to s 77(2)(c) of the Act	9/9
Mrs Bronnie Taylor	Nominee of the Minister pursuant to s 77(2)(c) of the Act	8/9

# ADMINISTRATIVE STRUCTURE







## ADMINISTRATIVE STAFF DUTIES

### REGISTRAR

- Develop and recommend policy direction in consultation with the Board
- Prepare Board agenda and minutes
- Implement decisions and policies approved by the Board
- Assist with the preparation of reports, forecasts and budgets to present to the Board
- Provide leadership and direction for staff of the Board
- Provide assistance to veterinary practitioners and consumers of veterinary services
- Assist the Board and the profession in the maintenance of standards of veterinary science
- Assist the Board, the profession and users of veterinary services regarding the resolution of complaints

### DEPUTY REGISTRAR/COMPLAINTS OFFICER

- Support the Registrar
- Design and enhance administrative procedures
- Assist stakeholders in understanding the legislation
- Ensure compliance with records management standards
- Maintain the complaints handling processes
- Provide information to veterinary practitioners and consumers of veterinary services regarding complaint handling procedures
- Maintain procedures for the processing of annual registration and hospital licences
- Coordinate the supply of office equipment, materials and repairs

### REGISTRATION/FINANCE OFFICER

- Maintain and enhance the Board's finance record keeping processes
- Provide financial reports to the Registrar and Board
- Assist with the Board's annual audit
- Maintain the Board's database of registered veterinary practitioners and specialists
- Process veterinary practitioner registrations
- Provide administrative support to the Registrar

### HOSPITAL INSPECTOR/INVESTIGATOR

- Systematically inspect every licensed veterinary hospital in NSW
- Ensure that facilities and equipment where restricted acts are performed are as required, the level of record keeping is appropriate and Board policies are personally explained and discussed
- Document the results of inspections in the Board's newsletter *Boardtalk*
- Investigate complaints and provide reports to the Board to take appropriate action

### ADMINISTRATION SUPPORT OFFICER

- Maintain and enhance the Board's information technology systems including website
- Manage annual registration payment and annual return processes
- Manage hospital licensing processes
- Provide technological support to the Registrar as required







## REVIEW OF OPERATIONS



## REGISTRATION OF VETERINARY PRACTITIONERS

At 30 June 2013 there were 3319 registered veterinary practitioners in New South Wales\*. The total number of registered veterinary practitioners changes constantly due to a number of factors including:

- Registration of new graduates
- Registration of veterinary practitioners from other local and overseas jurisdictions now residing in NSW
- Requests for voluntary removal from the Register
- The death of registered veterinary practitioners
- Restoration of previously registered veterinary practitioners to the Register

### THE REGISTER OF VETERINARY PRACTITIONERS—FULL AND HONORARY CHANGES TO NUMBERS BETWEEN 1 JULY 2012 AND 30 JUNE 2013

MONTH	NEW REGISTRATIONS	RESTORATIONS	REMOVALS	DEATHS
July	0	0	0	0
August	0	0	0	0
September	59	3	76	1
October	6	11	6	2
November	4	12	4	5
December	35	6	4	1
January	0	0	0	0
February	109	12	18	1
March	21	6	4	1
April	8	5	11	1
May	8	2	22	3
June	7	6	43	0
TOTALS	257	63	188	15



## QUALIFICATIONS FOR REGISTRATION

Qualifications accepted by the following accrediting bodies have been recognised by the Australasian Veterinary Boards Council Inc. (AVBC) as providing the holder with eligibility to apply for registration as a veterinary practitioner in Australia without further examination:

### (i) Veterinary Schools Accreditation Advisory Committee (VSAAC)

Veterinary degrees from any of the following: The University of Sydney; Charles Sturt University Wagga Wagga; The University of Melbourne; Murdoch University; The University of Queensland; James Cook University of Townsville; Massey University of New Zealand.

### (ii) Royal College of Veterinary Surgeons (RCVS)

Veterinary degrees from London (RVC), Bristol, Liverpool, Cambridge, Glasgow, Edinburgh, Nottingham and the University College Dublin (up to 1986).

Membership of RCVS attained by statutory examination.

### (iii) South African Veterinary Council (SAVC)

University of Pretoria (Onderstepoort)

### (iv) European Association of Establishments for Veterinary Education (EAEVE) with VSAAC

Veterinary degree from University College Dublin, graduation class of 2004 to 2011.

### (v) Australasian Veterinary Boards Council Inc. (AVBC)

Australian National Veterinary Examination Certificate (non-award qualification)

### (vi) Veterinary Council of New Zealand (VCNZ)

New Zealand National Veterinary Examination Certificate (non-award qualification).

Qualifications accepted by the following accrediting bodies have the further requirement of a pass in the North American Veterinary Licensing Examination (NAVLE), or its antecedent the National Board and Clinical Competency Test Examination, in order to provide the holder with eligibility to apply for registration in Australia:

- American Veterinary Medical Association (AVMA)
- American Association of Veterinary State Boards (AAVSB) Program for the Assessment Veterinary Education Equivalence (PAVE) from 2011 (non-award qualification)
- Educational Commission for Foreign Veterinary Graduates (ECFVG) Educational Commission for Foreign Veterinary Graduates Examination (non-award qualification)
- Canadian Veterinary Medical Association (CVMA) National Examining Board (NEB) Certificate of Qualification (CQ) (non-award qualification).

For complete details please refer to the AVBC website: [www.avbc.asn.au](http://www.avbc.asn.au)

#### \*Notes from p 12

- In 2012–2013, the Board granted 1 application for limited registration
- At 30 June 2013, 8 grants of limited registration were current
- Veterinary practitioners with honorary registration do not pay the annual registration fee
- As at 30 June 2013, there were 407 veterinary practitioners with honorary registration (390 in 2012)

## THE REGISTER OF VETERINARY SPECIALISTS

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The Advisory Committee on Registration of Veterinary Specialists (ACRVS) is a committee of the Australasian Veterinary Boards Council Inc. (AVBC). The ACRVS assesses applications by veterinary practitioners from all Australian States and Territories and New Zealand for specialist registration within defined categories. A recommendation for specialist registration to the relevant Board is dependent upon meeting specific criteria.



### SPECIALISTS REGISTERED

#### CHANGES TO NUMBERS BETWEEN 1 JULY 2012 AND 30 JUNE 2013

REGISTRATION DATE	NAME	SPECIALIST CATEGORY
11/09/2012	Liza Koster	Small Animal Medicine
11/09/2012	Katherine Briscoe	Feline Medicine
24/09/2012	Peter Francis Bennett	Small Animal Medicine & Veterinary Medicine Oncology
16/10/2012	Benjamin Ahern	Equine Surgery
16/10/2012	Laura Lee	Equine Medicine
11/12/2012	Fiona Park	Small Animal Medicine
19/02/2013	Allyson Diane Groth	Veterinary Ophthalmology
19/02/2013	Thomas John Smith	Small Animal Surgery
19/02/2013	Karen Jackson	Veterinary Clinical Pathology
19/02/2013	Melinda Gabor	Veterinary Anatomical Pathology
19/02/2013	Sarah Elizabeth Burnett Davies	Veterinary Diagnostic Imaging
19/03/2013	Niamh Collins	Equine Medicine
16/04/2013	Alastair Franklin	Small Animal Surgery
21/05/2013	Jacob Michelsen	Small Animal Surgery

As at 30 June 2013 there were 129 registered veterinary specialists in NSW.





## LICENSING OF VETERINARY HOSPITALS

The Act requires premises that perform ‘major surgery’ (defined in s 64), to be licensed as a veterinary hospital. There are three categories of veterinary hospital licence. The Board licenses large animal, small animal, and large and small animal (mixed animal) veterinary hospitals. Small animal hospitals without radiographic equipment may qualify for a desexing licence which limits the types of surgery that can be performed. The Board aims to inspect licensed premises approximately once every 3 years.

A corporation must not represent itself to be a veterinary practice unless one or more veterinary practitioners has or have the controlling interest in the corporation (exceptions are detailed in s 14(5) of the Act).

The legislation requires that all licensed premises are managed by a superintendent, who must be a registered veterinary practitioner.

LICENSED HOSPITAL CATEGORY	NUMBER
Small Animal Hospitals	580
Small & Large Animal Hospitals	36
Large Animal Hospitals	13
Desexing Hospitals	10
Total	639

## COMPLAINTS

The Complaints Committee (s 49 of the Act) consists of three Board members nominated by the Board; two registered veterinary practitioners and one consumer representative. The Committee investigates complaints of alleged 'professional misconduct' and 'unsatisfactory professional conduct' made against registered veterinary practitioners.

The Committee generally meets monthly and also maintains contact electronically.

The role of the Committee is to investigate complaints and provide a detailed report and recommendation to the Board. The Board carefully considers recommendations from the Committee and determines the outcome of a complaint investigation in accordance with the Act (s 47).

The Board will only accept a complaint concerning a registered veterinary practitioner when the

complaint is documented as a statutory declaration. The statutory declaration and further details regarding the process of investigating a complaint are available from the Board's website.

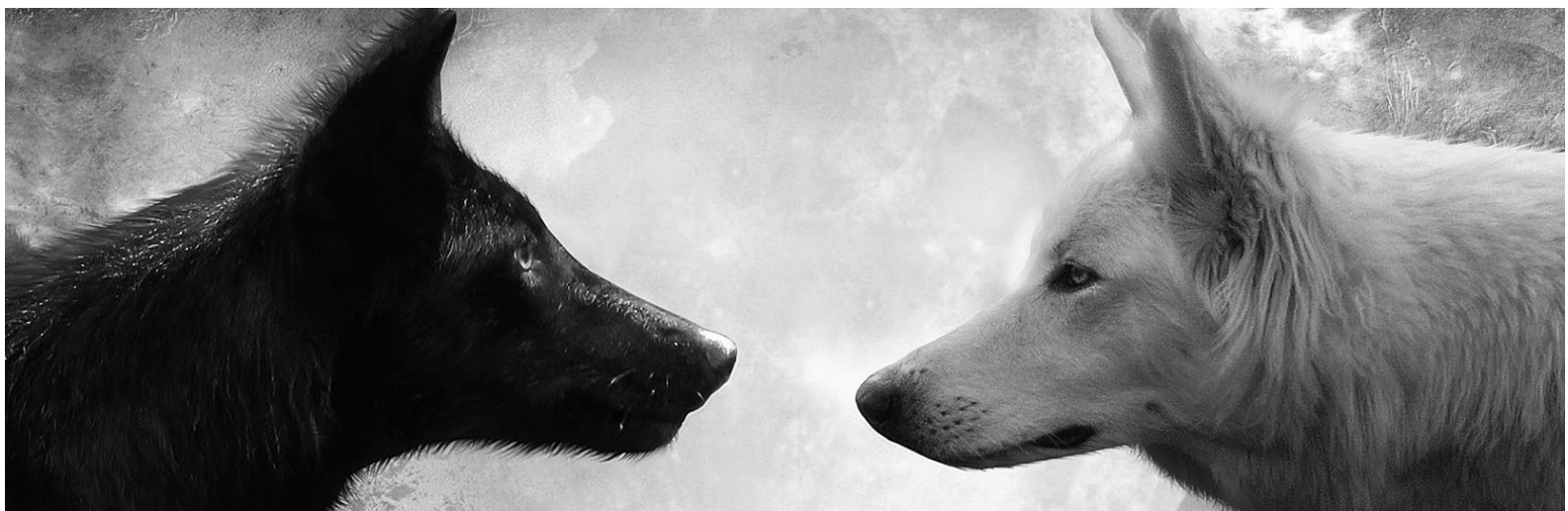
The Board understands that complaints made about a veterinary practitioner can be a very stressful event and recognises the importance of an expeditious and transparent resolution whilst maintaining a thorough and fair investigation process and the delivery of an appropriate decision.

Section 47 of the Act provides the Board with a range of options to appropriately deal with complaints regarding 'unsatisfactory professional conduct'.

Prima Facie matters regarding 'professional misconduct' are referred to the NSW Administrative Decisions Tribunal (ADT) for a decision. The Board refers matters to the ADT when they are seeking a suspension or removal from the register.

### MEMBERSHIP OF THE COMPLAINTS COMMITTEE AND ATTENDANCE AT COMMITTEE MEETINGS 1 JULY 2012—30 JUNE 2013

MEMBER	APPOINTMENT	MEETING
Dr Mark Simpson BVSc	Registered Veterinarian Practitioner Board Member	4/4
Dr Andrew Hansen BVSc	Registered Veterinarian Practitioner Board Member	11/11
Mrs Bronnie Taylor	Consumer Representative Board Member	7/7
Dr Georgina Child BVSc	Registered Veterinarian Practitioner Board Member	7/7
Mrs Lisa Minogue	Consumer Representative Board Member	4/4



## OVERVIEW OF COMPLAINTS

During 2013 financial year the Complaints Committee investigated **forty nine** new complaints and continued the investigation of the fifteen complaints current at 1 July 2012. **Forty four** complaints were finalised and at 30 June 2013 there were **twenty** complaints current.

### NEW AND FINALISED COMPLAINTS BY MONTH 1 JULY 2012—30 JUNE 2013

MONTH	NEW COMPLAINTS	FINALISED COMPLAINTS
July 2012	4	0
August 2012	2	0
September 2012	6	3
October 2012	3	8
November 2012	1	7
December 2012	4	5
January 2013	6	0
February 2013	5	3
March 2013	6	1
April 2013	2	6
May 2013	5	9
June 2013	5	2
<b>TOTALS</b>	<b>49</b>	<b>44</b>

### BOARD DECISIONS

COMPLAINTS	DECISIONS
21	Dismissed
9	Dismissed with a Recommendation
10	Cautioned
2	Reprimanded
2	Withdrawn
0	Administrative Decisions Tribunal
<b>44</b>	<b>TOTAL</b>

## ACHIEVEMENT OF OTHER OBJECTIVES

### AUSTRALASIAN VETERINARY BOARDS COUNCIL Inc. (AVBC)

The veterinary boards in each State and Territory of Australia and in New Zealand constitute the members of the AVBC and provide funding for its activities. The AVBC monitors common issues, education and training standards, and co-ordinates the National Veterinary Examination (NVE) by arrangement with the National Office of Overseas Skills Recognition. The NVE is a pre-requisite for registering graduates from overseas whose qualifications are not recognised in the local legislation.

The AVBC assesses applications from registered veterinary practitioners seeking specialist registration.

### NATIONAL RECOGNITION OF VETERINARY REGISTRATION (NRVR)

All the states and territories of Australia have agreed on the proposed model which in essence will allow a registered veterinary practitioner from one state or territory to practise in any other state or territory without the requirement to formally register in that jurisdiction.

Under the agreed model, a veterinarian would be required to register with the veterinary board of the state or territory in which they reside.

Legislative amendment in each State and Territory will be required to bring about this change. As at 30 June 2013, NSW, Tasmania and Victoria have implemented NRVR.

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The Act and Regulation place a requirement on registered practitioners to submit an *Annual Return*. Information sought in the *Annual Return* includes

the reporting of CPD points. The Board in consultation with the AVBC and the profession have agreed on the activities, validation and points allocation model. The Board relies on its relationship with the Australian Veterinary Association (AVA) to provide guidance in regards to continuing veterinary education.

Practitioners are required to achieve 60 CPD points in their three year cycle. At least 15 of these CPD points must be structured learning.

The Board continues to work cooperatively with practitioners to assist them to achieve compliance with CPD requirements. The Board's website has links to various other websites providing very useful information on CPD.

The compulsory requirement to report CPD activities provides the government and consumers of veterinary services with further assurance that registered veterinary practitioners are continuing to keep abreast of developments and change within the profession.

The Board will conduct a random audit of CPD reporting each year to ensure compliance with the legislation.

### REGISTRATION AND LICENCE FEES

Fees payable to the Board were approved by the Minister for Primary Industries in accordance with the Act. The fee for annual registration of veterinary practitioners is \$250 and the annual fee for a veterinary hospital licence is \$250. The Board has established a cash reserve to cover contingencies including legal costs associated with potential disciplinary proceedings arising from matters referred to the Administrative Decisions Tribunal (ADT) and appeals of ADT decisions to the Supreme Court of New South Wales.

## WEBSITE

The Board's website includes details of the Board's operations including relevant legislation and the complaint handling processes.

A search facility enables an online search of the register of veterinary practitioners, veterinary specialists and all licensed veterinary hospitals in NSW.

There are links to relevant sites including the Australian Veterinary Association and other Australian State and Territory and New Zealand Board sites. All the relevant forms needed for registration and hospital licensing can also be downloaded from the site.

Registration and hospital licence renewal fees may be paid using the Board's website.

## BOARDTALK

The Board published the newsletter *Boardtalk* in December 2012 and May 2013. *Boardtalk* is sent to in hard copy or electronically depending on preference to every NSW registered veterinary practitioner. *Boardtalk* is also available to the veterinary profession and the public from the Board's website. The Board uses *Boardtalk* to educate the veterinary profession about current issues and developments affecting the functions of the Board and the regulation of the veterinary profession.

## EMAIL COMMUNICATION

At the request of the Department of Primary Industries, the Department of Health and other regulatory bodies, the Board may distribute important bulletins to registered veterinary practitioners via email.

The Board has the email addresses of more than 96% of NSW registered veterinary practitioners and this form of communication allows for speedy distribution of important information.



## PAYMENT OF ACCOUNTS

The Board pays all its accounts promptly and within the indicators set by the Treasurer. It is standard operating procedure to pay accounts as soon as practicable and in any event within 30 days.

## PUBLIC INTEREST DISCLOSURES

No public officials made public interest disclosures and no public interest disclosures were received by the Board for the period year ending 30 June 2013. No public interest disclosures were finalised during the above period.

The Board has established an internal reporting policy for public interest disclosures in compliance with the *Public Interest Disclosures Act 1994*. Staff have been made aware of their obligations under this legislation. The Act and guidelines are available to staff on the company server.





### **ECONOMIC FACTORS**

The Board is in a financially sound position and is not aware of any substantial contingent liabilities. Audited financial statements for the financial year ending June 2013 are available within this Annual Report.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Board complies with Equal Employment Opportunity principles in its policies and procedures relating to employment.

### **DISABILITY PLANS**

The Board's website may be accessed by persons who are visually impaired.

Arrangements are made as required to meet the needs of those with disabilities. Staff have undertaken training in relation to needs of people with disabilities and disability awareness.

### **CONSULTANTS**

The Board did not engage any consultants at a cost in excess of \$30,000 per annum during the financial year ending June 2013.

### **LAND DISPOSAL**

The Board does not own any real estate.

### **DISPOSAL AUTHORITY**

The Board uses a disposal authority to identify, file, archive or dispose of all of its documents. The disposal authority has been approved by State Records NSW.

### **RESEARCH AND DEVELOPMENT**

The Board has established measures to collect information about age, gender and employment patterns of registered veterinary practitioners and the results are published in this Annual Report.

### **PROMOTION OF INFORMATION ABOUT THE BOARD**

The Board issues the following publications:

- Annual Report
- The newsletter *Boardtalk*
- Veterinary Practitioner Guidelines

*Boardtalk*, the annual reports, veterinary practitioner guidelines, the *Veterinary Practice Act 2003*, *Veterinary Practice Regulation 2006* and related legislation are available from the Board's website.

### **OVERSEAS VISITS**

No overseas visits were taken by Board members or employees of the Board during the year.



## ENQUIRIES

The Board processes formal complaints of alleged professional misconduct by veterinary practitioners. Other enquiries relating to activities associated with the veterinary profession made to the Board by consumers and veterinary practitioners are dealt with by the staff of the Board and referred to the Board as required. The staff provide a timely response by telephone, email or fax. The staff have a broad knowledge of practical information usually required and offer referral to other agencies where appropriate. Written submissions are considered at Board meetings and the Registrar replies as directed by the Board.

## RISK MANAGEMENT AND INSURANCE ACTIVITIES

The Board maintains insurance cover through the Treasury Managed Fund for its assets and any liability of staff and Board members. It also maintains workers compensation insurance as required by workers compensation legislation.

## MULTICULTURAL POLICIES & SERVICES PROGRAM

The Board's multicultural policies and services plan confirms its commitment to the principles of multiculturalism and reflects how services and facilities are accessible to all residents of this State. The Board applies the plan equally to all people regardless of their immigration status.

The Board has implemented its multicultural policies and services plan by circulating information and providing training that will assist staff to respond effectively to multicultural services issues.

Many users of veterinary services and veterinary practitioners come from overseas. The Board and staff of the Board are particularly aware that these people may require additional assistance when communicating with the Board.

The Board plans to continue to work harmoniously with other veterinary boards in Australia and New Zealand and with the AVBC to ensure consistency in

the recognition of overseas qualifications and access to the profession.

## NSW GOVERNMENT ACTION PLAN FOR WOMEN

The Board is committed to ensuring that the Government's policies in relation to women and women's issues are implemented in all aspects of the functions of the Board.

Two of the six veterinary practitioner Board members are women and four of the eight members of the Board are women.

Data for 2013 reveal that 52% of registered veterinary practitioners in NSW are women and approximately 75% of new graduate registrants are women.

## DELIVERY OF ELECTRONIC SERVICES

The Board has introduced and maintains an electronic registration payment gateway through the Board's website. This provides veterinary practitioners with the option of online payment of annual registration renewal fees either by credit card or BPay.

The Board is able to provide many other services by electronic means including the provision of forms and documents by email and the website. The Board uses email and the website extensively for communication with and the provision of information to the profession and the public. The Board members frequently exchange information electronically; Board meetings are now 'paperless'. The Board and its staff recognise the savings in time and costs which are achieved by the use of electronic communications and services.

The website provides the profession and the public with an efficient method for sourcing forms and searching for veterinary practitioners and hospitals. The use of the website greatly minimises administration processes allowing staff to focus on other duties.



## **COLLECTION OF DATA ABOUT THE VETERINARY PROFESSION**

During the year the Board collated new data received from submission of annual returns. The Board is able to provide accurate statistical information to the Government and other stakeholders as outlined in this Annual Report.

The statistics in relation to veterinary practitioners include:

- gender
- date of birth
- employment field
- location of employment (metropolitan or rural)
- degree, and
- year and university from which the degree was obtained.

This Annual Report provides a detailed statistical overview of the veterinary profession in NSW and therefore the Board is well placed to identify trends and changes within the profession.

## **FLEXIBLE WORK PRACTICES**

The Board recognises the importance of flexibility for all employees to balance their work and personal responsibilities more efficiently and effectively.

## **RECORDS MANAGEMENT**

The Board maintains a comprehensive Records Management Policy in compliance with its obligations under the *State Records Act 1998*. This policy also includes an approved Disposal Authority which identifies all of the records held by the Board, the period of their retention and the method of their archive or disposal.

Staff participate in the State Records Small Agencies Forum and attend training programs. Staff apply the Records Management Policy Procedures and the Board's records are maintained in electronic and hardcopy format to a high standard.

## **OFFICE OF THE INFORMATION COMMISSIONER**

The Board provides open access to documents that have already been made public in some other way; information that would not raise any potential concerns in terms of public interest considerations against disclosure; and documents containing personal information about a particular individual, and that is the person who is requesting the information.

A formal access application may be made for all other information held by the Board other than excluded information under schedule 2 the *Government Information (Public Access) Act 2009*. The Board did not receive any formal access applications for information that is not openly available during the reporting year.

The Board has reviewed information currently available and based on this analysis and informal and formal applications for access above has not released any further information proactively.

The Board's right to information officer is the Registrar, Dr John Baguley.

## **WORK HEALTH AND SAFETY**

The Board is aware of its work health and safety obligations and informs staff of relevant changes. No work related injuries were reported during the year and the Board was not reported in respect of any work health and safety related injuries.

# DOCTORS' HEALTH ADVISORY SERVICE (NSW) INC. REPORT

In early 1997 Dr Frank Doughty facilitated an arrangement with the Doctors' Health Advisory Service (NSW) Inc. (DHAS) to provide confidential, personal and health related assistance to all members of the veterinary profession in NSW. The Board fully supports this service and contributes to the funding of the DHAS on behalf of the veterinary profession.

The DHAS was formed in 1981 and is an independent and confidential service offering advice to doctors, dentists and veterinarians and to medical, dental and veterinary students in need of help.

Calls come from practitioners themselves, their families, staff and professional colleagues.

Incoming calls are referred to one of the first call panel of senior medical practitioners, experienced in handling the health problems of colleagues and other health professionals. The caller might receive advice directly from this doctor or might be referred to one of a panel of specialists.

Extreme care is taken to maintain confidentiality. Once the caller enters into a formal doctor/patient relationship, whether with a first call panel doctor, a member of the specialist panel or another medical practitioner, the advisory role of the DHAS is completed—DHAS is not a treatment service.

Calls generally relate to substance abuse (alcohol and other drugs), psychological or physical issues, financial difficulties or a combination of these problems. Each caller's problems are unique.

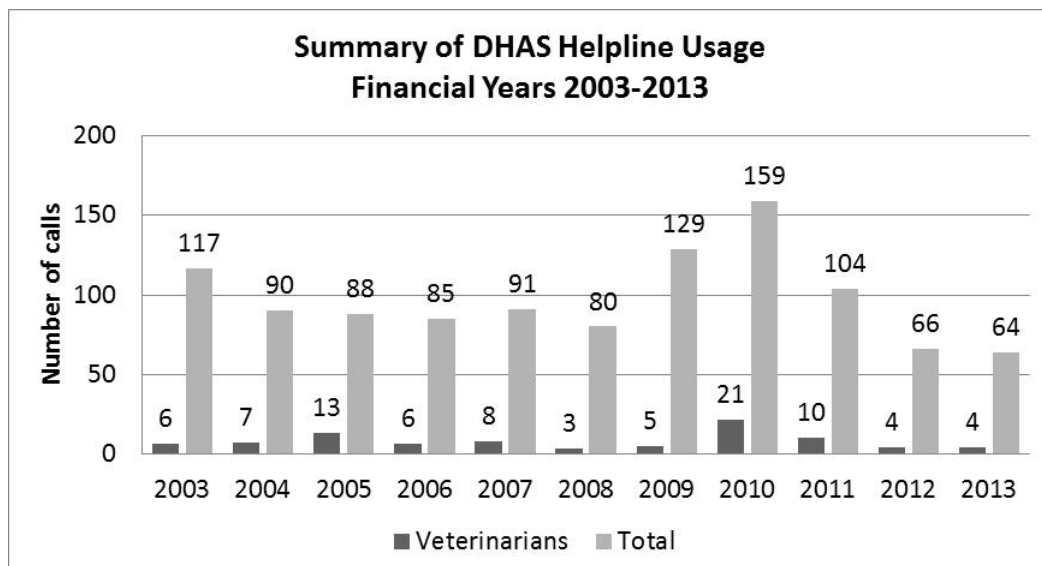
The DHAS continues to be well-respected amongst professional colleagues and takes its rightful place as one of the leading health care advisory organisations in this State, if not Australia.

The DHAS aims to assist veterinarians to maintain full personal, professional and social capability. If this is not possible, alternatives can be explored which enable veterinarians to function in their profession with appropriate support and dignity.

Dr Frank Doughty BVSc PhD  
DHAS (NSW) Management Committee

**At the Annual General Meeting of DHAS 23 August 2012, Dr Frank Doughty was re-elected to DHAS (NSW) Management Committee.**

**Every doctor, dentist and veterinarian should have their own GP Helpline: 02 9437 6552 24 hours**

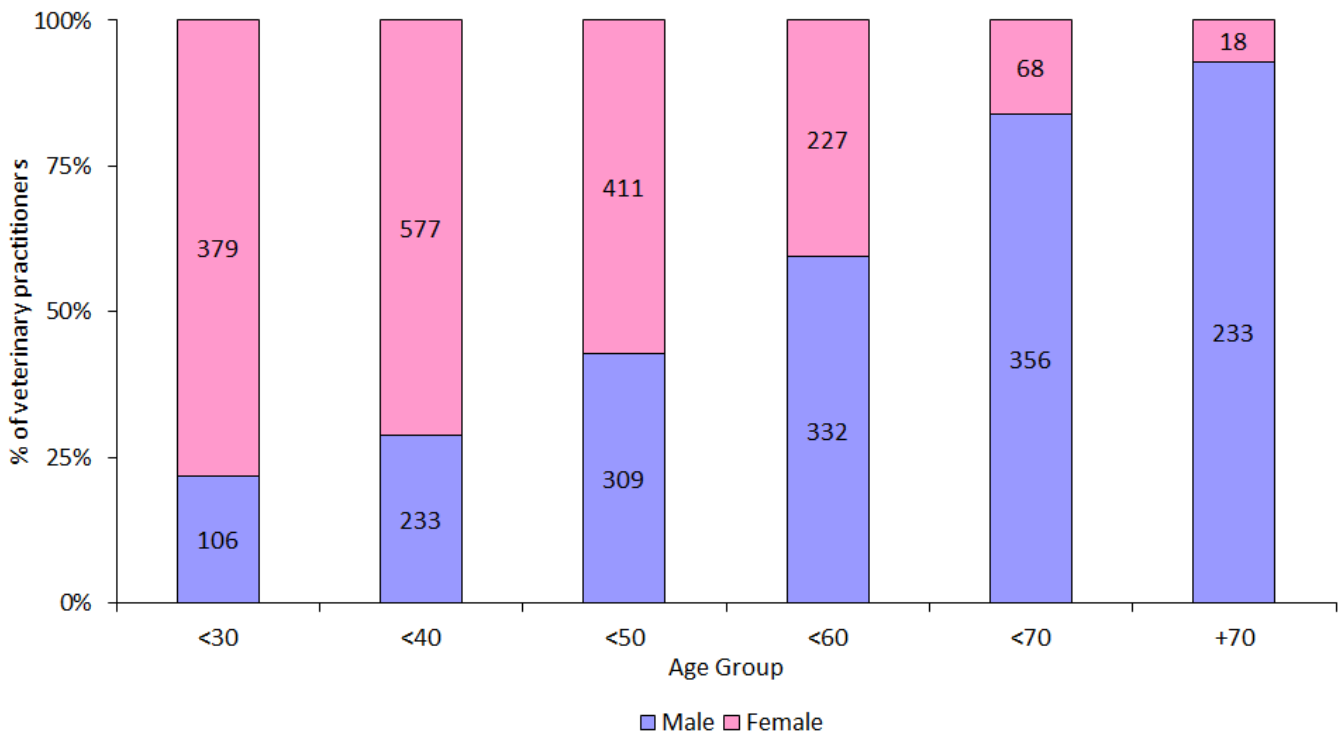




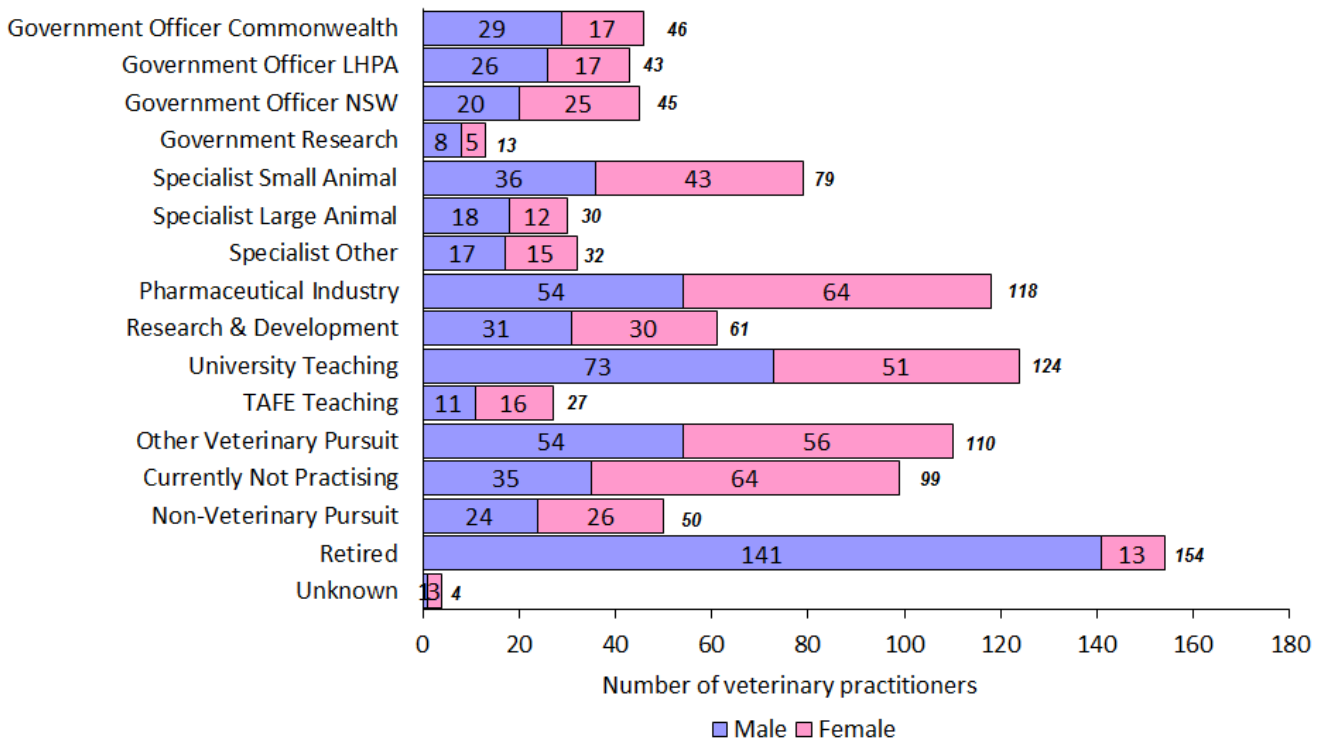


## **ANNUAL RETURN STATISTICS FOR 2013**

### 2013 Gender trend

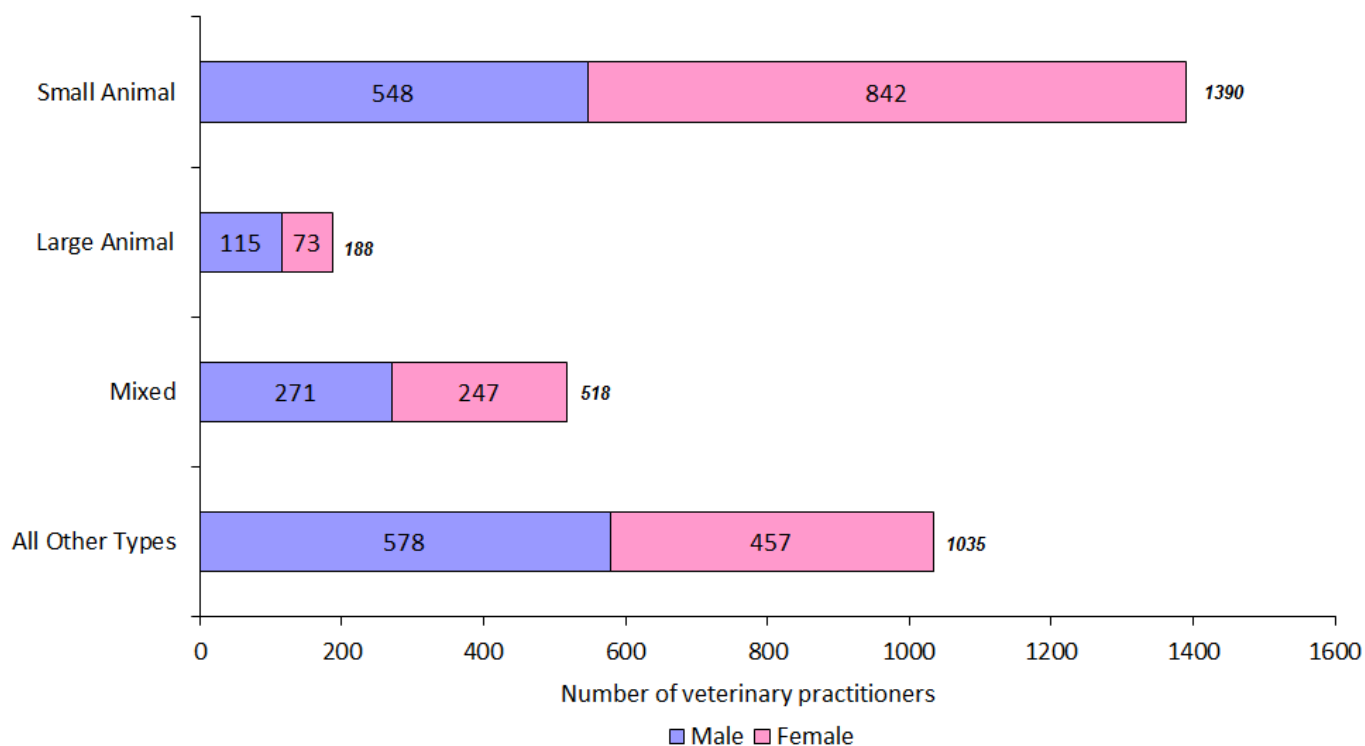


### 2013 Employment types - not in private practice

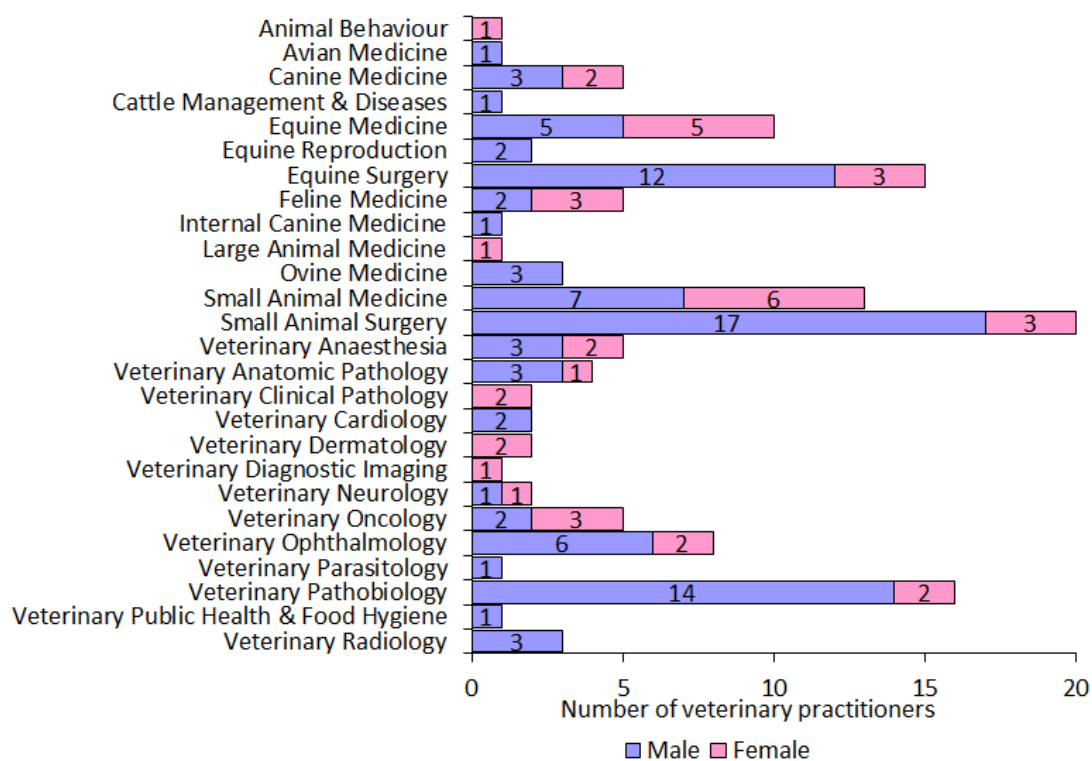




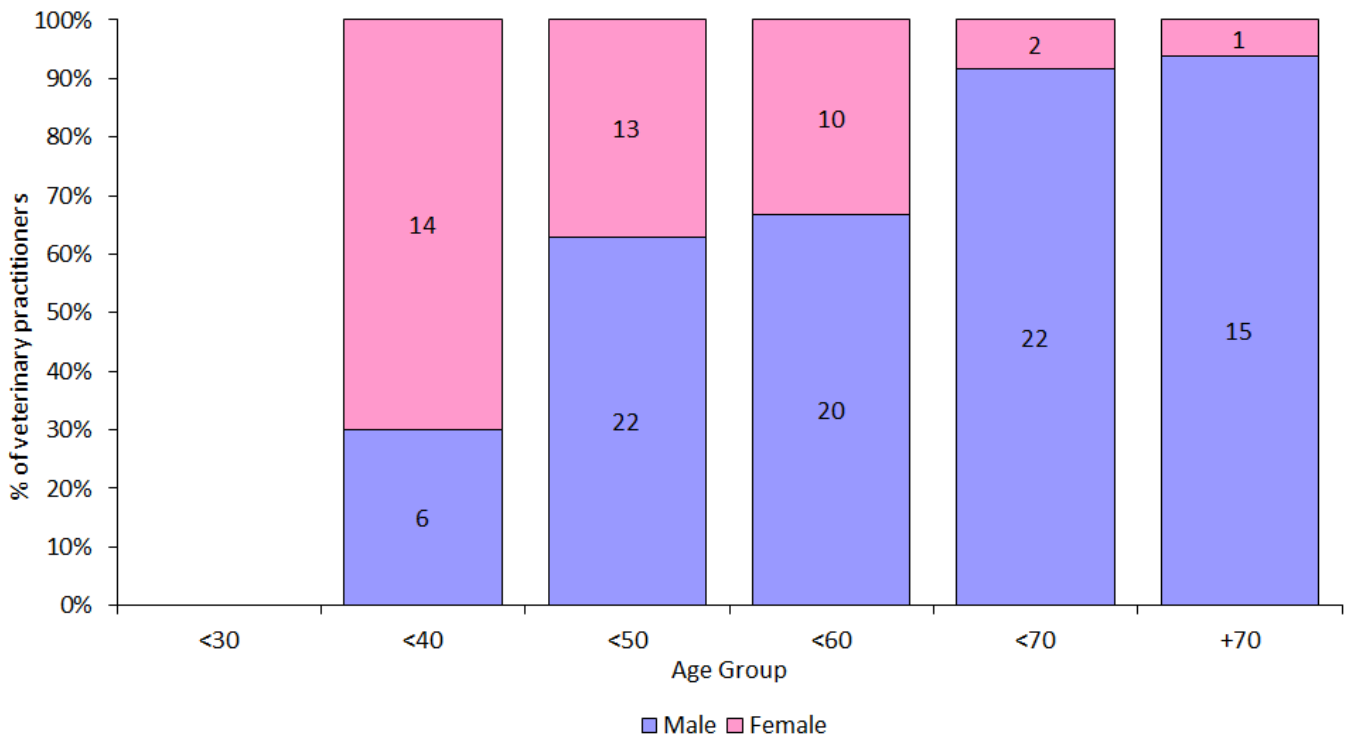
### 2013 Employment types - private practice



### 2013 Veterinary specialisation



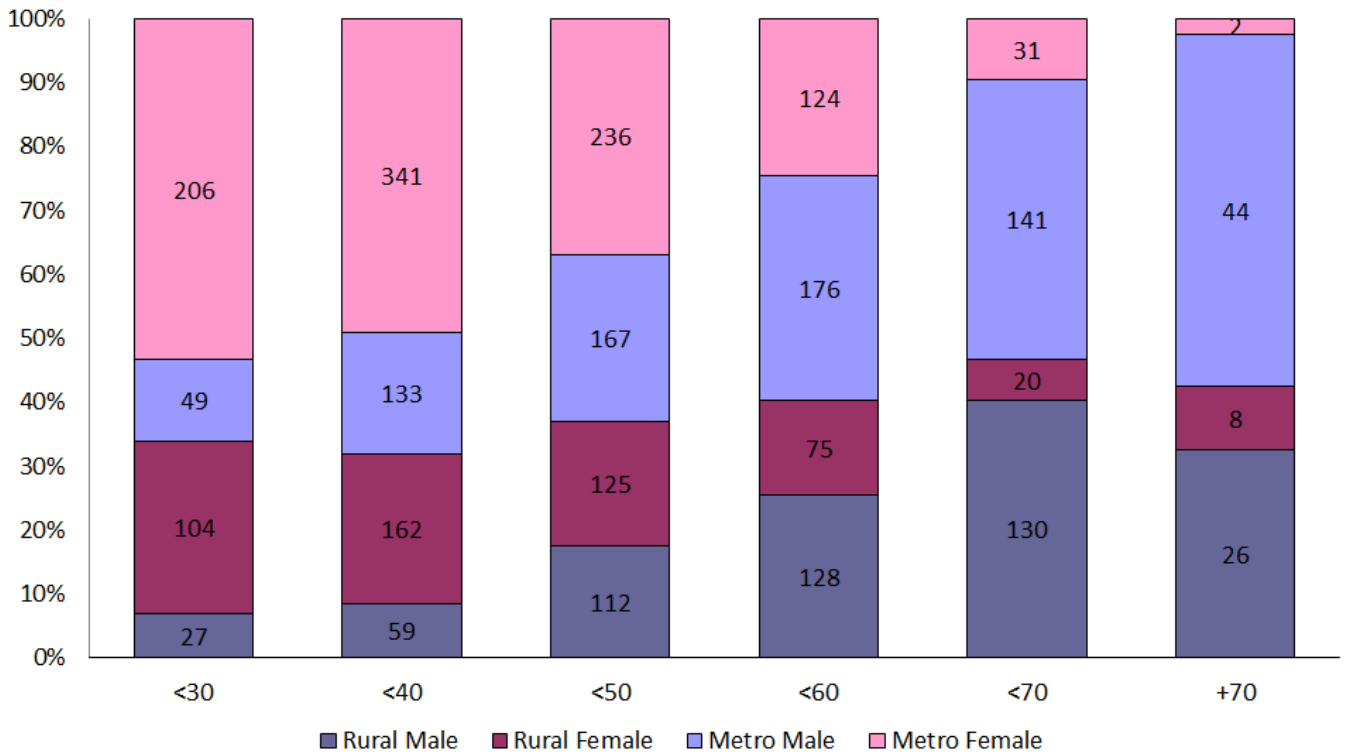
### 2013 Specialists gender trend



### 2013 Distribution of veterinary practitioners



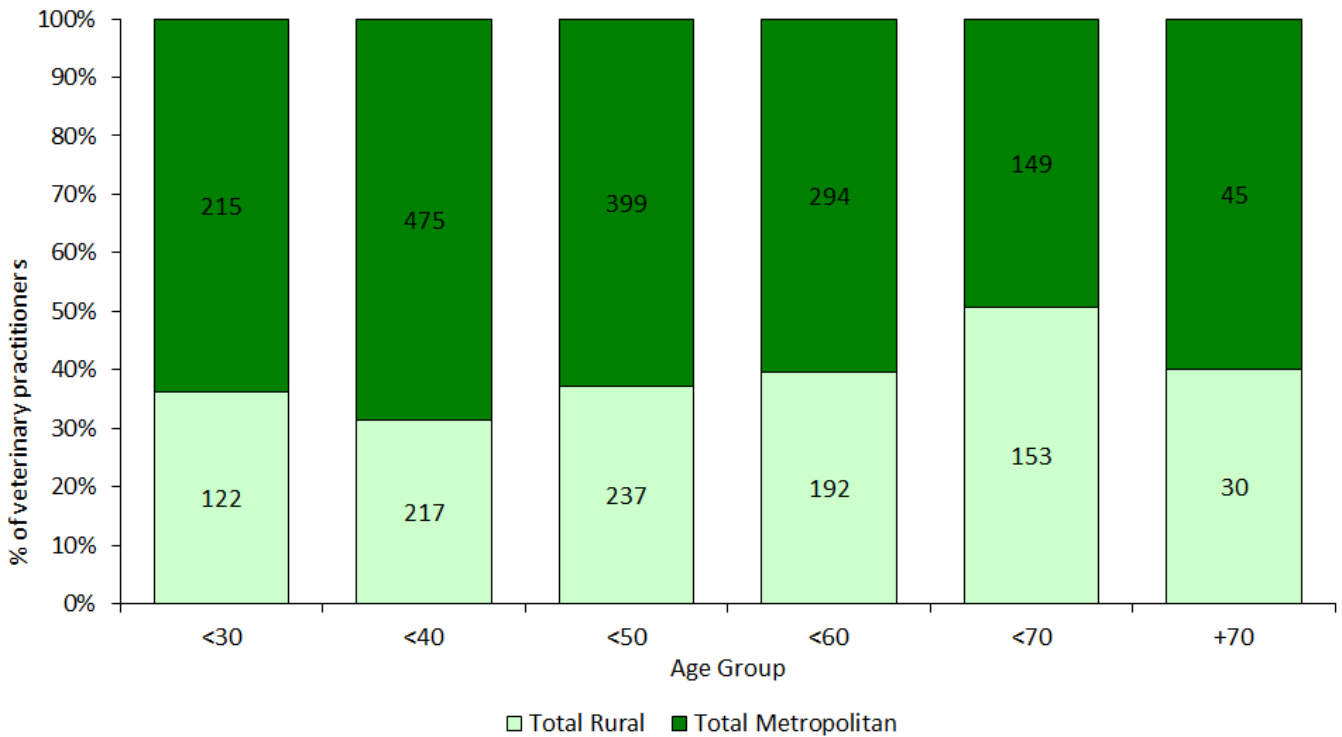
2013 Rural and metropolitan NSW distribution by gender and age



This analysis uses the Australia Post definition of the following as "metropolitan" areas:

- Sydney and Suburbs
- Newcastle and Central Coast
- Wollongong

2013 Rural and metropolitan NSW distribution by age







## FINANCIAL STATEMENTS 2013





## Veterinary Practitioners Board OF NEW SOUTH WALES

### STATEMENT BY MEMBERS OF THE BOARD

Pursuant to the *Public Finance and Audit Act 1983* s 41C, and in accordance with a resolution of the Members of the Veterinary Practitioners Board of NSW made on 15 October 2013, we declare on behalf of the Board that in our opinions:

1. The accompanying financial statements exhibit a true and fair view of the financial position of the Veterinary Practitioners Board of NSW as at 30 June 2013 and the transactions for the year then ended.
2. The financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2010*, Australian Accounting Standards, which include Australian Accounting Interpretations, and the Treasurer's directions.
3. There are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

Signed



Dr Ruth Thompson  
President, Veterinary Practitioners Board NSW  
15 October 2013

Signed



Mrs Lisa Minogue  
Member, Veterinary Practitioners Board NSW  
15 October 2013



ABN 93 831 750 859

PO Box 6391, Alexandria NSW 2015  
Suite 7.09, 247 Coward Street, Mascot NSW 2020 Australia  
Telephone: (02) 8338 1177 Local call cost: 1300 366 653

Website: <http://www.vpb.nsw.gov.au>  
General Queries: [admin@vpb.nsw.gov.au](mailto:admin@vpb.nsw.gov.au)  
Facsimile: (02) 8338 1077



## INDEPENDENT AUDITOR'S REPORT

### Veterinary Practitioners Board of New South Wales

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of the Veterinary Practitioners Board of New South Wales (the Board), which comprise the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

#### Opinion

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2013, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010

My opinion should be read in conjunction with the rest of this report.

#### The Board's Responsibility for the Financial Statements

The members of the Board are responsible for the preparation of the financial statements that give a true and fair view in accordance with Australian Accounting Standards and the PF&A Act and for such internal control as the members of the Board determine is necessary to enable the preparation of financial statements that give a true and fair view and that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I conducted my audit in accordance with Australian Auditing Standards. Those Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation of the financial statements that give a true and fair view in order to design audit procedures appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Board, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

My opinion does *not* provide assurance:

- about the future viability of the Board
- that it has carried out its activities effectively, efficiently and economically
- about the effectiveness of its internal control
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about other information which may have been hyperlinked to/from the financial statements.

### **Independence**

In conducting my audit, I have complied with the independence requirements of the Australian Auditing Standards and other relevant ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies, but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by the possibility of losing clients or income.



Sally Bond  
Director, Financial Audit Services

18 October 2013  
SYDNEY

## Veterinary Practitioners Board of NSW

### Statement of comprehensive income for the year ended 30 June 2013

---

	Note	2013 \$	2012 \$
<b>EXPENSES EXCLUDING LOSSES</b>			
Employee Related Expenses	2(a)	504,907	461,704
Other Operating Expenses	2(b)	233,457	202,897
Depreciation and Amortisation	2(c)	33,874	31,161
Grant and Subsidies	2(d)	-	50,000
Other Expenses	2(e)	238,354	259,606
<b>Total Expenses Excluding Losses</b>		<b>1,010,592</b>	<b>1,005,368</b>
<b>REVENUE</b>			
Licence & Application Fees	3(a)	887,605	888,973
Other Revenue	3(b)	30,724	36,494
Investment Revenue		70,217	93,178
<b>Total Revenue</b>		<b>988,546</b>	<b>1,018,645</b>
<b>Gain / (Loss) on Disposal</b>	4	-	81
<b>Surplus / (Deficit) for the Year</b>		<b>(22,046)</b>	<b>13,358</b>
Other Comprehensive Income for the Year		-	-
<b>Total Comprehensive Income for the Year</b>		<b>(22,046)</b>	<b>13,358</b>

*The accompanying notes form part of these financial statements*

# Veterinary Practitioners Board of NSW

## Statement of financial position as at 30 June 2013

	Note	2013 \$	2012 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	5	2,345,222	2,298,636
Receivables	6	26,458	44,562
Other	7	39,623	35,442
<b>Total Current Assets</b>		<b>2,411,303</b>	<b>2,378,640</b>
<b>Non-Current Assets</b>			
Receivables	6	26,600	14,236
Plant and Equipment	8	115,928	141,983
Other	7	125	1,625
<b>Total Non-Current Assets</b>		<b>142,653</b>	<b>157,844</b>
<b>Total Assets</b>		<b>2,553,956</b>	<b>2,536,484</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	9	869,332	816,926
Provisions	10	31,572	43,960
Other	11	583	7,000
<b>Total Current Liabilities</b>		<b>901,487</b>	<b>867,886</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	10	33,826	27,326
Other	11	-	583
<b>Total Non-Current Liabilities</b>		<b>33,826</b>	<b>27,909</b>
<b>Total Liabilities</b>		<b>935,313</b>	<b>895,795</b>
<b>Net Assets</b>		<b>1,618,643</b>	<b>1,640,689</b>
<b>EQUITY</b>			
Accumulated Funds	13	1,618,643	1,640,689
<b>Total Equity</b>		<b>1,618,643</b>	<b>1,640,689</b>

The accompanying notes form part of these financial statements

## Veterinary Practitioners Board of NSW

### Statement of changes in equity for the year ended 30 June 2013

	Notes	Accumulated Funds	Asset Revaluation Surplus	Other Reserves	Total
<b>Balance at 1 July 2012</b>		1,640,689	-	-	1,640,689
Surplus/(deficit) for the year	13	(22,046)	-	-	(22,046)
Other comprehensive income:		-	-	-	-
<b>Total other comprehensive income</b>		-	-	-	-
<b>Total comprehensive losses for the year</b>	13	(22,046)	-	-	(22,046)
<b>Balance at 30 June 2013</b>		<b>1,618,643</b>	-	-	<b>1,618,643</b>
<b>Balance at 1 July 2011</b>		1,627,331	-	-	1,627,331
Surplus/(deficit) for the year	13	13,358	-	-	13,358
Other comprehensive income:		-	-	-	-
<b>Total other comprehensive income</b>		-	-	-	-
<b>Total comprehensive income for the year</b>	13	13,358	-	-	13,358
<b>Balance at 30 June 2012</b>		<b>1,640,689</b>	-	-	<b>1,640,689</b>

*The accompanying notes form part of these financial statements*



# Veterinary Practitioners Board of NSW

## Statement of cash flow for the year ended 30 June 2013

---

	Notes	2013 \$	2012 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee Related		509,412	443,707
Grant and Subsidies		-	50,000
Other Operating Expenses		524,489	498,074
<b>Total Payments</b>		<b>1,033,901</b>	<b>991,781</b>
<b>RECEIPTS</b>			
Licence & Application Fees		948,729	869,824
Interest Received		70,217	93,178
Other Income		34,900	55,969
Other Receipt		34,460	40,514
<b>Total Receipts</b>		<b>1,088,306</b>	<b>1,059,485</b>
<b>Net Cash From Operating Activities</b>	12	<b>54,405</b>	<b>67,704</b>
<b>Cash Flows from Investing Activities</b>			
Proceeds from Sale of Plant and Equipment		-	81
Purchase of Plant and Equipment		(7,819)	(32,268)
<b>Net Cash Flows from Investing Activities</b>		<b>(7,819)</b>	<b>(32,187)</b>
<b>Net Increase/(Decrease) in Cash Balance</b>		<b>46,586</b>	<b>35,517</b>
Opening Cash and Cash Equivalents		2,298,636	2,263,119
<b>Closing Cash and Cash Equivalents</b>	5	<b>2,345,222</b>	<b>2,298,636</b>

*The accompanying notes form part of these financial statements*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### a) Reporting Entity

Veterinary Practitioners Board of NSW (Board) is an independent State Government statutory body. The Board is a not for profit entity (as profit is not its principle objective) which registers veterinary practitioners and veterinary specialists, licenses veterinary hospitals and investigates complaints about the practice of veterinary science in NSW under the *Veterinary Practice Act 2003*. The expenses of the Board are met directly from the revenue collected by the Board mainly in the form of licence and application fees.

The financial statements are authorised for issue by Dr Ruth Thompson and Mrs Lisa Minogue on 15 October 2013.

#### b) Basis of Preparation

The Board's financial statements are general purpose financial statements which have been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations)
- the requirements of the *Public Finance and Audit Act 1983*
- the *Public Finance and Audit Regulation 2010*
- applicable Treasurer's Directions and Treasury Circulars.

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

Property, plant and equipment are measured at fair value. Other financial statement items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations that management has made are disclosed in the relevant notes to the financial statements.

All amounts are rounded to the nearest one dollar and are expressed in Australian currency.

Where necessary, comparative information has been reclassified to ensure consistent presentation with the current year.

#### i. Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

#### ii. Cash & Cash Equivalents

For the purpose of the cash flow statement, cash includes, cash on hand, at call deposits with banks or financial institutions and investments in money market instruments maturing within less than three months, and is reported net of bank overdrafts.

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### iii. Employee Benefits and other provisions

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave, and long service leave when it is probable that settlement will be required and they are capable of being measured reliably.

#### **Wages, salaries and annual leave**

Provisions made in respect of wages and salaries, annual leave and other employee benefits expected to be settled within 12 months of the reporting date representing present obligations resulting from employees' services provided up to the reporting date, calculated at undiscounted amounts based on remuneration rates that the Board expects to pay including related on-costs.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

#### **Long service leave**

Provisions for employee benefits for long service leave represent the present value of the estimated future cash outflows to be made resulting from employees' services provided up to reporting date.

The provision is calculated using expected future increases in wage and salary rates including related on-costs and expected settlement dates based on turnover history and is discounted using the rates attaching to national government securities at balance date which most closely match the terms of maturity of the related liabilities. The unwinding of the discount is treated as long service leave expense.

#### **Superannuation plan**

The Board contributes to accumulation based funds chosen by each employee as per the Australian Government initiative "Super Choice". Contributions are charged against expenditure as they are made.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### iv. Plant & Equipment

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Board. The capitalisation threshold is \$100. The assets below this threshold can be expensed from the date of acquisition.

Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

#### Depreciation

Except for certain heritage assets, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Board.

All material and separately identifiable components of assets are depreciated over their useful lives.

The useful lives used for each class of assets are:

CLASS OF FIXED ASSETS	USEFUL LIFE
Plant & Equipment	5 – 7 years
Computer & accessories	4 – 5 years
Motor Vehicles	8 years
Furniture & Fittings	5 – 10 years
Fit-out Asset	10 years *

\* Fit-out assets are referring to building works for rental premises of 247 Coward Street Mascot NSW. The lease will be expired on July 2013 with option to renew. The Board is expected to renew the lease contract, hence 10 years is regarded as a reasonable estimate of the useful life for fit-out assets.

#### v. Impairment of Assets

As a not-for-profit entity with no cash generating units, the agency is effectively exempted from AASB 136 Impairment of Assets and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

#### vi. Loan and Receivables

Loan and receivables are non-derivate financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or fair value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the operating statement when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### vii. Payables

These amounts represent liabilities for goods and services provided to the agency and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

#### viii. Leases

Leases that substantially transfer all the risks and benefits incidental to the ownership of a leased asset, but not the legal ownership, to the Board are classified as finance leases. Finance leases are capitalised as an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value is brought to account. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Board will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the lease interest expense for the period and the reduction of the lease liability. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### ix. Revenue Recognition

Income is mainly derived from veterinary practitioners annual registration fees (due on 31 May for the ensuing financial year) and annual hospital licence fees (due on 31 May for the ensuing financial year). Payment of registration fees depends upon the exercise of an election to renew registration and is recognised at the date of payment. Veterinary practitioners registration fees and hospital licence fees which represent the fees for the period after 30 June 2013 are recognised as unearned revenue and recognised as a liability because the fees are paid in respect of the next financial year. Investment revenue is recognised as it accrues.

Other income in the main is rendering of service which is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

#### x. Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where:

- the amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense
- receivables and payables are stated with the amount of GST included
- cash flows are included in the cash flow statement on a gross basis
- the amount of recoverable GST in respect of cash flow from financing and investing activities is disclosed as operating cash flows.

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

	2013	2012
	\$	\$
<b>2. EXPENSES</b>		
<b>a) Employee Related Expenses</b>		
Salaries & Wages (Including Recreation Leave)	453,312	390,630
Superannuation – Defined Contribution Plans	40,683	32,987
Fringe Benefit Tax	8,518	11,412
Other Employee Related Expenses	2,394	26,675
	<u>504,907</u>	<u>461,704</u>
<b>b) Other Operating Expenses</b>		
AVBC Contribution & Meeting Expenses	58,694	58,476
Auditor’s Remuneration—Audit of the Financial Statements	10,600	10,300
Accounting	11,000	10,000
IT Services	6,499	11,433
Legal Cost	41,474	25,596
Leases Office Equipment	173	197
Operating Expenses	33,600	16,593
Operating Lease Rental Expense	68,875	68,299
Repairs and Maintenance	2,542	2,002
	<u>233,457</u>	<u>202,896</u>
<b>c) Depreciation and Amortisation Expenses</b>		
Depreciation	33,874	31,161
	<u>33,874</u>	<u>31,161</u>
<b>d) Grant and Subsidies</b>		
University Practitioner in Residence	-	50,000
	<u>-</u>	<u>50,000</u>
<b>e) Other Expenses</b>		
Bad Debts	(25)	20,037
Bank Charges	8,635	6,718
Board Meeting Fees & Expenses	112,637	123,888
Board Publication Expenses	23,193	16,368
Complaints Committee Expenses	45,097	42,169
Donations	-	500
Postage	15,004	19,442
Printing	1,414	2,053
Stores	10,684	13,043
Telephone & Internet	9,634	10,375
Travelling Expenses	12,081	5,013
	<u>238,354</u>	<u>259,606</u>

*These notes should be read in conjunction with the attached financial statements.*



# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

	2013	2012
	\$	\$
<b>3. REVENUES</b>		
a) Licence & Application Fees		
Hospital Application Fees	3,680	1,495
Hospital Licence Fees	162,627	160,450
Application Registration Fees	29,900	25,760
Annual Registration Fees	671,913	672,368
Restoration Registration Fees	13,865	19,195
Restoration Registration Penalty	4,010	6,945
Limited Registration	1,610	2,760
	<hr/>	<hr/>
	887,605	888,973
b) Other Revenue		
Recovery Legal Fees	5,449	22,554
Fines	10,800	6,200
Letters of Professional Standing	9,045	7,155
Register Sales	635	585
Other income	4,795	-
	<hr/>	<hr/>
	30,724	36,494
<b>4. GAIN / (LOSS) ON DISPOSAL</b>		
Gain / (loss) on Disposal of Plant and Equipment	-	81
	<hr/>	<hr/>
	-	81
<b>5. CURRENT ASSETS - CASH &amp; CASH EQUIVALENTS</b>		
Cash at Bank	777,778	689,826
Deposit - T Corp A&B	1,567,144	1,608,533
Cash on hand	300	277
	<hr/>	<hr/>
	2,345,222	2,298,636

The Board has a finance facility with Westpac of \$50,000 as at 30<sup>th</sup> June 2013. The outstanding balance was Nil.

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

	2013 \$	2012 \$
<b>6. CURRENT / NON CURRENT ASSETS - RECEIVABLES</b>		
<b>Current</b>		
Deposits	20,533	20,533
Sundry Debtors	-	1,564
Trade Debtors	6,900	23,465
Less Allowance for Impairment	(975)	(1,000)
	26,458	44,562
<b>Non Current</b>		
Trade Debtors	26,600	14,236
	53,058	58,798
<b>Movement in the allowance for impairment</b>		
Balance at 01 July	1,000	1,000
Amount written off during the year	-	-
Amount recovered during the year	(1,000)	-
Increase/(decrease) in allowance recognised in profit and loss	975	-
Balance at 30 June	975	1,000
<b>7. CURRENT / NON-CURRENT ASSETS - OTHER</b>		
<b>Current</b>		
Prepayments	39,623	35,442
	39,623	35,442
<b>Non-Current</b>		
Make Good Assets	125	1,625
	39,748	37,067
<b>8. NON-CURRENT ASSETS - PLANT &amp; EQUIPMENT</b>		
<b>Plant &amp; Equipment - Fair Value</b>		
Gross Carrying Amount	215,277	208,111
Accumulated Depreciation and Impairment	(99,349)	(66,128)
Net Carrying Amount	115,928	141,983
<b>Reconciliation</b>		
Net Carrying Amount at Start of Year	141,983	140,878
Additions	7,819	32,267
Disposals	-	(1)
Depreciation	(33,874)	(31,161)
Net Carrying Amount at End of Year	115,928	141,983
<b>9. CURRENT LIABILITIES - PAYABLES</b>		
<b>Current</b>		
Creditors	9,090	10,564
Unearned Revenue	835,485	774,361
Other Current Payables	24,561	25,280
Financial Liabilities	196	6,721
	869,332	816,926

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

	2013 \$	2012 \$
<b>10. CURRENT / NON CURRENT LIABILITIES - PROVISIONS</b>		
<b>Current</b>		
Provision for Recreation Leave	28,717	36,399
Provision for Long Service Leave	2,855	7,561
	31,572	43,960
<b>Non-Current</b>		
Provision for Long Service Leave	27,826	21,326
Provision for Make Good	6,000	6,000
	65,398	71,286
<b>Aggregate Employee Benefits and Related On-Costs</b>		
Provision - Current	31,572	43,960
Provision - Non-Current	27,826	21,326
	59,398	65,286

The Board expects that \$26,594 amount of Recreation Leave will be settled no more than 12 months after reporting date and \$2,123 amount of Recreation Leave will be settled more than 12 months after reporting date.

### 11. CURRENT / NON-CURRENT LIABILITIES - OTHER

#### Current

Lease Incentive Liability	583	7,000
	583	7,000

#### Non-Current

Lease Incentive Liability	-	583
	-	583

### 12. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET RESULT

Net Cash used on Operating Activities	54,404	67,704
Increase/(Decrease) in Receivables	(4,176)	(19,475)
Increase/(Decrease) in Sundry Debtor	(1,564)	1,564
Increase/(Decrease) in Prepayment	4,181	(1,817)
Increase/(Decrease) in Make Good Assets	(1,500)	(1,500)
(Increase)/Decrease in Unearned Revenue	(61,124)	19,149
(Increase)/Decrease in Payables	8,719	(10,489)
(Increase)/Decrease in Provisions	5,888	(17,698)
(Increase)/Decrease in Lease Liability Incentive	7,000	7,000
Depreciation	(33,874)	(31,161)
Gain/(Loss) on Sales of plant and equipment	-	81
<b>Net Result</b>	(22,046)	13,358

### 13. ACCUMULATED FUNDS

Accumulated funds at the beginning of the financial year	1,640,689	1,627,331
Surplus / (Deficit) for the year	(22,046)	13,358
Accumulated funds at the end of the financial year	1,618,643	1,640,689

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

### 14. FINANCIAL INSTRUMENTS

Financial instruments include cash, receivables and payables and are shown in the financial records at cost. All financial instruments including revenues, expenses or other cash flows arising from instruments are recognised on an accruals basis. The Board does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Board's main risks arising from financial instruments are outlined below, together with the Board's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

The Board has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the Board, to set risk limits and controls and to monitor risks.

#### a) Financial instruments

Financial Assets	Category	Note	Carrying Amount 2013 \$	Carrying Amount 2012 \$
<b>Class:</b> Cash and cash equivalent	N/A	5	2,345,222	2,298,636
Receivables (1.)	Receivables measured at amortised cost	6	53,058	58,798
Financial Liabilities	Category	Note	Carrying Amount 2013 \$	Carrying Amount 2012 \$
<b>Class:</b> Payables (2.)	Financial liabilities measured at amortised cost	9	33,005	39,849

#### Notes

1. Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7).

#### b) Credit Risk

Credit risk arises when there is the possibility of the Board's debtors defaulting on their contractual obligations, resulting in a financial loss to the Board. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of the Board, including cash, receivables, and authority deposits. No collateral is held by the Board. The Board has not granted any financial guarantees.

Credit risk associated with the Board's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards. Authority deposits held with NSW TCorp are guaranteed by the State.

*These notes should be read in conjunction with the attached financial statements.*

# Veterinary Practitioners Board of NSW

## Notes to the financial statements for the year ended 30 June 2013

### 14. FINANCIAL INSTRUMENTS (continued)

#### Cash

Cash comprises cash on hand and bank balances with Westpac Banking Corporation and TCorp. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate, adjusted for a management fee to NSW Treasury.

#### Accounts Receivable – Trade Debtors

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer’s Directions are followed to recover outstanding amounts, including letters of demand. Debts which are known to be uncollectible are written off. An allowance for impairment is raised when there is objective evidence that the entity will not be able to collect all amounts due. This evidence includes past experience, and current and expected changes in economic conditions and debtor credit ratings. Interest is not earned on trade debtors.

The Board is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors. Most of the Board’s debtors have a good credit rating. There are immaterial debtors which are impaired whose terms have been renegotiated. The ageing of trade debtors has been listed below:

	Total <sup>1,2</sup>	Past due but not impaired <sup>1,2</sup>	Considered impaired <sup>1,2</sup>
<b>2013</b>			
<30 days overdue	225	225	-
30 days – 90 days overdue	2,100	2,100	-
>90 days overdue	31,175	30,200	975
<b>2012</b>			
<30 days overdue	1,050	1,050	-
30 days – 90 days overdue	-	-	-
>90 days overdue	35,651	34,651	1,000

#### Notes

1. Each column in the table reports ‘gross receivables’
2. The ageing analysis excludes statutory receivables

#### Authority Deposits

The Board has placed funds on deposit with TCorp, which has been rated “AAA” by Standard and Poor’s. These deposits are similar to money market or bank deposits and can be placed “at call” or for a fixed term. For fixed term deposits, the interest rate payable by TCorp is negotiated initially and is fixed for the term of the deposit, while the interest rate payable on at call deposits can vary. None of these assets is past due or impaired.

	2013 Carrying Amount	2013 Net Fair Value	2012 Carrying Amount	2012 Net Fair Value
At call	1,567,144	1,567,144	1,608,533	1,608,533
Less than one year	-	-	-	-
One to five years	-	-	-	-
Greater than five years	-	-	-	-
<b>Total</b>	<b>1,567,144</b>	<b>1,567,144</b>	<b>1,608,533</b>	<b>1,608,533</b>

*These notes should be read in conjunction with the attached financial statements*

### 14. FINANCIAL INSTRUMENTS (continued)

#### c) Liquidity Risk

Liquidity risk is the risk that the Board will be unable to meet its payment obligations when they fall due. The Board continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of overdrafts, loans and other advances.

During the current and prior years, there were no defaults or breaches on any loans payable. No assets have been pledged as collateral. The Board's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, if trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Head of an authority (or a person appointed by the Head of an authority) may automatically pay the supplier simple interest. The Board did not pay any interest to small business suppliers during the year.

#### d) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Board's exposures to market risk are primarily through interest rate risk on the Board's deposits with TCorp. The Board has no exposure to foreign currency risk and does not enter into commodity contracts. There is no effect on profit and equity due to change in risk variable as the financial instruments are held as at call value.

#### e) Interest Rate Risk

Exposure to interest rate risk arises primarily through the Board's interest bearing liabilities. This risk is minimised by undertaking mainly fixed rate borrowings, primarily with NSW TCorp. The Board does not account for any fixed rate financial instruments at fair value through profit or loss or as available for sale. Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or equity.

#### f) Fair Value

Financial instruments are generally recognised at cost, with the exception of the TCorp Hour-Glass facilities, which are measured at fair value. As discussed, the value of the Hour-Glass investments is based on the Department's share of the value of the underlying assets of the facility, based on the market value. All of the Hour-Glass facilities are valued using 'redemption' pricing.

#### g) Fair value recognised in the statement of financial position

The Board uses the following hierarchy for disclosing the fair value of financial instruments by valuation technique in 2013 Year:

- Level 1 - Derived from quoted prices in active markets for identical assets/liabilities
- Level 2 - Derived from inputs other than quoted prices that are observable directly or indirectly
- Level 3 - Derived from valuation techniques that include inputs for the asset/liability not based on observable market data (unobservable inputs).



## Veterinary Practitioners Board of NSW

### Notes to the financial statements for the year ended 30 June 2013

Financial Assets at Fair Value	Level 1	Level 2	Level 3
Derivatives	-	-	-
TCorp Hour-Glass Invt Facility	-	1,567,144	-
Shares	-	-	-
Others	-	-	-
Total	-	1,567,144	-

#### 15. COMMITMENTS

	2013	2012
	\$	\$
<b>Operating Lease Commitments</b>		
Not later than one year	6,984	83,589
Later than one year and not later than five years	-	6,984
<b>Total (including GST)</b>	<u>6,984</u>	<u>90,573</u>

The Board leases property under a non-cancellable operating lease. The lease contract will be expired on July 2013 and provide the Board with the right of renewal at which time all terms are renegotiated. Lease payments comprise a base amount plus incremental contingent liability. Contingent rentals are based on either movements in the Consumer Price Index or operating criteria. The above amount includes \$635 GST.

#### 16. CONTINGENTS

##### a) Contingent Assets

The Board is not aware of any other contingent assets associated with the operation.

##### b) Contingent Liabilities

The Board is not aware of any other contingent liabilities associated with the operation.

#### 17. AUSTRALIAN ACCOUNTING STANDARDS ISSUED BUT NOT YET EFFECTIVE

We have reviewed the new Australian Accounting Standard. The following new Australian Accounting Standard issued but not yet effective does not have material impact on the Board financial statements.

AASB 9, AASB 2010-7 and AASB 2012-6 regarding financial instruments

AASB 13, AASB 2011-8 and AASB 2012-1 regarding fair value measurement

AASB 119, AASB 2011-10 and AASB 2011-11 regarding employee benefits

AASB 1053 and AASB 2010-2 regarding differential reporting

AASB 2011-4 removing individual KMP disclosure requirements

AASB 2012-1 regarding fair value measurement - RDR requirements

AASB 2010-10 regarding transition guidance and other amendments

AASB 2012-11 regarding RDR requirements and other amendments

#### 18. EVENT SUBSEQUENT TO BALANCE DATE

The Board has not identified any events or transactions that are material to require adjustments or disclosures in the financial statements.

#### END OF AUDITED FINANCIAL STATEMENTS

*These notes should be read in conjunction with the attached financial statements*

# 2014 BUDGET

	2013 Budget \$	2013 Actual \$	Difference Budget and Actual \$	2014 Budget \$
<b>INCOME</b>				
Application Fee	26,500	29,900	-3,400	30,000
Limited Registration	2,700	1,610	1,090	2,000
Specialist Application	880	2,640	-1,760	2,000
Restoration Fee	13,000	9,755	3,245	10,000
Half Restoration Fee	4,700	3,995	705	4,000
Secondary Restoration Fee	0	0	0	0
Restoration Penalty Fee	3,500	4,010	-510	4,000
Secondary Restoration Penalty	0	0	0	0
Half Full Registration	17,000	21,033	-4,033	20,000
Registration Fee Primary (Current)	20,000	27,480	-7,480	25,000
Registration Fee Secondary (Current)	0	0	0	0
Registration Fee (Next)	665,000	681,000	-16,000	685,000
Hospital Application Fee	3,000	3,680	-680	3,000
Hospital License Change Name	500	627	-127	500
Hospital Licence Fee (Current)	7,000	10,750	-3,750	10,000
Hospital Licence Fee (Next)	153,700	152,250	1,450	152,000
Certificate and Card Copies	44	90	-46	50
Register Sales	500	545	-45	550
Letters of Professional Standing	7,200	9,045	-1,845	7,500
Deer Velvet Accreditation	0	0	0	0
Application GIPA	0	0	0	0
Complaints Committee Costs Recovered	3,000	5,449	-2,449	5,000
Board Legal Costs Recovered	15,000	0	15,000	0
Fines Complaints Committee	6,000	10,800	-4,800	10,000
Penalty Notices	1,000	0	1,000	0
Sundry Income	0	4,795	-4,795	0
Bank Interest (Westpac)	13,000	11,604	1,396	11,000
T-Corp Interest	80,000	58,612	21,388	55,000
<b>Total Income</b>	<b>1,043,224</b>	<b>1,049,671</b>	<b>-6,447</b>	<b>1,036,600</b>

# 2014 BUDGET

	2013 Budget \$	2013 Actual \$	Difference Budget and Actual \$	2014 Budget \$
<b>EXPENSES</b>				
<b>Board</b>				
Member Fees	80,000	65,357	14,643	80,000
Superannuation	7,200	5,882	1,318	7,200
Airfares and Car Hire	10,500	7,085	3,415	10,000
Accommodation and Meals	20,500	13,690	6,810	17,000
Fares Taxis Tolls Parking Payroll	10,000	12,382	-2,382	15,000
Fares Taxis Tolls Parking Expenses	1,600	3,183	-1,583	4,000
Catering	5,000	4,346	654	5,000
Legal Expenses (not complaints)	3,000	2,282	718	10,000
Sundry Expenses	200	0	200	0
<b>Total Board Expenses</b>	<b>138,000</b>	<b>114,206</b>	<b>23,794</b>	<b>148,200</b>
<b>AVBC</b>				
Member Contributions	60,000	58,810	1,190	80,000
AVBC Meeting Expenses	2,500	74	2,426	500
<b>Total AVBC Expenses</b>	<b>62,500</b>	<b>58,884</b>	<b>3,616</b>	<b>80,500</b>
<b>Publications</b>				
Boardtalk Printing	9,000	16,314	-7,314	10,000
Boardtalk Distribution	4,500	4,903	-403	5,000
Annual Report	3,500	1,975	1,525	0
<b>Total Publications Expenses</b>	<b>17,000</b>	<b>23,193</b>	<b>-6,193</b>	<b>15,000</b>
<b>Complaints Committee</b>				
Member Fees	31,300	26,842	4,458	32,000
Superannuation	2,817	2,345	472	3,000
Airfares and Car Hire	4,000	3,477	523	4,500
Accommodation and Meals	5,000	2,544	2,456	3,000
Fares Taxis Tolls Parking Payroll	1,000	2,630	-1,630	3,000
Fares Taxis Tolls Parking Expenses	1,000	141	859	500
Catering	3,000	3,397	-397	4,000
Legal Expenses Complaints	100,000	41,474	58,526	50,000
Sundry Expenses	2,000	2,151	-151	2,500
<b>Total Complaints Committee Expenses</b>	<b>150,117</b>	<b>85,000</b>	<b>65,118</b>	<b>102,500</b>

# 2014 BUDGET

	2013 Budget \$	2013 Actual \$	Difference Budget and Actual \$	2014 Budget \$
<b>Staff and Payroll</b>				
Salaries	434,700	453,299	-18,599	422,000
Superannuation	39,123	40,683	-1,560	40,500
Travel Allowance	8,600	7,039	1,561	6,000
Fares Taxis Tolls Parking	2,200	2,189	11	1,500
Airfares and Car Hire	3,000	3,235	-235	2,000
Accommodation	4,000	5,518	-1,518	3,000
Motor Vehicle	13,600	9,898	3,702	6,500
Fringe Benefits Tax	10,000	4,328	5,672	5,000
<b>Total Staff and Payroll</b>	<b>515,223</b>	<b>526,189</b>	<b>-10,966</b>	<b>486,500</b>
<b>Administration and other</b>				
Continuing Education Funding	50,000	0	50,000	10,000
Casual Staff	2,000	0	2,000	0
Conferences and Staff Training	3,000	1,130	1,870	2,000
Reference Resources	500	904	-404	1,000
Office Phone Systems	7,800	7,837	-37	12,000
Internet Services	3,000	1,497	1,503	2,000
Service of IT and Office Equipment	5,700	4,534	1,166	5,000
Website Maintenance	2,000	1,410	590	20,000
Photocopier Charges	200	173	27	200
Computer Upgrades	8,000	1,965	6,035	2,000
Printing and Stationery	12,500	9,398	3,102	10,000
Postage and Couriers	10,000	10,524	-524	12,000
Print and Post Registration Fees	7,500	7,185	315	7,500
Print and Post Registration Cards	3,000	2,700	300	3,000
Print and Post Hospital Licence Fee	1,500	1,284	216	1,500
Staff Amenities	1,500	1,265	235	1,500
AGM Costs	7,600	2,119	5,481	5,000
Airfares AGM	5,000	0	5,000	2,000

# 2014 BUDGET

	2013 Budget \$	2013 Actual \$	Difference Budget and Actual \$	2014 Budget \$
<b>Administration and other (continued)</b>				
Donations	250	0	250	250
Internal Audit Fees	0	0	0	0
Audit Fees	11,500	15,400	-3,900	16,000
Accounting Fees	11,000	11,000	0	12,000
Veterinary practitioner Impairment Costs	5,000	9,460	-4,460	10,000
Banking Services	1,500	1,452	48	1,500
Merchant Services	6,000	7,185	-1,185	7,500
Government Charges	20	0	20	0
Insurance	5,000	1,786	3,214	2,000
Entertainment FBT		2,566	-2,566	0
Rounding and Adjustments	2	1	1	0
HR Management and Staffing	10,000	0	10,000	500
Rent	77,000	73,769	3,231	65,000
Electricity	4,000	3,586	414	4,500
Repairs and Maintenance	2,000	1,042	959	2,000
Cleaning and Waste Removal	3,000	3,018	-18	3,000
Security	0	0	0	0
Storage	2,000	2,105	-105	2,500
DHAS Contribution	1,500	1,000	500	1,000
<b>Total Administration Expenses</b>	<b>270,572</b>	<b>187,295</b>	<b>83,277</b>	<b>224,450</b>
<b>Total Expenses</b>	<b>1,153,412</b>	<b>994,766</b>	<b>158,646</b>	<b>1,057,150</b>
<b>Surplus/Deficit</b>	<b>-110,188</b>	<b>54,905</b>	<b>-165,093</b>	<b>-20,550</b>
<b>Funds</b>	<b>2,237,282</b>	<b>2,402,375</b>		<b>2,381,825</b>











