



StewartBrown

Integrity + Quality + Clarity

**AGED CARE
FINANCIAL PERFORMANCE BENCHMARKS**

PARTICIPANT'S KIT

Updated 15 December 2016

**STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
PARTICIPANT'S KIT**

Thank you for agreeing to participate in the StewartBrown Aged Care Financial Performance Survey. To assist you in fulfilling your responsibilities as a participant in this survey, we have prepared this Participant's Kit.

The kit contains the following resources:

- Contact details
- Survey timetable
- Line item definitions and pro-forma data entry forms

Validity of data provided by participants

The integrity of the survey and its results relies upon the integrity of the data provided by participants in the survey as well as the data cleansing procedures undertaken by StewartBrown. It is imperative that all participants take great care to ensure that data is provided in the format required and that income and expense allocations are in line with the line item definitions provided in this kit. If participants are not sure about a particular line item definition or where a particular item of income and expense should be allocated then they should contact us for clarification.

It is also important for participants to inform us if there is a change in circumstances surrounding the operations of a facility. This would include things such as additional places being added, beds being shut down for refurbishment or co-located facilities being amalgamated. Any of these circumstances or others like it that significantly affect the results of the operations should be communicated to us when you send the data. This will assist us to understand the data and why these changes are occurring. In certain circumstances we may decide to exclude the data from the survey for a period, though you would still receive a report on the facility with comparisons to survey data.

Data collection

It is important to the survey process that feedback is given to participants on a timely fashion. Our aim is to provide a one month turnaround of the data. That is, we will process the data and report on it within a month of the deadline for submission. Delays will occur however if the submission of data is delayed. If it appears likely that the deadline for data submission cannot be met please contact us so that we can make necessary arrangements for the timely delivery of the information.

Training and assistance

We would be pleased to provide assistance to the staff completing the data collection forms to make this task as painless as possible. This might involve a site visit or telephone conference to review the line item definitions and how your current chart of accounts should be mapped to the data collection forms. Please contact us if you wish to receive this assistance.

Continuous improvement

StewartBrown is committed to the continuous improvement of this survey service. To this end we would be pleased to receive any suggestions for improvements to the process and the reports provided. We would also be pleased to receive suggestions for special survey topics.

**STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
PARTICIPANT'S KIT**

Privacy and Confidentiality

We are committed to ensuring that all information provided to us by participants is kept totally private. Participants also have a role in ensuring that the information received by them in the form of a report is also kept confidential. To this end we have reproduced the privacy and confidentiality provisions contained in the terms and conditions of participating in the survey.

3.6 Privacy Policy

StewartBrown will be collecting financial data from organisations with the purpose of providing benchmarks and other summary reports to participants and industry bodies. We will not be collecting personal information, but rather corporate data and as such we are not bound by the National Privacy Principles or the Privacy Act 1998. We will however still be abiding by these National Privacy Principles with respect to the data and other information collected, as we are committed to ensuring the highest level of privacy over the information collected. In accordance with these principles:

- (a) No report received by a participant will identify other participants by name. In general all comparative information will be in aggregate format, that is, it will be an average of a number of other participating organisations.
- (b) Any information provided to third parties such as industry groups will only be in aggregate format and can only be used for the purpose of policy development or lobbying Government agencies.
- (c) Only data and other information necessary to produce the survey will be collected from participants
- (d) All information collected will be stored in a secure manner
- (e) Where information is shared between participating organisations as a result of contact being facilitated by StewartBrown, such sharing will be done on the understanding that the terms and conditions relating to Privacy and confidentiality are adhered to by the parties involved.

3.7 Confidentiality of Information

StewartBrown and all participants will abide by the following with respect to confidentiality of information collected or produced as part of the survey:

- (a) For training and marketing purposes, StewartBrown has the right to publish data resulting from the survey as examples of the benchmarking process however such examples will not identify any of the participating organisations.
- (b) All data and material provided by participants shall be kept confidential by StewartBrown at all times.
- (c) Any material provided to third parties such as industry groups under contract to any such group will not identify any individual participant.
- (d) Any report or material provided to participants as part of the survey process will be kept confidential by the participant.
- (e) Where StewartBrown facilitates contact between participants to discuss the survey results, such discussions and any information shared between participants will be kept confidential by the participants.

**STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
PARTICIPANT'S KIT**

3.8 Copyright Issues

Unauthorised copying of any material or report produced by StewartBrown as part of the survey process is not permitted. Copying and distribution of such material will only be permitted after receiving the express written permission of StewartBrown.

The materials and reports deemed to be included in the survey process include, but are not limited to:

- Registration Kit
- Participant's Kit
- Training material
- Promotional material
- Line item definitions
- Quarterly or special reports
- Data collection forms

Participants can copy the quarterly or special reports for internal distribution to management and Directors as long as the recipients are made aware of the privacy, confidentiality and copyright provisions of these terms and conditions and they agree to abide by them.

General

Once again we thank participants for their support in this process. Please contact us if you have any questions about the process or anything that might be contained in this kit.

**STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
PARTICIPANT'S KIT**

Survey Timetable

Quarter	Deadline for data submission	Due date for Survey distribution
September	31 October	15 December
December	31 January	28 February
March	30 April	31 May
June	31 August	30 September

Note: There are a number of reasons for the delay of the June survey results:

- We try and ensure that the data used for the full year survey is based on audited accounts. This helps to ensure a higher level of data integrity
- Due to year end pressures on finance departments, experience has told us that the submission of data is delayed as a result
- We want to include as many facilities as possible in the full year survey. During the year fewer facilities participate in each survey as we cut-off data collection at an earlier date. A number of participants send in data later however this data is not included in the database. For the June survey we endeavor to facilitate the inclusion of these late submitters.

We understand that this extension of time is a compromise between ensuring maximum participation, data integrity and timely reporting, however we feel that the correct balance has been reached. Any feedback on this would be appreciated.

It is critical that deadlines be adhered to by all participants to allow for the timely entering of data and distribution of reports. If any organisation finds that they cannot meet these deadlines please let us know as soon as possible.

**STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
PARTICIPANT'S KIT**

Contact Details

The following is a comprehensive list of contact details for participants:

Postal Address:

Attention: David Sinclair or Vicky Stimson
StewartBrown.
PO Box 5515
CHATSWOOD NSW 2067

Street Address:

Attention: David Sinclair or Vicky Stimson
StewartBrown.
Level 2, Tower 1
495 Victoria Avenue
CHATSWOOD NSW 2067

Telephone: (02) 9412 3033

Facsimile: (02) 9411 3242

Project Contacts

Grant Corderoy Project Partner email – grant.corderoy@stewartbrown.com.au

David Sinclair Project Manager email - david.sinclair@stewartbrown.com.au

Vicky Stimson Administration email – vicky.stimson@stewartbrown.com.au

Further information regarding this service and other services provided by our firm can also be found on our web site at www.stewartbrown.com.au

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

**Definition & description
Inclusions**

Exclusions

CARE SECTION

INCOME

RESIDENTS

Basic daily fee

Includes basic daily fee and/or respite fees.

Excludes accommodation charges (which are in lieu of entry contributions); means-tested care fee; extra/optional services charges

Extra or optional service fees

Additional daily fees charged to residents in an extra services place and/or for additional services purchased by the resident. **DO NOT use this line for other/sundry income. Sundry/other income is to be included in Provider income.**

Show "claw-back" by Government under subsidies.

Income - residents

Total facility care income received from residents

GOVERNMENT

Government subsidies - care

Include care subsidy, pensioner supplement (paid to those residents who entered the facility prior to March 2008), respite subsidy, enteral feeding supplement, oxygen supplement, hardship supplement, Ex-Hostel supplement, and income tested fee subsidy reduction, extra services subsidy reductions, conditional adjustment payment, clean energy supplement, veterans supplement, dementia supplement, workforce supplement, payroll tax supplement, charge exempt supplement, residential respite incentive,

This should **exclude all accommodation, concessional, supported or assisted resident** supplements and top-up supplements as well as the transitional accommodation supplement paid to low care residents who have entered a facility post 20 March 2008. **Please make sure these are included in the accommodation income supplement area below.**

Means-tested care fee

Includes income tested fees (offset against ACFI subsidy)

Grants - not capital

Government grants of a non-capital nature. This will include items such as training grants and other expense reimbursement type of grant.

Capital grants of a capital nature (refer provider income)

Income - government

Total facility care income received from the government

CARE TOTAL INCOME RECEIVED (RESIDENTS AND THE GOVERNMENT)

TOTAL INCOME

CARE EXPENDITURE

CARE SERVICES

Labour costs

Care management

Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, care management staff. Typically this would be the DON, DDON, Facility Manager, Clinical Manager and in some cases a specialist position relating to care plans or ACFI assessments. This would also include an allocation of the costs of this position should it be shared between facilities but typically these would be included as part of the administration recharge. DO NOT allocate between administration wages and care management. Total cost of facility manager should be allocated to this position.

Share of workers compensation premium

Registered nurses

Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, registered nurses

Share of workers compensation premium

Enrolled and certified nurses

Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, AIN's and EN's

Share of workers compensation premium

Other nurses/personal care staff

Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, other nursing and/or personal care staff

Share of workers compensation premium

Allied health

Wages, allowances, leave, fringe benefits, superannuation cost, workers compensation excesses and wages paid to, or in respect of, diversional therapy, physiotherapy, podiatry and other allied health professionals. Includes agency or contracted professionals.

Share of workers compensation premium

Agency staff

Total cost of all direct care agency staff

Total labour costs

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

	Inclusions	Exclusions
Medical & incontinence supplies	Cost of incontinence systems and supplies and cost of medication and other medical supplies such as bandages, ointments, as well as the cost of packaging and distributing the medication <u>such as Webster or similar system.</u>	
Chaplaincy	Cost of providing a chaplain or religious services to residents.	
Other resident care	Other sundry items relating to resident care - include cost of therapy supplies, activity costs, unrecovered cost of bus hire, public telephone cost, entertainment etc. Also include cost of <u>medical gases and enteral feeding costs.</u>	
Expenditure - care services	Total care services expenditure - (Labour and Other Costs)	
Care costs as a % of care income	The total care costs over the total care income	
HOTEL SERVICES		
CATERING		
Labour costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, catering staff	Workers compensation premium.
Consumables	Cost of all consumable supplies used in the preparation and serving of resident, staff and visitor meals. Includes crockery and cutlery, nutritional supplements and cooking utensils.	Paper products and cleaning products used in the kitchen.
Contract catering	Cost of contract catering services where this service is contracted to a third party. This will include the costs when the contractor uses an in-house kitchen and employs the kitchen staff under the contract. This also includes the situation where a shared kitchen provides catering services to multiple facilities in the organisation and allocates costs as if it was a contract <u>service</u>	
Income from sale of meals	Income received from sale of meals to staff, visitors and others.	
<i>Total catering</i>	<i>Total Catering Costs</i>	
CLEANING		
Labour costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, cleaning staff	Workers compensation premium
Consumables	All cleaning materials including solvents, liquid and powder cleansers, brooms, mops, buckets, <u>paper towels, toilet rolls etc.</u>	
Contract cleaning	Cost of permanent or casual contract cleaning services. Include carpet cleaning and window cleaning services.	
<i>Total cleaning</i>	<i>Total Cleaning Costs</i>	
LAUNDRY		
Labour costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, cleaning staff	Workers compensation premium
Consumables	Cost of all consumables used in washing and drying clothes and bedding as well as replacement <u>bedding and linen items.</u>	
Contract laundry	Cost of contract laundry service, if applicable.	
<i>Total laundry</i>	<i>Total laundry Costs</i>	
Expenditure - hotel services	Total expenditure for the hotel services - (Catering, Cleaning and Laundry)	

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

Inclusions

Exclusions

UTILITIES

Electricity	Electricity costs associated with the facility - may be an apportionment of total electricity cost if one bill is shared among a number of facilities.
Gas	Cost of gas including that used by kitchen.
Rates	All council rates including land and water.
Rubbish removal	Garbage removal, hazardous materials and toxic waste removal, including council and other third party contractors. Include tip fees.
Expenditure - utilities	Total expenditure for utilities

Medical gases such as oxygen.
Garbage removal and tip fees.

ADMINISTRATION AND SUPPORT SERVICES

Administration recharges	Apportionment of administration costs from the Organisation's administration cost centre and/or corporate head office - if applicable.
Labour costs - Administration	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, administration and clerical staff employed directly by or charged directly to the residential care facility.
Other administration costs	Includes all other administration line items including, advertising for staff, accounting fees, accreditation costs, audit fees, computer expenses including maintenance contracts on hardware and software, consulting fees, general expenses, legal fees, postage & courier, printing & stationery, recruitment costs, safety management (OH&S), subscription & library costs, telephone, travel & accommodation.
Workers' compensation	Total workers compensation premium paid for staff employed at the facility
Quality & education - labour costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of personnel carrying our duties such as education, quality control, quality improvement, policy development and WH&S.
Quality & education - other	All other costs associated with areas such as education, quality control and improvement, policy development and WH&S. This will include the cost of consultants, materials, software (not capitalised) or course costs for courses run by 3rd parties.
Insurances	All insurances except workers compensation.
Expenditure - other services	Total expenditure - administration & support services

Workers compensation premium. Labour costs associate with the facility/care management. This should appear in Care management labour costs as part of resident care expenses. For facility manager/care manager no allocation should be made against administration
Administration charge, workers compensation premiums.
Wages and associated costs of those attending education sessions, quality or OH&S meetings etc. These should be included in the wage cost area normally associated with the attendees.
Workers compensation insurance

TOTAL CARE EXPENDITURE

TOTAL CARE EXPENDITURE - CARE SERVICES, HOTEL SERVICES, UTILITIES & ADMIN & SUPPORT SERVICES EXPENDITURE

CARE RESULT

TOTAL CARE INCOME LESS TOTAL CARE EXPENDITURE

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

Inclusions

Exclusions

ACCOMMODATION SECTION

INCOME

RESIDENTS

Accommodation charges
Daily accommodation payments
Bond - retentions

Accommodation charges received
Retention income from accommodation bonds. Also include periodic bond payments (including the interest portion if this is not separately allocated)
Interest charged to residents on late bonds.
Total accommodation income received from residents

Bond/RAD - interest income

Accommodation income - residents

GOVERNMENT

Government supplements - accom.

Accommodation supplement, concessional supplement, transitional accommodation supplement, transitional supplement and any accommodation top-up supplements, homeless supplement, viability supplement.
If the facility is classed as significantly refurbished this is full amount received for the accommodation supplement
Total accommodation income received from the government

If significant refurbished facility then the accommodation supplement amount is entered in the significant refurbishment supplement line below

Significant refurbishment supplement

Accommodation income - government

Supported resident ratio if significant refurbished facility

If the facility is classed as significantly refurbished then please supply the supported resident ratio as at the end of the survey period
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ACCOMMODATION TOTAL INCOME

ACCOMMODATION TOTAL INCOME RECEIVED (RESIDENTS AND THE GOVERNMENT)

ACCOMMODATION EXPENDITURE

Labour costs

Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, maintenance and grounds staff.
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Workers compensation premium

Repairs & maintenance

Materials and other third party costs in maintaining and repairing the assets of the facility. Contract labour for repairs and maintenance (under one-off arrangement). This should also include costs of any long term maintenance contracts. Will also include items such as fire protection, pest control, security and minor asset purchases or replacements.

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Motor vehicle expenses

All costs associated with operating, maintaining and repairing the organisation's motor vehicles.

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Depreciation - building

Building depreciation
Depreciation expense relating to plant, equipment, furniture, fittings and other non-fixed items of a capital nature including motor vehicles and computer equipment.

Depreciation of buildings and impairment charges
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Depreciation - non building

Property rental

Property rent paid to the owner of the aged care facility or for offices or other buildings utilised by the facility.

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Refurbishment

These are the costs associated with repairing a room when a person leaves or has been in a room for a long period where these costs have not been capitalised. They would include re-painting, some carpet replacement, replacement of light fittings and other minor replacements. Also commonly described as room changeover costs.

These costs should not include the cost of major re-modelling or re-fits to rooms such as major upgrades of bathrooms or other structural changes. Such costs would generally be capitalised.

Bond/RAD interest expense

This is the interest paid to outgoing residents or their estates in compliance with the Aged Care Act with respect to the regulated delay in paying their bonds.
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Interest paid on borrowings

Expenditure - accommodation

Total expenditure - accommodation

ACCOMMODATION RESULT

TOTAL ACCOMMODATION INCOME LESS TOTAL ACCOMMODATION EXPENDITURE

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

	Inclusions	Exclusions
PROVIDER SECTION		
INCOME		
Donations, bequests & fundraising	Large donations and bequests where money has been received specifically for a particular facility. Also include bequest or donated funds that has been used to "subsidise" the operations of a facility. Some facilities may have a significant fundraising operation including income from fundraising balls and other such events or schemes. Income from these sources, where they are attributable to a specific facility should be included here. All fundraising income that can be attributable to an individual facility.	Large donations and bequests that were made to the organisation generally rather than a specific facility.
Grants - capital	Government grants of a capital nature	Government grants of a non-capital nature (refer operating government income)
Investment income - interest	Interest on investments that can be attributable to the facility. If it is the practice to allocate interest to facilities then please include it here. This is to assist in reconciling this form to your normal profit and loss account. This income will be excluded from our EBITDA calculation.	Interest charged on late bonds
Investment income - other	All other investment income that is allocated to the facility. May include profit from sale of investments, fair value adjustments on shares, distributions from managed funds and dividend income. In all likelihood these items will not be allocated to an individual facility but if they are then they should be included at this line item.	
Sundry income	All other sundry income. Will include profit on sale of property, plant & equipment, insurance and other recoveries.	
Income - provider	Total Income - provider	
EXPENDITURE		
Interest expense - other	Interest paid on any borrowings or credit facilities. This would include commercial borrowings as well as borrowings from related parties.	Interest paid on accommodation bonds paid to departing residents
Other provider expenses	Will include board expenses, fundraising expenses, losses on sale of property, plant and equipment etc.	"Capital" administration charge. All administration re-charges should now be allocated to the Administration recharge line item.
Impairment	Impairment charge against the facility's assets	
Expenditure - provider	Total Expenditure - provider	
PROVIDER RESULT	TOTAL (INCOME - PROVIDER) LESS (TOTAL EXPENDITURE) - PROVIDER	
TOTAL RESULT FOR THE PERIOD	TOTAL OF CARE, ACCOMMODATION and PROVIDER RESULTS	

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

	Inclusions	Exclusions
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Accommodation Payments

Number of bonds & RADs/RACs held at reporting date	Number of accommodation bonds and RAD/RACS held at reporting date	
Total value of bonds & RADs/RACs held at reporting date	Total value of all accommodation bonds and RAD/RACS held at reporting date	
Number of new RADs / RACs (current financial year)	Number of new RADs & RACs taken during the current financial year	
Value of new RADs / RACs (current financial year)	The actual dollar value of new RADs taken during the current financial year.	This should not be the movement between opening and closing bond/RAD/RAC values.
Number of full DAP / DAC payers at reporting date	Number of full DAP / DAC payers at reporting date	
Number of combination DAP / DAC payers at reporting date	Number of combination DAP / DAC payers at reporting date	

Total ACFI subsidy reduction amount \$

Total of the income and means tested fee subsidy reduction amounts for the survey period	
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Input cell	
Calculated cell	

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - HOME CARE PACKAGES**

Definition & description		
	Inclusions	Exclusions
REVENUE		
Direct services	All income from services provided directly by the provider-this may include surplus funds from discharged clients	
Brokered services	Income from services provided by third parties	
Case management and coordination	Income derived from case management & coordination where this is invoiced separately to the clients	
Package administration	Income derived from package administration where this is invoiced separately to the clients	
TOTAL REVENUE	Total revenue received	
EXPENDITURE		
Direct service costs		
Staff costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, persons involved in providing services to clients.	
Agency costs	Total cost of agency staff involved in providing services to clients where they are replacing normal staff on a temporary basis	
Consumables	All consumables used in providing services to clients	
Transport expenses	Include travel allowance as well as motor vehicle expenses for staff involved in providing services to clients.	Exclude any capital purchases of motor vehicles
Other direct service costs	Any other costs from providing services to clients	
<i>Total direct service costs</i>	Total direct service costs expenditure	
Sub-contracted or brokered services	Total expenditure of brokered services for provision of direct client services	
Case management & coordination		
Staff costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, persons involved in the case management &/or coordination of services for the clients.	
Agency costs	Total costs of agency staff involved in the case management &/or coordination of services for the clients	
Transport expenses	Include travel allowance as well as motor vehicle expenses for staff involved in the case management &/or coordination of providing services to clients.	Exclude any capital purchases of motor vehicles
<i>Total case management & coordination</i>	Total case management & coordination expenditure	

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - HOME CARE PACKAGES**

Definition & description		
	Inclusions	Exclusions
Administration & support		
Corporate recharge	Apportionment of administration costs from the Organisation's administration cost centre and/or corporate head office - if applicable.	
Staff costs	Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, staff directly associated with administrative duties.	Co-ordinator & case manager wage costs, workers compensation premium
Workers compensation insurance	Workers compensation premiums paid with respect to all home care staff.	
Education & quality control expenses	All costs associated with areas such as education, quality control and improvement, policy development and WH&S - will include the cost of wage and on-cost of any trainers, consultants, materials, software (not capitalised) or course costs for courses run by 3rd parties.	Wages of staff attending courses still fall in respective line item
General insurances	All insurance premiums with exception of workers compensation	Workers compensation insurance premiums
Rent	Office rental or similar	
Telecommunications	Telephone line rental, mobile phone costs and other communication costs	
IT expenses	Hardware , software, implementation costs, IT provider costs, etc.	Exclude any capital purchases
Utilities	All utility costs	
Other administration & support services costs	All other administration and support services costs	
<i>Total administration & support services</i>	<i>Total administration & support services expenditure</i>	
Depreciation	Depreciation & amortisation of any property, plant & equipment used in the conduct of providing home care packages	
TOTAL EXPENDITURE	Total direct service costs + subcontracted or brokered costs + case management & coordination + administration & support + depreciation	
RESULT FOR THE YEAR	Total revenue - total expenditure	
Unspent funds at period end	Total of any unspent funds at end of reporting period - including any contingency funds	
Number of paid care days	Total number of paid care days for all clients as per Medicare summary	
Number of approved packages/places	Total number of packages run by organisation	
Utilisation rate	Total number of occupied paid care days/total approved package days available	
Input cell		
Calculated cell		

Residential Bed days for the Three Months ended 30 September 2016

Bed days for residents on RCS saved rate & ACFI

	Total Number of Occupied Bed days	Total Number of Occupied Bed days	Total Number of Occupied Bed days	Total Number of Occupied Bed days	Total Number of Occupied Bed days	Total Number of Occupied Bed days	Total Number of Occupied Bed days
Facility Name	Facility 1	Facility 2	Facility 3	Facility 4	Facility 5	Facility 6	Facility 7
Number of approved places	0	0	0	0	0	0	0
July	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Cumulative totals							
1st quarter	-	-	-	-	-	-	-
2nd quarter	-	-	-	-	-	-	-
3rd quarter	-	-	-	-	-	-	-
4th quarter	-	-	-	-	-	-	-
Occupancy Rate	0%	0%	0%	0%	0%	0%	0%

Occupancy Reason

(if required)

Input instructions

A separate column must be submitted for each facility.

The number of approved places must be submitted for each facility

The number of bed days entered should be the total number of occupied bed days.

Please ensure that your occupancy rate is correct before submitting

	Key
Input cell	
Calculated cell	

If occupancy is abnormal for any reason please enter an explanation - e.g. facility undergoing refurbishment or new facility not yet fully occupied.

STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
RRESIDENTIAL CARE WAGES

Please remember to enter the facility name. Each facility should be entered in a separate table, if more tables are needed please copy and paste the table before entering any data.

Instructions

Allocation of hours should align with allocation of dollars in the financial data - please use same data definitions for each category.

This form should be completed for each survey with year to date amounts.

Normal Hours **Hours worked** by the employee (**excluding overtime hours**)

Overtime Hours Includes **time and one half and double time hours**

Other Hours Includes **any other hours worked or paid**, including training and all forms of leave

Agency Hours Includes all hours worked by agency staff



Facility Name:	Paid Hours				TOTAL HOURS
(Enter Name)	Normal	Overtime	Agency	Other	
Three Months ended 30 September 2016					
Care Management (Include Facility Manager, DON, DDON, Care Manager where directly attributable to facility. No apportionment should be made between this category and RN or Administration)					-
Registered Nurses					-
Enrolled and Certified Nurses					-
Other Nursing & Care staff					-
Allied health professionals					-
Hotel Services (catering, cleaning and laundry staff)					-
Property & maintenance					-
Administration Staff (staff directly employed for administrative purposes in the facility - should align with \$ allocations to administration wages)					-
Quality and Education					-
Totals	-	-	-	-	-

STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
HOME CARE WAGES

Program Name:	Paid Hours				TOTAL HOURS
<i>(Enter Name)</i>	Normal	Overtime	Agency	Other	
Three Months ended 30 September 2016					
Direct client service staff					-
Case management and coordination					-
Administration & support					-
TOTAL HOURS	-	-	-	-	-

Instructions

This form should be completed for each survey with year to date amounts.

A separate form must be submitted for each Program.

- Normal Hours* Includes hours worked by the employee
- Overtime Hours* Includes time and one half and double time hours
- Other Hours* Includes any other hours worked or paid, including training and all forms of leave
- Agency Hours* Includes all hours worked by agency staff

