



# Annual Report

# 2018

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# Strategic Direction

## Purpose

To provide and promote an inclusive QEII Medical Centre community that brings members together for fun and fitness.

## Vision

We work to achieve a Health Campus where staff, students and volunteers are provided with the community, facilities and services to improve their lives.

Our people are empowered to care for themselves physically, socially and mentally so that they can contribute and develop their community to care for people they are in connection with.

## About Us

The Social Club was formed in 1975 by staff and management of the Sir Charles Gairdner Hospital. Since its inception the Social Club has provided social, health and wellbeing opportunities for its members, bringing people across our site and together in fun and friendship. The Social Club is also a proud supporter of fundraising activities, regularly hosting events and activities.

# Committee Report

2018 has been a busy year for the Committee with changes to membership, governance and lease negotiations with North Metropolitan Health Service (NMHS).

The Social Club Committee was advised this year that a lease would need to be entered into with the NMHS for the gym, bar and Social Club office spaces. While NMHS have supported the maintenance of a gym for members on site by offering a very affordable lease agreement, they were unable to offer the same for the R Block bar area. As such, we were asked to sign a commercial lease agreement with NMHS. The Social Club is a member-funded organisation and we are not able to pay this lease while maintaining sufficient funds to remain a going concern. As such, it's with a heavy heart that the Social Club Committee has made the decision to surrender the R Block Bar, kitchen, office and storage spaces. The bar will cease operation on the 21 December 2018. Despite this sad news, the Committee is excited about the opportunity to reconfigure the club as a Health and Wellness-focused association. With this change we will be able to invest significantly more into maintaining and improving the gym, adding to class and the events schedule

Social Club President, Peter Gibbons has resigned from the Committee. The Committee would like to thank, President Peter Gibbons for his tireless work and commitment to the Social Club first as a social club committee member in 2010-2011 and then as President of the Social Club from 2012. Peter has led many significant improvements in his 7 years as President such as; introducing a range of administrative and governance processes for the management of the club; purchasing new gym equipment; increasing access to personal trainers and fitness classes, and upgrading the club rooms and bar, even going so far as to build the stage. It is no exaggeration to say that there likely would not be a Social Club without Peter's efforts and enthusiasm and we would all be poorer for it. Peter has had a profound impact upon the Club, the social environment of this hospital and on the lives of individual members. We have been incredibly lucky to have him and while we will never be able to replace him, we will do what we can to maintain his legacy and lead by his example.

The Social Club Committee is taking nominations to join the committee. We would encourage any members with an interest or skill in health and fitness, finance, management or human resources to register their interest at [committee@charliessocialclub.com](mailto:committee@charliessocialclub.com)

## Committee Members

President	Vacant (previously Peter Gibbons)
Vice President	Elizabeth Bowen
Treasurer	Matthew Kingsley
Secretary	Sian Casley
Members	Sean Howarth Jan Honter Danielle Woodruffe

## Event Services

The Social Club has hosted and supported over 70 events on and off campus throughout 2018.

A wide range of annual events were continued and well attended in 2018, including the Australia Day BBQ, Halloween Party, Oktoberfest, Wine and Beer tasting nights, St Patrick's Day, Melbourne Cup, and Graduate Nurses Welcome Drinks.

The monthly Pub Quiz Nights were enjoyed by many throughout the year. The inter-hospital quiz night was held in June 2018. SCGH staff faced off against Fiona Stanley, Hollywood Private and Perth Children's hospitals.

PCH opened on the QEII site from May 2018, with many staff joining our Social Club. A PCH Members Welcome night and regular Sundowner events have been held to connect with and engage these new members.

Many members have booked and utilised the club rooms and bar over the year with a range of private functions held to farewell retiring staff, celebrate achievement and welcome new staff to the site.

## Health and Fitness

Absolute Balance and She's a Knockout continues to staff the gym, providing personal training and group classes. Yoga and Pilates classes have been provided by Sense of Space and Aspects Yoga.

Members continue to feedback on classes they want, as well as preferred times and days for classes. 2019 will see the Social Club refocus to a Health and Wellness association. With this change we will be able to invest significantly more into maintaining and improving the gym, adding to class and the events schedule.

Members are invited to be a part of the redevelopment and nominate for committee membership by contacting [scgh.socialclub@health.wa.gov.au](mailto:scgh.socialclub@health.wa.gov.au)

## Staff

Administration / Office	Alison Alexis Monique
Bar Manager	Cadence Alexis
Bar Staff	Olly Shirley

### The Administrative Office

The Social Club employs three part-time Administrative Staff who manage the day to day functions of the Social Club. 2018 saw a complete changeover of our Administrative Team and we welcomed Alison, Alexis and Monique to the club. The team has been hard at work in 2018 learning the systems and process and making the Social Club the best it can be.

The Social Club office is a buzz of activity with members dropping in regularly to access services, make purchases or raise queries. In addition to providing terrific customer service to our members Alison, Alexis and Monique spend much of their time planning events, management memberships, organising classes and answering online and phone queries. They are essential to the smooth running of the Social Club and we thank them for their hard work.

## Charlies Bar

Attendance by both members and non-members has increased steadily in recent years, and though attendance did not increase in 2018 it was consistent.

Charlies Bar ceased operation on 21 December 2018. This decision was made by the Committee after several months of financial review, consideration and discussion with the NMHS. Members can be assured that the decision was not made lightly and due consideration was given prior to decision. In 2018 the Social Club was asked to sign a commercial lease agreement with NMHS to retain the Bar/Club rooms. The Social Club is a member-funded organisation and we are not able to pay this lease while maintaining sufficient funds to operate.

## Finances

It was another difficult and busy financial year for the Social Club. The management of finances, records and reporting is a considerable amount of work for the Committee and Treasurer. The committee continues to ensure careful management and budgeting to ensure past debt is paid off as quickly as possible and membership fees are used effectively and transparently managed.

Financial record and reporting is maintained in financial software, Xero, and ensures tracking and reporting of sales, purchases and payroll. Ordering and stock control has been tracked and reported through the sale system, Clubware.

An annual external finance review was recently conducted by Avant Edge Consulting. Several recommendations were made by the auditor to improve processes and ensure robust records management. The committee has prioritised these recommendations and is working to ensure all recommendations are implemented by early 2019.

The complete profit and loss, balance sheet and cash summary for 2017-2018 is attached below.

# Balance Sheet

Sir Charles Gairdner Hospital Social Club Inc.

As at 30 June 2018

	30 JUN 2018	30 JUN 2017
<b>Assets</b>		
<b>Current Assets</b>		
GST	1,415.80	-
Accounts Receivable	3,001.10	4,455.10
Bar and Kitchen Equipment	78,853.99	71,258.20
CB - Inventory	8,065.41	8,271.37
CSC PayPal	(0.24)	(0.24)
Emergency Reserve	1,801.23	2,760.64
H&F Equipment	263,512.49	263,512.49
Less Accumulated Depreciation on Bar Equipment	(61,170.01)	(46,935.44)
Less Accumulated Depreciation on H&F Equipment	(127,293.95)	(88,720.05)
OPEX	14,108.13	14,505.70
PCH Social Club	214.97	1,619.32
Petty Cash	1,263.60	2,701.70
Stripe CSC Account	(349.18)	-
Ticket Stock	635.76	870.56
Westpac Working	5,368.70	3,766.53
<b>Total Current Assets</b>	<b>189,427.80</b>	<b>238,065.88</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	3,063.14	5,668.74
<b>Total Non-Current Assets</b>	<b>3,063.14</b>	<b>5,668.74</b>
<b>Total Assets</b>	<b>192,490.94</b>	<b>243,734.62</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
GST	-	1,641.80
Accounts Payable	10,642.04	47,870.06
Gym Equipment Rental	16,730.14	57,591.58
Gym Equipment Rental Current	40,861.44	40,861.44
Insurance Payment Plan	2,081.44	-
Loan Current Period	16,750.00	13,750.00
Loyalty Reward Points	(2,371.45)	2,160.51
PAYG Withholdings Payable	4,480.00	6,203.00
Provision for Annual Leave	2,314.59	2,592.83
Rounding	0.19	0.18
Superannuation Payable	(660.91)	1,312.53
Unpaid Expense Claims	-	352.60
Wages Payable - Payroll	877.28	2,009.03
<b>Total Current Liabilities</b>	<b>91,704.76</b>	<b>176,345.56</b>



	30 JUN 2018	30 JUN 2017
<b>Non-Current Liabilities</b>		
Loan	11,000.00	15,000.00
<b>Total Non-Current Liabilities</b>	<b>11,000.00</b>	<b>15,000.00</b>
<b>Total Liabilities</b>	<b>102,704.76</b>	<b>191,345.56</b>
<b>Net Assets</b>	<b>89,786.18</b>	<b>52,389.06</b>
<b>Equity</b>		
Retained Earnings	89,786.18	52,389.06
<b>Total Equity</b>	<b>89,786.18</b>	<b>52,389.06</b>

# Profit and Loss

Sir Charles Gairdner Hospital Social Club Inc.  
For the year ended 30 June 2018

	2018	2017
<b>Income</b>		
<b>Trading Profit</b>		
Revenue	169,988.21	197,401.66
Sale of Goods	271,804.41	289,525.12
Total Trading Profit	441,792.62	486,926.78
Total Income	441,792.62	486,926.78
<b>Total Income</b>	<b>441,792.62</b>	<b>486,926.78</b>
<b>Expenses</b>		
Depreciation	56,411.34	56,749.21
Administration Wages and Salaries Expenses	52,037.84	75,744.91
Advertising (Online Expenses & Online Subs)	6,573.00	6,936.00
Advertising Expenses (Not Online)	1,254.14	10.00
Agency Staff Cover	(1,790.00)	1,820.00
Annual Leave Expense	(278.24)	2,592.83
Bad Debts Written Off	(1,785.40)	-
Bank Fees	116.21	132.38
CB - Consumables Expenses	4,220.55	2,734.65
CB - Decorations	-	25.77
CB - Drinks inc Alcohol Expenses	67,188.58	69,258.90
CB - Entertainment Expenses	5,345.43	6,790.88
CB - Food Expenses	12,510.35	14,868.80
CB - Foxtel Expenses	2,290.92	2,345.46
CB - Repairs and Maintenance Expenses	2,137.70	7,545.73
CB - Wages and Salaries Expenses	47,783.20	49,843.76
Cleaning Expenses	2,162.18	1,444.78
Clubware Monthly Expenses	7,185.40	7,456.80
Committee Expenses	30.00	249.52
Communications, Light, Power, Heating Expenses	140.00	27.68
Consulting & Accounting Expenses	6,854.00	7,836.91
Donations	-	373.97
ES - Monthly Raffle Expenses	316.36	271.81
ES - Movie and Adventure World Ticket Expenses	6,114.59	21,976.77
ES - Sporting Ticket Expenses	8,630.40	6,580.85
ES - Sports Tipping Expenses	445.45	490.91
ES - Ticketed Shows and Event Expenses	13,667.00	19,618.07
ES - Voucher Books Expenses	-	63.64
Facilities Expenditure	-	6,581.00
Fundraising (for external group)	961.16	106.55
H&F - Gym Equipment Expenses	998.46	224.14
H&F - Hired / Leased Equipment	(501.00)	-

	2018	2017
H&F - Massage Expenses	1,516.36	1,575.55
H&F - Personal Trainer Expenses	48,869.09	84,229.82
H&F - Pilates Expenses	11,945.40	14,145.34
H&F - Repairs & Maintenance	244.54	887.11
H&F - Yoga Expenses	6,230.00	11,566.35
Insurance	7,992.64	7,377.30
Interest Expenses	3,359.49	3,038.53
Inventory Wastage	621.61	1,956.05
Legal expenses	-	420.36
Licencing Expenses	293.00	557.82
Major Office Equipment	-	781.82
Membership Refunds	(0.75)	146.82
Merchant/Online Credit Fees	1,721.38	1,336.12
Office Consumables	2,235.63	4,816.22
Parking Bay Expenses	950.50	786.30
Petty Cash Under	781.21	-
Rent	-	289.44
SC - Club Organised Events	-	250.05
SC - Drycleaning Expenses	3,331.14	3,571.45
Superannuation	8,759.35	11,665.11
Voucher Expenses	4,525.29	8,571.44
Total Expenses	404,395.50	528,671.68
Profit/(Loss) before Taxation	37,397.12	(41,744.90)
Net Profit After Tax	37,397.12	(41,744.90)
Net Profit After Distributions/Dividends Paid	37,397.12	(41,744.90)