

# Annual 1999–2000 Report



**Public Trustee**  
for the Australian Capital Territory

**FINANCIAL**

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**AUDITOR-GENERAL**  
Australian Capital Territory  
**INDEPENDENT AUDIT REPORT**



**OFFICE OF THE PUBLIC TRUSTEE - CORPORATE FINANCIAL  
STATEMENTS**

**To the Members of the Legislative Assembly for the Australian Capital Territory**

**GENERAL**

I have audited the corporate financial report of the Office of the Public Trustee for the year ended 30 June 2000. The report that was forwarded to me by the Office of the Public Trustee consists of the following financial statements together with the notes thereto:

**Financial Statements consisting of**

- Operating Statement
- Statement of Assets and Liabilities
- Statement of Cash Flows, and

**Statement of Performance**

In accordance with Section 60 of the *Financial Management Act 1996*, the preparation and presentation of the financial statements, and the information contained therein, is the responsibility of the Office of the Public Trustee.

My responsibility is to express an opinion on the financial statements based on my audit as required by Section 61 of the *Financial Management Act 1996*.

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**FINANCIAL STATEMENTS OTHER THAN THE STATEMENT OF  
PERFORMANCE**

**AUDIT SCOPE**

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view of the Office of the Public Trustee which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

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

## AUDIT OPINION

In my opinion the accompanying Operating Statement, Statement of Assets and Liabilities and Statement of Cash Flows of the Office of the Public Trustee present fairly in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) the financial position of the Office of the Public Trustee as at 30 June 2000 and the results of its operations and its cash flows for the year.

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## STATEMENT OF PERFORMANCE

### AUDIT SCOPE

I have conducted my audit of the Statement of Performance in accordance with Australian Auditing Standards to form an opinion based on a reasonable level of assurance. My procedures included examination, on a test basis, of evidence supporting figures and other disclosures in the performance statement and the evaluation of policies adopted in arriving at those figures and disclosures. These procedures have been undertaken to form an opinion as to whether, in all material respects, the Statement of Performance has been prepared in accordance with the *Financial Management Act 1996* and fairly represents the indicated performance.

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

### AUDIT OPINION

In my opinion the accompanying Statement of Performance of the Office of the Public Trustee is prepared in accordance with the *Financial Management Act 1996* and fairly represents the indicated performance of the Office of the Public Trustee for the year ended 30 June 2000.

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John A Parkinson  
Auditor-General

24 August 2000

## **PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY**

### **STATEMENT BY PUBLIC TRUSTEE**

In accordance with the Guidelines for Financial Statements of ACT Entities, financial statements (“the corporate financial statements”) have been prepared for the Public Trustee for the Australian Capital Territory. Separate financial statements have been prepared for the responsibilities of administration of deceased estates, agencies, trusts and clients accounts.

### **STATEMENT OF RESPONSIBILITY**

The Public Trustee for the Australian Capital Territory is responsible for the preparation of the financial statements and the judgements exercised in preparing them, and the financial transactions of the Office and the control over its assets and liabilities. The financial statements have been prepared by the Public Trustee in accordance with and consistent with the accounts and records of the Office during the period.

In the opinion of the Public Trustee, the financial statements:

- (i) the corporate financial statements show fairly the operations of the Public Trustee for the Australian Capital Territory for the period 1 July 1999 to 30 June 2000; and
- (ii) the corporate financial statements show fairly the state of affairs for the Public Trustee for the Australian Capital Territory as at 30 June 2000; and
- (iii) the corporate financial statements have been prepared in accordance with the Guidelines for Financial Statements of ACT Entities as issued by the Treasurer.



Diane F Kargas  
Public Trustee  
16 August 2000

## PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY

### OPERATING STATEMENT

FOR THE YEAR ENDED 30TH JUNE 2000

	Notes	1999 - 00 <u>Actual</u>	<u>Budget</u>	1998-99 <u>Actual</u>
		\$	\$	\$
<b>REVENUE</b>				
<b>Operating Revenues from Independent Sources</b>				
Operating Revenue	3	949 264	560 000	654 409
Management fee	4	421 582	430 000	446 799
Interest		<u>87 448</u>	<u>55 000</u>	<u>67 532</u>
<b>Total Operating Revenues from Independent Sources</b>		<u>1 458 294</u>	<u>1 045 000</u>	<u>1 168 740</u>
<b>REVENUE FROM GOVERNMENT</b>				
Service payments from General Government sector		15 767	16 000	16 000
Resources received free of charge	17	111 478	0	0
Community Service Obligation payment		<u>182 000</u>	<u>182 000</u>	<u>182 000</u>
<b>Total Revenue from Government</b>		<u>309 245</u>	<u>198 000</u>	<u>198 000</u>
<b>Total Revenue</b>		<b>1 767 539</b>	<b>1 243 000</b>	<b>1 366 740</b>
<b>Operating Expenses</b>				
Salary and related employee costs	5	992 967	865 000	812 708
Other Operating Expenses	6	<u>582 861</u>	<u>304 000</u>	<u>288 120</u>
<b>Total Operating Expenses</b>		<b>1 575 828</b>	<b>1 169 000</b>	<b>1 100 828</b>
<b>Operating Result before Abnormals</b>		<b>191 711</b>	<b>74 000</b>	<b>265 912</b>
Abnormal Income		<u>0</u>	<u>0</u>	<u>44 094</u>
<b>Operating Result after Abnormals</b>		<b>191 711</b>	<b>74 000</b>	<b>310 006</b>
Accumulated Funds at beginning of period		<u>1 297 079</u>	<u>1 108 000</u>	<u>987 073</u>
<b>Accumulated Funds at end of period</b>		<u><b>1 488 790</b></u>	<u><b>1 182 000</b></u>	<u><b>1 297 079</b></u>

## PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY

### STATEMENT OF ASSETS AND LIABILITIES

AS AT 30 JUNE 2000

	Notes	1999-00		1998-99
		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
		\$	\$	\$
<b>CURRENT ASSETS</b>				
Cash		223 179	12 000	1 347
Investments		1 505 000	1 360 000	1 475 000
Receivables		54 254	44 000	43 088
Other	7	<u>10 886</u>	<u>0</u>	<u>8 086</u>
<b>TOTAL CURRENT ASSETS</b>		<b>1 793 319</b>	<b>1 416 000</b>	<b>1 527 521</b>
<b>NON CURRENT ASSETS</b>				
Property Plant and Equipment	8	<u>115</u>	<u>0</u>	<u>712</u>
<b>TOTAL NON CURRENT ASSETS</b>		<b><u>115</u></b>	<b><u>0</u></b>	<b><u>712</u></b>
<b>TOTAL ASSETS</b>		<b>1 793 434</b>	<b>1 416 000</b>	<b>1 528 233</b>
<b>CURRENT LIABILITIES</b>				
Creditors and Borrowings	9	71 191	24 000	27 654
Provisions	10	119 552	87 000	85 532
Other Liabilities		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CURRENT LIABILITIES</b>		<b>190 743</b>	<b>122 000</b>	<b>113 186</b>
<b>NON-CURRENT LIABILITIES</b>				
Provisions	10	113 901	96 000	117 968
Other Liabilities		<u>0</u>	<u>16 000</u>	<u>0</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b><u>113 901</u></b>	<b><u>112 000</u></b>	<b><u>117 968</u></b>
<b>TOTAL LIABILITIES</b>		<b>304 644</b>	<b>234 000</b>	<b>231 154</b>
<b>NET ASSETS</b>		<b><u>1 488 790</u></b>	<b><u>1 182 000</u></b>	<b><u>1 297 079</u></b>
<b>EQUITY</b>				
Accumulated Funds		<u>1 488 790</u>	<u>1 182 000</u>	<u>1 297 079</u>
<b>TOTAL EQUITY</b>		<b><u>1 488 790</u></b>	<b><u>1 182 000</u></b>	<b><u>1 297 079</u></b>

The attached notes form part of the financial statements

## PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY

### STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2000

	Notes	1999-00		1998-99
		Actual	Budget	Actual
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>INFLOWS</b>				
Commissions received		647 765	415 000	480 006
Management fees received		421 582	430 000	446 799
Interest received		82 563	55 000	68 643
Other receipts		300 169	145 000	172 789
<b>OUTFLOWS</b>				
Salaries		(949 968)	879 000	(785 731)
Suppliers		<u>(448 046)</u>	<u>318 000</u>	<u>(305 115)</u>
Net cash provided by operating activities	16	<u>54 065</u>	<u>(152 000)</u>	<u>77 391</u>
<b>CASH FLOWS FROM GOVERNMENT</b>				
Appropriations		<u>197 767</u>	<u>198 000</u>	<u>198 000</u>
Net cash provided by Government		<u>197 767</u>	<u>198 000</u>	<u>198 000</u>
Net increase/(decrease) in cash held		251 832	46 000	275 391
<b>Cash at beginning of financial year</b>		<u>1 476 347</u>	<u>1 326 000</u>	<u>1 200 956</u>
<b>Cash at end of the financial year</b>	15	<u>1 728 179</u>	<u>1 372 000</u>	<u>1 476 347</u>



## **PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000**

### **1. ACTIVITIES OF THE PUBLIC TRUSTEE**

The functions of the Public Trustee are defined in the Public Trustee Act 1985 and include the administration of deceased estates and trusts, preparation of wills and management of financial affairs under Enduring Power of Attorney and Management Order from the Guardianship and Management of Property Tribunal.

### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **a) Basis of Accounting**

The financial statements have been prepared on an accrual basis in accordance with the Guidelines for Financial Statements of ACT Entities issued by the Department of Treasury and Infrastructure. The financial statements conform with the Statements of Accounting Standards issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia. The accounts were prepared on an accruals basis with assets being recorded at fair value.

#### **b) Non Current Assets**

Purchases of a capital nature are only recorded as fixed assets if the dollar amount of the assets exceeds \$2 000. Items which were purchased with an original cost of less than \$2 000 were written off against expenditure. All computer software is expended in the year of purchase due to the uncertain length of useful life for software.

#### **c) Depreciation**

Depreciation is calculated on a straight line basis by reference to the original capital cost of assets, their estimated useful lives and residual values.

#### **d) Employee Benefits**

Sick leave, long service leave and annual leave are included in salaries costs for each period. A provision is included for accrued long service leave and for outstanding and accrued recreation leave. To comply with the accounting standard AAS 30: Accounting for Employee Entitlements long service leave provisions have been discounted to the Net Present Value.

Non vesting sick leave entitlements are not recognised as a liability on the basis that past trends of sick leave usage indicate amounts of sick leave taken does not exceed amounts accrued.

#### **e) Insurance**

The Public Trustee maintains insurance cover over all assets held in trust.

## f) Trust Funds

Separate financial statements are prepared for the agencies, trusts and estates which are administered by the Public Trustee, and do not form part of these statements.

### 3. OPERATING REVENUE

Operating revenue consisted of :-

	<b>2000</b>	<b>1999</b>
	\$	\$
Commission received	650 473	480 277
Other	298 791	174 132
	<hr/>	<hr/>
	949 264	654 409
	<hr/> <hr/>	<hr/> <hr/>

### 4. MANAGEMENT FEE

The management fee is a fee charged for administration of moneys held in the common fund. The fee is calculated in accordance with the rate specified in an instrument signed by the Minister. The rate specified by the Minister is one per cent per annum of the amount held in the common fund. The fee is deducted from interest earned by the common fund.

### 5. SALARY AND EMPLOYEE RELATED COSTS

Salary and Employee related costs consisted of:-

Salaries	863 570	689 113
Superannuation	88 932	76 339
Productivity component	26 854	20 656
Fringe Benefits tax	5 039	4 508
Comcare premiums	7 415	21 340
Other employee expenses	1 157	752
	<hr/>	<hr/>
	992 967	812 708
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# financial statements

## 6. OTHER OPERATING EXPENSES

Operating expenses - The major items included under this heading are:

	2000	1999
	\$	\$
Computer expenses	34 672	20 801
Motor Vehicle Expenses	18 520	12 874
Rental Lease payments/Cleaning	116 342	79 081
Repairs/Maintenance	24 015	18 297
Printing/Stationery	28 430	29 265
Telephones	23 039	15 960
Staff training	2 113	2 518
Postage	9 814	7 543
Depreciation	596	596
Audit Fee	24 540	13 200
Electricity	4 350	3 081
Office Equipment	9 947	19 369
Leasing - Computers	27 049	18 708
Travel Expenses	2 988	5 436
Office Renovations	27 500	0
Conference Costs	1 551	4 129
Insurance Risk Management Levy	15 767	16 000
Advertising	3 352	1 350
Business Development costs	39 580	0
GST Compliance costs	22 270	0
Other expenses	34 948	19 913
	<hr/>	<hr/>
	<u>471 383</u>	<u>288 120</u>

## 7. OTHER CURRENT ASSETS

Other current assets of the office:

Prepayments – general	10 030	8 086
Prepayments – GST	856	0
	<hr/>	<hr/>
	<u>10 886</u>	<u>8 086</u>

# financial statements

## 8. PROPERTY, PLANT AND EQUIPMENT

Property, Plant and Equipment of the Office:

	<b>2000</b>	<b>1999</b>
	<b>\$</b>	<b>\$</b>
Office equipment, at cost	3 520	3 520
Less accumulated depreciation	3 446	3 094
	<u>74</u>	<u>426</u>
Security system, at cost	2 442	2 442
Less accumulated depreciation	2 401	2 156
	<u>41</u>	<u>286</u>
	<u><u>115</u></u>	<u><u>712</u></u>

## 9. CREDITORS AND BORROWINGS

Creditors	42 737	10 377
Accrued Employee Expenses	28 454	16 998
Other accrued operating expenses	0	279
	<u>71 191</u>	<u>27 654</u>

## 10. PROVISIONS

This relates to the net movement of provisions from 1 July 1999 to 30 June 2000. Provisions comprise of the following:

### EMPLOYEE PROVISION

Recreation leave	116 939	85 532
Long Service Leave – current	2 613	0
Long Service Leave - non current	113 901	117 968
	<u>233 453</u>	<u>203 500</u>

## 11. LEASE COMMITMENTS

Non cancellable operating leases.

Total lease expenditure contracted for at balance date but not provided for in the financial statements

	2000	1999
	\$	\$
Not later than one year	126 790	98 455
Later than one year but not later than two years	130 638	99 932
Later than two years but not later than five years	415 904	308 884
Later than five years but no later than ten years	298 484	546 469

## 12. CONTINGENT LIABILITIES AND CAPITAL COMMITMENTS

As at 30 June 2000, the Office of the Public Trustee had no contingent liabilities or capital commitments.

## 13. AUDITOR'S REMUNERATION

Remuneration to the ACTAGO for auditing the financial statements for the reporting period.	24 540	13 200
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No other services were provided by the Auditor-General during the reporting period.

Note that the basis of accruing audit fees changed in 1996-97 based on advice from the Auditor-General's office. In previous years the estimated total fee for auditing the financial statements was accrued regardless of the period in which the work was performed. From 1996-97 the audit fee shown represents the value of the audit work actually performed in the year to 30 June.

The audit fees charged represents an audit of both the Trust and Office financial statements.

## 14. FINANCIAL INSTRUMENTS

### (a) Terms, Conditions and Accounting Policies

Public Trustee's accounting policies and the terms and conditions for each class of financial asset and liability are as follows;

Financial Assets	Note	Accounting Policies	Terms & Conditions
Cash		Cash is stated at its nominal amount. Interest is recognised in the Operating Statement when earned.	Cash is kept in a Reserve Bank of Australia bank account of which the weighted average interest rate is 4.87%
Investments		Investments are stated at their nominal value. Interest is recognised in the Operating Statement when earned.	Investments at balance date are held in the Australian short term money market. The weighted average interest rate on investments for the year is 6.05%
Debtors		Debtors are recognised at the amounts that were charged at the date when the services or goods were supplied.	Debtors amounts are normally recovered within 1 month.
<b>Financial Liabilities</b>			
Creditors	9	Liabilities are recognised for amounts to be paid in the future for services received, whether or not billed to the entity.	Creditors are normally settled within 28 days as per ACT Government policy.

### (b) Net Fair Values of Financial Instruments

Financial assets and liabilities are carried at their net fair value at balance date. The net fair value of financial assets and liabilities approximates their carrying value reported in the Statement of Financial Position because of;

- (i) the short term to maturity or realisation for *cash* and *investments*,
- (ii) the expected short term recover of *debtors* amounts,
- (iii) the expected short term payment of *creditors*.

# financial statements

## (c) Unrecognised Financial Instruments

There were no unrecognised financial assets or liabilities.

## (d) Credit Risk Exposure

There is no credit risk on the financial assets of the Public Trustee Office. The Public Trustee Office expects to recover the carrying amount of the financial assets.

## (e) Interest Rate Exposure

The exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

Financial Assets	Floating Interest Rate		Weighted Average Interest Rate		Non Interest Bearing		Total	
	\$		%		\$		\$	
	2000	1999	2000	1999	2000	1999	2000	1999
Cash	223 179	1 347	4.87	4.21	0	0	223 179	1 347
Investments	1 505 000	1 475 000	6.05	5.49	0	0	1 505 000	1 475 000
Receivables	0	0	0	0	54 254	43 088	54 254	43 088
<b>Total</b>	<b>1 728 179</b>	<b>1 476 347</b>			<b>54 254</b>	<b>43 088</b>	<b>1 782 433</b>	<b>1 519 435</b>

  

Financial Liabilities	Floating Interest Rate		Weighted Average Interest Rate		Non Interest Bearing		Total	
	\$		%		\$		\$	
					2000	1999	2000	1999
Creditors	0	0	0	0	71 191	27 654	71 191	27 254
<b>Total</b>					<b>71 191</b>	<b>27 654</b>	<b>71 191</b>	<b>27 254</b>

  

<b>Net Financial Assets/ Liabilities</b>	<b>1 728 179</b>	<b>1 476 347</b>			<b>(16 937)</b>	<b>15 434</b>	<b>1 711 242</b>	<b>1 491 781</b>
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# financial statements

## 15. Reconciliation of cash

For the purposes of the Statement of cash flows, cash includes cash on hand and in banks, short term cash investment net of outstanding bank overdrafts.

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2000 \$	1999 \$
Cash	223 179	1347
Investments	<u>1 505 000</u>	<u>1 475 000</u>
	<u>1 728 179</u>	<u>1 476 347</u>

## 16. Reconciliation of Net cash provided by Operating Activities to operating surplus

Operating result	191 712	310 006
Depreciation	596	596
Provision for employee benefits	29 953	34 839
Change in operating assets and liabilities		
(Increase) Decrease in receivables	(11 166)	(6 147)
(Increase) Decrease in prepayments	(2 800)	(1 492)
(Decrease) Increase in trade creditors	43 537	(7 298)
(Decrease) Increase in other liabilities	0	(55 113)
Government appropriation	<u>(197 767)</u>	<u>(198 000)</u>
Net cash provided by operating activities	<u>54 065</u>	<u>77 391</u>

## 17. Resources received free of charge.

Costs of modernisation in relation to IT equipment	<u>111 478</u>	<u>0</u>
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## AUDITOR-GENERAL

Australian Capital Territory



### INDEPENDENT AUDIT REPORT

#### OFFICE OF THE PUBLIC TRUSTEE

#### TRUST ACCOUNT FINANCIAL STATEMENTS

To the Members of the Legislative Assembly for the Australian Capital Territory

#### GENERAL

I have audited the trust account financial report of the Office of the Public Trustee for the year ended 30 June 2000. The report that was forwarded to me by the Office of the Public Trustee consists of the following financial statements together with the notes thereto:

#### Financial Statements consisting of

- Balance Sheet
- Statement of Income and Expenditure, and
- Statement of Cash Flows.

The presentation of the trust account financial statements, and the information contained therein, is the responsibility of the Office of the Public Trustee.

The *Financial Management Act 1996* does not contain any requirements for the Public Trustee to prepare financial statements for the trust account activities. To demonstrate accountability over the trust account the Public Trustee has prepared trust account financial statements. Although the *Financial Management Act 1996* does not require the audit of these financial statements, they have been audited and an opinion provided as if sub-section 61 of the *Financial Management Act 1996* was applicable to the audit of the trust account financial statements.

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## TRUST ACCOUNT FINANCIAL STATEMENTS

### AUDIT SCOPE

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view of the Office of the Public Trustee trust activities which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

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

### AUDIT OPINION

In my opinion the accompanying Balance Sheet, Statement of Income and Expenditure and Statement of Cash Flows of the Office of the Trust Accounts of the Office of the Public Trustee present fairly in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) the financial position of the Trust Account of the Office of the Public Trustee as at 30 June 2000 and the results of its operations and its cash flows for the year.



John A Parkinson  
Auditor-General

24 August 2000

## **PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY**

### **STATEMENT BY PUBLIC TRUSTEE**

#### **STATEMENT OF RESPONSIBILITY**

The Public Trustee for the Australian Capital Territory is responsible for the preparation of the financial statements and the judgements exercised in preparing them, and the financial transactions of the Trust and the control over its assets and liabilities. The financial statements have been prepared by the Public Trustee in accordance with and consistent with the accounts and records of the Trust during the period.

In the opinion of the Public Trustee, the financial statements:

- (i) the trust financial statements show fairly the operations for the trust financial functions of the Public Trustee for the Australian Capital Territory for the period 1 July 1990 to 30 June 2000; and
- (ii) the trust financial statements show fairly the state of affairs for the trust functions of the Public Trustee for the Australian Capital Territory as at 30 June 2000.



Diane F Kargas  
Public Trustee  
16 August 2000

**PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY  
TRUST ACCOUNT  
Balance Sheet  
as at 30 June 2000**

	Notes	2000 \$	1999 \$
<b>CURRENT ASSETS</b>			
Cash at Bank		21 867	20 278
Accrued Investment Income		473 526	344 104
Investments	3	42 026 504	42 746 935
Unrealised Assets	4	22 443 662	16 416 857
<b><u>TOTAL CURRENT ASSETS</u></b>		<b>64 965 559</b>	<b>59 528 174</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	5	100 000	105 000
Investments	3	26 000	526 000
<b><u>TOTAL NON-CURRENT ASSETS</u></b>		<b>126 000</b>	<b>631 000</b>
<b>TOTAL ASSETS</b>		<b>65 091 559</b>	<b>60 159 174</b>
<b>CURRENT LIABILITIES</b>			
Accrued Interest Payable		470 158	415 540
Estate Liabilities	6	292 418	355 195
Other Liabilities		0	404
<b><u>TOTAL CURRENT LIABILITIES</u></b>		<b>762 576</b>	<b>771 139</b>
<b>NON-CURRENT LIABILITIES</b>			
Estates, Trusts etc under administration	7	62 303 509	57 477 394
<b><u>TOTAL NON-CURRENT LIABILITIES</u></b>		<b>62 303 509</b>	<b>57 477 394</b>
<b>TOTAL LIABILITIES</b>		<b>63 066 085</b>	<b>58 248 533</b>
<b><u>NET ASSETS</u></b>		<b>2 025 474</b>	<b>1 910 641</b>
<b>EQUITY</b>			
<b>Reserves</b>			
Interest Account	8	498 995	437 818
Guarantee & Reserve Account	9	1 511 645	1 457 988
Asset Revaluation	10	14 835	14 835
<b><u>TOTAL EQUITY</u></b>		<b>2 025 475</b>	<b>1 910 641</b>

## PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY

### Statement of Income and Expenditure - Common Fund Interest Account Year ended 30 June 2000

	2000 \$	1999 \$
<b>INCOME</b>		
Investment Income	2 255 333	2 162 324
	<hr/>	<hr/>
	2 255 333	2 162 324
	<hr/>	<hr/>
<b>EXPENDITURE</b>		
Interest paid to Estates and Trusts	1 785 618	1 742 045
Management Fee	408 634	433 400
Other Expenditure	(96)	404
	<hr/>	<hr/>
	2 194 156	2 175 849
	<hr/>	<hr/>
<b>NET OPERATING PROFIT/(LOSS)</b>	61 177	( 13 525)
Accumulated Surplus at beginning of financial year	437 818	451 343
	<hr/>	<hr/>
<b>ACCUMULATED SURPLUS AT END OF FINANCIAL YEAR</b>	498 995	437 818
	<hr/> <hr/>	<hr/> <hr/>

## PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY

### TRUST ACCOUNT

#### STATEMENT OF CASH FLOWS

#### FOR THE YEAR ENDED 30 JUNE 2000

	Notes	2000 \$	1999 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>INFLOWS</b>			
Interest received		2 201 764	2 175 577
<b>OUTFLOWS</b>			
Interest paid to estates and trusts		(1 731 000)	(1 736 450)
Other payments		( 425 734)	( 450 004)
Net cash provided by operating activities	12	<u>45 030</u>	<u>(10 875)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>INFLOWS</b>			
Proceeds from sale of investments		21 358 101	28 633 995
<b>OUTFLOWS</b>			
Payment for purchase of investments		<u>(20 137 670)</u>	<u>(30 190 930)</u>
Net cash used in investing activities		<u>1 220 431</u>	<u>(1 556 935)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>INFLOWS</b>			
Receipts to trusts and estates		18 496 113	19 080 086
<b>OUTFLOWS</b>			
Payments from trusts and estates		<u>(19 759 985)</u>	<u>(17 512 748)</u>
Net cash used in financing activities		<u>1 263 872</u>	<u>1 567 338</u>
Net increase (decrease) in cash held		1 589	( 472)
<b>Cash at beginning of financial year</b>		<u>20 278</u>	<u>20 750</u>
<b>Cash at end of financial year</b>	11	<u><u>21 867</u></u>	<u><u>20 278</u></u>

**PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY  
TRUST ACCOUNT  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
YEAR ENDED 30 JUNE 2000**

**1. ACTIVITIES OF THE PUBLIC TRUSTEE**

The functions of the Public Trustee are defined in the Public Trustee Act 1985 and include the administration of deceased estates and trusts and the preparation of wills. The Public Trustee also acts as attorney and as Manager under order from Guardianship and Management of Property Tribunal. These financial statements show the value of trust, attorney and management funds under administration at the year end.

**2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The principal accounting policies adopted by the Public Trustee are stated to assist in the general understanding of these accounts. These policies have been consistently applied except as otherwise stated.

**a) Basis of accounting**

The financial statements have been prepared on an accruals basis and in accordance with Trust Industry Practice. The statements have been prepared under the historical cost convention method and do not reflect changing money values of non-current assets except where stated.

**b) Estate assets**

Estates and Trusts under administration represents both realised and unrealised assets. Unrealised assets and investments of Estates and Trusts under administration are included by the Office of the Public Trustee at fair value at the time the trust was received.

**c) Property, Plant and Equipment**

Property, Plant and Equipment are valued at cost with land and buildings being subject to periodic revaluations. The last revaluation of land and buildings was at 30 June 1995 and was on the basis of net realisable value. The valuation was performed by an independent valuer Raine & Horne.

**d) Depreciation**

Depreciation is provided on assets acquired by the Public Trustee at rates which will be sufficient to write the assets off over their estimated useful lives

e) Investments

Investments have been brought to account at cost and investment income is recognised in the Statement of Income and Expenditure on an accrual basis. Where, in the opinion of the Public Trustee, there has been a permanent diminution of the value of an investment it is written down accordingly.

3. INVESTMENT

Section 55 of the Public Trustee Act 1985 provides for the pooling of the credit balances of current accounts in a Common Fund for investment purposes.

The value of these investments is as follows:

	2000 \$	1999 \$
<b>CURRENT</b>		
Short Term Money Market and Interest Bearing Deposits	27 950 000	14 157 552
Short Term securities	12 666 504	28 589 383
Mortgages	0	0
	<u>40 616 504</u>	<u>42 746 935</u>
<b>NON-CURRENT</b>		
Long Term Securities	0	500 000
Mortgages	<u>26 000</u>	<u>26 000</u>
	<u>26 000</u>	<u>526 000</u>

4. UNREALISED ASSETS

Unrealised assets have been brought to account, as follows:

Real Estate, (in accordance with Public Trustee guidelines)	13 378 330	11 884 385
Cash or equivalent,	8 758 501	4 182 446
Personal effects, (in accordance with Public Trustee guidelines)	306 831	350 026
	<u>22 443 662</u>	<u>16 416 857</u>



# financial statements

	2000 \$	1999 \$
<b>5. PROPERTY, PLANT AND EQUIPMENT</b>		
Leasehold building,	125 000	125 000
Less : Depreciation	25 000	20 000
	<hr/>	<hr/>
	100 000	105 000
	<hr/> <hr/>	<hr/> <hr/>
<b>6. ESTATE LIABILITIES</b>		
Estimated liabilities have been brought to account, and are as follows:		
Mortgages	109 689	237 245
Funeral expenses	43 474	11 931
Bank Loans and Credit cards	80 708	17 242
Medical/Dental costs	9 812	0
Property/Utility costs	9 456	0
Sundry Debts	39 279	88 777
	<hr/>	<hr/>
	292 418	355 195
	<hr/> <hr/>	<hr/> <hr/>
<b>7. ESTATES, TRUSTS ETC UNDER ADMINISTRATION</b>		
Deceased Estates	10 466 497	6 624 365
Power of Attorney	1 432 300	1 495 970
Court Trusts	30 197 110	32 289 975
Protected Estates	1,188 005	374 001
Estate Trusts	7 562 192	6 249 147
Unclaimed Monies	2 003	1 994
Management Orders	11 418 420	10 439 982
Confiscated Assets	27 162	1 960
	<hr/>	<hr/>
	62 293 689	57 477 394
	<hr/> <hr/>	<hr/> <hr/>

The movement in the value of accounts under administration represents the value of new trusts and estates received less finalisations and distributions during the year 1 July 1999 to 30 June 2000.

## 8. INTEREST ACCOUNT

Common Fund earnings are credited to the Common Fund Interest Account in accordance with the requirements of section 60 of the Public Trustee Act 1985. The money in that account is invested in authorised trustee investments through the Common Fund. Interest is credited half-yearly to estates, trusts and persons on whose behalf money is held in the common fund, under section 59 of the Public Trustee Act 1985.

## 9. COMMON FUND GUARANTEE AND RESERVE ACCOUNT

This account is established under section 61 of the Public Trustee Act 1985. The purpose of the fund is to meet the costs of protecting investments that are not properly chargeable against a particular estate or trust and making good any loss sustained by the Common Fund on the realisation of an investment.

Movements in the reserve were as follows:

	2000 \$	1999 \$
Balance at beginning of year	1 457 988	1 413 056
Add : Interest received	75 858	66 132
Less : Expenses	(17 196)	(16 200)
: Depreciation	(5 000)	(5 000)
	<hr/>	<hr/>
Balance at end of year	1 511 645	1 457 988
	<hr/> <hr/>	<hr/> <hr/>

## 10. ASSETS REVALUATION RESERVE

Closing Balance	<u>14 835</u>	<u>14 835</u>
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## 11. RECONCILIATION OF CASH

For the purpose of the statement of cash flows cash includes cash on hand and in banks.

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash	<u>21 867</u>	<u>20 278</u>
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## 12. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS

	2000	1999
	\$	\$
Operating surplus - Interest account	61 177	(13 525)
- Guarantee and Reserve account	53 657	44 932
(Increase)decrease in accrued income	(129 422)	(52 878)
Increase(decrease)in accrued interest payable	54 618	5 596
Depreciation	<u>5 000</u>	<u>5 000</u>
Net cash provided by operating activities	<u>45 030</u>	<u>10 875</u>

## 13. ADDITIONAL INFORMATION

- a) There were no loans or advances from trust funds to officers or employees of the Public Trustee.
- b) There were no amounts due by way of loan or otherwise from Trust Funds to a corporation, a director of which is an officer or employee of the Public Trustee.

# performance statement

## STATEMENT OF PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2000

Performance of the Public Trustee for the Australian Capital Territory is measured by the increase in the volume of new business, the return on investment of client funds, and by client satisfaction, which includes the quality and timeliness of the services provided.

Indicators	Expected outcome 1999–2000	Actual result 1999–2000	Planned 2000–01
Number of new wills	520	572	520
Number of new deceased estate administrations >\$100 000	110	103	N/A
Number of new deceased estate administrations <\$100 000	Not determined	Not determined	N/A
Number of deceased estate administrations completed >\$100 000 <sup>^</sup>	110	127	40
Number of deceased estate administrations completed <\$100 000 <sup>^</sup>	Not determined	Not determined	70
Number of current orders GMPT#	270	285	290
Number of external accounts examined under GMPT	210	227	210
Number of active power of attorney and enduring power of attorney accounts	85	75	80
Number of responses to community call-outs following death*	12	8	12
Number of welfare funerals arranged	4	8	4
Number of trusts under legal liability <\$100 000 <sup>^</sup>	550	608	529
Number of trusts under legal liability >\$100 000 <sup>^</sup>	Not determined	Not determined	21
Percentage of expenditure over total income	94%	88%	86%

# Financial Management under orders of the Guardianship and Management of Property Tribunal.

\* The Public Trustee is on call to the Australian Federal Police to assist and secure property of deceased persons where no family members are located.

<sup>^</sup> In future years the number of trusts and completed estates will be kept in categories of under \$100 000 and over \$100 000 for community service obligation reasons.



Annual Report  
1999–2000

Public Trustee for  
the Australian Capital Territory