



1 February 2023

Bevan Ripp  
Branch President  
Australian Principals Federation – Western Australian Branch  
Sent via email: [apf@apf.net.au](mailto:apf@apf.net.au)  
CC: [sc@jtpassurance.com.au](mailto:sc@jtpassurance.com.au)

Dear Bevan Ripp,

**Australian Principals Federation – Western Australian Branch  
Financial Report for the year ended 30 June 2022 – (FR2022/170)**

I acknowledge receipt of the financial report for the year ended 30 June 2022 for the Australian Principals Federation – Western Australian Branch. The documents were lodged with the Registered Organisations Commission (**the ROC**) on 19 December 2022. I also acknowledge the receipt of the amended financial report on 27 January 2022 and the amended designated officer's certificate received on 31 January 2022

The initial financial report received by the ROC on 7 November 2022 did not comply with requirements under ROC reporting guidelines that all reporting units apply the Tier 1 reporting requirements as per the Australian Accounting Standard when preparing their financial report. On 25 November 2022, the reporting unit was requested to amend the financial report to include this disclosure. The amended financial report containing the correct disclosure was lodged with the ROC. The amended financial report was also re-audited and provided to members.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

**Reporting Requirements**

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements.

The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 9603 0841 or by email at [Mihiri.jayawardane@roc.gov.au](mailto:Mihiri.jayawardane@roc.gov.au).

Your Sincerely,

**Mihiri Jayawardane  
Registered Organisations Commission**



*Australian Principals  
Federation*

**APF WA Branch**

106 Burswood Road  
Burswood WA 6100  
Phone: 0438 531 300

PO Box 148  
Burswood WA 6100

**Certificate for the period ended 30<sup>th</sup> June 2022– Australian Principals Federation  
Western Australian Branch  
s.268 Fair Work (Registered Organisations) Act 2009**

I, Bevan Ripp, being the President of the Australian Principals Federation Western Australian Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Principals Federation Federal Office for the period ended 30<sup>th</sup> June, 2022 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- 
- that the full report was provided to members of the reporting unit on December 14<sup>th</sup>, 2022, and again on 16 January 2023.
- that the full report was presented to and endorsed by the *committee of management* of the reporting unit on 25/01/23 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Bevan Ripp  
President – Western Australian Branch  
Date: 30<sup>th</sup> January 2023

# **Australian Principals Federation (WA Branch)**

ABN 37 880 629 199

## **Financial Statements**

For the Year Ended 30 June 2022

# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

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# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Operating Report

30 June 2022

The committee of management presents its operating report on the reporting unit for the year ended 30th June 2022.

### Information on committee of management

The names of each person who has been a committee member during the year and to the date of this report are:

<b>Name</b>	<b>Sector</b>
Bevan Ripp	Primary
Peter Beckingham	Primary
Natasha Upcott	Primary
Michael Jennings	Primary
Adrian Lister	District High
Fiona Gaze	District High
Michael Minson	District High
Bruce Nind	District High
Trevlyn Geiles	Secondary
Kya-Louise Graves	Secondary
Laurie Longworth	Secondary
Peter Lillywhite	Secondary

Committee members have been in the office since the start of the financial year to the date of this report unless otherwise stated.

### Principal activities

As all activities undertaken in the industrial arena for the principal class in WA occurs in the WA Industrial Relations Commission. The APF WA Branch has operated as conduit to its members for federal issues. These activities have not changed.

### Review of operations

The profit of the Company after providing for income tax amounted to \$ 2,076 (2021: \$ 1,712).

### Significant changes in state of affairs

The APF WA Branch has a joint membership agreement with the Principals' Federation of Western Australian (PFWA) which gained registration in the WA Industrial Relations Commission in December 2014. The membership of the APF WA Branch has increased during this reporting period and it is anticipated this will continue in the next operating period.

### Related parties

Apart from the joint membership agreement with the PFWA, APF WA Branch does not have any relationships with any other organisation.

### Right to resign

A members' right to resign is regulated by Section 174 of the *Fair Work (Registered Organisations) Act 2009* and is covered by Rule 12 which provides *inter alia* that a member may resign by written notice addressed and delivered to the President.

# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Operating Report

30 June 2022

### **Officers and employees who are superannuation fund trustee(s) or director of a company that is superannuation fund trustee**

The APF WA Branch has no officers or members who are trustees of a superannuation entity or of an exempt public sector superannuation scheme or as a director of a company that is a trustee of such an entity or scheme.

### **Officers and employees who are directors of a company or member of a board**

The APF WA Branch has no officers or employees who are directors of a company or member of a board.

### **Number of members**

The number of members of the APF WA Branch in the reporting period was 647 (2021: 586).

### **Number of employees**

The APF WA Branch had no employees in the reporting period.

### **Events after the reporting date**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Company, the results of those operations or the state of affairs of the Company in future financial years.

Signed in accordance with a resolution of the Committee of Management:



Committee member: .....

Bevan Ripp

Dated this 9<sup>th</sup> day of December 2022

# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Committee of Management Statement 30 June 2022

On 7 December 2022 the Committee of Management of The Australian Principals Federation Western Australia Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2022.

The Committee of Management declares that in its opinion:

- a) the financial statements and notes comply with the Australian Accounting Standards;
- b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (registered Organisations) Act 2009* (the RO Act);
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- e) during the financial year to which the GPFR relates and since the end of that year:
  - i. meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
  - iv. where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - v. where information has been sought in any request of a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
  - vi. where any order of inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

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



Committee member: .....  
Bevan Ripp

Dated this 9<sup>th</sup> day of December 2022

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Statement of Comprehensive Income For the Year Ended 30 June 2022

		2022	2021
		\$	\$
<b>Income</b>			
Membership subscriptions (PFWA)	4	6,350	5,620
Capitation fees and other revenue from another reporting unit	5	-	-
Levies	6	-	-
Revenue from recovery of wages activity	7	-	-
Grants or donations	8	-	-
Income recognised from volunteer services		-	-
Annual general meeting income		-	-
Interest received	4	1	2
Other revenue		-	-
		<hr/> <b>6,351</b>	<hr/> <b>5,622</b>
<b>Expenditure</b>			
Employee expenses	9	-	-
Capitation fees and other expense to another reporting unit	9	(3,175)	(2,810)
Affiliation fees	9	-	-
Administration expenses	9	-	-
Grants or donations	9	-	-
Depreciation	9	-	-
Legal costs	9	-	-
Audit fees	17	(1,100)	(1,100)
Travel and entertainment		-	-
Meeting expenses		-	-
Fees and allowances		-	-
Penalties under the RO Act	9	-	-
		<hr/> <b>2,076</b>	<hr/> <b>1,712</b>
<b>Profit before income tax</b>		<b>2,076</b>	<b>1,712</b>
Income tax expense	2(c)	-	-
		<hr/> <b>2,076</b>	<hr/> <b>1,712</b>
<b>Profit for the year</b>		<b>2,076</b>	<b>1,712</b>
<b>Other comprehensive income for the year, net of tax</b>		<hr/> <b>-</b>	<hr/> <b>-</b>
<b>Total comprehensive income for the year</b>		<hr/> <b>2,076</b>	<hr/> <b>1,712</b>

The accompanying notes form part of these financial statements.



## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Statement of Financial Position As At 30 June 2022

	Note	2022 \$	2021 \$
<b>ASSETS</b>			
CURRENT ASSETS			
Cash	10	9,201	7,125
Trade and other receivables	11	-	-
TOTAL CURRENT ASSETS		<u>9,201</u>	<u>7,125</u>
NON-CURRENT ASSETS			
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u><b>9,201</b></u>	<u><b>7,125</b></u>
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade payables	12	-	-
Employee provisions	13	-	-
Other payables	14	-	-
TOTAL CURRENT LIABILITIES		<u>-</u>	<u>-</u>
NON-CURRENT LIABILITIES			
Employee provisions	13	-	-
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u><b>9,201</b></u>	<u><b>7,125</b></u>
<b>EQUITY</b>			
Retained earnings	15	<u>9,201</u>	<u>7,125</u>
TOTAL MEMBERS' EQUITY		<u><b>9,201</b></u>	<u><b>7,125</b></u>

The accompanying notes form part of these financial statements.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Statement of Changes in Equity For the Year Ended 30 June 2022

2022

	<b>Retained Earnings</b>
	<b>\$</b>
<b>Balance at 1 July 2021</b>	<u>7,125</u>
Profit for the year	<u>2,076</u>
<b>Balance at 30 June 2022</b>	<u><u>9,201</u></u>

2021

	<b>Retained Earnings</b>
	<b>\$</b>
<b>Balance at 1 Junly 2020</b>	<u>5,413</u>
Profit for the year	<u>1,712</u>
<b>Balance at 30 June 2021</b>	<u><u>7,125</u></u>

The accompanying notes form part of these financial statements.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Statement of Cash Flows For the Year Ended 30 June 2022

	2022	2021
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from membership subscriptions	6,350	5,620
Other receipts from other reporting unit/controlled entity(s)	-	-
Interest received	1	2
Payments of capitation fees to the Federal Office	(3,175)	(2,810)
Payment to other suppliers	(1,100)	(1,100)
Other payments to other reporting unit/controlled entity(s)	-	-
Net cash provided by/(used in) operating activities	16 <u>2,076</u>	<u>1,712</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Net cash provided by/(used in) investing activities	<u>-</u>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Net cash provided by/(used in) financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash held	2,076	1,712
Cash at the beginning of the financial year	7,125	5,413
Cash and cash equivalents at end of financial year	10 <u>9,201</u>	<u>7,125</u>

The accompanying notes form part of these financial statements.

# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Notes to the Financial Statements For the Year Ended 30 June 2022

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# Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Notes to the Financial Statements For the Year Ended 30 June 2022

The financial report covers Australian Principals Federation (WA Branch) as an individual entity. Australian Principals Federation (WA Branch) is a not-for-profit entity, incorporated and domiciled in Australia.

The financial report was authorised for issue by the Committee of Management on 07 December 2022.

### 1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisations) Act 2009* (RO Act). For the purpose of preparing the general purpose financial statements, the Australian Principals Federation (WA Branch) is a not-for-profit entity. The financial statements are presented in Australian dollars.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

### 2 Summary of Significant Accounting Policies

#### (a) Comparative Amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### (b) Revenue Recognition

The Federation enters into various arrangements where it receives consideration from another party. These arrangements include consideration in the form of membership subscriptions.

The timing of recognition of these amounts as either revenue or income depends on the rights and obligations in those arrangements.

#### Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Company expects to receive in exchange for those goods or services.

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Company have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

Where the Federation has a contract with a customer, the Federation recognises revenue when or as it transfers control of goods or services to the customer.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

# Notes to the Financial Statements

## For the Year Ended 30 June 2022

### 2 Summary of Significant Accounting Policies (continued)

#### (b) Revenue Recognition (continued)

##### Capitation fees and other revenue from another reporting unit (continued)

The Federation accounts for an arrangement as a contract with a customer if the following criteria are met:

- the arrangement is enforceable; and
- the arrangement contains promises (that are also known as performance obligations) to transfer goods or services to the customer (or to other parties on behalf of the customer) that are sufficiently specific so that it can be determined when the performance obligation has been satisfied.

##### Interest income

Interest revenue is recognised on an accrual basis using the effective interest method.

#### (c) Income Tax

The Australian Principals Federation Western Australia Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT). The Federation is also exempt from Goods and Services Tax (GST).

#### (d) Goods and Services Tax (GST)

Australian Principals Federation (WA branch) is under the GST threshold therefore is not registered for GST.

#### (e) Impairment of assets

Assets are reviewed for impairment whenever events or changes in circumstances indicated that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

#### (f) Cash and cash equivalents

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts.

#### (g) Creditors and Borrowings

These amounts represent liabilities for goods and services provided to the Federation prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 2 Summary of Significant Accounting Policies (continued)

##### (h) Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

##### (i) Adoption of New Australian Accounting Standard Requirements

The accounting policies adopted are consistent with those of the previous financial year.

##### (j) Future Australian Accounting Standard Requirements

The Federation has assessed the impact of new standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period and is not expecting a significant impact on the financial statements .

#### 3 Critical Accounting Estimates and Judgments

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### 4 Revenue and other income

	2022	2021
	\$	\$
Revenue from contracts with customers		
- Membership subscriptions (PFWA)	6,350	5,620
	<u>6,350</u>	<u>5,620</u>

	2022	2021
	\$	\$
Other income		
- Interest received	1	2
	<u>1</u>	<u>2</u>

#### 5 Capitation fees and other revenue from another reporting unit

	2022	2021
	\$	\$
Capitation fees	-	-
	<u>-</u>	<u>-</u>

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 6 Levies

	2022	2021
	\$	\$
Levies	-	-
	-	-
	-	-

#### 7 Revenue from recovery of wages activity

	2022	2021
	\$	\$
Amounts recovered from employers in respect of wages	-	-
Interest received on recovered money	-	-
	-	-
	-	-

#### 8 Grants or donations

	2022	2021
	\$	\$
Grants	-	-
Donations	-	-
	-	-
	-	-

#### 9 Expenses

	2022	2021
	\$	\$
<b>Employee expenses</b>		
<b>Holder of Office:</b>		
Wages and Salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	-	-
<i>Subtotal employee expenses holders of office</i>	-	-
<b>Employees:</b>		
Wages and Salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	-	-
<i>Subtotal employee expenses employees other than office holders</i>	-	-
<b>Total employee expenses</b>	-	-



## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 9 Expenses (continued)

	2022	2021
	\$	\$
<b>Capitation fees and other expenses to other reporting unit</b>		
Capitation fees - Federal Branch (a)	3,175	2,810
	<u>3,175</u>	<u>2,810</u>
<b>Affiliation fees</b>		
Affiliation fees	-	-
	<u>-</u>	<u>-</u>
<b>Depreciation</b>		
Plant and equipment	-	-
Right-of-use assets	-	-
	<u>-</u>	<u>-</u>
<b>Legal costs</b>		
Litigation	-	-
Other legal matters	-	-
	<u>-</u>	<u>-</u>
<b>Administration expenses</b>		
Total paid to employers for payroll deductions of membership subscriptions	-	-
Compulsory levies	-	-
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	-	-
	<u>-</u>	<u>-</u>
<b>Grants or donations</b>		
Grants:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
	<u>-</u>	<u>-</u>
<b>Other expenses</b>		
Penalties - via RO Act or the Fair Work Act 2009	-	-
	<u>-</u>	<u>-</u>

- a) Capitation fees are not subject to GST as Australian Principals Federation (WA branch) is under the GST threshold and is not registered for GST.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 10 Cash

	2022	2021
	\$	\$
Cheque Account	9,201	7,125
	<u>9,201</u>	<u>7,125</u>

#### 11 Trade and other receivables

	2022	2021
	\$	\$
CURRENT		
Receivables from other reporting unit(s)	-	-
Less allowance for expected credit losses	-	-
	<u>-</u>	<u>-</u>

#### 12 Trade payables

	2022	2021
	\$	\$
CURRENT		
Payables to other reporting unit(s)	-	-
	<u>-</u>	<u>-</u>

#### 13 Employee provisions

	2022	2021
	\$	\$
<b>Office holders:</b>		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
<i>Subtotal employee provisions—office holders</i>	<u>-</u>	<u>-</u>
<b>Employees other than office holders:</b>		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
<i>Subtotal employee provisions—employees other than office holders</i>	<u>-</u>	<u>-</u>
<b>Total employee provisions</b>	<u>-</u>	<u>-</u>
Current	-	-
Non-current	-	-
<b>Total employee provisions</b>	<u>-</u>	<u>-</u>

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 14 Other payables

	2022	2021
	\$	\$
CURRENT		
Payable to employers for making payroll deductions of membership subscriptions	-	-
Legal costs		
Litigation	-	-
Other legal costs	-	-
	<u>-</u>	<u>-</u>

#### 15 Retained earnings

	2022	2021
	\$	\$
Retained earnings at the beginning of the financial year	7,125	5,413
Net profit for the year	2,076	1,712
<b>Retained earnings at end of the financial year</b>	<u><b>9,201</b></u>	<u><b>7,125</b></u>

#### 16 Cash Flow Information

##### (a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2022	2021
	\$	\$
Net profit for the year	2,076	1,712
Non-cash flows in profit	-	-
Changes in assets and liabilities	-	-
Cashflows from operations	<u>2,076</u>	<u>1,712</u>

##### (b) Cash flow information

	2022	2021
	\$	\$
<b>Cash outflows</b>		
Payment of capitation fees to Federal Office	(3,175)	(2,810)
	<u>(3,175)</u>	<u>(2,810)</u>

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 17 Auditors' Remuneration

	2022	2021
	\$	\$
Remuneration of the auditor JTP Assurance (2021: Complete Audit Pty Ltd), for:)		
- auditing the financial statements	1,100	1,100
- other services	-	-
	<u>1,100</u>	<u>1,100</u>

#### 18 Related Parties

There are no transactions between the Federation and committee members for the supply of goods or services other than in the normal relationship between the Federation and a member. Transactions between the Federation and committee members are on the same terms and conditions available to all other members.

#### 19 Financial Risk Management

The Federation is exposed to a variety of financial risks through its use of financial instruments.

The Federation's overall risk management plan seeks to minimise potential adverse effects due to the unpredictability of financial markets.

The most significant financial risks to which the Federation is exposed to are described below:

##### Specific risks

- Credit risk
- Market risk - interest rate risk

##### Financial instruments used

The principal category of financial instrument used by the Federation is:

- Cash at bank

	2022	2021
	\$	\$
<b>Financial assets</b>		
Cash	9,201	7,125
Trade and other receivables	-	-
<b>Total financial assets</b>	<u>9,201</u>	<u>7,125</u>
<b>Financial liabilities</b>		
Trade and other payables	-	-
<b>Total financial liabilities</b>	<u>-</u>	<u>-</u>

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 19 Financial Risk Management (continued)

##### Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in a financial loss to the Federation.

Credit risk arises from cash and cash equivalents, derivative financial instruments and deposits with banks and financial institutions, as well as credit exposure to wholesale and retail customers, including outstanding receivables and committed transactions.

The Federation has no significant concentration of credit risk with respect to any single counterparty or group of counterparties.

##### Interest rate risk

The Federation's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		No interest		Floating Interest Rate		Fixed Interest Rate Maturing				Total	
	Within 1 year		1 to 5 years		2022	2021	Within 1 year		1 to 5 years		2022	2021
	2022	2021	2022	2021			2022	2021	2022	2021		
	%	%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>												
Cash at Bank	0.1	0.1	-	-	9,201	7,125	-	-	-	-	9,201	7,125
Total			-	-	9,201	7,125	-	-	-	-	9,201	7,125
<b>Financial Liabilities</b>												
Creditors	-	-	-	-	-	-	-	-	-	-	-	-
GST Liabilities	-	-	-	-	-	-	-	-	-	-	-	-
Total			-	-	-	-	-	-	-	-	-	-

#### 20 Acquisition of Assets and Liabilities

No asset or liability has been acquired throughout the year as a result of:

- an amalgamation under Part 2 of Chapter 3, of the RO Act
- a restructure of the branches of the organization
- a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure
- a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1).

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Notes to the Financial Statements For the Year Ended 30 June 2022

#### 21 Additional Disclosures

There has been none of the following throughout the year or at year end:

- Expenses incurred as consideration for employers making payroll deductions of membership subscriptions
- Compulsory levies
- Payables incurred as consideration for employers making payroll deductions of membership subscriptions
- Legal costs payable
- No other fund required by the rules
- No receivable with another reporting unit
- No other revenue from another reporting unit
- No cash flows from another reporting unit and/or controlled entity
- No payments to a former related party of the reporting unit
- No fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch
- No transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- No revenue has been derived from undertaking recovery of wages activity during the reporting period.

Apart from the income disclosed, the Western Australian Branch does not receive any other kind of financial support from another reporting unit. The Branch does not provide any financial support to any other reporting unit.

#### 22 Administration of Financial Affairs

Name of entity providing service: Principals' Federation of Western Australia

Terms and conditions: Employees of the above entity undertake administration tasks free of charge.

#### 23 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which read as follows:

Information to be provided to members or Commissioner:

- a) A member of a reporting unit, or the Commissioner, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

## Notes to the Financial Statements

For the Year Ended 30 June 2022

### 23 Section 272 Fair Work (Registered Organisations) Act 2009 (continued)

- b) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- c) A reporting unit must comply with an application made under subsection (1).

### 24 Events Occurring After the Reporting Date

There has not been any matter or circumstance occurring subsequent to the end of the financial year that has significantly affected, or may significantly affect, the operations of the Federation, the results of those operations, or the state of affairs of the Federation in subsequent financial periods.

### 25 Statutory Information

The registered office and principal place of business of the Federation is  
Australian Principals Federation (WA Branch)  
106 Burswood Rd, Burswood  
WA 6100

## Australian Principals Federation (WA Branch)

ABN 37 880 629 199

### Report Required Under Subsection 255(2A) For the Year Ended 30 June 2022

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2022.

Categories of expenditures	2022 \$	2021 \$
Remuneration and other employment-related costs and expenses - employees	-	-
Advertising	-	-
Operating costs	4,275	3,910
Donations to political parties	-	-
Legal costs	-	-
<b>Total</b>	<b>4,275</b>	<b>3,910</b>



Committee member: .....

Bevan Ripp

Dated this 9<sup>th</sup> day of December 2022



**AUSTRALIAN PRINCIPALS FEDERATION (WA BRANCH)  
ABN 37 880 629 199**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN PRINCIPALS FEDERATION  
(WA BRANCH)**

**Report on the audit of the financial report**

**Opinion**

We have audited the accompanying financial report of Australian Principals Federation (WA branch), which comprises the statement of financial position as at 30 June 2022, 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, the committee of management statement and the subsection 255(2A) report.

In our opinion the financial report of Australian Principals Federation (WA branch) is in accordance with *Fair Work (Registered Organisations) Act 2009* (RO Act), including:

- (a) giving a true and fair view of the reporting unit's financial position as at 30 June 2022 and of its performance for the year ended on that date; and
- (b) complying with Australian Accounting Standards and Interpretations and any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (RO Act).

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibility for the Audit of the Financial Report* section of our report. We are independent of the reporting unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Other Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of Management is responsible for the other information. The other information comprises the information included in the reporting unit's operating report for the year ended 30 June 2022 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of those charged with governance for the Financial Report**

The Committee of Management of the reporting unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and Interpretations and the *Fair Work (Registered Organisations) Act 2009* (RO Act) and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the reporting unit's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the reporting unit or to cease operations, or has no realistic alternative but to do so.

The Committee of Management is responsible for overseeing the reporting unit's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the reporting unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee of management.
- Conclude on the appropriateness of the committee of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the reporting unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the reporting unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the reporting unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the reporting unit audit. I remain solely responsible for my audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

I declare that I am an auditor registered under the RO Act 2009.

#### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of section 257(7) of the RO Act, I am required to describe any deficiency, failure or shortcoming in respect of the matters referred to in section 252 and 257(2) of the RO Act.

*JTP Assurance*  
JTP Assurance  
Chartered Accountants

*Sam Claringbold*  
SAM CLARINGBOLD  
Partner

**Signed at Melbourne this 14<sup>th</sup> day of December 2022**

**RO Act Registration number: AA2021/41**

**ASIC Registration Number: 339238**

**Professional Organisation: The Institute of Chartered Accountants in Australia**

**Professional Membership Number: 41105**