



6 November 2024

Tina King
President
Australian Principals Federation - Victorian Branch

Sent via email: jbenison@apf.net.au

CC: danielle@completeaudit.com.au

Dear Tina King

**Australian Principals Federation - Victorian Branch
Financial Report for the year ended 30 June 2024 – FR2024/164**

I acknowledge receipt of the financial report for the year ended 30 June 2024 for the Australian Principals Federation - Victorian Branch (the reporting unit). The documents were lodged with the Fair Work Commission (the Commission) on 25 October 2024.

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

I make the following comments to assist you when you next prepare a financial report. The Commission will confirm these matters have been addressed prior to filing next year's report.

Incorrect legislative references

Reference to Commissioner

The Commission has been the regulator for registered organisations since 6 March 2023. All references to the Registered Organisations Commission and Commissioner of the Registered Organisations Commission must be changed to the Fair Work Commission and General Manager of the Fair Work Commission.

I note that item e (v) of the Committee of Management Statement and Note 26 to the General Purpose Financial Report both refer to Commissioner instead of General Manager.

Reporting Requirements

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

The Commission recommends that reporting units use these model financial statements to assist in complying with the RO Act, the section 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 call 1300 341 665 or email regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission



Australian Principals Federation

Suite 311,
19 Milton Parade
Malvern
VIC 3144

Certificate for the period ended 30th June 2024– Australian Principals Federation

Victorian Branch

s.268 *Fair Work (Registered Organisations) Act 2009*

Certificate for the year ended 2023-2024

I, Tina King, being the President of the Australian Principals Federation Victorian Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Principals Federation Victorian Branch for the period ended *30th June 2024* 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 30th August 2024.
- that the full report was presented to and endorsed by a General Meeting of Members of the reporting unit on 18th *October 2024*, in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Tina King

Victorian Branch President

21st October 2024

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Financial Statements

For the Year Ended 30 June 2024

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

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Australian Principals Federation (Victorian Branch)

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Operating Report

30 June 2024

The committee of management presents its operating report for the reporting unit for the year ended 30th of June 2024.

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:

Name	Region	Sector
Kathie Arnold	South Eastern	Primary
Andrew Cock	North Eastern	Primary
Leban Toose	North Western	Primary
Suzanne Prendergast	South Western	Primary
Henryk Grossek	Statewide	Primary
Tina King	North Western	Primary
Michelle Wilson	South Western	Primary
Michael Jones	South Eastern	Primary
Margaret Staley (retired February 2024)	North Eastern	Primary
Johanna Walker	South Eastern	Secondary
Richard Minack (retired September 2023)	South Eastern	Secondary
Wendy Powson	North Eastern	Secondary
Kimberley Tempest	North Eastern	Secondary
Rod Kendall	South Western	Secondary
Graeme Forrester	North Western	Secondary
Meridith Walker	South Western	Secondary
Ann Stradford	Statewide	Secondary
John Mooney	Statewide	Comprehensive
Scott Diamond	Statewide	Comprehensive
Michelle Nunn	Co-opted	Primary
Bronwyn Morgan	Co-opted	Primary
Aaron Smith	Co-opted	Secondary
Aaron Cox	Co-opted	Primary

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

The principal activity of the Australian Principals Federation (APF) is to represent and advocate for the industrial rights of principals and assistant principals working in Victorian government schools.

The APF aims to support educational leaders by:

1. **Advocacy:** Representing the views and interests of Victorian leaders to government bodies, educational authorities, and the wider community.
2. **Industrial Representation:** Acting on industrial matters affecting members, including working conditions, remuneration, and employment rights.
3. **Support and Well-being:** Providing professional support, resources, and services to promote the health and well-being of school leaders.

Australian Principals Federation (Victorian Branch)

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Operating Report

30 June 2024

Principal activities (continued)

Support for Members

The APF's work in supporting its members encompasses two distinct areas:

1. **Employment-Related Matters:** This includes contracts of employment and renewal, classification, range, performance management, remuneration, and entitlements. These aspects constitute a significant portion of the support, advice, and advocacy provided.
2. **Responsibilities and Accountabilities:** This dimension pertains to the responsibilities and accountabilities of Principal Class Employees as outlined in Schedule B of their employment contracts, relevant legislative obligations, and Ministerial Orders. An ever-expanding scope of policy obligations and processes has led to a substantial increase in workload for Principal Class Employees. Schedule B, which traditionally delineates specific responsibilities, accountabilities, and performance expectations, has become redundant due to the changing and evolving role of school leaders. Additionally, there is overlap with other Department policies and legislative requirements. In response, the APF has collaborated with the Department to modernize Schedule B.

Focus Areas

The APF's primary focus lies in addressing the increasing complexity and demands related to both collective and individual member issues. Alongside providing effective advice and support, the APF offers representation in areas such as Work Cover, mediation, conflict resolution, conflict of interest, complaints advice and resolution, disciplinary action, performance management, and other related matters. Addressing workforce shortages and handling a rising volume of complaints and allegations against members now form the largest part of the APF's workload.

Challenges and Trends

During this reporting period, conflicts, particularly concerning the school community, have persisted. Principal Class Employees frequently undergo employer-initiated complaints processes, primarily due to challenges in managing parents or staff. Recently, a notable increase in complaints has originated from disgruntled school employees who oppose and resist changes mandated by the Department of Education.

Parental expectations for reasonable adjustments to support students have increased significantly. When these expectations are not met, parents frequently lodge complaints, often involving stakeholders outside the Department of Education. This trend reflects a growing and at times unrealistic demand for personalized educational accommodations, resulting in heightened scrutiny from external parties when these needs are perceived as unmet.

Often, a mismatch between the expectations of community members and the capacity of the school, and invariably the Principal, to meet and manage those expectations is the key cause of many complaints. There is often hesitation on the part of the employer to step in and protect school leaders from vexatious parents or staff. As a result, the APF frequently intervenes to mediate between the employer and employee, providing crucial support and advocacy for school leaders.

The APF has increasingly been required to support and advocate for the actions of the Principal Class when they are confronted, directly or indirectly, with bodies such as the Victorian Institute of Teaching, the Merit Protection Board, the Accident Compensation Conciliation Service, and other forums including the Victorian Equal Opportunity and Human Rights Commission and Fair Work Australia.

Principal Workload

Principal workload remains a persistent issue due to increasing administrative responsibilities, heightened accountability measures, and the need to meet diverse stakeholder expectations. The rise in parental demands for individualized student support, coupled with frequent policy changes and compliance requirements, adds to the burden. Additionally, principals face challenges in managing staff shortages, addressing disciplinary matters, and navigating complex community dynamics. The growing scrutiny from external bodies further exacerbates the pressure. These factors collectively contribute to an overwhelming workload, making it difficult for principals to focus on their core mission of leading and improving educational outcomes.

Australian Principals Federation (Victorian Branch)

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Operating Report 30 June 2024

Principal activities (continued)

Advocacy and Collaboration

The APF continues to advocate for urgent measures to alleviate the overwhelming workload faced by Principals and Assistant Principals. School leaders are grappling with increasingly unmanageable demands, which significantly impact their ability to effectively lead and support their schools. We have persisted in our efforts, collaborating with the Department and other key stakeholders to bring about concrete and lasting changes. Our goal is to ensure that school leaders have the necessary support to manage their extensive roles and responsibilities effectively, thereby enhancing the overall educational environment.

Organisational Development

Throughout the reporting period, the APF has continued to evolve and develop through its structures and organization. This includes meetings of the State Council, Executive, and Federal level. Membership support is provided directly and in-person throughout school and work locations across Victoria. Direct and regular contact with members occurs through phone and email contact and via a detailed and comprehensive newsletter each fortnight. Additionally, the APF social media platforms and website have been updated and renewed, proving to be much more effective and engaging for members.

Liaison and Influence

The APF continues to liaise and influence a range of outcomes for Principal Class Employees in relation to a myriad of matters arising from their roles and accountabilities. This involves regular meetings with the Minister, DE Secretary, Deputy Secretaries, Executive Directors, Regional Directors as the line managers of Principals, and through various stakeholder groups and forums.

Review of operations

The profit of the Federation after providing for income tax amounted to \$10,241 (2023: loss of \$32,554).

Changes in financial and operational affairs

Our membership in the reporting period continues to be stable. Retirements and new memberships are balanced. However, most new members join with an issue which impacts our resources to support members. Due to the increasing demand for our services and the limitation of membership fee increases in the last 2 years, there was a slight increase in membership fees as of 1st January 2024. The cost of a yearly membership increased by \$24, from \$768 to \$792.

Due diligence to and accountability for revenue and expenditure ensures we are working towards positive balances. Spending is stringent and based on necessity and need. The Executive and State Council ensure expenditure is within indicative budget amounts which are presented for consideration and endorsement at the end of each year and for the following year.

Related Parties

During the whole reporting period Councillors of the Victorian Principals Association (VPA) Kathy Arnold and Michelle Nunn also sat on the APF Victorian Branch Council.

Kathy Arnold serves as an elected member of the APF VIC Branch Council, with Michelle Nunn co-opted to the Council.

Australian Principals Federation (Victorian Branch)

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Operating Report

30 June 2024

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.

Trustee of Superannuation Entity

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

Number of Members

The number of financial members of the APF Victorian Branch as at 30 June 2024 was 694.

Number of Employees

The APF employs 2.2 (EFT) employees for the majority of the financial year. An Industrial Officer was appointed in January 2024 at a 0.6 capacity, to replace the previous Industrial Officer (0.6 EFT) due to retirement. The Federation also employs a full time President and a part-time Executive Officer (0.6 EFT).

A number of individuals serve as support officers for members, however these individuals are not directly employed by the APF.

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

Committee member:
Tina King 

Dated this 30th day of August 2024

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

**Committee of Management Statement
30 June 2024**

On 30 August 2024 the Committee of Management of The Australian Principals Federation passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2024.

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:
Tina King 

Dated this 30th day of August 2024

Australian Principals Federation (Victorian Branch)

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Statement of Comprehensive Income For the Year Ended 30 June 2024

		2024	2023
	Note	\$	\$
Income			
Membership subscriptions	4	476,023	464,450
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		-	-
Interest received	4	4,632	1,420
Annual general meeting income	4	18,712	11,514
		<u>499,367</u>	<u>477,384</u>
Expenditure			
Employee expenses	9	(408,306)	(427,362)
Capitation fees and other expense to another reporting unit	9	(3,155)	(3,045)
Affiliation fees	9	-	-
Occupancy expenses		(9,092)	(20,353)
Office expenses	9	(7,660)	(8,139)
Grants or donations	9	-	-
Depreciation	9	(23,307)	(19,276)
Finance expenses		(6,853)	(10,263)
Legal costs	9	-	-
Audit fees	18	(6,700)	(6,414)
Motor vehicle expenses		-	-
Meeting expenses	9	(23,272)	(15,080)
Travel and accommodation expenses	9	(781)	(6)
Professional development		-	-
Training		-	-
Loss on disposal		-	-
Fees and allowances		-	-
Penalties under the RO Act	9	-	-
		<u>(489,126)</u>	<u>(509,938)</u>
Loss before income tax		10,241	(32,554)
Income tax expense	2(d)	-	-
Loss for the year		10,241	(32,554)
Other comprehensive loss for the year, net of tax		-	-
Total comprehensive loss for the year		10,241	(32,554)

The accompanying notes form part of these financial statements.

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Statement of Financial Position

As At 30 June 2024

		2024	2023
	Note	\$	\$
CURRENT ASSETS			
Cash and cash equivalents	10	185,346	170,321
Prepayments		4,768	3,557
Trade and other receivables	11	3,755	2,200
TOTAL CURRENT ASSETS		193,869	176,078
NON-CURRENT ASSETS			
Property, plant and equipment	12	1,237	2,331
Right-of-use assets	16	104,769	72,521
TOTAL NON-CURRENT ASSETS		106,006	74,852
TOTAL ASSETS		299,875	250,930
CURRENT LIABILITIES			
Trade payables	13	17,410	31,643
Other payables	14	-	-
Lease liabilities	16	26,141	17,399
Employee provisions	15	36,223	23,909
TOTAL CURRENT LIABILITIES		79,774	72,951
NON-CURRENT LIABILITIES			
Lease liabilities	16	78,628	60,174
Employee provisions	15	26,625	13,198
TOTAL NON-CURRENT LIABILITIES		105,253	73,372
TOTAL LIABILITIES		185,027	146,323
NET ASSETS		114,848	104,607
EQUITY			
Retained earnings		114,848	104,607
TOTAL MEMBERS' EQUITY		114,848	104,607

The accompanying notes form part of these financial statements.

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Statement of Changes in Equity For the Year Ended 30 June 2024

2024

	Retained Earnings \$	Reserves \$	Total \$
Balance at 1 July 2023	104,607	-	104,607
Profit attributable to members of the parent entity	10,241	-	10,241
Balance at 30 June 2024	114,848	-	114,848

2023

	Retained Earnings \$	Reserves \$	Total \$
Balance at 1 July 2022	145,416	-	145,416
Loss attributable to members of the parent entity	(32,554)	-	(32,554)
Restatement of retained earnings for corrections of prior year errors	(8,255)	-	(8,255)
Balance at 30 June 2023	104,607	-	104,607

The accompanying notes form part of these financial statements.

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Statement of Cash Flows For the Year Ended 30 June 2024

	2024	2023
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from memberships	476,023	468,982
Receipt from other revenue	17,157	11,514
Other receipts from other reporting unit/controlled entity(s)	-	-
Payments to suppliers and employees	(451,425)	(462,565)
Payments of capitation fees to the Federal Office	(3,155)	(3,045)
Other payments to other reporting unit/controlled entity(s)	-	-
Interest received	4,632	1,420
Interest paid	(471)	(10,263)
Net cash used in operating activities	19 <u>42,761</u>	<u>6,043</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	-	(1,989)
Net cash used in investing activities	-	<u>(1,989)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Repayment of lease liabilities	(27,736)	(16,181)
Net cash used in financing activities	<u>(27,736)</u>	<u>(16,181)</u>
Net decrease in cash and cash equivalents held	15,025	(12,127)
Cash and cash equivalents at beginning of year	170,321	182,448
Cash and cash equivalents at end of financial year	10 <u>185,346</u>	<u>170,321</u>

The accompanying notes form part of these financial statements.

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements

For the Year Ended 30 June 2024

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Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements

For the Year Ended 30 June 2024

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

The financial report was authorised for issue by the Committee of Management on 30th of August 2024 .

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 (Victorian 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) Current versus non-current classification

The Federation presents assets and liabilities in the statement of financial position based on current/non-current classification.

An asset is current when it is:

- Expected to be realised or intended to be sold or consumed in the normal operating cycle;
- Held primarily for the purpose of trading;
- Expected to be realised within twelve months after the reporting period; or
- Cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period.

All other assets are classified as non-current.

A liability is current when:

- It is expected to be settled in the normal operating cycle;
- It is held primarily for the purpose of trading;
- It is due to be settled within twelve months after the reporting period; or

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Summary of Significant Accounting Policies (continued)

(b) Current versus non-current classification (continued)

- There is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period.

The terms of the liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

The Federation classifies all other liabilities as non-current.

(c) 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 Federation 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 Federation 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. 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.

Membership Subscriptions

For membership subscription arrangements that meet the criteria to be contracts with customers, revenue is recognised when the promised services transfer to the customer as a member of the Federation.

If there is only one distinct membership service promised in the arrangement, the Federation recognises revenue as the membership service is provided, which is typically based on the passage of time over the subscription period to reflect the Federation's promise to stand ready to provide assistance and support to the member as required.

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Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Summary of Significant Accounting Policies (continued)

(c) Revenue Recognition (continued)

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

For member subscriptions paid annually in advance, the Federation has elected to apply the practical expedient to not adjust the transaction price for the effects of a significant financing component because the period from when the customer pays and the services will transfer to the customer will be one year or less.

Income of The Australian Principals Federation as a Not-For-Profit Entity

Consideration is received by the Federation to enable the entity to further its objectives. The Federation recognizes each of these amounts of consideration as income when the consideration is received because, based on the rights and obligations in each arrangement:

- The arrangements do not meet the criteria to be contracts with customers because either the arrangement is unenforceable or lacks sufficiently specific promises to transfer goods or services to the customer; and
- The Federation recognition of the cash contribution does not give rise to any related liabilities.

Interest income

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

(d) Income Tax

The Australian Principals Federation Victorian 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) and the Goods and Services Tax (GST).

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

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

(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.

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Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Summary of Significant Accounting Policies (continued)

(f) Cash and cash equivalents

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) Trade and other receivables

Receivables are recognised initially at fair value and subsequently measured at amortised cost, less provision for doubtful debts. Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off.

(h) Property, plant and equipment

Asset Recognition Threshold

Purchases of plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Depreciation

Depreciable plant and equipment assets are written off to their estimated residual values over their estimated useful life using, in all cases, the diminishing value method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

Office Furniture and Equipment	10 – 25%
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Derecognition

An item of plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

(i) Trade and other payables

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. The legal fund amounts represent monies collected from members for legal support and industrial representation.

(j) Provisions

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

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Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Summary of Significant Accounting Policies (continued)

(j) Provisions (continued)

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the Federation in respect of services provided by employees up to reporting date.

(k) Leases

The Federation assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

The Federation as a lessee

The Federation applies a single recognition and measurement approach for all leases, except for short-term leases and leases of low-value assets. The Federation recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

Right-of-use assets

The Federation recognises right-of-use assets at the commencement date of the lease (i.e. the date the underlying asset is available for use). Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, and lease payments made at or before the commencement date less any lease incentives received. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

	2024	2023
Buildings	3 years	3 years

If ownership of the leased asset transfers to the Federation at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset. The right-of-use assets are also subject to impairment.

Lease liabilities

At the commencement date of the lease, the Federation recognises lease liabilities measured at the present value of lease payments to be made over the lease term. The lease payments include fixed payments (including in-substance fixed payments) less any lease incentives receivable, variable lease payments that depend on an index or a rate, and amounts expected to be paid under residual value guarantees. The lease payments also include the exercise price of a purchase option reasonably certain to be exercised by the Federation and payments of penalties for terminating the lease, if the lease term reflects the Federation exercising the option to terminate. Variable lease payments that do not depend on an index or a rate are recognised as expenses (unless they are incurred to produce inventories) in the period in which the event or condition that triggers the payment occurs.

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Summary of Significant Accounting Policies (continued)

(k) Leases (continued)

In calculating the present value of lease payments, the Federation uses the incremental borrowing rate. After the commencement date, the amount of lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term, a change in the lease payments (e.g., changes to future payments resulting from a change in an index or rate used to determine such lease payments) or a change in the assessment of an option to purchase the underlying asset.

Short-term leases

The Federation's short-term leases are those that have a lease term of 12 months or less from the commencement. Lease payments on short-term leases are recognised as expense on a straight-line basis over the lease term.

(l) 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.

(m) Adoption of New Australian Accounting Standard Requirements

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

(n) 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.

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

4 Revenue and other income

	2024	2023
	\$	\$
Revenue from contracts with customers		
- Membership subscriptions	476,023	464,450
Total Revenue	476,023	464,450

	2024	2023
	\$	\$
Other income		
- Annual general meeting income	18,712	11,514
- Interest received	4,632	1,420
Total other income	23,344	12,934

5 Capitation fees and other revenue from another reporting unit

	2024	2023
	\$	\$
Capitation fees	-	-
	-	-

6 Levies

	2024	2023
	\$	\$
Levies	-	-
	-	-

7 Revenue from recovery of wages activity

	2024	2023
	\$	\$
Amounts recovered from employers in respect of wages	-	-
Interest received on recovered money	-	-
	-	-

8 Grants or donations

	2024	2023
	\$	\$
Grants	-	-
Donations	-	-
	-	-

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

9 Expenses

	2024	2023
	\$	\$
Employee expenses		
Holder of Office:		
Wages and Salaries	185,616	184,902
Superannuation	20,418	19,490
Leave and other entitlements	11,686	996
Separation and redundancies	-	-
Other employee expenses	3,857	-
<i>Subtotal employee expenses holders of office</i>	<u>221,577</u>	<u>205,388</u>
Employees other than office holders:		
Wages and Salaries	151,755	193,533
Superannuation	16,279	19,763
Leave and other entitlements	14,056	8,678
Separation and redundancies	-	-
Other employee expenses	4,639	-
<i>Subtotal employee expenses employees other than office holders</i>	<u>186,729</u>	<u>221,974</u>
Total Employee Expenses	<u>408,306</u>	<u>427,362</u>
Capitation fees and other expenses to other reporting unit		
Capitation fees - Federal Branch	3,155	3,045
	<u>3,155</u>	<u>3,045</u>
Affiliation fees		
Affiliation fees	-	-
	<u>-</u>	<u>-</u>
Depreciation		
Plant and equipment	1,094	1,146
Right-of-use assets	22,213	18,130
	<u>23,307</u>	<u>19,276</u>
Legal costs		
Litigation	-	-
Other legal matters	-	-
	<u>-</u>	<u>-</u>
Administration expenses		
Total paid to employers for payroll deductions of membership subscriptions	-	-
Compulsory levies	-	-
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	23,272	15,080
Office expenses	7,660	8,139
Travel and accommodation expenses	781	6
	<u>31,713</u>	<u>23,225</u>

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

9 Expenses (continued)

	2024	2023
	\$	\$
Grants or donations		
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	-	-
	-	-
	-	-
Other expenses		
Penalties - via RO Act or the Fair Work Act 2009	-	-
	-	-

10 Cash and cash equivalents

	2024	2023
	\$	\$
Cash on hand	384	-
General Cheque Account	72,276	57,675
Term deposits	112,686	112,646
	185,346	170,321

11 Trade and other receivables

	2024	2023
	\$	\$
CURRENT		
Trade receivables	-	-
Provision for impairment	-	-
	-	-
Receivables from other reporting unit(s)	1,555	-
Less allowance for expected credit losses	-	-
	1,555	-
Other receivables:		
Accrued income	-	-
Rental bond	2,200	2,200
	2,200	2,200
Total trade and other receivables	3,755	2,200

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

12 Property, plant and equipment

	2024	2023
	\$	\$
Office Furniture & Equipment - Cost	25,593	25,593
Accumulated Depreciation	(24,356)	(23,262)
Net book value	1,237	2,331

Reconciliation of opening and closing plant and equipment

	2024	2023
	\$	\$
As at July 1		
Gross Book Value	25,593	20,998
Accumulated Depreciation	(23,262)	(19,691)
Net Book Value 1 July	2,331	1,307
Additions	-	1,989
Depreciation Expense	(1,094)	(1,146)
Restatement of prior period book value	-	181
Net Book Value 30 June	1,237	2,331
Net Book Value as of 30 June represented by:		
Gross Book Value	25,593	25,593
Accumulated Depreciation	(24,356)	(23,262)
Net Book Value 30 June	1,237	2,331

13 Trade payables

	2024	2023
	\$	\$
CURRENT		
Trade creditors	-	-
Payables to other reporting unit(s)	-	-
GST payable	1,015	3,228
Accrued expenses	6,200	6,200
PAYG Payable	7,108	11,862
Government parental leave funds	-	3,250
Superannuation payable	3,087	7,103
	17,410	31,643

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements

For the Year Ended 30 June 2024

14 Other payables

	2024	2023
	\$	\$
CURRENT		
Payable to employers for making payroll deductions of membership subscriptions	-	-
Legal costs		
Litigation	-	-
Other legal costs	-	-
	<u>-</u>	<u>-</u>

15 Employee provisions

	2024	2023
	\$	\$
Office holders:		
Annual leave	18,729	7,319
Long service leave	4,725	-
Separations and redundancies	-	-
Other	-	-
<i>Subtotal employee provisions - office holders</i>	<u>23,454</u>	<u>7,319</u>
Employees other than office holders:		
Annual leave	17,494	16,590
Long service leave	21,900	13,198
Separations and redundancies	-	-
Other	-	-
<i>Subtotal employee provisions - employees other than office holders</i>	<u>39,394</u>	<u>29,788</u>
Total employee provisions	<u>62,848</u>	<u>37,107</u>
Current	36,223	23,909
Non-current	26,625	13,198
Total employee provisions	<u>62,848</u>	<u>37,107</u>

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

16 Leases

Set out below are the carrying amounts of the right-of-use asset recognised:

Right-of-use assets

	Buildings \$
Year ended 30 June 2024	
Balance at beginning of year	72,521
Additions	54,461
Depreciation expense	<u>(22,213)</u>
Balance at end of year	<u><u>104,769</u></u>

	Buildings \$
Year ended 30 June 2023	
Balance at beginning of year	90,651
Additions	-
Depreciation expense	<u>(18,130)</u>
Balance at end of year	<u><u>72,521</u></u>

Lease liabilities

Set out below are the carrying amounts of lease liabilities and the movements during the period:

	2024 \$	2023 \$
As at 1 July	77,573	93,754
Additions	54,441	-
Accretion of interest	491	3,715
Payments	<u>(27,736)</u>	<u>(19,896)</u>
As at 30 June	<u><u>104,769</u></u>	<u><u>77,573</u></u>
Current	26,141	17,399
Non-Current	<u>78,628</u>	<u>60,174</u>
Total lease liabilities	<u><u>104,769</u></u>	<u><u>77,573</u></u>

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements For the Year Ended 30 June 2024

16 Leases (continued)

Statement of Comprehensive Income

The following are the amounts recognised in profit or loss:

	2024	2023
	\$	\$
Depreciation expense of right- of-use assets	22,213	18,130
Interest expenses on lease liabilities	491	3,715
Total amount recognised in profit or loss	22,704	21,845

17 Reserves

(a) Legal Fund

(b) Movements

Member's subscriptions received	-	-
Reclassification to retained earnings	-	-
Balance 30 June	-	-

The legal fund contains member's subscriptions received to cover legal fees such as registration and member issues.

18 Auditors' Remuneration

	2024	2023
	\$	\$
Remuneration of the auditor, for:		
- auditing the financial statement	6,700	6,414
- other services	-	-
Total	6,700	6,414

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements For the Year Ended 30 June 2024

19 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:

	2024	2023
	\$	\$
Profit/(Loss) for the year	10,241	(32,554)
Non-cash flows in profit:		
- depreciation	23,307	19,276
- interest	471	
- restatement of retained earnings for corrections of prior period errors	-	(8,436)
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(1,555)	3,072
- (increase)/decrease in prepayments	(1,211)	1,460
- increase/(decrease) in trade and other payables	(14,233)	13,551
- increase in provisions	25,741	9,674
Cashflows from operations	<u>42,761</u>	<u>6,043</u>

(b) Cash flow information

	2024	2023
	\$	\$
Cash outflows		
Payment of capitation fees to Federal Office	3,155	3,045
	<u>3,155</u>	<u>3,045</u>

20 Related Parties

(a) Key management personnel compensation

	2024	2023
	\$	\$
Short-term employee benefits		
Salary (including annual leave taken)	197,302	184,902
Annual leave accrued	23,454	7,319
	<u>220,756</u>	<u>192,221</u>

(b) Transactions with 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.

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements

For the Year Ended 30 June 2024

21 Financial Support

Australian Principals Federation (Victorian Branch) has agreed to provide Australian Principals Federation (Federal Office) with financial support to ensure they can continue on a going concern basis. The form of financial support is provided via annual payment of set capitation fees.

The Branch is not, for the purpose of continuing as a going concern, reliant on and does not receive any other kind of financial support from any other reporting unit.

22 Employees

The APF employs 2.2 (EFT) employees for the majority of the financial year. An Industrial Officer was appointed in January 2024 at a 0.6 capacity, to replace the previous Industrial Officer (0.6 EFT) due to retirement. The Federation also employs a full time President and a part-time Executive Officer (0.6 EFT).

A number of individuals serve as support officers for members, however these individuals are not directly employed by the APF.

23 Acquisition of Asset 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).

24 Additional Disclosures

There are 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
- Another entity administer the financial affairs of the reporting unit
- No receivable or payable with another reporting unit
- No payment 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

Australian Principals Federation (Victorian Branch)

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Notes to the Financial Statements

For the Year Ended 30 June 2024

24 Additional Disclosures (continued)

- 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.

25 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 categories of financial instrument used by the Federation are:

- Trade receivables
- Cash at bank
- Trade and other payables
- Lease liabilities

	2024	2023
	\$	\$
Financial assets		
Cash and cash equivalents	185,346	170,321
Trade and other receivables	3,755	2,200
Total financial assets	189,101	172,521
Financial liabilities		
Trade and other payables	17,410	31,643
Lease liabilities	104,769	77,573
Total financial liabilities	122,179	109,216

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements

For the Year Ended 30 June 2024

25 Financial Risk Management (continued)

Liquidity risk

Liquidity risk arises from the Federation's management of working capital and the finance charges and principal repayments on its debt instruments. It is the risk that the Federation will encounter difficulty in meeting its financial obligations as they fall due.

The Federation manages its liquidity needs by carefully monitoring cash-outflows due in day-to-day business.

The table below reflects the undiscounted contractual maturity analysis for financial liabilities.

Financial liability maturity analysis - Non-derivative

	Weighted average		Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
	%	%	\$	\$	\$	\$	\$	\$	\$	\$
Financial liabilities due for payment										
Trade and other payables	-	-	17,410	31,643	-	-	-	-	17,410	31,643
Lease liabilities	4.30	4.30	26,141	17,399	78,628	60,174	-	-	104,769	77,573
Total contractual outflows			43,551	49,042	78,628	60,174	-	-	122,179	109,216

The timing of expected outflows is not expected to be materially different from contracted cashflows.

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.

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements

For the Year Ended 30 June 2024

25 Financial Risk Management (continued)

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		No interest		Floating Interest Rate		Fixed Interest Rate Maturing				Total	
	Effective Interest Rate		1 to 5 years				Within 1 year		1 to 5 years			
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
	%	%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Financial Assets												
Term Deposit	2.2	2.2	-	-	-	-	112,686	112,646	-	-	112,686	112,646
Cash at Bank	1.0	1.0	-	-	72,276	57,675	-	-	-	-	72,276	57,675
Receivables	-	-	-	-	-	-	-	-	-	-	-	-
Loan	-	-	-	-	-	-	-	-	-	-	-	-
Total					72,276	57,675	112,686	112,646			184,962	170,321
Financial Liabilities												
Creditors			17,410	31,643	-	-	-	-	-	-	17,410	31,643
Commitment	-	-	-	-	-	-	-	-	-	-	-	-
			17,410	31,643							17,410	31,643

26 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 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.
- 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.
- A reporting unit must comply with an application made under subsection (1) .

27 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.

Australian Principals Federation (Victorian Branch)

ABN 57 322 696 251

Notes to the Financial Statements

For the Year Ended 30 June 2024

28 Statutory Information

The registered office and principal place of business of the company is
Australian Principals Federation (Victorian Branch)
Suite 311/19 Milton Parade, Malvern
VIC 3144

Australian Principals Federation (Victorian Branch)

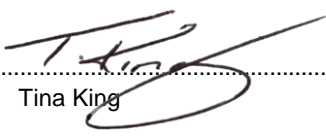
ABN 57 322 696 251

Report Required Under Subsection 255(2A) For the Year Ended 30 June 2024

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2024.

Categories of expenditures	2024 \$	2023
Remuneration and other employment-related costs and expenses - employees	408,306	427,362
Advertising	-	-
Operating costs	57,513	63,300
Donations to political parties	-	-
Legal costs	-	-
Other (Depreciation and Loss of disposal of assets)	23,307	19,276
Total	489,126	509,938

Committee member:


Tina King

Dated this 30th day of August 2024



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

COMPLETE AUDIT

PO Box 241 Varsity Lakes QLD 4227

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AUSTRALIAN PRINCIPALS FEDERATION (VICTORIAN BRANCH)

ABN 57 322 696 251

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

Report on the audit of the financial report

Opinion

We have audited the accompanying financial report of Australian Principals Federation (Victorian branch), which comprises the statement of financial position as at 30 June 2024, 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 (Victorian 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 2024 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 2024 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.

Authorised Audit Company

Registered Company Auditor

Approved SMSF Auditor

Liability limited by a scheme approved under Professional Standards Legislation



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

COMPLETE AUDIT

PO Box 241 Varsity Lakes QLD 4227

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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 skepticism 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.

Authorised Audit Company

Registered Company Auditor

Approved SMSF Auditor

Liability limited by a scheme approved under Professional Standards Legislation



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

COMPLETE AUDIT

PO Box 241 Varsity Lakes QLD 4227

0408 310 882

danielle@completeaudit.com.au

- 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.

Signed by Danielle Ewart

For and on behalf of Complete Audit Pty Ltd

Signed at Varsity Lakes, Queensland this 30th day of

August 2024

RO Act Registration number: AA2017/218

Complete Audit Pty Ltd is an Authorised Audit Company

Member of the Institute of Chartered Accountants in Australia and New Zealand holding a

current Public Practice Certificate

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