



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Jeremy Magee
Systems and Finance Manager
Aged & Community Service Association of NSW & ACT Inc
Level 1, 391 Liverpool Road
ASHFIELD NSW 2131

Dear Mr Magee,

Re: Lodgement of Financial Returns for year ended 30 June 2001 (FR2002/33)

Receipt is acknowledged of the above-mentioned financial return, lodged in the Registry on 7 February 2002.

These documents have now been filed.

I would however draw your attention to the following matters that you will need to consider when preparing future returns:

A notice to members is required to be included in the accounts to draw attention to sub-sections (1), (2) and (3) of section 274 of the *Workplace Relations Act 1996*. These statements concern information that is to be provided upon application by members of the organisation or a Registrar.

It is a requirement under the Workplace Relations Regulation 108 (a)(vi) that separate figures be given in the Income and Expenditure statement for salaries for officials and employees.

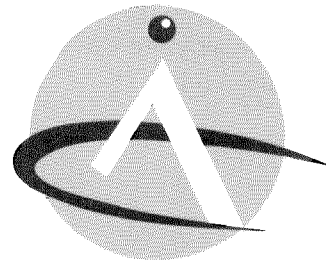
Regulation 109(1)(d) requires the Committee of Management Certificate, or in your organisations' case the Council of Management Report makes a statement to the effect that the organisation has complied with the requirements of the Act in "respect of the financial year immediately preceding the financial year to which the accounts relate".

Should you wish to discuss any matter further, please contact me on (02) 8374 6516.

Yours sincerely,

Robin Godfrey
Assistant Manager, NSW Registry

11 March 2002



**Aged & Community Services
Association of NSW & ACT
Incorporated**

Level 1, 391 Liverpool Road
Ashfield NSW 2131
(access via Beatrice Street)

TEL 02 9799 0900 • 1800 424 770

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EMAIL mail@agedservices.asn.au

WEB www.agedservices.asn.au

ABN 13 737 853 254



Mr Robin Godfrey
Statutory Service Branch
Australian Industrial Registry
Level 8 Terrace Towers
80 William St
East Sydney NSW 2011

6 February 2002

Dear Mr Godfrey,

As discussed please find enclosed :

A copy of ACS's Annual Report reporting for year 2000-2001.

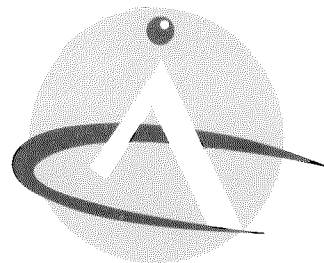
ACS's Secretaries Certificate

A statutory Declaration by ACS's Secretary re Offices, Office Holders, registry of membership and ACS address as required by the Act.

If you have any queries please contact me on 02 97990900. Thank you.

Yours sincerely

Jeremy Magee
Systems & Finance Manager ASA.



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SECRETARY'S CERTIFICATE

I, John Ireland certify that the copies of the Auditors Report, accounts and statements of the Aged Services Association of NSW & ACT Inc. (Now known as the Aged & Community Services Association of NSW & ACT Incorporated) are copies of the documents that were supplied to members on 23rd Oct 2001 and presented to the meeting of committee of management held on the 4th Dec 2001.

Yours faithfully,



(Signature)

Mr. John Ireland (Name)

Honorary Secretary/Treasurer, Aged & Community Services Association of NSW & ACT Incorporated. (Position)

5 / 2 / 2002 (Date)

ASA Financial Report 2000 / 2001

Aged Services Association of NSW & ACT Inc.
and Aged Services Association of NSW (Industrial)

Financial Statements

Year Ended 30 June 2001

Notice to Members

Subsections (1) and (2) of section 512 of the Industrial Relations Act 1991 provide as follows:

- s.512 (1)** A member of an organisation, or the Industrial Registrar, may apply to the organisation for specific information prescribed by the regulations in relation to the organisation.
(Industrial Relations Regulation 1992, clause 60)
- (2)** An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

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PAUL SADLER

Report by Executive Director

In the opinion of the Executive Director and in accordance with the Rules of the Aged Services Association of NSW & ACT Inc., I report as follows:

- 1** The following accounts show a true and fair view of the financial affairs of the Association as at 30 June 2001 and of its surplus for the year then ended.
- 2** A record has been kept of all moneys collected from members of the Association and all moneys so collected have been credited to the bank accounts of the Association.
- 3** Before any expenditure was incurred by the Association, approval for such expenditure was obtained.
- 4** If any payment was made out of any fund for a purpose other than the purpose for which the fund was operated, such payment was approved.
- 5** No loans or other financial benefits were granted to persons holding office in the Association.
- 6** The register of members of the Association was maintained in accordance with the Workplace Relations Act 1996.

The Association at the end of the Financial year had 314 members.

Paul Sadler

PAUL SADLER
EXECUTIVE DIRECTOR

DATED 9 OCTOBER 2001



Aged & Community Services
Association of NSW & ACT
Incorporated

Report by the Council of Management

In the opinion of the Council of Management and in accordance with the Rules of the Aged Services Association of NSW & ACT Inc., we report as follows:

- 1** The following accounts show a true and fair view of the financial affairs of the Association at 30 June 2001 and of its surplus for the year then ended.
- 2** During the financial year to which the accounts relate, meetings of the Council of Management were held in accordance with the Rules of the Association.
- 3** During the financial year to which the accounts relate, records of the Association or other documents have been made available to members of the Association as required, in accordance with any law or the Rules of the Association.

This report is made in accordance with a resolution of the Council of Management and is signed for and on behalf of the Council by:



JOHN COWLAND



JOHN IRELAND

JOHN COWLAND

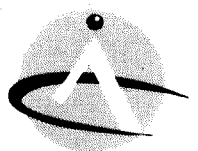
PRESIDENT

DATED 11 OCTOBER 2001

JOHN IRELAND

HONORARY SECRETARY / TREASURER

DATED 10 OCTOBER 2001



Aged & Community Services
Association of NSW & ACT
Incorporated

Independent Audit Report to the Members

SCOPE

We have audited the financial report, being a special purpose financial report, of the Aged Services Association of NSW & ACT Inc. being the Income and Expenditure Statement, Balance Sheet and Notes to the Financial Statements for the Year Ended 30 June, 2001.

The Council of Management is responsible for the Financial Report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporation Act 1984 (NSW) and are appropriate to meet the needs of the members.

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Aged Services Association of NSW & ACT Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act 1984 (NSW). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and significant accounting estimates.

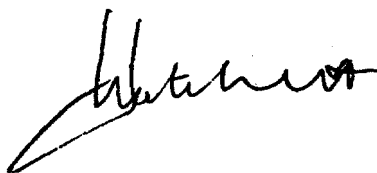
These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1 to the accounts so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

AUDIT OPINION

In our opinion:

- A** The financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the Aged Services Association of NSW & ACT Inc. as at 30 June 2001 and the results of its operations for the year then ended.
- B** The Association maintained satisfactory accounting records in relation to the year ended 30 June 2001 including records of the sources and nature of income (including income from members) and records of the nature and purposes of the expenditure of the Association.
- C** We were provided with all the information and explanations as requested from the officers or employees of the Association.



BYRONS

CHARTERED ACCOUNTANTS
62 BURWOOD ROAD, BURWOOD NSW

JEFFREY MATCHETT

PARTNER
REGISTERED COMPANY AUDITOR

DATED 11 OCTOBER 2001

Income and Expenditure Statement

Year Ended 30 June 2001

2000 / \$		2001 / \$
	INCOME	
1,097,391	Membership Fees – NSW	1,168,716
42,611	Membership Fees – Non NSW	37,230
0	Donations Received	1,000
2,150	Advertising	0
41,448	Interest Received	57,983
420,823	Education Services	725,590
65,541	Sale of Records and Publications	44,495
28,197	Miscellaneous Income	6,464
290	Hire Goodwin Room	0
7,649	Profit on Sale of Assets	718
73,168	ASA Consultancy	29,764
179,862	Project Income	77,266
24,956	Prior Period Adjustment	0
1,984,085	TOTAL INCOME	2,149,226
	EXPENDITURE	
724,090	Salaries and Wages	746,454
1,142	Long Service Leave Movement	<3,803>
23,487	Annual Leave Movement	<25,158>
31,685	Superannuation	41,737
92,635	Subscriptions	104,996
213,152	Education Programmes	406,356
38,094	Consultancies	16,987
5,792	Legal Expenses	7,103
1,620	Maintenance	1,931
42,808	Computer Operations	71,868
4,500	Auditors' Remuneration – Audit	5,000
9,940	Auditors' Remuneration – Other	8,329
107,257	Administration	38,142
<24,000>	Doubtful Debts Movement	0
1,713	Bad Debts	0
46,773	Occupancy	47,090
65,997	Telephones	67,202
167,025	Printing and Stationery	147,647
26,981	Postage	31,521
106,463	Travel	88,908
28,520	Insurance	28,414
6,034	Library	11,780
8,619	Staff Training and Development	6,963
52,447	Depreciation and Loss on Sale of Assets	46,819
63,103	Projects	81,653
1,845,879	TOTAL EXPENDITURE	1,977,939
138,206	Surplus / <Deficit>	171,287
401,382	Add Prior Years' Accumulated Surplus	539,588
539,588	Accumulated Surplus Carried Forward	710,875

Balance Sheet

Year Ended 30 June 2001

2000 / \$		2001 / \$
	CURRENT ASSETS	
728,236	Cash and Deposits – Note 2	904,807
193,967	Receivables – Note 3	86,662
922,203		991,469
	NON CURRENT ASSETS	
192,624	Property, Plant and Equipment – Note 4	222,797
1,114,827	TOTAL ASSETS	1,214,266
	CURRENT LIABILITIES	
466,932	Creditors and Borrowings – Note 5	424,045
108,307	Provisions – Note 6	79,346
575,239	TOTAL LIABILITIES	503,391
539,588	NET ASSETS	710,875
539,588	ACCUMULATED FUNDS	710,875

Notes to and forming part of the Financial Statements Year Ended 30 June 2001

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1984 (NSW). The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 1984 (NSW) and the following Australian Accounting Standards:

AAS 5 Materiality

AAS 8 Events Occurring After Reporting Date

AAS 30 Accounting for Employee Entitlements

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or expect where specifically stated, current valuations of non-current assets. The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are measured on the cost basis. The carrying amount is reviewed by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

DEPRECIATION

Depreciation is calculated on the straight-line basis so as to write off the net cost of each fixed asset during its effective working life. The depreciation rates used for each class of assets are:

• Motor Vehicles	10%
• Leasehold improvements	20%
• Office Equipment, Furniture and Fittings	20%
• Computers	33%

EMPLOYEE ENTITLEMENTS

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred.

REVENUE

Revenue from the sale of goods is recognised upon the delivery of goods to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. All revenue is stated net of the amount of goods and services tax (GST).

INCOME TAX

The Association is exempt from income tax.

Notes continued on page 8 >

Notes continued from page 7 >

Notes to and forming part of the Financial Statements Year Ended 30 June 2001

2000 / \$		2001 / \$
	NOTE 2: CASH	
728,236	Cash and Term Deposits	904,807
	NOTE 3: RECEIVABLES	
187,440	Trade Debtors	71,900
<5,000>	Provision for Doubtful Debts	<5,000>
11,527	Prepayments	19,762
0	Accrued Interest Receivable	0
193,967		86,662
	NOTE 4: PROPERTY PLANT & EQUIPMENT	
104,580	Motor Vehicles – at cost	160,948
5,989	Less Provision for Depreciation	14,868
98,591		146,080
91,280	Ashfield Leasehold Improvements – at cost	91,280
27,384	Less Amortisation of Leasehold Improvements	45,640
63,896		45,640
77,487	Office Equipment, Furniture and Fittings at cost	79,155
8,320	Less Provision for Depreciation	62,839
19,167		16,316
65,464	Computers at cost	65,979
54,494	Less Provision for Depreciation	51,218
10,970		14,761
192,624		222,797
	NOTE 5: CREDITORS & BORROWINGS	
126,933	Trade Creditors and Accrued Expenses	125,104
285,069	Subscriptions in Advance	171,763
39,843	Seminars in Advance	111,301
15,087	Project Funding Advanced	15,877
466,932		424,045
	NOTE 6: PROVISIONS	
84,692	Provision for Annual Leave	59,534
23,615	Provision for Long Service Leave	19,812
108,307		79,346
	NOTE 7: LEASING COMMITMENTS	
	Operating Lease Commitments for Rent of Premises and Computer Equipment	
45,460	Payable not later than one year	49,011
93,885	Payable not later than five years	49,393