



Australian Government
Australian Industrial Registry

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

Ref: FR2005/509-[133N]

Mr John Ireland
Honorary Secretary/Treasurer
Aged & Community Services Association of NSW
& ACT Incorporated
First Floor, 391 Liverpool Rd
ASHFIELD NSW 2131

Dear Mr Ireland

Financial Return - year ending 30 June, 2005

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

Attached to this letter are sample forms and checklists to help you prepare and lodge your documents in time. We recommend you give a copy of this letter to the accountant or auditor preparing your accounts and the audit report.

We are happy to comment on any draft documents you or your accountant/auditor prepare before they are finalised.

Review of last year's financial return

We suggest you review any correspondence you received from us about last year's return. If we referred to any deficiencies or omissions, please take them into account in preparing this year's documents. Last year we identified the following issues:

- Notice required by s272(5) – please include this – a copy is at Attachment E
- Operating Report – details of right of members to resign
- Auditor's opinion – auditor must express opinion on matters referred to in s257(5)

Legislation

This letter can only summarise the legislation. We strongly recommend your organisation and your accountant/auditor get a copy and refer to it when preparing your return. This is what you will need and where to find it:

- The *Registration and Accountability of Organisations Schedule* (Schedule 1B to the *Workplace Relations Act 1996*). We will call this the "RAO Schedule"¹. It is a part (or "schedule") of the Act but is numbered separately from rest of the Act. *Part 3 – Accounts*

¹ References in this letter are to the RAO Schedule unless otherwise stated

and audit of the RAO Schedule contains legislation on financial returns.

- The *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* – “the RAO Regulations”.
- the *Reporting Guidelines* issued by the Industrial Registrar – “the Guidelines”.

You can find the RAO Schedule and RAO Regulations under “Procedures and Legislation”, and the Guidelines under “Organisations”, on our website at www.airc.gov.au. You can also view and download full versions of the Act including the RAO Schedule and RAO Regulations from Comlaw at www.comlaw.gov.au.

Timeline Planner and Checklist

The RAO Schedule includes strict timelines for various steps in the reporting process. It is in the interest of your organisation and its officers to know these time limits. Failure to comply with statutory time limits may attract a civil penalty.

We have attached a *Timeline/Planner (Attachment A)* to help you **plan** your financial return and carry out all the necessary steps. We have also attached a *Document Checklist (Attachment B)* to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Guidelines.

In the following section we describe some of the documents your reporting unit² must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s *Reporting Guidelines*. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar’s *Reporting Guidelines* under section 255; and

Committee of Management Statement as required by the Guidelines (a sample Statement is at *Attachment C*)

² “Reporting Unit” is the term RAO uses to describe a body which has to prepare a financial return. If an organisation is divided into branches, each branch is a “reporting unit”.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information. The contents of the operating report are set out in s254 of the RAO Schedule and regulation 159 of the RAO Regulations.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the "first meeting". At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a *Committee of Management Statement*.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

The Full Report

Your reporting unit must provide free of charge to its members a copy of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report".

A Concise Report

Under certain circumstances, your reporting unit can provide members a more limited *concise report*. If your committee of management resolves to prepare a concise report, you must ensure the contents and format of the report are consistent with the RAO Schedule and RAO Regulations.

Providing the reports to members

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report on a website on the Internet dependent on:

- the extent of the accessibility of the members of the reporting unit to the Internet; and
- that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.
- both financial and unfinancial members should be able to access the report if published on the website

When does the report have to be provided to members?

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full or any concise report to members, the full report must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the report (see s266(3)), you may present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote the **Ref: FR number** at top left of the front page of this letter.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certificate is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. If the annual income of a reporting unit (where the reporting unit is the whole of the

organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association, the Industrial Registrar may grant a certificate reducing the reporting requirements.

If you think you might qualify for "reduced reporting", please contact us for more information and how to make an application for a certificate.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at riasydney@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries.

Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

25 August 2005

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Attachment B

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (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;
- (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 RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* *Where compliance or full compliance has not been attained - set out details of non compliance instead.*

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*², referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*³, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]*³ of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

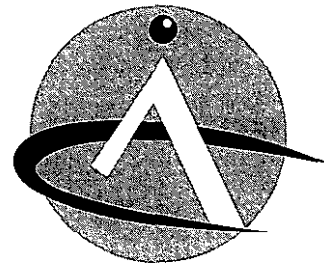
Attachment E

NOTICE REQUIRED BY s272(5) of the RAO Schedule

Your reporting unit must include the text of the Notice below in the Notes to the General Purpose Financial Report and in any Concise Report it prepares.

Information to be provided to members or Registrar

- (1) A member of a reporting unit, or a Registrar, 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.
- (2) 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.
- (3) A reporting unit must comply with an application made under subsection (1).



Aged & Community Services
Association of NSW & ACT
Incorporated

The Australian Industrial Registrar
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

Dear Sir,

Lodgement

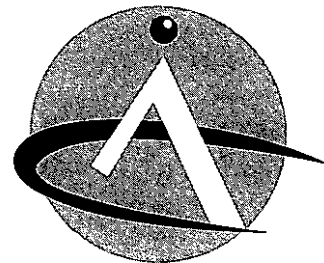
We lodge the Annual Financial Statement for the year ending 30th June 2005, together with the Secretary's Certificate and the full Annual Report to the members.

The Annual Return of Information will be lodged by 31st March 2006

Yours Faithfully

Robin Smith
Administration Manager
18 November 2005





Aged & Community Services
Association of NSW & ACT
Incorporated

The Registrar
Australian Industrial Registry
Statutory Service Branch
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

Dear Sir,

Declaration by Public Officer

I, Paul Sadler declare the advice of the organization's change of address, dated 2 November 2005, to be a correct statement of the changes made.

Yours Faithfully

Paul Sadler

Paul Sadler
CEO and Public Officer
18 November 2005



AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT

Certificate of Secretary or other Authorised Officer
(S268 of Schedule 1B Workplace Relations Act 1996)

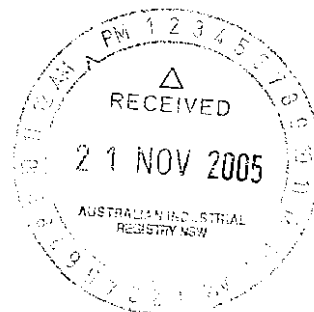
I John Ireland, being the Honorary Treasurer of the Aged and Community Services Association certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members by mail or email on 20th September 2005; and
- that the full report was presented to the Annual General Meeting of members of the reporting unit on 11th October 2005 in accordance with section 266 of the RAO Schedule.

Signature

Date:

18/11/05



ACS FINANCIAL REPORT 2004/2005



Aged and Community Services Association of NSW & ACT Inc.

Financial Statements Year Ended 30 June 2005



Aged & Community Services
Association of NSW & ACT
Incorporated

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Independent Audit Report

Scope

We have audited the financial report of the Aged and Community Services Association of NSW & ACT Inc. being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements for the Year Ended 30 June 2005. The Board is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Aged and Community Services Association of NSW & ACT Inc.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material mistakes. Our procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with accounting standards and other mandatory professional reporting requirements in Australia, 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 and its cash flows.

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

Audit Opinion

In our opinion,

- (a) The financial report presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, of the financial position of the Aged and Community Services Association of NSW & ACT Inc as at 30th June 2005 and the results of its operations and its cash flows.
- (b) The Association maintained satisfactory accounting records in relation to the year ended 30th June, 2005 including records of the sources and nature of income (including income from members) and records of the nature & 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.



JEFFREY MATCHETT
PARTNER
Registered Company Auditor
DATED: 7th September 2005

BYRONS CHARTERED
ACCOUNTANTS
62 Burwood Rd, Burwood NSW

Statement of Financial Performance

For the Year Ended 30 June 2005

	Note	2005 \$	2004 \$
Revenue from ordinary activities	2	2,732,000	2,423,859
Employee benefits expense		(1,204,480)	(1,077,425)
Education programs		(635,382)	(547,999)
Printing and stationery		(136,791)	(164,701)
Subscriptions		(152,568)	(126,135)
Travel		(104,913)	(96,847)
Computer operations		(54,215)	(84,035)
Depreciation expense		(60,530)	(67,490)
Operating lease expense		(55,296)	(53,293)
Telephone		(51,012)	(48,669)
Other expenses from ordinary activities		(244,315)	(148,968)
Net profit from ordinary activities	10	32,498	8,297

The accompanying notes form part of this financial report.

Statement of Financial Position

As at 30 June 2005

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets	4	1,268,614	1,152,515
Receivables	5	82,963	112,050
Other	6	34,263	0
TOTAL CURRENT ASSETS		1,385,840	1,264,565
NON-CURRENT ASSETS			
Property, plant and equipment	7	335,413	317,399
TOTAL NON-CURRENT ASSETS		335,413	317,399
TOTAL ASSETS		1,721,253	1,581,964
CURRENT LIABILITIES			
Payables	8	617,167	546,328
Provisions	9	120,905	105,041
TOTAL CURRENT LIABILITIES		738,072	651,369
NON-CURRENT LIABILITIES			
Provisions	9	89,841	69,753
TOTAL NON-CURRENT LIABILITIES	89,841	69,753	
TOTAL LIABILITIES		827,913	721,122
NET ASSETS		893,340	860,842
EQUITY			
Retained profits	10	893,340	860,842
TOTAL EQUITY		893,340	860,842

The accompanying notes form part of this financial report.



Statement of Cash Flows

For the Year Ended 30 June 2005

	Note	2005 \$	2004 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		1,903,435	1,095,453
Other		(61,137)	116,395
Payments to suppliers and employees		(1,711,785)	(1,443,121)
Interest received		85,559	72,176
Net cash provided by (used in) operating activities	13(b)	216,072	(159,097)
CASH FLOWS FROM INVESTING ACTIVITIES			
Fixed asset purchases		(262,609)	(326,818)
Proceeds on the sale of fixed assets		162,636	174,611
Net cash provided by (used in) investing activities		(99,973)	(152,207)
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash used in financing activities		-	-
Net increase/(decrease) in cash held		116,099	(311,304)
Cash at the beginning of the financial year		1,152,515	1,463,819
Cash at the end of the financial year	13(a)	1,268,614	1,152,515

The accompanying notes form part of this financial report.

Notes to the Financial Statements

For the Year Ended 30 June 2005

NOTE 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act 1984.

The Aged and Community Services Association of NSW & ACT Inc. is an association incorporated in New South Wales under the Associations Incorporation Act 1984.

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 & 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.



Notes to the Financial Statements for the Year Ended 30 June 2005

Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Association, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Association will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction in the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are 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 customer.

Income Tax

The Association is exempt from income tax.

Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or part of an item of expense. Receivables and Payables in the Statement of Financial Position are shown inclusive of GST.

Adoption of Australian Equivalents to International Financial Reporting Standards

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS). The adoption of IFRS will be reflected in the Association's financial statements for the year ending 30 June 2006. On first time adoption of IFRS, comparatives for the financial year 30 June 2005 are required to be restated. The majority of the IFRS transitional adjustments will be made retrospectively against retained earnings at 1 July 2004.

Notes to the Financial Statements for the Year Ended 30 June 2005

	2005 \$	2004 \$
NOTE 2: Revenue		
Operating activities		
- members subscriptions	1,364,263	1,262,546
- education services	1,051,827	969,536
- consultancy	55,743	29,034
- net project income	104,166	19,316
- sale of publications	51,943	63,582
- income from service contract	13,549	-
- other	4,950	4,620
	2,646,441	2,348,634
Non-operating activities		
- interest received	85,559	72,176
- net profit on disposal of plant and equipment	-	3,049
	85,559	75,225
Total Revenue	2,732,000	2,423,859

NOTE 3: Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

Expenses

Remuneration of auditor

- audit or review services	7,800	7,000
- other services	3,730	4,810
Total	11,530	11,810
Net loss on disposal of plant and equipment	21,429	0

NOTE 4: Cash Assets

Cash on hand	800	800
Cash at bank	214,392	60,009
Cash on deposit	1,053,422	1,091,706
	1,268,614	1,152,515

NOTE 5: Receivables

Trade debtors	88,963	117,050
Allowance for doubtful debts	(6,000)	(5,000)
	82,963	112,050

Notes to the Financial Statements for the Year Ended 30 June 2005

	2005 \$	2004 \$
NOTE 6: Other Assets		
Prepayments	34,263	0
	34,263	0

NOTE 7: Property, Plant and Equipment

Leasehold improvements - at cost	158,323	158,323
Less accumulated depreciation	(110,235)	(96,826)
	48,088	61,497
Office equipment, furniture and fittings - at cost	119,950	111,252
Less accumulated depreciation	(74,458)	(58,167)
	45,492	53,085
Motor vehicles - at cost	244,954	218,743
Less accumulated depreciation	(3,121)	(15,926)
	241,833	202,817
	335,413	317,399

(a) Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold Improvements \$	Office Equipment \$	Motor Vehicles \$	Total \$
Balance at the beginning of year	61,497	53,085	202,817	317,399
Additions	-	17,655	244,954	262,609
Disposals	-	(2,048)	(182,016)	(184,064)
Depreciation expense	(13,409)	(23,200)	(23,922)	(60,531)
Carrying amount at the end of year	48,088	45,492	241,833	335,413

NOTE 8: Payables

CURRENT

Trade creditors and accruals	156,652	184,740
Subscriptions received in advance	284,704	9,776
Seminars income received in advance	118,048	134,304
Project funding received in advance	57,763	217,508
	617,167	546,328

Notes to the Financial Statements for the Year Ended 30 June 2005

	2005 \$	2004 \$
NOTE 9: Provisions		
CURRENT		
Employee benefits	120,905	105,041
NON-CURRENT		
Employee benefits	89,841	69,753
Aggregate employee benefits liability	210,746	174,794
Number of employees at year end (Full time equivalents)	20	17

NOTE 10: Retained Profits

Retained profits at the beginning of the financial year	860,842	852,545
Net profit attributable to the Association	32,498	8,297
Retained profits at the end of the financial year	893,340	860,842

NOTE 11: Leasing Commitments**(a) Operating Lease Commitments**

Being for rent of office and telephone system

Payable:

- not later than 1 year	55,296	55,296
- later than 1 year but not later than 5 years	20,358	75,654
- later than 5 years	-	-
	75,654	130,950

The property lease is a non-cancellable lease with a three year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by CPI. An option exists to renew the lease at the end of the three year term for two additional terms of three years.

NOTE 12: Segment Reporting

The Association operates predominantly in one business and geographical segment, being in the not-for-profit aged and community services sector providing services to members in NSW and the ACT.



Notes to the Financial Statements for the Year Ended 30 June 2005

	2005 \$	2004 \$
NOTE 13: Cash Flow Information		
(a) Reconciliation of Cash		
Cash on hand	800	800
Cash at bank	214,392	60,009
Cash on deposit	1,053,422	1,091,706
	1,268,614	1,152,515

(b) Reconciliation of Net Cash provided by Operating Activities to Profit from Ordinary Activities

Profit from ordinary activities	32,498	8,297
Non-cash flows in profit from ordinary activities:		
Depreciation	60,530	67,490
Net profit on disposal of plant and equipment	21,429	(3,049)
Changes in assets and liabilities:		
(Increase)/Decrease in receivables	29,088	(61,667)
(Increase)/Decrease in Prepayments	(34,263)	0
Increase/(Decrease) in creditors, accruals and income in advance	70,838	(189,491)
Increase/(Decrease) in provisions	35,952	19,323
Net cash provided by operating activities	216,072	(159,097)

(c) The Association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the period

NOTE 14: Financial Instruments

(a) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association.

(b) Net Fair Values

The net fair values of assets and liabilities approximate their carrying value.

NOTE 15: Association Details

The principal place of business of the association is:

Aged and Community Services Association of NSW and ACT Inc.
Level 1, 391 Liverpool Road
Ashfield NSW 2131

Board of Directors' Statement



John Cowland,
ACS President

On 6th September 2005 the Board of Directors of the Aged and Community Services Association of NSW & ACT Inc. passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2005.

The Board declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (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;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the Board of Management were held in accordance with the rules of the organisation;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) no requests for information have been made by any member of the reporting unit, or the Registrar under section 272 of the RAO Schedule; and
 - (v) this report is made in accordance with a resolution of the Board made on 6th September 2005.

For the Board of Directors: John Cowland

Title of Office held: President

Signature:

A handwritten signature in dark ink that reads "John Cowland". The signature is written in a cursive, flowing style.

Date: 6th September 2005

Operating Report

On behalf of the Directors we submit the operating report for the year ending 30 June 2005.

Principal Activities

- The principal activities are detailed in the Annual Report provided to all members of the Association days prior to the Annual General Meeting.
- The principal activities are:
 1. Representing as the peak body and registered employers association, religious, charitable and community based not-for-profit providers of aged and community care services in NSW and ACT. ACS also offers services to for-profit organisations through its Industry Advice Scheme.
 2. Offering members a range of services, including policy and advice on best practice in the areas of industrial relations, human resource management, clinical care, organisational change and financial management. This covers the full range of issues for residential aged care, community care and retirement villages.
 3. Offering as a Registered Training Organisation an extensive training program, ensuring member organisations and their staff are able to upgrade skills and keep abreast of ongoing changes in aged and community care.
 4. Offering advice and encouragement to members to help them achieve best practice in compliance with the legislation governing aged and community care, including the Aged Care Act 1997, NSW Retirement Villages Act 1999 and ACT Code of Practice for Retirement Villages.
- There has been no significant change in the nature of the Association's principal activities from the previous year.

The following information is required to be disclosed in this report:

1. A report has been kept of all moneys collected of the Association and all moneys so collected have been credited to the bank accounts of the Association.
2. Before any expenditure was incurred by the Association, approval for such expenditure was obtained.
3. 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.
4. No loans or other financial benefits were granted to persons holding office in the Association.
5. The register of members of the Association was maintained in accordance with the Workplace Relations Act 1996.
6. The Association at the end of the financial year had 303 members.
7. During the financial year to which the accounts relate, meetings of the Board were held in accordance with the Rules of the Association.
8. 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.

• *Note to Members*

Section 272 of the RAO Schedule of the Workplace Relations Act 1996, requires the reporting entity to supply duly requested information to members.

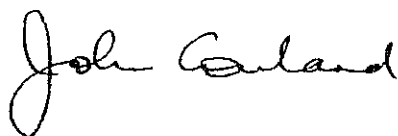
Operating Report

9. The Association had 22 employees at the end of the financial year.
10. The superannuation affairs of the Association are conducted by independent fund managers on behalf of the employees. No director, officer or member of the Association has any involvement with the Association's superannuation. Employees choose their own superannuation funds.
11. Members have the right to resign from the Association at any time, by furnishing written notice. This right means the Association rules meet the requirements of S174 of the Workplace Relations Act 1996.
12. Membership of the Board of Directors during the year were:

Board Member

Mr John Cowland (President)	Full 12 months
Mr John Ireland (Treasurer)	Full 12 months
Ms Carol Allen (Snr Vice-President)	Full 12 months
Mr Ian Wilson (Jnr Vice-President)	Full 12 months
Mr Bruce Alcorn	Resigned 17 th Feb. 2005
Ms Sue Irvine	Full 12 months
Mr Rex Leighton	Full 12 months
Mr Denis Byron	Full 12 months
Mr John Baremans	Full 12 months
Mr Elwyn Townsend	Full 12 months
Mr Errol Curran	Full 12 months
Dr June Heinrich	Full 12 months
Ms Pauline Armour	Full 12 months
Mr Michael Barry	Full 12 months
Ms Gillian McFee	Appointed 7 th June 2005
Ms Wendy Jeskie	Full 12 months

This report is made in accordance with a resolution of the Board made on 6th September 2005 and is signed for and on behalf of the Board by:



John Cowland
PRESIDENT
Dated 6th September 2005



Carol Allen
SENIOR VICE PRESIDENT
Dated 6th September 2005

ACS FINANCIAL REPORT 2004/2005



Aged & Community Services
Association of NSW & ACT
Incorporated



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Robin Smith
Administration Manager
Aged & Community Services Association of NSW & ACT Incorporated
PO Box 3124
RHODES NSW 2138

Dear Mr Smith

Financial Return - year ending 30 June 2005 (FR2005/509)

Thank you for lodging the above documents. The documents have been filed. However the reports depart in a number of minor ways from the requirements set out in the RAO Schedule and the Industrial Registrar's Guidelines. These departures are as follows.

Notice Required by s272(5) of the RAO Schedule

There is only a paraphrased reference to this titled "*Note to Members*" in italics after paragraph 8 of the Operating Report.

The notice must in future consist of the full text of subsections 272(1),(2) and (3) and preferably should be located either as a stand-alone Notice amongst the other Statements comprising the general purpose financial report (GPFR) or amongst the Notes to the Accounts.

Operating Report

Although the Operating Report includes the statement (set out under the heading "Principal Activities") that there was no significant change to the nature of the Association's *principal activities*, section 254(2)(b) also requires you to include a statement whether there was any significant change to the Association's *financial affairs*. Next year's report should contain this extra statement.

Board of Directors' Statement

This document should also have included a declaration concerning compliance with any orders of the Commission under section 273 of the RAO Schedule. (see the Industrial Registrar's Guidelines)

If there have been no orders under s273 requiring compliance, then the statement should be along the lines of "*no orders for inspection of the financial records have been made by the Commission under s273*". This statement should be added to next year's Board of Directors' Statement.

If you would like to discuss any of the above items or any other issues relating to the preparation of future financial documentation, please do not hesitate to contact me on (02) 8374 6509.

Yours sincerely

Stephen Kellett
for Deputy Industrial Registrar

2 December 2005