



FAIR WORK
AUSTRALIA

15 February 2010

Ms Jill Pretty
Chief Executive Officer and Public Officer
Aged & Community Services Association of NSW & ACT Incorporated
PO Box 3124
RHODES NSW 2138



Dear Ms Pretty

**Lodgment of Financial Statements and Accounts – Aged & Community Services Association
of NSW & ACT Incorporated - for year ended 30 June 2009 (FR2009/10040)**

Thank you for lodging the abovementioned financial statements and accounts which were received by Fair Work Australia on 10 February 2010.

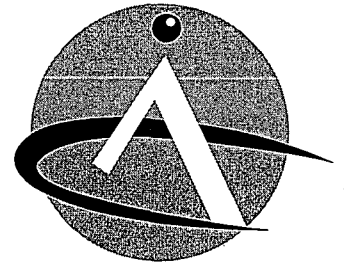
The documents have been filed but I take this opportunity to draw your attention to the following details.

The Auditor's report on page 13 did not explicitly state that the report presented fairly in accordance with Part 3 of Chapter 8 of the Act (now the *Fair Work (Registered Organisations) Act 2009*, formerly Schedule 1 of the *Workplace Relations Act 1996*) as required by s257(5) of the Act. You should bring this to the attention of the Auditor.

Your Certificate stated that the full report was both provided to members and presented to the general meeting on 13 October 2009. Section 265(5)(a) requires that a period of 21 days should elapse between providing a copy of the report to members and holding a general meeting for the purposes of s266 of the Act.

Yours sincerely,

Stephen Kellett
Statutory Services Branch
Fair Work Australia



Aged & Community Services
Association of NSW & ACT
Incorporated

Mr Stephen Kellett
Statutory Services Branch
Fair Work Australia
Level 8
80 William Street
EAST SYDNEY NSW 2011

Reference: - FR2009/10040



Dear Sir

Lodgement

Aged & Community Services Association of NSW & ACT Incorporated.

The Association, being a federal organisation, now lodges the following documents:

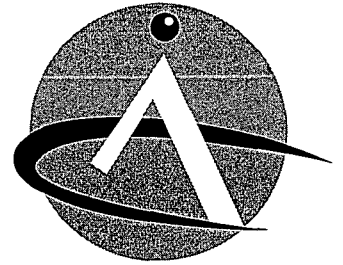
1. Audited Annual Financial Statement for the year ending 30th June 2009.
2. Certificate of authorised officer
3. Full Annual Report to the members

The Annual return of Information will be lodged by 31st March 2010.

Should you require any further information, please do not hesitate to contact this office.

Yours Faithfully

Jill Pretty
CEO and Public Officer
8 February 2010



Aged & Community Services
Association of NSW & ACT
Incorporated

Designated Officer's Certificate or other Authorised Officer

s268 Fair Work (Registered Organisations) Act 2009

I, Jill Pretty, being the CEO & Public Officer of the Aged & Community Services Association of NSW & ACT Incorporated certify:

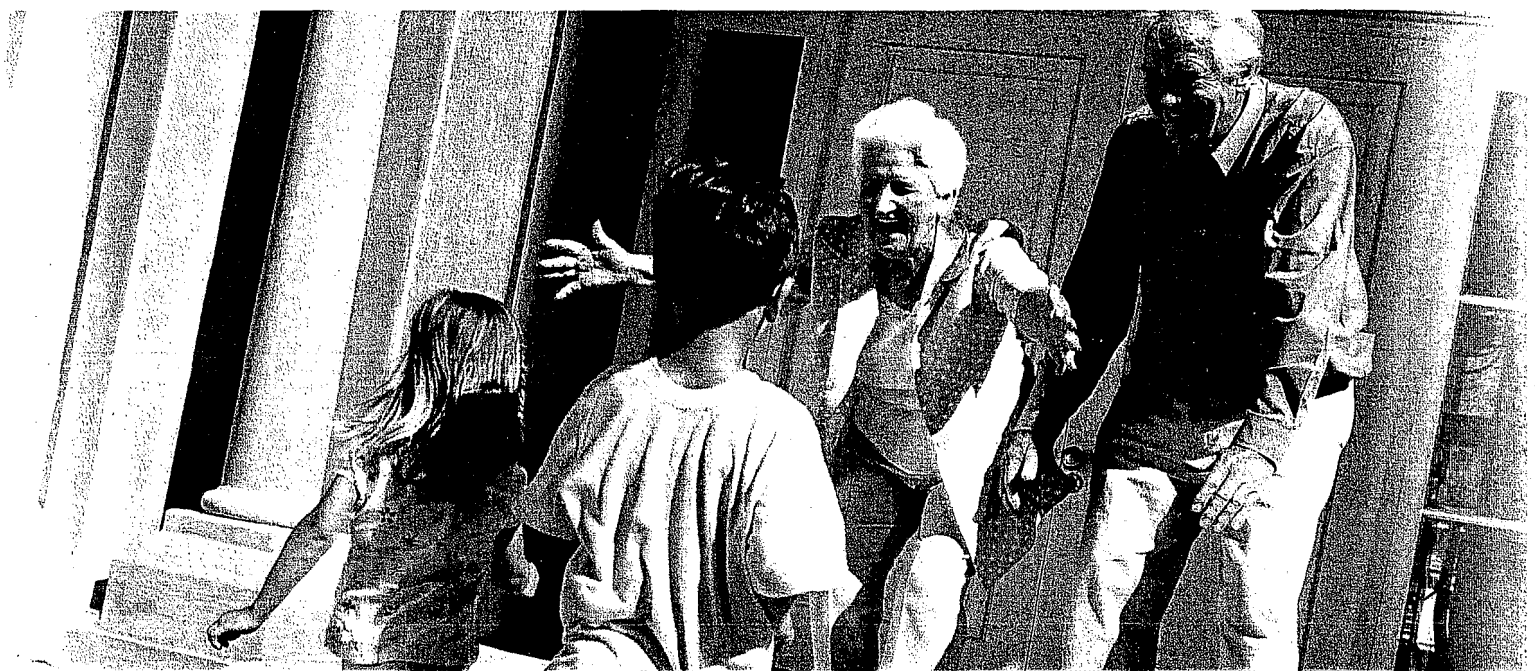
- that the documents lodged herewith are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on 13th October 2009; and
- that the full report was presented to a general meeting of members of the reporting unit on 13th October 2009; in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature

Jill Pretty.
8 February 2010




Aged & Community Services
Association of NSW & ACT



ACS | FINANCIAL REPORT 2008/09

solutions through empowerment

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www.agedservices.asn.au

Income Statement

FOR THE YEAR ENDED 30 JUNE 2009

	NOTE	2009 \$	2008 \$
Revenue	2	3,860,109	4,624,294
Expenses			
Staff costs		(1,560,345)	(1,966,124)
Administration and computer expenses		(248,184)	(254,602)
Consultancy		(51,835)	(14,918)
Depreciation and amortisation		(111,547)	(112,745)
Events		(249,763)	(1,143,989)
Learning Centre expenses		(253,570)	(369,560)
Office accommodation		(299,987)	(287,110)
Project expenses		(644,526)	(419,196)
Subscriptions		(185,729)	(202,559)
Other expenses		(251,194)	(252,912)
		(3,856,680)	(5,023,715)
Surplus (Deficit) before income tax		3,429	(399,421)
Income tax expense			
Surplus (Deficit) for the year		3,429	(399,421)

The accompanying notes form part of these financial statements.

Balance Sheet

AS AT 30 JUNE 2009

	NOTE	2009 \$	2008 \$
CURRENT ASSETS			
Cash and cash equivalents	5	2,217,334	1,870,647
Receivables	6	641,532	370,131
Total Current Assets		2,858,866	2,240,778
NON-CURRENT ASSETS			
Property, plant and equipment	7	245,759	337,148
Total Non-current Assets		245,759	337,148
TOTAL ASSETS		3,104,625	2,577,926
CURRENT LIABILITIES			
Payables	8	2,111,440	1,610,581
Provisions	9	187,600	167,061
Total Current Liabilities		2,299,040	1,777,642
NON-CURRENT LIABILITIES			
Provisions	9	16,221	14,349
Total Non-Current Liabilities		16,221	14,349
TOTAL LIABILITIES		2,315,261	1,791,991
NET ASSETS		789,364	785,935
EQUITY			
Retained earnings		789,364	785,935
TOTAL EQUITY		789,364	785,935

The accompanying notes form part of these financial statements.

Statement of Recognised Income & Expense

FOR THE YEAR ENDED 30 JUNE 2009

	Retained Earnings \$	Total \$
Balance as at 30 June 2007	1,185,356	1,185,356
Surplus (Deficit) for the year ended 30 June 2008	(399,421)	(399,421)
Balance as at 30 June 2008	785,935	785,935
Surplus (Deficit) for the year ended 30 June 2009	3,429	3,429
Balance as at 30 June 2009	789,364	789,364

Cash Flow Statement

FOR THE YEAR ENDED 30 JUNE 2009

	NOTE	2009 \$	2008 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		4,207,761	5,000,367
Payments to suppliers and employees		(3,951,523)	(4,419,637)
Interest received		111,569	119,607
Net cash flows from operating activities	13(b)	367,807	700,337
CASH FLOWS FROM INVESTING ACTIVITIES			
Fixed asset purchases		(33,690)	(199,579)
Proceeds on the sale of fixed assets		12,570	74,950
Net cash flows from investing activities		(21,120)	(124,629)
Net increase (decrease) in cash and cash equivalents		346,687	575,708
Cash and cash equivalents at the beginning of the financial year		1,870,647	1,294,939
Cash and cash equivalents at the end of the financial year	13(a)	2,217,334	1,870,647

The accompanying notes form part of these financial statements.

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009.

NOTE 1 | Statement of Accounting Policies

The financial report is a general purpose financial report prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the *Associations Incorporation Act 1984*. The financial report complies with all the Australian equivalents to International Financial Reporting Standards (AIFRS).

The financial report covers the Aged & Community Services Association of NSW & ACT Inc as an individual entity. The Association is incorporated in New South Wales under the *Associations Incorporation Act 1984*.

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.

BASIS OF PREPARATION

The financial report has been prepared on an accrual basis and is based on historical costs, modified by the revaluation of selected non-current assets where applicable, and financial assets and liabilities for which the fair value basis of accounting has been applied.

ACCOUNTING POLICIES

Property, Plant and Equipment

Property, plant and equipment are measured on the cost basis less accumulated depreciation and impairment losses. 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	20%
Leasehold improvements	20%
Office equipment, furniture & fittings	20%
Computer	33%

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

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, have been measured at the amounts expected to be paid when the liability is settled, plus related on costs. 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.

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.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts, should they exist, are shown within borrowings in current liabilities on the balance sheet.

Financial Instruments

The Association's financial instruments consist mainly of deposits with banks, accounts receivable and accounts payable. All financial instruments are measured at fair value after initial recognition at cost.

Impairment of Assets

At each reporting date, the Association reviews the carrying costs of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value less the costs to sell the value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

NOTE 1 | Statement of Accounting Policies (continued)

Where it is not possible to estimate the recoverable amount of the individual asset, the Association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

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.

Critical Accounting Estimates and Judgements

The Board members evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Association.

Key Estimates - Impairment

The Association assesses impairment at each reporting date by evaluating conditions specific to the group that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

NOTE 2 | Revenue

	2009 \$	2008 \$
Operating activities		
- Members subscriptions	1,643,625	1,609,749
- Courses income	539,546	510,587
- Events income	484,426	1,515,515
- Projects income	706,192	432,268
- Consultancy income	302,258	292,508
- Interest received	101,635	130,408
- Industrial services income	44,721	-
- Other revenue	37,706	133,259
	3,860,109	4,624,294

NOTE 3 | Expenses

Profit before income tax includes the following specific expenses:-

Rent	250,717	228,634
Depreciation of non-current assets	111,547	112,745
Remuneration of auditor		
- Assurance services	11,500	14,000
- Other services	96,037	-
	107,537	14,000
Net loss on disposal of plant and equipment	962	5,657

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

NOTE 4 | Key Management Personnel Compensation

The Directors of the Association do not receive any remuneration, but only reimbursement of expenses.

	2009	2008
	\$	\$

NOTE 5 | Cash and Cash Equivalents

Cash at bank and on hand	784,774	518,099
Cash on deposit	1,432,560	1,352,548
	2,217,334	1,870,647

Included in cash on deposit, are amounts totalling \$232,560 which have been lodged with the Association's bank as guarantees for rent and electronic transfers

NOTE 6 | Receivables

Trade receivables	491,487	259,900
Impairment of receivables	(9,152)	(10,000)
Other receivables	32,924	96,195
Prepayments	126,273	24,036
	641,532	370,131

(a) Ageing of receivables

Not past due	568,906	246,350
Past due 0-30 days	54,157	75,921
Past due 31-60 days	5,458	9,290
Past due 61 and over	13,011	38,570
	641,532	370,131

(b) Impairment of receivables

The movement in the provision for impairment of receivables during the year was as follows:

Balance at 1 July	10,000	7,628
Increase (decrease) in provision	(848)	2,372
Balance at 30 June	9,152	10,000

NOTE 7 | Property, Plant and Equipment

Leasehold improvements - at cost	67,460	67,460
Less accumulated depreciation	(65,849)	(58,348)
	1,611	9,112
Office equipment, furniture and fittings - at cost	342,146	334,687
Less accumulated depreciation	(249,235)	(192,796)
	92,911	141,891
Motor vehicles - at cost	236,655	241,044
Less accumulated depreciation	(85,418)	(54,899)
	151,237	186,145
	245,759	337,148

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

NOTE 7 | Property, Plant and Equipment (continued)

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	9,112	141,891	186,145	337,148
Additions	-	7,459	26,231	33,690
Disposals	-	-	(13,532)	(13,532)
Depreciation expense	(7,501)	(56,439)	(47,607)	(111,547)
Carrying amount at the end of year	1,611	92,911	151,237	245,759

	2009 \$	2008 \$
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NOTE 8 | Payables - Current

CURRENT

Trade payables and accruals	415,166	569,627
Liabilities to employees	152,733	144,676
Subscriptions received in advance	338,141	464,025
Project funding received in advance	1,042,746	252,527
Seminars income received in advance	100,864	98,479
Sponsorship received in advance	61,790	81,247
	2,111,440	1,610,581

NOTE 9 | Provisions

CURRENT

Long Service Leave		
Balance at beginning of year	187,061	110,000
Net movement in provisions during the year	20,539	57,061
Balance at end of year	187,600	167,061

NON-CURRENT

Long Service Leave		
Balance at beginning of year	14,349	10,000
Net movement in provisions during the year	1,872	4,349
Balance at end of year	16,221	14,349

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
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NOTE 10 | Capital and Leasing Commitments

Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalized in the financial statements

Payable:

- not later than 1 year	290,028	283,288
- later than 1 year but not later than 5 years	138,751	449,542
	428,779	732,830

(i) The property lease commenced in November 2005 and is a non-cancellable lease with a five 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 five year term for two additional terms of five years. The lease allows for subletting.

(ii) Various non-cancellable equipment rental agreements with remaining terms of approximately one to five years from year-end, with rent payable either monthly or quarterly in advance or arrears in equal instalments over the term of the agreements. At the end of the rental term an option exists to either return the goods or renew the agreements.

NOTE 11 | 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.

NOTE 12 | Fundamental Error

At 30 June 2008, the provision for long service leave had been calculated in accordance with the *Long Service Leave Act*. This has been found to be incorrect as the award under which the Association's employees are employed is more generous than the Act and this meant that the long service leave provision was materially understated. This fundamental error caused the net surplus of the Association and the long service leave provision to be understated by \$67,824. In accordance with the applicable Australian Accounting Standard, the 2008 comparatives have now been re-stated to reflect the correct long service leave provision and result.

Below are details of which account balances were affected, the balance as shown in the 2008 financial statements and the comparative amounts as now appearing in this year's financial statements

	Balance as per 2008 Financial Statements \$	Balance as per 2008 Restated Comparatives \$
Staff costs	1,898,300	1,966,124
Net deficit for the year	(331,597)	(399,421)
Provision - current	103,019	167,061
Provision - non current	10,567	14,349
Retained earnings	853,759	785,935

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
NOTE 13 Cash Flow Information		
(a) Reconciliation of Cash		
Cash at bank and on hand	784,774	518,099
Cash on deposit	1,432,560	1,352,548
	2,217,334	1,870,647

(b) Reconciliation of net profit after tax to net cash flows from operations		
Net profit after tax	3,429	(399,421)
<i>Adjustments for:</i>		
Depreciation	111,547	112,745
(Profit) loss on disposal of plant and equipment	962	5,657
<i>Changes in assets and liabilities:</i>		
(Increase) decrease in receivables	(271,401)	(155,999)
Increase (decrease) in trade and other payables	(154,461)	521,301
Increase (decrease) in employee liabilities	8,057	(4,576)
Increase (decrease) in income in advance	647,263	559,220
Increase (decrease) in provisions	22,411	61,410
Net cash from operating activities	367,807	700,337

(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 and Financial Risk Management

The Association's financial instruments consist mainly of deposits with banks, accounts receivable and accounts payable. The main purpose of non-derivative financial instruments is to raise finance for the Association's operations, which includes purchase of capital items. At 30 June 2009 the Association does not have any derivative instruments.

(a) Treasury Risk Management

Risk management is carried out by the executive management under policies approved by the Board. The Association's overall risk management program focuses on the maximisation of interest income whilst maintaining sufficient funds for normal operations.

(b) Price Risk

The Association is not exposed to price risk as it has no investments in equity securities or commodities.

(c) 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.

(d) Net Fair Values

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

(e) Interest Rate Risk

The Association has significant interest bearing assets, predominantly cash and cash equivalents. The Association'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, relates to the earning capacity of those interest bearing assets. The sensitivity of the Association to a change in the market interest rate is demonstrated as follows: should there have been an increase in interest rates of 1% per annum, the profit of the Association would have increased by an amount of \$22,173 based upon the carrying value of the interest bearing assets at the end of the financial year (2008: \$18,706). Should the interest rates decrease by 1% there would have been a decrease in the profit of the Association of \$22,173 (2008: \$18,706).

Notes to the Financial Statement

FOR THE YEAR ENDED 30 JUNE 2009

NOTE 14 | Financial Instruments and Financial Risk Management (continued)

The following table sets out the remaining contractual maturities of the Association's financial assets and financial liabilities as at the reporting date and the weighted average interest rate of those financial assets and liabilities:

	Less than 1 Year \$	Between 1 and 2 Years \$	Total \$	Weighted Average Effective Interest Rate %
Year ended 30 June 2009				
Financial assets				
<i>Non-Interest Bearing</i>				
Receivables	641,532	-	641,532	0.0%
	641,532	-	641,532	0.0%
<i>Floating rate</i>				
Cash assets	2,217,334	-	2,217,334	3.9%
	2,217,334	-	2,217,334	
Financial liabilities				
<i>Non-Interest bearing</i>				
Trade and other payables	2,111,440	-	2,111,440	0.0%
	2,111,440	-	2,111,440	
Year ended 30 June 2008				
Financial assets				
<i>Non-Interest Bearing</i>				
Receivables	370,131	-	370,131	0.0%
	370,131	-	370,131	0.0%
<i>Floating rate</i>				
Cash assets	1,870,647	-	1,870,647	7.5%
	1,870,647	-	1,870,647	
Financial liabilities				
<i>Non-Interest Bearing</i>				
Trade and other payables	1,610,581	-	1,610,581	0.0%
	1,610,581	-	1,610,581	

NOTE 15 | Association Details

The registered office and principal place of business of the association is:

Aged & Community Services Association of NSW and ACT Inc

Level 3, 9 Blaxland Road

Rhodes NSW 2138

Board of Directors Statement

FOR THE YEAR ENDED 30 JUNE 2009

On 1 September 2009 the Board of Directors of Aged & 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 30 June 2009.

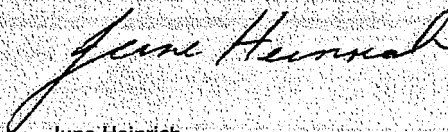
The Board declares in relation to the GPFR that in its opinion:

- (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 statement 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 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) there is only one reporting unit and there are no branches;
 - (v) no information or request has been made by a member of the reporting unit or by a Registrar duly under Section 272 of the RAO Schedule; and
 - (vi) no orders for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.
- (f) there has been no recovery of wages activity.

Signed on behalf of the Board in accordance with a resolution of directors:



Ian Wilson
President



June Heinrich
Vice President

Dated 1 September 2009

Independent Audit Report to the Members



OF AGED & COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC.

Report on the Financial Report

We have audited the accompanying financial report of the Aged & Community Services Association of NSW & ACT Inc which comprises the balance sheet as at 30 June 2009 and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the Board of Directors.

Directors' Responsibility for the Financial Report

The Directors of the Association are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Associations Incorporation Act NSW 1984*. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Directors, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion:

The financial report of the Aged & Community Services Association of NSW & ACT Inc is in accordance with the *Associations Incorporation Act NSW 1984* including:

- i. giving a true and fair view of the Association's financial position as at 30 June 2009 and of their performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Associations Incorporation Act NSW 1984*.

The Association maintained satisfactory accounting records in relation to the year ended 30 June 2009 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.

We were provided with all the information and explanations as requested from the officers or employees of the Association.

Stewart, Brown & Co.
Chartered Accountants
Level 2, Tower 1, 495 Victoria Avenue
Chatswood NSW 2067
Australia

R.M. Barnes - Partner
Dated 1 September 2009

Liability limited by a scheme approved under Professional Standards Legislation

Operating Report

On behalf of the Directors we submit the operating report for the year ending 30 June 2009

Principal Activities

- The principal activities are detailed in the Annual Report provided to all members of the Association 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 our 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 by 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 280 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.

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 fund.
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*.

Operating Report

On behalf of the Directors we submit the operating report for the year ending 30 June 2009 (continued)

12. Membership of the Board of Directors during the year were:

Board Members

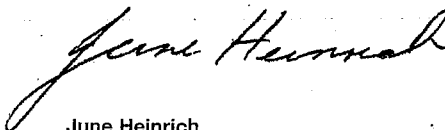
Mr Ian Wilson (President)	Full 12 months
Dr June Heinrich (Vice President)	Full 12 months
Ms Vivienne Allanson	Full 12 months
Mr Philip Armstrong	Full 12 months
Mr John Baremans	Full 12 months
Ms Jennene Buckley	Full 12 months
Mr Denis Byron	Resigned 14 October 2008
Mr Rob Evers	Full 12 months
Mr John Ireland	Appointed 14 October 2008
Dr Stephen Judd	Full 12 months
Mr Kevin Klose	Resigned 14 October 2008
Mr Rex Leighton	Full 12 months
Ms Gillian McFee	Full 12 months
Mr Raad Richards	Appointed 14 October 2008
Mr Christopher Rigby	Full 12 months
Mr Paul Sadler	Appointed 14 October 2008
Ms Prue Sky	Full 12 months
Mr Stephen Walkerden	Full 12 months

This report is made in accordance with a resolution of the Board made on 1 September 2009 and is signed for and on behalf of the Board by:



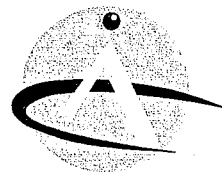
Ian Wilson
President

Dated 1 September 2009



June Heinrich
Senior Vice-President

Dated 1 September 2009



Aged & Community Services
Association of NSW & ACT

ACS | FINANCIAL REPORT 2008/09

solutions through empowerment





Fair Work Australia

11 August 2009

Ms Kirsten Terpstra
Finance and Administration Manager
Aged & Community Services Association of NSW & ACT Incorporated
PO Box 3124
Rhodes NSW 2138

Dear Ms Terpstra,

**Lodgement of Financial Documents for year ended 30 June 2009 [FR2009/10040]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Aged & Community Services Association of NSW & ACT Incorporated (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 5 months and 14 days or 6 months and 14 days, depending on your rules, of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our new Fair Work Australia website. You will find that the legislative requirements remain largely unchanged to that of the former requirements under Schedule 1 of the Workplace Relations Act 1996. The information can be viewed at [FWA Registered Organisations Fact Sheets](#).

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

If you need any further information or if you believe you will be unable to lodge the full financial report within the period mentioned above please contact me on (02) 8374 6615 or by email at RIASydney@fwa.gov.au.

Yours sincerely,

Steve Teece
Research Information and Advice Team
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement. (b) A *designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	— As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	— Within a reasonable time of having received the GPFR (NB: Auditor's report <u>must</u> be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to: (a) General Meeting of Members - s266 (1),(2); OR (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	— Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	— Within 6 months of end of financial year
Lodge full report in the Industrial Registry, together with the *Designated Officer's certificate** – s268	/ /	— Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.