

**WILLIAMS, Margaret**

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**From:** PFEIFFER, Robert  
**Sent:** Wednesday, 3 July 2002 4:12 PM  
**To:** STEWART, Iain  
**Subject:** Financial Reporting Matter # FR2002/291 Allocated (First Reminder)

Matter # - FR2002/291  
Matter Type - WR280 - Financial reports  
Short Title - Financial Reporting matter re: 131N Association of Consulting Architects  
- Australia  
Allocated From - None

Email Address: Not Recorded  
Fax Number: (03) 9650 8577  
Postal Address: (below)  
Box 17  
Flinders Lane Post Office  
MELBOURNE VIC 8009



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**PFEIFFER, Robert**

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**From:** 0396508577  
**Sent:** Tuesday, 9 July 2002 9:57 AM  
**To:** PFEIFFER, Robert  
**Subject:** Success: (Fax sent to 00396508577)



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**SENT FAX REPORT**

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Retries: 0  
Description: Fax sent successfully : Success

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## AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

Ms Michelle Eades  
Executive Officer  
Association of Consulting Architects - Australia  
Box 17, Flinders Lane Post Office  
MELBOURNE VIC 8009

Dear Ms Eades,

**Re: Association of Consulting Architects - Australia  
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ("the Act"), for the year ended 30 June, 2002.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 28 April, 2003* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (03) 8661 7817. In reply please quote: **FR2002/291.**

Yours sincerely

Robert Pfeiffer  
E-mail: robert.pfeiffer@air.gov.au

8 April, 2003

FR 2002/291

**Association of Consulting Architects****Australia**

Mr R Pfeiffer  
Statutory Services Branch  
Australian Industrial Registry  
Level 36  
Nauru House  
80 Collins Street  
Melbourne Vic 3000

Box 17  
Flinders Lane Post Office Melbourne  
Victoria 8009 Australia  
Telephone 61 3 9650 8577  
Facsimile 61 3 9650 8577

8 April 2003

Email [nat@aca.org.au](mailto:nat@aca.org.au)  
ABN 25 619 781 055

Dear Mr Pfeiffer

**Financial Documents – Association of Consulting Architects - Australia**

I enclose copy of the Financial Accounts and Certificates for the year ending 30 June 2002 for the above Association.

These documents were presented to and adopted by the National Executive Committee Annual General Meeting held on 7 April 2003 subsequent to their circulation to members by electronic mail on 17 March, 2003.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R Peck', written over a horizontal line.

Robert Peck  
**National President**  
*encs*

*aca/ir/050*

**THE ASSOCIATION OF CONSULTING ARCHITECTS  
AUSTRALIA**

**ANNUAL REPORT**

**BALANCE SHEET AND ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2002**

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- 3. Auditors Report**
- 4. Balance Sheet**
- 5. Income and Expenditure Statement**
- 6. Notes to and forming part of the Accounts**

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA  
REPORT BY COMMITTEE MEMBERS  
30 JUNE 2002**

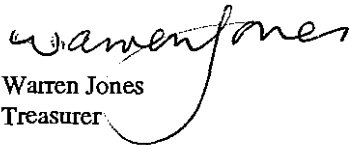
**COMMITTEE MEMBERS REPORT**

We, Robert Peck and Warren Jones, being two members of the Committee of Management of the Association of Consulting Architects Australia, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the association as at 30 June 2002;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2002, in accordance with the rules of the association;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the association or other documents (not being documents containing information made available to a member of the association under sub-section 274(2) of the Workplace Relations Act 1996, as of those records or documents, or copies of the rules of the association, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, as amended, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the previous year ended 30 June 2001, and the auditors' report thereon.



Robert Peck  
President



Warren Jones  
Treasurer

Dated: 20 . 2 . 03

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA  
ACCOUNTING OFFICER'S CERTIFICATE  
30 JUNE 2002**

I, Warren Jones being the Officer responsible for keeping the accounting records of the Association of Consulting Architects, certify that as at 30 June 2002 the number of members of the association was 550.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the association;
- (iii) before any expenditure was incurred by the association, approval of the incurring of the expenditure was obtained in accordance with the rules of the association;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits were made to persons holding office in the association;
- (vi) the register of members of the organisation was maintained in accordance with the Act.

  
Warren Jones  
Treasurer

Dated: 20.2.03

**AUDITORS' REPORT TO THE MEMBERS OF  
THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA  
30 JUNE 2002**

**Scope**

We have audited the accompanying accounts for the Association of Consulting Architects Australia comprised of the Balance Sheet, Income and Expenditure Statement, and Notes to the Accounts for the year ended 30 June 2002. The Association's Officers are responsible for the preparation and presentation of the accounts and the information contained therein. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Association.

Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, 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 accounts are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view of the association which is consistent with our understanding of the Association's financial position and the results of its operations.

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

**Qualification**

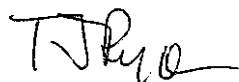
The accompanying accounts being the balance sheet and income and expenditure statement and notes to and forming part of the accounts of the Association of Consulting Architects Australia are in accordance with the books and records of the Association which have been subjected to normal auditing procedures and which have been properly maintained by the Association.

As an audit procedure it was not practicable to extend our examination of income received by the Association beyond the accounting for amounts received as shown by the books and records of the Association.

**Audit opinion**

Subject to the foregoing matter referred to in the Qualification paragraph above, in our opinion:-

- (i) there were kept by the Association in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Association (including income from members) and the nature and purposes of expenditure, and pursuant to S.276(4)(b) of the Industrial Relations Act 1988 all relevant information and explanations required of officers were furnished; and
- (ii) the financial statements of the Association of Consulting Architects - Australia are properly drawnup so as to give a true and fair view of:-
  - (a) the financial affairs of the Association as at 30 June 2002 and of the income and expenditure and surplus of the Association for the financial year ended on that date; and
  - (b) other matters required by Section 273 of the Industrial Relations Act 1988 and associated regulations to be dealt with in the financial statements.



T J Ryan  
Registered Company Auditor

Dated: 20 February 2002



**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA,  
BALANCE SHEET  
30 JUNE 2002**

	2002	2001 \$
<b>MEMBERS FUNDS</b>		
Balance brought forward	52,809	49,075
Profit/(Loss) for the period	<u>14,630</u>	<u>3,734</u>
<b>TOTAL MEMBERS FUNDS</b>	<u><u>67,439</u></u>	<u><u>52,809</u></u>
Represented by:		
<b>CURRENT ASSETS</b>		
Cash at Bank	1,504	(945)
Receivables	350	500
Investments	63,256	51,010
GST Payable	2,283	1,642
	<u>67,393</u>	<u>52,207</u>
<b>NON-CURRENT ASSETS</b>		
Property, Plant and Equipment	<u>499</u>	<u>832</u>
<b>TOTAL ASSETS</b>	<u><u>67,892</u></u>	<u><u>53,039</u></u>
<b>CURRENT LIABILITIES</b>		
GST Received	<u>453</u>	<u>230</u>
<b>NET ASSETS</b>	<u><u>67,439</u></u>	<u><u>52,809</u></u>

The accompanying notes form part of these accounts.

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA  
INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2002**

	2002	2001
	\$	\$
<b>INCOME</b>		
Interest	2,108	2,469
Subscriptions and levies from members	65,335	55,150
Sundry Income	-	10,596
	<hr/>	<hr/>
<b>TOTAL INCOME</b>	<b>67,443</b>	<b>68,215</b>
<b>EXPENDITURE</b>		
Audit and Accounting Services	750	750
Bank charges	98	309
General Office Expenses	4,144	2,184
Insurance	240	150
Legal fees	-	720
Rent	86	-
Secretarial & administration	16,378	19,646
Subscriptions	13,998	21,255
Sponsorship	5,000	5,000
Telephone and Facsimile	1,803	1,854
Travelling and Accommodation	10,316	12,613
	<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>	<b>52,813</b>	<b>64,481</b>
	<hr/>	<hr/>
<b>PROFIT/(LOSS) FOR THE PERIOD</b>	<b>14,630</b>	<b>3,734</b>

The accompanying notes form part of these accounts.

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
30 JUNE 2002**

**1. STATEMENT OF ACCOUNTING POLICIES**

The significant accounting policies adopted by the Association are presented below to assist in a general understanding of the financial statements. The accounts have been prepared in accordance with historical cost convention and comply with generally accepted accounting standards as laid down by the Australian Accounting bodies and the requirements of the Workplace Relations Act 1996.

**Basis of Accounting**

- (a) The accounts have been prepared upon the cash basis of accounting.
- (b) Property, plant and equipment is depreciated on a straight line basis so as to write off the value of these assets over their expected useful lives.

**2. INFORMATION TO BE SUPPLIED TO MEMBERS OR REGISTRAR**

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**3. INCOME TAX**

The Association is a non profit organisation and as such is exempt from income tax.

**4. RECEIVABLES**

	<b>2002</b>	<b>2001</b>
Unsecured Loan - ACA South Australia	-	500
Sundry Debtor	350	
	<hr/>	<hr/>
	350	500
	<hr/> <hr/>	<hr/> <hr/>

**5. INVESTMENTS**

Cash on Deposit	63,256	51,010
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**6. FIXED ASSETS**

Property, Plant & Equipment at cost	3,150	3,150
Less: Accumulated Depreciation	(2,651)	(2,318)
	<hr/>	<hr/>
Written Down Value	499	832
	<hr/> <hr/>	<hr/> <hr/>



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7817  
Fax: (03) 9654 6672

Mr R Peck  
National President  
Association of Consulting Architects - Australia  
Box 17,  
Flinders Lane Post Office VIC 8009

Dear Mr Peck,

**Re: Association of Consulting Architects - Australia**

**Financial documents for year ended 30 June 2002 (FR2002/291)**

Thank you for the financial documents of the Association of Consulting Architects - Australia for the year ended 30 June 2002. The documents were lodged in this office on 14 April 2003.

The documents have been examined and filed accordingly.

Yours sincerely,

Robert Pfeiffer  
Statutory Services Branch

29 April 2003