



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Our Ref: 131N: FR2003/502

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

Dear Ms Eades,

Re: Association of Consulting Architects - Australia
Financial returns for years ending 30 June 2003
(FR2003/502)

Receipt is acknowledged of the financial documents for the financial year ending 30 June 2003. The documents were lodged in the Registry on 31 May 2004.

The documents have been filed.

As you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes.

It is strongly recommend that the organisation acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone
RIA Team 4
Statutory Services Branch

6 July 2004

FR2003/502



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
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28 June 2004

Email 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 2003 for the above Association.

These documents were presented to and adopted by the National Executive Committee Annual General Meeting held on 17 May 2004 subsequent to notification to members by electronic mail on 22 April 2004 that the Annual General Meeting Notice and financial documents could be viewed on the ACA-Australia website at www.aca.org.au.

Yours faithfully

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

Robert Peck
National President
encs

aca/ir/052

**THE ASSOCIATION OF CONSULTING ARCHITECTS
AUSTRALIA**

ANNUAL REPORT

**BALANCE SHEET AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2003**

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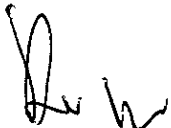
- 1. Report by Committee Members**
- 2. Accounting Officer's Certificate**
- 3. Auditors Report**
- 4. Balance Sheet**
- 5. Income and Expenditure Statement**
- 6. Notes to and forming part of the Accounts**

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
REPORT BY COMMITTEE MEMBERS
30 JUNE 2003**

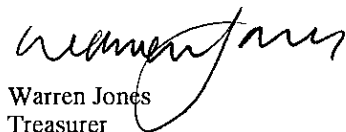
COMMITTEE MEMBERS REPORT

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 2003;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003, 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 Workplace Relations Act 1996, 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 2002, and the auditors' report thereon.



Robert Peck
President



Warren Jones
Treasurer

8.3.2004

Dated:

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
ACCOUNTING OFFICER'S CERTIFICATE
30 JUNE 2003**

I, Warren Jones being the Officer responsible for keeping the accounting records of the Association of Consulting Architects, certify that as at 30 June 2003 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 2003;
- (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: 8 - 3 - 2004 .

**AUDITORS' REPORT TO THE MEMBERS OF
THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
30 JUNE 2003**

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 2003. 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 Workplace Relations Act 1996 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 2003 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 Workplace Relations Act 1996 and associated regulations to be dealt with in the financial statements.



T J Ryan
Registered Company Auditor

Dated:

22 March 2004

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA,
BALANCE SHEET
30 JUNE 2003**

	2003	2002
MEMBERS FUNDS		\$
Balance brought forward	67,439	52,809
Profit/(Loss) for the period	<u>(19,591)</u>	<u>14,630</u>
TOTAL MEMBERS FUNDS	<u>47,848</u>	<u>67,439</u>
Represented by:		
CURRENT ASSETS		
Cash at Bank	5,564	1,504
Receivables	350	350
Investments	40,044	63,256
GST Paid	2,104	2,283
	<u>48,062</u>	<u>67,393</u>
NON-CURRENT ASSETS		
Property, Plant and Equipment	<u>299</u>	<u>499</u>
TOTAL ASSETS	<u>48,361</u>	<u>67,892</u>
CURRENT LIABILITIES		
GST Collected	<u>513</u>	<u>453</u>
NET ASSETS	<u>47,848</u>	<u>67,439</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 2003**

	2003 \$	2002 \$
INCOME		
Interest	2,360	2,108
Subscriptions and levies from members	51,500	65,335
Sundry Income	21,894	-
	<hr/>	<hr/>
TOTAL INCOME	75,754	67,443
EXPENDITURE		
Audit and Accounting Services	750	750
Bank charges	222	98
General Office Expenses	8,228	4,144
Insurance	-	240
Legal fees	11,524	-
Meetings	12,404	-
Rent	5,100	86
Secretarial & administration	18,104	16,378
Subscriptions	14,513	13,998
Sponsorship	-	5,000
Telephone and Facsimile	1,057	1,803
Travelling and Accommodation	6,493	10,316
Website	16,950	-
	<hr/>	<hr/>
TOTAL EXPENDITURE	95,345	52,813
PROFIT/(LOSS) FOR THE PERIOD	<u>(19,591)</u>	<u>14,630</u>

The accompanying notes form part of these accounts.

THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
NOTES TO AND FORMING PART OF THE ACCOUNTS
30 JUNE 2003

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

	2003	2002
Sundry Debtor	350	350
	<hr/>	<hr/>
	350	350
	<hr/> <hr/>	<hr/> <hr/>

5. INVESTMENTS

Cash on Deposit	40,044	63,256
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6. FIXED ASSETS

Property, Plant & Equipment at cost	3,150	3,150
Less: Accumulated Depreciation	(2,851)	(2,651)
	<hr/>	<hr/>
Written Down Value	299	499
	<hr/> <hr/>	<hr/> <hr/>