



Australian Government
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

Robert Peck
President
Association of Consulting Architects - Australia
Box 17
Flinders Lane Post Office
MELBOURNE 8009

Dear Mr Peck,

**Re: Financial reports for year ended 30 June 2004 - FR2004/281
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of the Association of Consulting Architects - Australia for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 23 December 2004.

The documents have been filed.

I draw your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports and you do not need to take any further action in respect of the financial reports already lodged.

Auditor's report:

The opinion of the auditor made under the auditor's report is expressed in terms previously required under former provisions of the Workplace Relations Act 1996 (the Act). Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPF is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule."

Could you please bring this matter to the attention of your auditor.

General Purpose Financial Report:

I draw your attention to the Notes accompanying the Financial Statements, and in particular to item 2, titled 'Information to be supplied to Members or Registrar'. Please note the wording of this requirement has changed. Subsections 272 (1), (2) and (3) of the RAO Schedule set out the correct words.

Operating Report:

It would seem that a typographic error was made in the Operating Report. The report shows that the number of persons recorded as members was 7, whereas previous financial reports have shown the membership figures to be consistently around 550 members.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7817 or by email: robert.pfeiffer@air.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Pfeiffer', with a stylized flourish at the end.

Robert Pfeiffer
Statutory Services Branch

9 May 2005

Rec'd 23/12/04
↙

FR 2004/281



**Association of Consulting Architects
Australia**

Mr R Pfeiffer
Statutory Services Branch
Australian Industrial Registry
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Melbourne Vic 3000

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Flinders Lane Post Office Melbourne
Victoria 8009 Australia
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21 December 2004

Dear Mr Pfeiffer

**Financial Return – year ending 30 June 2004
Ref: FR2004/281-[131N]**

I, Robert Peck, being the National President of the Association of Consulting Architects – Australia, 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 on 29 November 2004 via email notification that the documents are on the ACA-Australia website; and
- that the full report was presented to the Annual General Meeting of the Association of Consulting Architects – Australia on the 20 December 2004 in accordance with s266 of the RAO Schedule.

Yours sincerely

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

Robert Peck
National President

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**THE ASSOCIATION OF CONSULTING ARCHITECTS
AUSTRALIA**

ANNUAL REPORT

**BALANCE SHEET AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2004**

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**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
OPERATING REPORT
30 JUNE 2004**

The members of the Committee of Management hereby present the financial report for the year ending 30th June 2004.

Principal Activities

The principal activities of the Association during the reporting period were to provide industrial and organising services to the members consistent with the objects of the Association and particularly the object of protecting and improving the interests of members. There was no significant change in the nature of the Association's principal activities.

Trading Results

The net amount of profit/(loss) for the Association for the year ending 30th June 2004 was \$6,690, (2003, (\$19,591)).

Manner of Resignation

Members may resign from the Association in accordance with the Constitution of the Association Rule 15

Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme

Nil

Number of Members

The number of persons, who at the end of the year ending 30th June 2004, were recorded on the Register of Members of the Association was 7.

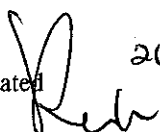
Number of Employees

Nil (1 contracting administration)

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Association during the reporting period are;

Robert Peck	President
Richard McEwen	Vice President
Keith Neighbour	Secretary
Warren Jones	Treasurer
Ross Tonkin	Committee Member
Phil Tait	Committee Member
Chris Bullard	Committee Member

Dated  26 November 2004

Robert Peck
President

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
COMMITTEE OF MANAGEMENT STATEMENT
30 JUNE 2004**

On 24 November 2004 the Committee of Management of The Association of Consulting Architects Australia passed the following resolution in relation to the general purpose financial reports (GPFR) of The Association of Consulting Architects Australia for the year ending 30th June 2004.

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

- a) The financial statements and notes comply with 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 Association of Consulting Architects Australia for the financial year ended 30th June 2004;
- d) There are reasonable grounds to believe that The Association of Consulting Architects Australia will be able to pay its debts when they become due and payable;
- e) During the financial year to which the GPFR relate 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 the branch concerned; and
 - ii) The financial affairs of The Association of Consulting Architects Australia have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
 - iii) The financial records of The Association of Consulting Architects Australia have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iv) Where the organisation consist of two 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 Association of Consulting Architects Australia 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 reports made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office held: President

Signature:

Date:

24 November 2004

**AUDITORS' REPORT TO THE MEMBERS OF
THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
30 JUNE 2004**

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 2004. 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

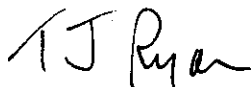
The accompanying accounts being the balance sheet and income and expenditure statement and notes to and forming part of the accounts of the Association of Consulting Architects Australia are in accordance with the books and records of the Association which have been subjected to normal auditing procedures 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 2004 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: 25 November 2004

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
BALANCE SHEET
30 JUNE 2004**

	2004	2003 \$
MEMBERS FUNDS		
Balance brought forward	47,848	67,439
Profit/(Loss) for the period	<u>6,960</u>	<u>(19,591)</u>
TOTAL MEMBERS FUNDS	<u><u>54,808</u></u>	<u><u>47,848</u></u>
Represented by:		
CURRENT ASSETS		
Cash at Bank	2,614	5,564
Receivables	350	350
Investments	52,308	40,044
GST Paid	<u>2,003</u>	<u>2,104</u>
	<u><u>57,275</u></u>	<u><u>48,062</u></u>
NON-CURRENT ASSETS		
Property, Plant and Equipment	<u>407</u>	<u>299</u>
TOTAL ASSETS	<u><u>57,682</u></u>	<u><u>48,361</u></u>
CURRENT LIABILITIES		
GST Collected	<u>2,874</u>	<u>513</u>
NET ASSETS	<u><u>54,808</u></u>	<u><u>47,848</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 2004**

	2004	2003
	\$	\$
INCOME		
Interest	1,309	2,360
Subscriptions and levies from members	61,200	51,500
Sundry Income	0	21,894
	<u>62,509</u>	<u>75,754</u>
TOTAL INCOME		
EXPENDITURE		
Audit and Accounting Services	750	750
Bank charges	192	222
Depreciation	200	-
General Office Expenses	482	8,228
Insurance	795	-
Legal fees	3,225	11,524
Meetings	3,269	12,404
Rent	2,550	5,100
Secretarial & administration	17,481	18,104
Subscriptions	15,379	14,513
Sponsorship	5,000	-
Telephone and Facsimile	699	1,057
Travelling and Accommodation	5,478	6,493
Website	49	16,950
	<u>55,549</u>	<u>95,345</u>
TOTAL EXPENDITURE		
PROFIT/(LOSS) FOR THE PERIOD	<u><u>6,960</u></u>	<u><u>(19,591)</u></u>

The accompanying notes form part of these accounts.

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004	2003
Cash flows from operating activities			
Inflows			
Cash receipts in the course of operations		61,098	73,215
Interest Received		1,309	2,360
Outflows			
Cash payments in the course of operations		<u>(52,785)</u>	<u>(94,727)</u>
Net cash provided by operating activities		<u>9,622</u>	<u>(19,152)</u>
Cash flows from investing activities			
Payment for shares in related companies		-	-
Proceeds from sale of Property, Plant & Equipment			
Payment for Property, Plant & Equipment		(308)	-
Net cash used in investing activities		<u>(308)</u>	<u>0</u>
Net Increase/(Decrease) in Cash Held		9,314	(19,152)
Cash at beginning of the financial year		<u>45,608</u>	<u>64,760</u>
Cash at the end of the financial year		<u><u>54,922</u></u>	<u><u>45,608</u></u>

(i) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the Statement of Financial Position.

Cash Assets	<u>54,922</u>	<u>45,608</u>
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(ii) Reconciliation of Net Cash Provided by operating activities to operating profit after income tax

(Loss) profit from ordinary activities after income tax	6,960	(19,591)
Depreciation	200	200
Decrease (Increase) in current receivables	101	179
Decrease (Increase) in current inventories	-	-
Increase (Decrease) in other creditors	<u>2,361</u>	<u>60</u>
Net Cash provided by Operating Activities	<u><u>9,622</u></u>	<u><u>(19,152)</u></u>

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
NOTES TO AND FORMING PART OF THE ACCOUNTS
30 JUNE 2004**

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 financial statements are a general purpose report which has been drawn up in accordance with Australian Accounting Standards and other mandatory professional reporting requirements.
- (b) The accounts have been prepared upon the cash basis of accounting.
- (c) 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

	2004	2003
Sundry Debtor	350	350
	<hr/>	<hr/>
	350	350
	<hr/> <hr/>	<hr/> <hr/>

5. INVESTMENTS

Cash on Deposit	52,308	40,044
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6. FIXED ASSETS

Property, Plant & Equipment at cost	3,458	3,150
Less: Accumulated Depreciation	(3,051)	(2,851)
Written Down Value	<hr/> 407	<hr/> 299
	<hr/> <hr/>	<hr/> <hr/>

**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
NOTES TO AND FORMING PART OF THE ACCOUNTS
30 JUNE 2004**

7. ADOPTION OF AUSTRALIAN EQUIVALENTS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS

The Committee, along with the Association's auditor's, are assessing the significance of the introduction of International Financial Reporting Standards (IFRS) and is preparing for their implementation for the year ending 30 June 2006. This includes the preparation of an opening balance sheet in accordance with AASB equivalents to IFRS as at 1 July 2004 for future comparative purposes.

8. CLASSIFICATION OF FINANCIAL INSTRUMENTS

Under AASB 139 Financial Instruments : Recognition & Measurement, financial instruments will be required to be classified into one of five categories which will, in turn, determine the accounting treatment of the item.

This will result in a change in the current accounting policy but the future financial effect of this change in accounting policy is not yet known as the classification and measurement process has not yet been fully completed.

Analysis of the financial and operational impact of the transition to AASB equivalents of IFRS is continuing and some decisions have not yet been made where choices of accounting policies are available. Accordingly, the above should not be regarded as an exhaustive list of the changes in accounting policies that will result from the transition process.