



12 January 2016

Ms Michelle Eades  
Executive Officer  
Association of Consulting Architects - Australia  
[nat@aca.org.au](mailto:nat@aca.org.au)

CC: Malcolm Matthews by email [info@crowehorwath.com.au](mailto:info@crowehorwath.com.au)

Dear Ms Eades,

**Association of Consulting Architects - Australia  
Financial Report for the year ended 30 June 2015 - [FR2015/200]**

I acknowledge receipt of the financial report of the Association of Consulting Architects - Australia. The documents were lodged with the Fair Work Commission (FWC) on 15 December 2015.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2016 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm these concerns have been addressed prior to filing next year's report.

**Related Parties**

*AASB 124 Related Party Disclosures* paragraph 18 states that when an entity has had related party transactions during the reporting period it must disclose the outstanding balances including commitments.

Note 11 contains information in relation to related party transactions however it does not provide all the disclosure requirements as per *AASB 124* paragraph 18. Please ensure in future years all related party transaction are disclosed in accordance with the appropriate Australian Accounting Standard.

Note 11 indicates that some of the related party transactions relate to Rent and Administration expenses, it is likely that there are outstanding balances or payables in relation to these items at financial year end. Please ensure that next year's report includes outstanding balances for all related party transactions.

**Materiality**

I note that the Statement of Comprehensive income contained Revenue:Other of \$93,266 or approximately 22% of the organisation's revenue. It is likely that this figure contains material sources of revenue given its proportion to the remainder of the revenue streams of the

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organisation. Please ensure that in future reports the Statement of Comprehensive Income or the accompanying notes contain line items for all material revenue sources.

### **Disclosure of grants or donations**

Reporting Guideline 16(e) requires that, where grants or donations have been paid, the total amount paid is to be disclosed as follows:

- (i) grants that were \$1,000 or less;
- (ii) grants that exceeded \$1,000;
- (iii) donations that were less than \$1,000; and
- (iv) donations that exceeded \$1,000

Note 4(f) discloses that only \$1000 was paid in donations. Reporting Guideline 17 states that if the activities identified in item 16 have not occurred in the reporting period, a statement to this effect must be included in the GPFR.

### **Reporting Requirements**

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the requirements of the Act, I may be contacted on 03 8656 4698 or by email at [catherine.bebbington@fwc.gov.au](mailto:catherine.bebbington@fwc.gov.au).

Kind regards



**CATHERINE BEBBINGTON**  
Regulatory Compliance Branch

### **FAIR WORK COMMISSION**

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[catherine.bebbington@fwc.gov.au](mailto:catherine.bebbington@fwc.gov.au)

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GPO Box 1994, Melbourne Victoria 3001

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***Please note my phone number has changed to 03 8656 4698***



**ASSOCIATION OF CONSULTING ARCHITECTS – AUSTRALIA**

*s.268 Fair Work (Registered Organisations) Act 2009*

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

Certificate for the period ended 30 June 2015

I, **JOHN STEPHEN (STEVE) KENNEDY** being the National President of the Association of Consulting Architects - Australia, certify:

- that the documents lodged herewith are copies of the full consolidated report for the Association of Consulting Architects – Australia for the period ended 30 June 2015 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 20 November 2015; and
- that the full report was presented to the Annual General Meeting of members of the reporting unit on Monday 14 December 2015 in accordance s.266 of the *Fair Work (Registered Organisations) Act 2009*.

John Stephen (Steve) Kennedy

National President

15 December 2015

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# **General Purpose Financial Report**

**Association of Consulting Architects Australia**

**30 June 2015**

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# Operating Report

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## Association of Consulting Architects Australia For the year ended 30 June 2015

In accordance with Section 254 Fair Work (Registered Organisations) Act 2009 (RO Act) and Regulation 159 Fair Work (Registered Organisations) Regulations 2009 (RO Regs).

The members of the Committee of Management hereby present the financial report for the year ending 30 June 2015

### 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, unless indicated otherwise, are:

#### National Committee

Position	Term of Office	Name
President	Mar 15 - Mar 17	John (Steve) Kennedy
Vice- President	Mar 15 - Mar 17	Richard Young
Secretary	Mar 15 - Mar 17	Simon Hanger
Treasurer	Mar 15 - Mar 17	Mark Williams
Committee Member	Mar 15 - Mar 17	John Held

#### New South Wales/Australia Capital Territory Branch Committee

Position	Term of office	Name
President	Nov 14 - Nov 16	John (Steve) Kennedy
Vice President	Nov 14 - Nov 16	Agi Stirling
Treasurer	Nov 14 - Nov 16	Steve Pearse
Secretary	Nov 14 - Nov 16	Greg Isaac
Committee Member	Nov 14 - Nov 16	David Springett
Committee Member	Nov 14 - Nov 16	Michael Kitmirdis

#### Queensland/Northern Territory Branch Committee

Position	Term of office	Name
President	Nov 14 - Nov 16	Mark Williams
Vice President	Nov 14 - Nov 16	Robert Wesener
Treasurer	Nov 14 - Nov 16	David Porgand
Secretary	Nov 14 - Nov 16	Denis Waring
Committee Member	Nov 14 - Nov 16	Carl Brooks
Committee Member	Nov 14 - Nov 16	Gilda Donegan
Committee Member	Nov 14 - Nov 16	Bruce Forrester

# Operating Report

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<b>Position</b>	<b>Term of office</b>	<b>Name</b>
Committee Member	Nov 14 - Nov 16	David Bridgman
Committee Member	Nov 14 - Nov 16	Geoffrey Street
Committee Member	Nov 14 - Nov 16	David Frost

## **Victoria/Tasmania Branch Committee**

<b>Position</b>	<b>Term of office</b>	<b>Name</b>
President	Dec 13 - Dec 15	Simon Hanger
Vice President	Dec 13 - Dec 15	Stephen Cheney
Treasurer	Dec 13 - Dec 15	Anna Piatkowska
Secretary	Dec 13 - Dec 15	Kel Greenway
Committee Member	Dec 13 - Apr 14 (Retired)	James Earle
Committee Member	Dec 13 - Dec 15	Robert Peake
Committee Member	Dec 13 - Dec 15	David Wagner
Committee Member	Dec 13 - Dec 15	F Gary Edwards
Committee Member	Dec 13 - Dec 15	Jack Birrell
Committee Member	Dec 13 - Dec 15	Richard Bryant
Committee Member	Dec 13 - Dec 15	Paul Viney
Committee Member (invited to join committee)	Jan 14 - Dec 15	Colin Wilson

## **South Australia Branch Committee**

<b>Position</b>	<b>Term of office</b>	<b>Name</b>
President	Dec 13 - Dec 15	John Held
Vice President	Dec 13 - Dec 15	Simon Thomson
Treasurer	Dec 13 - Dec 15	Ian Hore
Secretary	Dec 13 - Dec 15	Graham Hardy
Committee Member	Dec 13 - Dec 15	Thomas Masullo
Committee Member	Dec 13 - Dec 15	Ashley Halliday
Committee Member	Dec 13 - Dec 15	Mario Dreosti
Committee Member	Dec 13 - Dec 15	Adrian Evans
Committee Member	Dec 13 - Dec 15	David Holland
Committee Member	Dec 13 - Dec 15	Susan Phillips
Committee Member	Dec 13 - Dec 15	Richard Woods
Committee Member	Dec 13 - Dec 15	David Kilpatrick

# Operating Report

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## Western Australia Branch Committee

Position	Term of office	Name
President	Dec 14 - Dec 16	Richard Young
Vice President	Dec 14 - Dec 16	Gregory Howlett
Treasurer	Dec 14 - Dec 16	Janine Marsh
Secretary	Dec 14 - Dec 16	Kieran Wong
Committee Member	Dec 14 - Dec 16	Dean Wood
Committee Member	Dec 14 - Dec 16	Nicholas MacCormac
Committee Member	Dec 14 - Dec 16	Malcolm Jones
Committee Member	Dec 14 - Dec 16	Leigh Robinson
Committee Member	Dec 14 - Dec 16	Peter Hodge

## Principal Activities

The Principal activities of the Association of Consulting Architects Australia 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 of Consulting Architects Australia's principal activities.

## Operating Results

The net amount of profit/loss(-) resulting from the principal activities for the Association of Consulting Architects Australia for the year ending 30 June 2015 was (\$8,096)

## Significant Changes in Financial Affairs

There are no significant changes in the financial affairs of the Association of Consulting Architects Australia for the year ended 30 June 2015.

## Manner of Resignation

Members may resign from the Association of Consulting Architects Australia in accordance with the Constitution of the Association Rule 15.

## Number of Members

The number of practices, who at the end of the year ending 30 June 2015, were recorded on the Register of Members of the Association was 262.

## Number of Employees

Nil

## Trustee of Superannuation Entity

No officer or member of the Association of Consulting Architects Australia is a trustee of a superannuation scheme or an exempt public sector superannuation scheme or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme and where a criterion for the officer or member being the trustee or director is that the office or member is an officer or member of a registered organisation.



# Operating Report

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## Significant Changes in the State of Affairs

The Committee Members are not aware of any matter or circumstance, which has arisen since the end of the financial year which has significantly affected or may significantly affect the operations of the Association of Consulting Architects Australia, the results of those operations or the state of affairs of the association in subsequent financial years.

## Auditors Independence Declaration

A copy of the Auditors Independence Declaration is included in the Financial Reports

Prepared and signed by:-



John (Steve) Kennedy

President

Dated: 16/11/15



Mark Williams

Treasurer

Dated: 16/11/15

# Committee of Management Statement

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## Association of Consulting Architects Australia For the year ended 30 June 2015

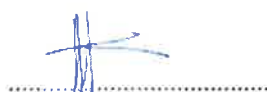
On the 16th day of November 2015 the Committee of Management of the Association of Consulting Architects Australia passed the following resolution in relation to the General Purpose Financial Report (GPFR) for the Financial Year ended 30 June 2015

The Committee of Management of the Association of Consulting Architects Australia declares 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 General Manager of the Fair Work Commission;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position, and cash flows of the association for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the association 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:
  - 1. meetings of the committee of management were held in accordance with the rules of the association including the rules of a branch concerned; and
  - 2. the financial affairs of the association have been managed in accordance with the rules of the association including the rules of the branch concerned; and
  - 3. the financial records of the association have been kept and maintained in accordance with the RO Act; and
  - 4. no information was sought by any member of the Association of Consulting Architects Australia or by the General Manager of the Fair Work Australia, under section 272 of the RO Act; and
  - 5. no orders have been made by the Fair Work Commissioner under Section 273 of the RO Act during the year.
- (f) No revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.

Signed by:-



John (Steve) Kennedy

President

Dated 16/11/15



Mark Williams

Treasurer

Dated 16/11/15

# Statement of Comprehensive Income

## Association of Consulting Architects Australia For the 12 months ended 30 June 2015

		Jun-15	Jun-14
<b>Revenue</b>	Notes		
Capitations from branches	3a	100,715	71,402
Interest income	3b	26,564	36,332
Membership Subscription	3d	188,987	178,964
Other revenue		93,266	90,723
<b>Total Revenue</b>		<b>409,532</b>	<b>377,420</b>
<b>Other Revenue</b>			
Grants or donations	3e	9,091	-
<b>Total Other Revenue</b>		<b>9,091</b>	<b>-</b>
<b>Total Income</b>		<b>418,623</b>	<b>377,420</b>
<b>Expenses</b>			
Administration expenses	4a	215,766	187,517
Affiliation fees	4b	8,568	8,673
Auditor's remuneration	12	20,240	17,895
Capitation fees	4c	100,715	71,402
Depreciation	4d	7,653	8,529
Grants or Donations	4f	1,000	-
Legal expenses	4g	3,945	2,000
Other expenses	4h	64,396	66,492
Travel and accommodation		4,437	-
<b>Total Expenses</b>		<b>426,719</b>	<b>362,507</b>
<b>Profit/(Loss) for the year</b>		<b>(8,096)</b>	<b>14,912</b>
<b>Net Profit/(Loss) for the Year</b>		<b>(8,096)</b>	<b>14,912</b>
Total Comprehensive Income for the Year		(8,096)	14,912

# Statement of Financial Position

## Association of Consulting Architects Australia As at 30 June 2015

		30 Jun 2015	30 Jun 2014
<b>Assets</b>			
<b>Current Assets</b>			
	Notes		
Cash and cash equivalents	5	1,205,294	1,140,672
Trade and other receivables	6	17,261	7,414
<b>Total Current Assets</b>		<b>1,222,555</b>	<b>1,148,086</b>
<b>Non-Current Assets</b>			
Equipment	7	19,246	26,899
<b>Total Non-Current Assets</b>		<b>19,246</b>	<b>26,899</b>
<b>Total Assets</b>		<b>1,241,801</b>	<b>1,174,985</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other payables		11,196	2,981
Sponsorship in advance		20,000	-
Subscriptions in advance		93,318	37,979
Trade payables	8	1,795	10,436
<b>Total Current Liabilities</b>		<b>126,309</b>	<b>51,396</b>
<b>Total Liabilities</b>		<b>126,309</b>	<b>51,396</b>
<b>Net Assets</b>		<b>1,115,492</b>	<b>1,123,589</b>
<b>Equity</b>			
Retained Earnings		1,115,492	1,123,589
<b>Total Equity</b>		<b>1,115,492</b>	<b>1,123,589</b>

# Statement of Changes in Equity

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## Association of Consulting Architects Australia As at 30 June 2015

	30 Jun 2015	30 Jun 2014
<b>Equity</b>		
Opening Balance	1,123,589	1,108,676
Current Year Earnings	(8,096)	14,912
<b>Total Equity</b>	<b>1,115,492</b>	<b>1,123,589</b>

# Statement of Cash Flows

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## Association of Consulting Architects Australia For the year ended 30 June 2015

	2015	2014
	\$	\$
<b>Cash flows from operating activities</b>		
Cash receipts	406,503	349,630
Interest received	26,564	36,332
Transfers from/to Branches	-	-
Cash paid to suppliers	(360,388)	(308,111)
GST (Paid)/Received	(8,057)	9,997
<b>Net cash from/(used by) operating activities</b>	<b>64,622</b>	<b>87,849</b>
<b>Cash flows from investing activities</b>		
Acquisition of plant & equipment & structural improvements	-	(25,731)
<b>Net cash from/(used by) investing activities</b>	<b>-</b>	<b>(25,731)</b>
<b>Cash flows from financing activities</b>		
Subscriptions in advance	-	(5,420)
<b>Net cash from/(used by) financing activities</b>	<b>-</b>	<b>(5,420)</b>
Net increase/(decrease) in cash and cash equivalents	64,622	56,698
Cash and cash equivalents at 1 July	1,140,672	1,083,974
<b>Cash and cash equivalents at 30 June</b>	<b>1,205,294</b>	<b>1,140,672</b>

### Recovery of Wages Activity

For the year ended 30 June 2015

No recovery of wages activities occurred in the reporting period

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## Association of Consulting Architects Australia For the year ended 30 June 2015

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- Note 2 Events after Reporting Period
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# Notes to the Financial Statements

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## Association of Consulting Architects Australia For the year ended 30 June 2015

### 1. Summary of Significant Accounting Policies

#### 1.(a) Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Association of Consulting Architects Australia is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

#### 1.(a) i Reporting Requirement of the ACA

The Association of Consulting Architects - Australia consists of the National office (ACA-A) and five Branches; ACA-VIC/TAS, ACA-NSW/ACT, ACA-SA, ACA-QLD/NT and ACA-WA.

On the 27 May 2011, the Fair Work Commission General Manager issued a s.245 certificate which allows the ACA-A, for the purpose of Chapter 8, Part 3 of the Registered Organisation Act, to be viewed as one reporting unit instead of all Branches being considered as individual reporting units.

Under the ACA-A Constitution 28 - Finance

1(c) From 1 July 2011 the Association shall be the reporting unit for the national fund and for the funds of all Branches insofar as preparing and lodging with Fair Work Australia the Annual Financial Report for the purpose of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009, as amended, with the exception of Section 252 of the Act. Each Branch shall be responsible for keeping proper financial records of the Branch in accordance with Section 252 of the Act. From 1 July 2011 the National office-holders of the Association shall be the designated officers with responsibility for compliance with Part 3 Chapter 8 of the Act and the National Executive shall be the relevant Committee of Management.

#### 1.(b) Comparative Amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### 1.(c) Significant Accounting Adjustments and Estimates

Nil accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### 1.(d) New Australian Accounting Standards

*Adoption of New Australian Accounting Standard Requirements*

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

*Future Australian Accounting Standards Requirements*

There are no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a significant future financial impact on the Association of Consulting Architects Australia.



# Notes to the Financial Statements

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## **1.(e) Investment In Associates**

The Association of Consulting Architects Australia has nil investments in associates.

## **1.(f) Business Combinations**

The Association of Consulting Architects Australia has participated in nil business combinations.

## **1.(g) Revenue Recognition**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Interest revenue is recognised on an accrual basis using the effective interest method.

## **1.(h) Capitation Fees and Levies**

Capitation fees and levies are recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

## **1.(i) Employee Benefits**

The Association of Consulting Architects Australia has nil employees.

## **1.(j) Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

## **1.(k) Trade and Other Receivables**

Trade receivables and other receivables, including distributions receivable, are recognised at the nominal transaction value without taking into account the time value of money. If required a provision for doubtful debt has been created.

## **1.(l) Trade and Other Payables**

Trade and other payables represent the liabilities for goods and services received by the company that remain unpaid at 30 June 2015. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

## **1.(m) Financial Instruments**

Financial assets and financial liabilities are recognised when the Association of Consulting Architects Australia becomes a party to the contractual provisions of the instrument.

### *Fair Value of Financial Instruments*

There are no financial instruments held at 30 June 2015 and 30 June 2014 where the carrying amount is not a reasonable approximation of fair value.

### *Credit Risk*

Credit risk arises in the event that a counter party will not meet its obligations under a financial instrument leading to financial losses. The Association of Consulting Architects Australia manages credit risk by trading only with recognised creditworthy third parties. All short term deposits are held with major banks.

### *Liquidity Risk*

The responsibility for liquidity risk management rests with the Committee of Management.

# Notes to the Financial Statements

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The Association of Consulting Architects Australia manages liquidity risk by maintaining sufficient cash to meet the Association's operating requirements and investing excess funds in highly liquid short term investments. The Association's liquidity needs can be met through cash generated from operations.

## *Market Risk*

The Association of Consulting Architects Australia holds basic financial instruments that do not expose it to certain market risks.

## **1.(n) Financial Assets**

Financial assets are classified into the following specified categories: financial assets at fair value through profit and loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

### *Fair value through profit or loss*

The Association of Consulting Architects Australia does not hold any financial assets as fair value through profit or loss.

### *Held-to-maturity investments*

Financial assets with fixed or determinable payments and fixed maturity dates that the Association of Consulting Architects Australia has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using effective interest method less any impairment.

### *Available for sale*

The Association of Consulting Architects Australia does not hold any financial assets that are classified as available for sale.

### *Loans and Receivables*

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

### *Effective interest method*

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts the estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

### *Impairment of financial assets*

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

### *Derecognition of financial assets*

The Association of Consulting Architects Australia derecognises financial assets only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated equity is recognised in profit or loss.

# Notes to the Financial Statements

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## 1.(o) Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

### *Fair value through profit or loss*

The Association of Consulting Architects Australia does not hold any liabilities classified as fair value through profit or loss.

### *Other financial liabilities*

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised costs using the effective interest method, with interest expense recognised on an effective yield basis.

### *Derecognition of financial liabilities*

The Association of Consulting Architects Australia derecognises financial liabilities when, and only when, the Association's obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

## 1.(p) Contingent Liabilities and Contingent Assets

The Association of Consulting Architects Australia has nil contingent liabilities and contingent assets.

## 1.(q) Equipment

Purchases of equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

### *Depreciation*

Depreciable equipment assets are written-off to their estimated residual values over their estimated useful life using either the straight line method or diminishing value of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2015	2014
Equipment	2 to 5 years	2 to 5 years

### *Derecognition*

An item of equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

## 1.(r) Intangibles

The Association of Consulting Architects Australia has nil intangible assets.

## 1.(s) Taxation

The Association of Consulting Architects Australia is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

# Notes to the Financial Statements

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Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

## 1.(t) Going Concern

The Association is not reliant on financial support of another reporting unit to continue on a going concern basis.

The Association provides no financial support to ensure another reporting unit can continue on a going concern basis.

## 1.(u) Acquisition of Assets and or Liabilities that do not Constitute a Business Combination

The Association of Consulting Architects has not acquired any assets or liabilities that do not constitute a business combination.

## 2. Events After Reporting Period

There were no events that occurred after 30 June 2015, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Association of Consulting Architects Australia.

## 3. Revenue

### 3.(a) Capitation Fees

	2015	2014
	\$	\$
New South Wales/Australian Capital Territory	23,503	16,296
Queensland/Northern Territory	21,255	14,991
Victoria/Tasmania	24,886	19,124
Western Australia	18,615	12,588
South Australia	12,456	8,403
<b>TOTAL</b>	<b>100,715</b>	<b>71,402</b>

### 3.(b) Interest

	2015	2014
	\$	\$
Deposits	26,564	36,332
<b>TOTAL</b>	<b>26,564</b>	<b>36,332</b>

### 3.(c) Levies

	2015	2014
	\$	\$
<b>TOTAL</b>	<b>-</b>	<b>-</b>

### 3.(d) Other Revenue

# Notes to the Financial Statements

	2015	2014
	\$	\$
Events income	20,541	24,081
Other revenue	1,628	642
Sponsorship	65,909	66,000
Reimbursements	5,188	-
<b>TOTAL</b>	<b>93,266</b>	<b>90,723</b>

### 3.(e) Grants or Donations

	2015	2014
	\$	\$
Donations	-	-
Grants	9,091	-
<b>TOTAL</b>	<b>9,091</b>	<b>-</b>

## 4. Expenses

### 4.(a) Administrative

	2015	2014
	\$	\$
Bank fees	2,748	2,659
Bookkeeping fees	23,189	17,700
Compulsory levies	-	-
Computer expenses	3,955	7,205
Conference and meeting expenses	28,366	25,905
Consideration to employers for payroll deductions	-	-
Consultancy fees	25,378	5,000
Fees/allowances - meetings and conferences	-	-
Insurance	3,956	3,927
Parking and ground transport	456	347
Postage	1,228	1,102
Printing and stationery	5,042	3,980
Rent	2,400	2,400
Subcontractors	116,703	114,470
Telephone and internet	2,345	2,821
<b>TOTAL</b>	<b>215,766</b>	<b>187,516</b>

# Notes to the Financial Statements

	2015	2014
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## 4.(b) Affiliation Fees

	2015	2014
	\$	\$
ACIF	8,568	8,673
Subscriptions	-	-
<b>TOTAL</b>	<b>8,568</b>	<b>8,673</b>

## 4.(c) Capitation Fees

	2015	2014
	\$	\$
New South Wales/Australian Capital Territory	23,503	16,296
Queensland/Northern Territory	21,255	14,991
Victoria/Tasmania	24,886	19,124
Western Australia	18,615	12,588
South Australia	12,456	8,403
<b>TOTAL</b>	<b>100,715</b>	<b>71,402</b>

## 4.(d) Depreciation and Amortisation

	2015	2014
	\$	\$
<b>Depreciation:</b>		
Land and buildings	-	-
Property	-	-
Plant	-	-
Equipment	7,653	8,529
<b>Total depreciation</b>	<b>7,653</b>	<b>8,529</b>
<b>Amortisation:</b>		
Intangibles	-	-
<b>Total amortisation</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>7,653</b>	<b>8,529</b>

# Notes to the Financial Statements

## 4.(e) Employee Expenses

	2015	2014
	\$	\$
<b>TOTAL</b>	-	-

## 4.(f) Grants or Donations

	2015	2014
	\$	\$
Grants	-	-
Donations	1,000	-
<b>TOTAL</b>	<b>1,000</b>	-

## 4.(g) Legal Costs

	2015	2014
	\$	\$
Litigation	-	-
Other legal matters	3,945	2,000
<b>TOTAL</b>	<b>3,945</b>	<b>2,000</b>

## 4.(h) Other Expenses

	2015	2014
	\$	\$
Advertising	8,900	-
Award advocacy	8,250	8,370
Function expenses	36,994	28,194
Penalties - via RO Act or RO Regulations	-	-
Sponsorship and prizes	750	750
Strategic plan	-	-
Sundry expenses	1,317	656
Training and events	8,185	28,522
<b>TOTAL</b>	<b>64,396</b>	<b>66,492</b>

## 5. Current Assets - Cash & Cash Equivalents

30-Jun-15                      30-Jun-14

# Notes to the Financial Statements

<b>Bank Accounts</b>		
Cash at bank	1,205,280	1,140,672
<b>Total Bank Accounts</b>	<b>1,205,280</b>	<b>1,140,672</b>
<b>Other Cash Items</b>		
Cash on hand	13	-
<b>Total Other Cash Items</b>	<b>13</b>	<b>-</b>
<b>Total Cash &amp; Cash Equivalents</b>	<b>1,205,294</b>	<b>1,140,672</b>

## 6. Receivables

	30-Jun-15	30-Jun-14
<b>Current</b>		
Accounts receivable	-	5,750
ATO debtor	6,261	1,664
Trade Debtor	11,000	-
<b>Total Current</b>	<b>17,261</b>	<b>7,414</b>
<b>Total Receivables</b>	<b>17,261</b>	<b>7,414</b>

### 6.(a) Receivables From Other Reporting Units

	2014	2013
	\$	\$
Receivables from other reporting units	-	-
Less provision for doubtful debts	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>

## 7. Non Current Assets - Equipment

	2015	2014
	\$	\$
<b>Equipment</b>		
At cost	42,343	42,343
Accumulated depreciation	23,097	15,444
<b>Total Equipment</b>	<b>19,246</b>	<b>26,899</b>
<i>Reconciliation of the Opening and Closing Balances of Equipment</i>		
	2015	2014
	\$	\$
As at 1 July		
Gross Book Value	42,343	16,612
Accumulated depreciation and impairment	15,444	6,915
Net Book value 1 July	26,899	9,697
Additions:		



# Notes to the Financial Statements

	2015	2014
By purchase	-	25,731
From acquisition of entities	-	-
Impairments	-	-
Depreciation expense	7,653	8,529
Other movement	-	-
Disposals:		
From disposals of entities	-	-
Other	-	-
<b>Net book value 30 June</b>	<b>19,246</b>	<b>26,899</b>

*Net book value as of 30 June represented by:*

	2015	2014
	\$	\$
<b>Gross book value</b>	<b>42,343</b>	<b>42,343</b>
<b>Accumulated depreciation and impairment</b>	<b>23,097</b>	<b>15,444</b>
<b>Net Book Value 30 June</b>	<b>19,246</b>	<b>26,899</b>

	30-Jun-15	30-Jun-14
<b>Total Land and Buildings at cost</b>	-	-
<b>Total Land and Buildings at fair value</b>	-	-
<b>Plant and Equipment</b>		
Plant and equipment at cost	42,343	42,343
Accumulated depreciation of plant and equipment	(23,097)	(15,444)
<b>Total Plant and Equipment</b>	<b>19,246</b>	<b>26,899</b>
<b>Total Property, Plant and Equipment</b>	<b>19,246</b>	<b>26,899</b>

## 8. Current Liabilities - Payables

	2015	2014
	\$	\$
Accounts Payable	1,795	10,436
<b>TOTAL</b>	<b>1,795</b>	<b>10,436</b>

### 8.(a) Payables to Other Reporting Units

	2015	2014
	\$	\$
<b>TOTAL</b>	-	-

# Notes to the Financial Statements

## 8.(b) Other Payables

	2015	2014
	\$	\$
Consideration to employers for payroll deductions	-	-
Legal Costs		
<b>TOTAL</b>	-	-

## 9. Provisions

### 9.(a) Employee Provisions

	2015	2014
	\$	\$
Office holders:		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions - office holders	-	-
Employees other than office holders:		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions- employees other than office holders	-	-
Total employee provisions	-	-
Current	-	-
Non-current	-	-
<b>TOTAL</b>	-	-

## 10. Cash flow

### 10.(a) Cash flow reconciliation

Reconciliation of cash and cash equivalents as per Statement of Financial Position to Cash Flow Statement:

	2015	2014
	\$	\$

# Notes to the Financial Statements

	2015	2014
Cash and cash equivalents as per:		
Cash flow statement	1,205,294	1,140,672
Statement of Financial Position	1,205,294	1,140,672
Difference	-	-

## 10.(b) Cash flow information

### Cash inflows

	2015	2014
	\$	\$
National	50,974	102,002
New South Wales/Australian Capital Territory	73,324	49,316
Queensland/Northern Territory	122,381	102,287
Victoria/Tasmania	85,686	72,451
Western Australia	52,971	50,242
South Australia	47,731	20,359
<b>TOTAL</b>	<b>433,066</b>	<b>396,657</b>

### Cash outflows:

	2015	2014
	\$	\$
National	58,541	131,170
New South Wales/Australian Capital Territory	67,120	28,564
Queensland/Northern Territory	114,369	101,000
Victoria/Tasmania	47,117	36,394
Western Australia	48,853	29,350
South Australia	32,444	13,482
<b>TOTAL</b>	<b>368,445</b>	<b>339,960</b>

## 11. Related party disclosures

### 11.(a) Disclosure of Associations Officer's Relevant Remuneration and non-cash benefits

Rule 54 of the Association's Rules requires each officer of the Association shall disclose to the Association any remuneration paid to the officer because the officer is a member of a board, if the officer is a member of the board only because the officer is an officer of the Association; or the officer was nominated for the position as a member of the board by the Association, a Branch of the Association, or a peak council; or by any related party of the Association in connection with the performance of the officers' duties as an officer.

# Notes to the Financial Statements

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The Association shall disclose to the members of the Association and its Branches the identity of the officers who are the five highest paid in terms of relevant remuneration for the disclosure period and for those officers the actual amount of the officers' relevant remuneration for the disclosure period and either the value of the officers' relevant non-cash benefits, or the form of the officers' relevant non-cash benefits for the disclosure period.

There are no disclosures to make.

## 11.(b) Disclosure of Branch Officer's Relevant Remuneration and non-cash benefits

Rule 55 of the Association's Rules requires each officer of the Branch shall disclose to the Branch any remuneration paid to the officer because the officer is a member of a board, if the officer is a member of the board only because the officer is an officer of the Branch; or the officer was nominated for the position as a member of the board by the Association, a Branch, or a peak council; or by any related party of the Branch in connection with the performance of the officers' duties as an officer.

A Branch shall disclose to the members of the Branch the identity of the officers who are the two highest paid officers of the Branch in terms of relevant remuneration for the disclosure period and for those officers the actual amount of the officers' relevant remuneration for the disclosure period and either the value of the officers relevant non-cash benefits, or the form of the officers' relevant non-cash benefits, for the disclosure period.

There are no disclosures to make.

## 11.(c) Disclosure of Association Officer's Material Personal Interests

Rule 56 of the Association's Rules requires that the Association shall disclose to its members and its Branches any material personal interests disclosed to the Association by any officers.

There are no disclosures to make.

## 11.(d) Disclosure of Branch Officer's Material Personal Interests

Rule 57 of the Association's Rules requires that the Branches shall disclose to the members of the Branch any material personal interests disclosed to the Branch by its officers.

There were no disclosures received.

## 11.(e) Disclosure by Association of Payments

Rule 58 of the Association's Rules requires the Association shall disclose to the members of the Association and its Branches either each payment made by the Association during the disclosure period to a related party of the Association or of a Branch of the Association or to a declared person or body of the Association or a Branch of the Association or the total of the payments made by the Association during the disclosure period to each related party of the Association or to each declared person or body of the Association.

An amount of \$1,456 (2014:nil) was paid to a related party of Jack Birrell for accommodation on normal commercial terms.

Other than the item noted above, there are no disclosures to make.

## 11.(f) Disclosure by Branch of Payments

Rule 59 of the Association's Rules requires the Branch shall disclose to the members of the Branch either each payment made by the Branch, during the disclosure period to a related party of the Branch or to a declared person or body of the Branch or the total of the payments made by the Branch during the disclosure period to each related party of the Branch or to each declared person of the Branch.

An amount of \$2,400 (2014:nil) was paid to a related party of John (Steve) Kennedy for rent on normal commercial terms.

An amount of \$40,480 (2014:\$43,120) was paid to a related party of Geoffrey Street for administration services on normal commercial terms.

Other than the items noted above, there are no disclosures to make.

## 12. Remuneration of Auditors

Value of Services Provided:	2015	2014
	\$	\$

# Notes to the Financial Statements

<b>Value of Services Provided:</b>	<b>2015</b>	<b>2014</b>
Financial statement audit services	3,900	11,698
Other Services	16,340	6,197
<b>TOTAL</b>	<b>20,240</b>	<b>17,895</b>

## 13. Financial Instruments

### 13.(a) Financial Assets

	<b>2015</b>	<b>2014</b>
	\$	\$
<b>Loans and receivables:</b>		
Cash and cash equivalents	1,205,294	1,140,672
Receivables	11,000	5,750
Other receivables	6,261	1,664
<b>TOTAL</b>	<b>1,222,555</b>	<b>1,148,086</b>
Carrying amount of financial assets	1,222,555	1,148,086
<i>Net income and expenses from financial assets:</i>		
	<b>2015</b>	<b>2014</b>
	\$	\$
Interest revenue	26,564	36,331

**30-Jun-15**      **30-Jun-14**

### 13.(b) Financial Liabilities

	<b>2015</b>	<b>2014</b>
	\$	\$
<b>At amortised cost:</b>		
Suppliers	1,795	10,436
Other Payables	11,196	2,981
<b>TOTAL</b>	<b>12,991</b>	<b>13,417</b>
Carrying amount of all financial liabilities	12,991	13,417
<i>Net Income and Expense from Financial Liabilities:</i>		

There is no income or expense from financial liabilities - payables in the period ending 30 June 2015 (2014 \$0)

**30-Jun-15**      **30-Jun-14**

# Notes to the Financial Statements

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## **14. Section 272 Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the General Manager of Fair Work Australia:

(1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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).

## **15. Administration of financial affairs by a third party**

The Association of Consulting Architects Australia's financial affairs are not administered by a third party.

## **16. Equity**

The Association has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets. The Association has no fund or account (other than the general fund) the operation of which is required by its rules or the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.

**AUDITOR'S INDEPENDENCE DECLARATION**

To the directors of Association of Consulting Architects Australia

I declare that, to the best of my knowledge and belief, there have been:

- (a) no contraventions of the auditor independence requirements as set out in the independence requirement of Australian professional ethical pronouncements, and
- (b) no contraventions of any applicable code of professional conduct

in relation to our audit for the year ended 30 June 2015.

CROWE HORWATH TASMANIA  
Crowe Horwath Tasmania



Malcolm Matthews  
Partner

Launceston

Date: 16/11/15

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA

### Report on the Financial Report

We have audited the accompanying General Purpose Financial Report of Association of Consulting Architects Australia, which comprises the statement of financial position as at 30 June 2015, the statement of profit and loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee of Management statement.

### Committee of Management's Responsibility for the Financial Report

The Committee of Management is responsible for the financial report and has determined that the accounting policies used are appropriate to meet the financial reporting requirements of the Fair Work (Registered Organisations) Act 2009 and are appropriate to meet the needs of the members. Management are also responsible for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

Our audit included procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, 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 of the financial report that gives a true and fair view 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 management, as well as evaluating the overall presentation of the financial report.

### Auditor's Opinion

In our opinion:

- a) the General Purpose Financial Report of Association of Consulting Architects Australia is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements, applicable Australian Accounting Standards, other requirements imposed by Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* of the financial position of the Association of Consulting Architects Australia as at 30 June 2015 and the results of its operations for the year then ended;
- b) the organisation kept proper accounting records and other books during the period covered by the financial report;
- c) no orders for inspection of financial reports has been made by the Commissioner under section 273 of the *Fair Work (Registered Organisations) Act 2009*, and
- d) there was no recovery of wages activity during the period.

As part of the audit of the financial statements, I conclude that management's use of the going concern basis of accounting in the preparation of the Association of Consulting Architects Australia's financial statements is appropriate.

**Crowe Horwath Tasmania**  
Crowe Horwath Tasmania



Malcolm Matthews

Launceston

Date: 16/11/15