



**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  
Fax: (03) 9654 6672

Our Ref: 131N-NSW: FR2003/503

R Thorp  
Secretary  
Association of Consulting Architects - NSW  
PO BOX 52  
THORNLEIGH NSW 2120

Dear Mr Thorp,

**Re: Association of Consulting Architects - NSW  
Financial returns for years ending 30 June 2003  
(FR2003/503)**

Receipt is acknowledged of the financial documents for the financial year ending 30 June 2003. The documents were lodged in the Registry on 10 June 2004.

The documents have been filed.

***The following matters are advised for assistance when preparing future financial documents, no further action is requested in respect of these:***

- **Documents not lodged in Registry within 14 days of 2nd meeting**

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

- **Audit not within six months**

The accounting records of the NSW Branch of the Association were not audited within six months of the end of the financial year (refer section 276(1) and regulation 113).

Such records should be audited within the required time.

***New Legislation***

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

7 July 2004

Rec'd 10/6/04  
8

FR 2003/503

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

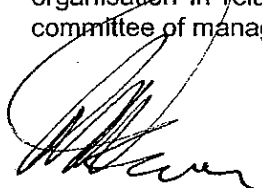
**GENERAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2003**

## CERTIFICATE OF COMMITTEE OF MANAGEMENT

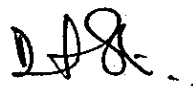
We, the undersigned members of the committee of management of Association of Consulting Architects – NSW hereby certify in respect of the financial year ending 30 June 2003 that, in the opinion of the committee of management:

- (i) in the opinion of the Committee, the accounts show a true and fair view of the financial affairs of the organisation to which the accounts relate; and
- (ii) in the opinion of the Committee, meetings of the committee of management were held during the financial year in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Act, the Regulation or the rules of the organisation; and
- (iv) in relation to the report prepared in accordance with section 276 of the Act by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with section 273(1) of the Act to which that report relates, the organisation has complied with subsection 279(1) and subsection 279(6) of the Act.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



**R McEwen**  
President



**D Slinn**  
Treasurer

17<sup>th</sup> February 2004

## CERTIFICATE BY THE PRESIDENT

I, Rick McEwen, being the President of the Association of Consulting Architects – NSW hereby certify that to the best of my knowledge and belief that:

- (a) there were 158 persons that were members of the organisation as at the end of the financial year ending 30 June 2003, and in my opinion:
- (i) the accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
  - (ii) a record has been kept of all moneys paid by, or collected from, members of the organisation, 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 organisation;
  - (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
  - (iv) no payment was made out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the regulations of the Workplace Relations Act 1996; for a purpose other than the purpose for which the fund was operated;
  - (v) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules;
  - (vi) the register of members of the organisation was maintained in accordance with the Act.



**R McEwen**  
**President**

17<sup>TH</sup> February 2004

# ASSOCIATION OF CONSULTING ARCHITECTS – NSW

## INDEPENDENT AUDITORS' REPORT

To the members of Association of Consulting Architects - NSW:

### Scope

We have audited the financial statements of Association of Consulting Architects - NSW for the financial year ended 30 June 2003. The Association's Committee is responsible for the preparation and presentation of the financial statements. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Association.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether or not the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether or not, in all material respects, the financial statements are presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the Association's financial position, the results of its operations and its cash flows.

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

### Audit Opinion

In our opinion:

- (a) there were kept by the Association in respect of the year ended 30 June 2003 satisfactory accounting records including records of the sources and nature of the income of the organisation (including income from members) and records of the nature and purposes of the expenditure of the organisation;
- (b) the attached financial statements prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
  - (i) the financial affairs of the Association as at 30 June 2003; and
  - (ii) the statement of income and expenditure and cash flows of the Association for the financial year ended on that date; and
  - (iii) in accordance with applicable Australian Accounting Standards; and
- (c) all information and explanations required by Section 276(2) of the Workplace Relations Act 1996 to be provided by officers or employees of the Association were provided.

**HLB MANN JUDD**  
**(NSW Partnership)**  
**Chartered Accountants**



**I D Haigh**  
**Partner and Registered Company Auditor**

**Sydney**  
**17 February 2004**

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003**

	<b>Note</b>	<b>2003 \$</b>	<b>2002 \$</b>
Revenue from ordinary activities	2	87,822	94,433
Expenses from ordinary activities			
Secretariat		40,291	40,200
ACA Levy		25,050	26,200
Other administration expenses		11,753	12,199
Depreciation		506	506
		<hr/>	<hr/>
<b>Profit from ordinary activities before income tax</b>		10,222	15,328
Income tax expense attributable to operating profit		<hr/>	<hr/>
		-	-
		<hr/>	<hr/>
<b>Net profit from ordinary activities attributable to the Association</b>	8	<u>10,222</u>	<u>15,328</u>

The above statement of financial performance is to be read in conjunction with the accompanying notes.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash assets	5	57,584	38,651
Trade debtors		-	237
<b>Total current assets</b>		<b>57,584</b>	<b>38,888</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	307	813
<b>Total non-current assets</b>		<b>307</b>	<b>813</b>
<b>Total assets</b>		<b>57,891</b>	<b>39,701</b>
<b>CURRENT LIABILITIES</b>			
Payables	7	33,630	25,662
<b>Total liabilities</b>		<b>33,630</b>	<b>25,662</b>
<b>Net assets</b>		<b>24,261</b>	<b>14,039</b>
<b>MEMBERS' EQUITY</b>			
Retained profits (losses)	8	24,261	14,039
<b>Total members' equity</b>		<b>24,261</b>	<b>14,039</b>

The above statement of financial position is to be read in conjunction with the accompany notes.



**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$ Inflows (Outflows)	2002 \$ Inflows (Outflows)
<b>Cash flows from operating activities</b>			
Receipts from sponsorship, subscriptions, etc		95,181	95,849
Interest received		846	704
Payments to suppliers		<u>(77,094)</u>	<u>(78,599)</u>
Net cash provided by operating activities	13 (b)	<u>18,933</u>	<u>17,954</u>
Cash at the beginning of the financial year		<u>38,651</u>	<u>20,697</u>
Cash at the end of the financial year	13 (a)	<u><u>57,584</u></u>	<u><u>38,651</u></u>

The above statement of cash flows is to be read in conjunction with the accompanying notes.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**1. STATEMENT OF ACCOUNTING POLICIES**

(a) Basis of preparation

These financial statements are a general purpose financial report and have been drawn up in accordance with applicable Accounting Standards and Urgent Issues Group Consensus Views. They have been prepared on the basis of historical costs and do not take into account changing money values or current values of non-current assets. The accounting policies have been consistently applied.

The following is a summary of the significant accounting policies adopted by the Association in the preparation of the accounts.

(b) Income tax

The Association is registered under the Industrial Arbitration Act 1890 as an industrial union of employers and is therefore exempt from income tax under Section 50-15 of the *Income Tax Assessment Act 1997*.

(c) Cash

For the purposes of the Statement of Cash Flows, cash includes cash at bank.

(d) Property, plant and equipment

Property, plant and equipment is depreciated so as to write off the value of these assets progressively over their estimated useful lives. Additions during the year are depreciated on a pro-rata basis from the date of acquisition.

The depreciation rates used for property, plant & equipment is 20% straight line.

(e) Revenue recognition

Revenue from subscriptions is recognised upon receipt. The benefits of membership are not provided until the Association receives the subscription in full.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

(f) Trade and other creditors

These amounts represent liabilities for goods and services provided to the entity prior to the end of the financial period 30 June 2003, which are unpaid. These amounts are unsecured and are normally paid within 30 days of recognition.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
<b>2. REVENUE</b>		
<b>Revenue from operating activities</b>		
Subscriptions received	86,676	92,190
Other income	1,146	2,243
<b>Total revenue</b>	<u>87,822</u>	<u>94,433</u>
<b>3. OPERATING PROFIT</b>		
Profit from ordinary activities before income tax expenses includes the following specific net gains and expenses:		
<b>Expenses</b>		
Depreciation non-current assets	<u>506</u>	<u>506</u>
<b>4. AUDITORS REMUNERATION</b>		
Amounts received or due and receivable by the auditors for their services to the Association in respect to		
Auditing the Association's accounts	950	950
Other services	-	-
	<u>950</u>	<u>950</u>
<b>5. CASH ASSETS</b>		
Cash at bank	<u>57,584</u>	<u>38,651</u>
<b>6. PROPERTY PLANT &amp; EQUIPMENT</b>		
Property, plant and equipment, at cost	2,528	2,528
Accumulated depreciation	2,221	1,715
	<u>307</u>	<u>813</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2003

	2003 \$	2002 \$
<b>7. PAYABLES</b>		
<b>Current:</b>		
Fees received in advance	32,146	23,969
Other creditors	1,484	1,693
	<u>33,630</u>	<u>25,662</u>
<b>8. RETAINED EARNINGS</b>		
Retained earnings at the beginning of the financial year	14,039	(1,289)
Net profit (loss) from ordinary activities	10,222	15,328
	<u>24,261</u>	<u>14,039</u>

**9. RELATED PARTY TRANSACTIONS**

There were no related party transactions for the financial year.

No member of the Committee of Management was remunerated for their services acting in the capacity as a member of the Committee of Management.

**10. FINANCIAL REPORTING BY SEGMENTS**

The Association operates predominantly in the Architectural industry providing lobbying services for its members in New South Wales.

**11. OTHER INFORMATION**

The Association of Consulting Architects – NSW is registered under the Workplace Relations Act 1996 and domiciled in New South Wales.

The principal place of business is:

Suite 2, 265 Pennant Hills Road  
THORNLEIGH NSW 2120

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**12. FINANCIAL INSTRUMENTS**

The Association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighed average interest rates on those financial assets and financial liabilities is as follows:

	<b>Floating Interest</b>	<b>1 Year or less</b>	<b>1 – 5 Years</b>	<b>Non – Interest</b>	<b>Total</b>
<b>2003</b>					
<b>Financial assets</b>					
Cash on hand	57,584	-	-	-	57,584
<b>Financial liabilities</b>					
Payables	-	-	-	33,630	33,630
	57,584	-	-	33,630	23,954
<b>2002</b>					
<b>Financial assets</b>					
Cash on hand	38,651	-	-	-	38,651
Debtors	-	-	-	237	237
	38,651	-	-	237	38,888
<b>Financial liabilities</b>					
Payables	-	-	-	25,662	25,662
	38,651	-	-	28,899	13,226

	<b>2003 \$</b>	<b>2002 \$</b>
<b>Reconciliation of Net Financial Assets to Net Assets</b>		
Net financial assets carried forward	23,954	13,226
<b>Non-financial assets and liabilities</b>		
Property, plant and equipment	307	813
Net assets per statement of financial position	24,261	14,039

**Net fair value of financial assets and liabilities**

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and liabilities of the economic entity approximates their net carrying value.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
<b>13. CASH FLOW INFORMATION</b>		
(a) Reconciliation of cash		
Cash at bank	57,584	38,651
(b) Reconciliation of net cash provided by operating activities to operating profit after income tax		
Operating profit after income tax	10,222	15,328
<b>Non-cash items – expense</b>		
Depreciation	506	506
<b>Non-cash items - assets and liabilities</b>		
Decrease (increase) in trade debtors	237	(237)
Increase in accounts payable	7,968	2,357
<b>Net cash provided by operating activities</b>	<b>18,933</b>	<b>17,954</b>

**14. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274,

- (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.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**INDEPENDENT AUDITORS' STATEMENT**

Our audit examination was made for the purpose of forming an opinion on the financial report prepared to provide information to members of the Association ("the audited financial statements").

The supplementary information set out on the following page is presented for the purpose of additional analysis but does not form part of the audited financial statements. The information presented is in accordance with the accounting records maintained by the Association but amounts stated therein have not necessarily been verified as part of our audit examination.

Sydney  
17 February 2004

**HLB MANN JUDD  
(NSW Partnership)  
Chartered Accountants**



**I D Haigh  
Partner**

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW**

**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
<b>INCOME</b>		
Subscriptions received	86,676	92,190
Interest received	846	704
Sundry income	300	1,539
	<hr/>	<hr/>
	87,822	94,433
	<hr/>	<hr/>
<b>EXPENSES</b>		
ACA Levy	25,050	26,200
Advertising	406	3,833
Auditor's remuneration	950	950
Bank charges	90	64
Depreciation	506	506
Employers Federation of NSW	2,230	2,524
Function expenses (net)	3,252	25
Insurance	320	261
Postage	182	246
Printing and stationery	171	277
Contract Secretariat	40,291	40,200
Sundry	731	822
Telephone and fax	3,326	3,089
Travel	95	108
	<hr/>	<hr/>
	77,600	79,105
	<hr/>	<hr/>
<b>Operating profit before income tax</b>	<b>10,222</b>	<b>15,328</b>

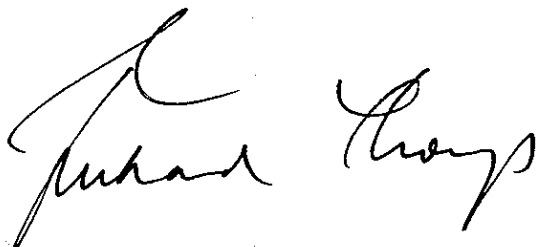


**CERTIFICATE OF SECRETARY**

As Secretary of Association of Consulting Architects – NSW, I hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

Annual General Meeting of members of the organisation held on 11 March 2004.

in respect of the financial year of the organisation ending 30 June 2003. These accounts were circulated to the members on 21<sup>ST</sup> FEBRUARY 2004.



R Thorp  
Secretary

16 March 2004