



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7799
Fax: (03) 9654 6672

Mr Richard Thorp
Secretary
Association of Consulting Architects - Australia
New South Wales Branch
PO Box 52
THORNLEIGH NSW 2120

Dear Mr Thorp,

Re: Financial Documents - year ended 30 June 2004 (FR2004/282)
Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)

I have received the financial report for the NSW Branch of the Association of Consulting Architects – Australia for the year ended 30 June 2004. The documents were lodged in the Registry on 18 January 2005 under s268 of Schedule 1B of the Workplace Relations Act 1996.

As you would be aware, this is the first lodgment by the branch of its audited financial report under Schedule 1B (Registration and Accountability of Organisations (RAO) Schedule) which commenced on 12 May 2003.

The documents have been filed.

Comments to assist future financial reports

The following comments may assist you when you next prepare financial reports. No further action is required regarding these issues with respect to the lodged documents.

Committee of Management Statement

The lodged Statement followed the former requirements of the Workplace Relations Act rather than the current requirements of the RAO Schedule and the associated Reporting Guidelines. Accordingly, in future financial years this Statement should be structured in accordance with Items 16 to 18 of the Reporting Guidelines – see enclosed.

Certificate by the President

The financial documents included a *Certificate by the President* (otherwise known as an Accounting Officer's Certificate). This document is no longer required under the RAO Schedule as it has, in effect, been replaced by the Operating Report.

Disclosure of Expenditure

The General Purpose Financial Report (GPFR) prepared under s253 of the RAO Schedule must include mandatory expenditure information as set out in Item 11 of the Reporting Guidelines (see enclosed).

It is noted however that some mandatory expenditure information was only provided in a supplement to the accounts lodged under cover of an *Independent Auditors' Statement* in which the auditor stated:

The supplementary information....does not form part of the audited financial statements.... (and the) amounts stated therein have not necessarily been verified as part of our audit examination.

In future financial years the branch must ensure that all expenditure information required by the Reporting Guidelines is included in the main body of the GPFR. Similarly, in future financial years the auditors must state in their audit report whether the complete GPFR (including all mandatory expenditure information) is presented fairly in accordance with the Australian Accounting Standards and the requirements of the RAO Schedule.

References to Legislation

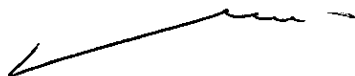
A number of references to legislation in the documents should be amended as follows:

	existing reference	amend to
<i>Audit Report</i>	s273 WR Act 276(2) WR Act	s257(5) RAO Schedule s257(2-4) RAO Schedule
<i>Committee of Management Statement</i>	s274 WR Act	s272 RAO Schedule
<i>Note 14 to the Accounts</i>	s274 WR Act	s272 RAO Schedule

I apologise for the delay in finalising these matters.

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,



Andrew Schultz
Statutory Services Branch

4 August 2005

Rec'd 18/1/05
86

FR 2004/282

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

**GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2004**

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 2004 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



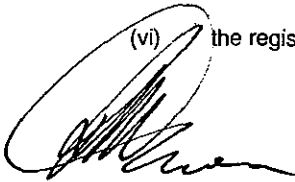
D Slinn
Treasurer

13th October
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 153 persons that were members of the organisation as at the end of the financial year ending 30 June 2004, 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

13TH OCTOBER
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 2004. 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 2004 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 2004; 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.

Sydney
13 October 2004

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



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

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
Revenue from ordinary activities	2	94,891	87,822
Expenses from ordinary activities			
Secretariat		44,834	40,291
ACA Levy		24,100	25,050
Other administration expenses		20,598	11,753
Depreciation		307	506
Profit from ordinary activities before income tax		5,052	10,222
Income tax expense attributable to operating profit		-	-
Net profit from ordinary activities attributable to the Association	8	5,052	10,222

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 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	5	56,469	57,584
Trade debtors		<u>2,205</u>	<u>-</u>
Total current assets		<u>58,674</u>	<u>57,584</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	<u>-</u>	<u>307</u>
Total non-current assets		<u>-</u>	<u>307</u>
Total assets		<u>58,674</u>	<u>57,891</u>
CURRENT LIABILITIES			
Payables	7	<u>29,361</u>	<u>33,630</u>
Total liabilities		<u>29,361</u>	<u>33,630</u>
Net assets		<u>29,313</u>	<u>24,261</u>
MEMBERS' EQUITY			
Retained profits (losses)	8	<u>29,313</u>	<u>24,261</u>
Total members' equity		<u>29,313</u>	<u>24,261</u>

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 2004**

	Note	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash flows from operating activities			
Receipts from sponsorship, subscriptions, etc		86,859	95,181
Interest received		1,558	846
Payments to suppliers		<u>(89,532)</u>	<u>(77,094)</u>
Net cash provided by operating activities	13 (b)	<u>(1,115)</u>	<u>18,933</u>
Cash at the beginning of the financial year		<u>57,584</u>	<u>38,651</u>
Cash at the end of the financial year	13 (a)	<u>56,469</u>	<u>57,584</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 2004**

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 2004, 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 2004**

	2004 \$	2003 \$
2. REVENUE		
Revenue from operating activities		
Subscriptions received	93,050	86,676
Other income	<u>1,841</u>	<u>1,146</u>
Total revenue	<u>94,891</u>	<u>87,822</u>
3. OPERATING PROFIT		
Profit from ordinary activities before income tax expenses includes the following specific net gains and expenses:		
Expenses		
Depreciation non-current assets	<u>307</u>	<u>506</u>
4. AUDITORS REMUNERATION		
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>-</u>	<u>-</u>
	<u>950</u>	<u>950</u>
5. CASH ASSETS		
Cash at bank	<u>56,469</u>	<u>57,584</u>
6. PROPERTY PLANT & EQUIPMENT		
Property, plant and equipment, at cost	2,528	2,528
Accumulated depreciation	<u>2,528</u>	<u>2,221</u>
	<u>-</u>	<u>307</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
7. PAYABLES		
Current:		
Fees received in advance	28,411	32,146
Other creditors	950	1,484
	<u>29,361</u>	<u>33,630</u>
8. RETAINED EARNINGS		
Retained earnings at the beginning of the financial year	24,261	14,039
Net profit from ordinary activities	5,052	10,222
Retained earnings at the end of the financial year	<u>29,313</u>	<u>24,261</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 2004**

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:

2004	Floating Interest	1 Year or less	1 – 5 Years	Non – Interest	Total
Financial assets					
Cash on hand	56,469	-	-	-	56,469
Debtors	-	-	-	2,205	2,205
	<u>56,469</u>	<u>-</u>	<u>-</u>	<u>2,205</u>	<u>58,674</u>
Financial liabilities					
Payables	-	-	-	29,361	29,361
	<u>56,469</u>	<u>-</u>	<u>-</u>	<u>(27,156)</u>	<u>29,313</u>
2003					
Financial assets					
Cash on hand	57,584	-	-	-	57,584
Financial liabilities					
Payables	-	-	-	33,630	33,630
	<u>57,584</u>	<u>-</u>	<u>-</u>	<u>33,630</u>	<u>23,954</u>

2004
\$

2003
\$

Reconciliation of Net Financial Assets to Net Assets

Net financial assets carried forward	29,313	23,954
Non-financial assets and liabilities		
Property, plant and equipment	-	307
Net assets per statement of financial position	<u>29,313</u>	<u>24,261</u>

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 2004**

	2004	2003
	\$	\$
13. CASH FLOW INFORMATION		
(a) Reconciliation of cash		
Cash at bank	<u>56,469</u>	<u>57,584</u>
(b) Reconciliation of net cash provided by operating activities to operating profit after income tax		
Operating profit after income tax	5,052	10,222
Non-cash items – expense		
Depreciation	307	506
Non-cash items - assets and liabilities		
Decrease (increase) in trade debtors	(2,205)	237
(Decrease) increase in accounts payable	<u>(4,269)</u>	<u>7,968</u>
Net cash provided by operating activities	<u><u>(1,115)</u></u>	<u><u>18,933</u></u>

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.

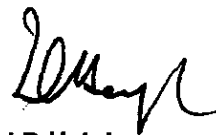
ASSOCIATION OF CONSULTING ARCHITECTS - NSW

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.

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



**I D Haigh
Partner**

**Sydney
13 October 2004**

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

**PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2004**

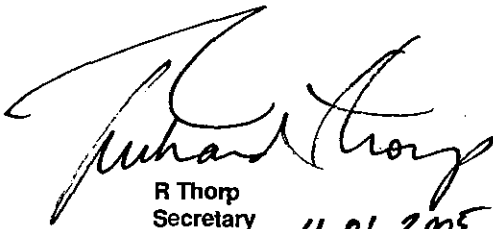
	2004	2003
	\$	\$
INCOME		
Subscriptions received	93,050	86,676
Interest received	1,558	846
Sundry income	283	300
	<hr/>	<hr/>
	94,891	87,822
EXPENSES		
ACA Levy	24,100	25,050
Advertising	4,851	406
Auditor's remuneration	950	950
Bank charges	468	90
Computer equipment	1,699	-
Depreciation	307	506
Employers Federation of NSW	2,810	2,230
Function expenses (net)	3,659	3,252
Insurance	315	320
Postage	760	182
Printing and stationery	2,137	171
Contract Secretariat	44,834	40,291
Sundry	1,009	731
Telephone and fax	1,940	3,326
Travel	-	95
	<hr/>	<hr/>
	89,839	77,600
Operating profit before income tax	<hr/> 5,052	<hr/> 10,222

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 January 2005

in respect of the financial year of the organisation ending 30 June 2004. These accounts were circulated to the members on 17th DECEMBER 2004.


R Thorp
Secretary 11.01.2005

~~2004~~

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 ended 30 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 for the Association for the year ended 30 June 2004 was \$5,052, (2003: \$10,222).

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 ended 30 June 2004, were recorded on the Register of Members of the Association was 153.

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:

Rick McEwen, President
Andrew Parker, Vice President
David Slinn, Treasurer
Richard Thorp, Secretary
Emile Jansen
Phil Page
Mark Sheldon



**R McEwen
President**

Dated: 13 October 2004