



Australian Government
Australian Industrial Registry

23 February 2009

Rodney Paelser
Branch Secretary
Association of Consulting Architects - NSW
PO Box 52
THORNLEIGH NSW 2120
email: nsw@aca.org.au

cc: B.K. Lee
Mitchell and Partners
Level 7, 10 Barrack Street
SYDNEY NSW 2000

Dear Mr Paelser

ACAA - NSW Financial Report ended 30 June 2008: FR2008/344

I acknowledge receipt of the financial report of the Association of Consulting Architects - New South Wales for the year ended 30 June 2008. The documents were lodged in the Industrial Registry on 18 February 2009.

The financial report has now been filed.

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.

Timescale Requirements

As you are aware, an organisation is required under the Registration and Accountability of Organisations (RAO) Schedule to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the Australian Industrial Relations Commission website. In particular, I draw your attention to fact sheet 08 which explains the timeline requirements, and fact sheet 09 which sets out the timeline requirements in diagrammatical form, accessible at www.airc.gov.au/legislation/rao.htm.

I have examined this report and it appears that the Reporting unit has not complied with a number of the financial reporting timelines:

Financial Report Not Presented Within 6 Months of End of Financial Year

Section 266 of the RAO Schedule stipulates that a reporting unit must cause the full financial report to be presented to a general meeting of the members of the reporting unit within the period of 6 months starting at the end of the financial year. The Association presented the full report to the General Meeting of members on 22 January 2009.

The Registrar expects full compliance with the RAO Schedule and its timescale requirements. In future, please present the full report to a general meeting of members within 6 months of the end of the financial year.

Documents not lodged in Registry within 14 days of meeting

The documents were presented to a general meeting on 22 January 2009 but were not lodged in the Registry until 18 February 2009.

In future financial years the documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - see s268 of the RAO Schedule.

I note that the Registry drew the Association's attention to these matters last year.

Auditor's Qualifications

In future financial years the Auditor's Report should be amended so that it provides details of the Auditor's qualifications to confirm he or she is an 'approved auditor' under s256 of the RAO Schedule and Regulation 4 of the RAO Regulations.

Regulation 4 defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants and holds a current Public Practice Certificate.

Please bring this to your auditor's attention to ensure that this matter is addressed in the preparation of future financial reports. A copy of this letter will also be forwarded to your auditor.

Operating Report – Review of Principal Activities

Subsection 254(2)(a) of the RAO schedule requires an operating report to contain a review of the principal activities of the reporting unit, the results of those activities and any significant changes in the nature of those activities. I note that the operating report for the year ended 30 June 2008 provides a review of the principal activities and explains that there were no significant changes to those activities. I also note that the operating report makes a statement regarding the operating results. It is the view of this office that subsection 254(2)(a) requires a review of the results of the principal activities, not a financial result. In future years please provide a brief description of the results of the principal activities.

Operating Report – Significant Changes in Financial Affairs

Subsection 254(2)(b) of the RAO schedule requires an operating report to give details of any significant changes in the financial affairs during the year. I note that the operating report states that "[t]here are no significant changes in the state of affairs of the Association not otherwise disclosed in this report or in the financial statements". In order to satisfy subsection 254(2)(b) the details of any significant changes in the financial affairs of the Association need to be in the operating report. In future years please ensure that the operating report details any significant changes in the financial affairs, or if there are no significant changes, the report should state this.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7882 or by email at sam.christensen@airc.gov.au.

Yours sincerely,



Sam Christensen

Statutory Services Branch

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2008

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

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ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.

COMMITTEE OF MANAGEMENT STATEMENT

30 JUNE 2008

On 11. December 2008 the Committee of Management of the Association of Consulting Architects - N.S.W. passed the following resolution in relation to the general-purpose financial reports (GPFR) of the Association of Consulting Architects - N.S.W. for the year ended 30 June 2008.

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

- a) The financial statements and notes comply with Australian Accounting Standards;
- b) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Association of Consulting Architects - N.S.W. for the financial year ended 30 June 2008;
- d) There are reasonable grounds to believe that the Association of Consulting Architects - N.S.W. will be able to pay its debts when they become due and payable;
- e) During the financial year to which the GPFR relate and since the end of that year:
 - i) Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the branch concerned; and
 - ii) The financial affairs of the Association of Consulting Architects - N.S.W. have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iii) The information sought in any request of a member of the Association of Consulting Architects - N.S.W. or a Registrar duly made under Section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - iv) There has been compliance with any order for inspection of financial reports made by the Commission under Section 273 of the RAO Schedule.


The Committee of Management further declares that:

1. There was no recovery of wages activity for the financial year 2008;
2. The financial affairs of the Association have been managed in accordance with the rules of the organisation; and
3. The financial records of the NSW branch of the ACAA have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.

For Committee of Management

Title of Office Held:

DATED: 11. 12. 08



President

THE ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.

**OPERATING REPORT
30 JUNE 2008 (Contd)**

Significant Events After Year End

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

Auditors Independence Declaration :

To: The Committee of the Association of Consulting Architects - N.S.W.

I declare that, to the best of my knowledge and belief, in relation to the audit for the financial year ended 30 June 2008 there has been:

- a) no contraventions of the auditor independence requirements as set out in the independence requirements of Australian professional ethical pronouncements in relation to the audit; and
- b) no contraventions of any applicable code of professional conduct in relation to the audit.

MITCHELL & PARTNERS



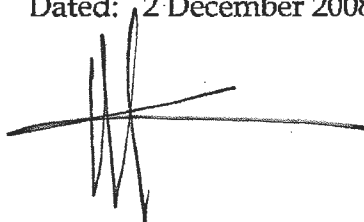
B.K. Lee - Partner

Level 7

10 Barrack Street

Sydney

Dated: 2 December 2008



President

11.12.08

Dated:

THE ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.

OPERATING REPORT 30 JUNE 2008

The members of the Committee of Management hereby present the financial report for the year ended 30 June 2008.

Members of the Committee of Management

Stephen Kennedy	President
Andrew Parker	Vice President
Rodney Paesler	Secretary
David Slinn	Treasurer

Principal Activities

The principal activities of the Association during the reporting period were to provide lobbying services for its members in New South Wales in the architectural industry. There was no significant change in the nature of the Association's principal activities.

Operating Results

The net amount of surplus/(deficit) for the Association for the year ended 30 June 2008 was \$17,071 [2007 - \$(5372)].

Manner of Resignation

Members may resign from the Association in accordance with the Constitution of the Association.

Number of Members

The number of persons who, at the end of the year ended 30 June 2008, were recorded on the Register of Members of the Association was 100.

Number of Employees

Nil (1 contracting administration).

Trustee of Superannuation Entity

No officer or member holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation;

Significant Changes in the State of Affairs

There are no significant changes in the state of affairs of the Association not otherwise disclosed in this report or in the financial statements.

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2008

Note	2008 \$	2007 \$
CLASSIFICATION OF EXPENSES BY NATURE		
Revenues from ordinary activities	79,715.34	72,610.81
Other expenses from ordinary activities	<u>(62,643.80)</u>	<u>(77,982.35)</u>
Profit/(Loss) from ordinary activities before income tax expense	17,071.54	(5,371.54)
Income tax expense relating to ordinary activities	<u>-</u>	<u>-</u>
Net profit/(loss) from ordinary activities after income tax expense attributable to members of the company	17,071.54	(5,371.54)
Total changes in equity other than those resulting from transactions with owners as owners	<u>17,071.54</u>	<u>(5,371.54)</u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2008**

	Note	2008 \$	2007 \$
CURRENT ASSETS			
Cash and cash equivalents		45,711.04	39,100.47
Trade and other receivables		474.59	3,098.12
TOTAL CURRENT ASSETS		<u>46,185.63</u>	<u>42,198.59</u>
TOTAL ASSETS		<u>46,185.63</u>	<u>42,198.59</u>
CURRENT LIABILITIES			
Trade and other payables		4,800.00	17,884.50
TOTAL CURRENT LIABILITIES		<u>4,800.00</u>	<u>17,884.50</u>
TOTAL LIABILITIES		<u>4,800.00</u>	<u>17,884.50</u>
NET ASSETS		<u>41,385.63</u>	<u>24,314.09</u>
EQUITY			
Retained earnings		41,385.63	24,314.09
TOTAL EQUITY		<u>41,385.63</u>	<u>24,314.09</u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.
ABN 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with applicable Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

The financial report is for the entity THE ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W. as an individual entity.

The financial report has been prepared on an accrual basis and is based on historical costs and does not take into account money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Cash

For purposes of the statement of cash flows, cash includes cash on hand and in at-call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months and net of bank overdrafts.

Revenue

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.
ABN 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Information to be Supplied to Members or Registrar

1. A member of an organisation or a Registrar 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).

Note: This subsection is a civil penalty subsection (see section 305).

Income Tax

The Association is a non-profit organisation and as such is exempt from tax.

ASSOCIATION OF CONSULTING ARCHITECTS - N.S.W.
ABN 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

Financial Instruments

Exposure to credit, interest rate and currency risks arise in the normal course of the Association's business.

Credit Risk

Management has a credit policy in place and the exposure to credit risk is monitored on an ongoing basis. Credit risk arises from cash and cash equivalents with banks, as well as credit exposures in respect of outstanding receivables and committed transactions.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets.

Effective interest rates and repricing analysis

In respect of income producing financial assets, the following table indicates at Balance Sheet date and years in which they reprice:

	Weighted Average Effective Interest Rate		Floating Interest Rate Total	
	2008	2007	2008	2007
	\$	\$	\$	\$
Total Financial Assets	2.24	2.72	45,711	39,100

Fair value

The net fair value of financial assets and liabilities approximates their net carrying value.

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
2 Revenue		
Operating activities		
Interest	950.00	1,320.81
Rendering of services	78,765.34	71,290.00
Total revenue	<u>79,715.34</u>	<u>72,610.81</u>
Interest from:		
Interest Received	<u>950.00</u>	<u>1,320.81</u>
3 Cash Assets		
Cash at Bank	<u>45,711.04</u>	<u>39,100.47</u>
4 Receivables		
Current		
GST Account	<u>474.59</u>	<u>3098.12</u>
5 Payables		
Current		
Fees received in advance	-	14,284.50
Sundry Creditors	4,800	3,600.00
	<u>4,800</u>	<u>17,884.50</u>
6 Retained Profits		
Retained profits at the beginning of the financial year	24,314.09	
Net profit/(loss) attributable to members of the	17,071.54	(5,371.54)
Retained profits at the end of the financial year	<u>41,385.63</u>	<u>24,314.09</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
7 Cash Flow Information		
Reconciliation of cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash at Bank	<u>45,711.04</u>	<u>39,100.47</u>
Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax		
Operating profit (loss) after income tax	17,071.54	(5,371.54)
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries		
Increase (Decrease) in account payable	1,200.00	(17,720.00)
Increase (Decrease) in unearned income	(14,284.50)	5,193.00
(Increase) Decrease in GST Account	<u>2,623.53</u>	<u>(794.68)</u>
Cash flows from operations	<u>6,610.57</u>	<u>(18,693.22)</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008

	2008 \$	2007 \$
REVENUE		
Subscriptions Received	78,765.34	71,290.00
OTHER REVENUE		
Interest Received	950.00	1,320.81
	<u>79,715.34</u>	<u>72,610.81</u>
EXPENDITURE		
Accountancy Fee	1,200.00	1,200.00
Advertising	505.00	6,069.00
Bank Charges	333.90	355.50
Contract Secretariat	33,300.00	44,400.00
Computer Expenses	-	39.00
Insurance	396.75	396.75
Postage	-	750.91
Printing & Stationery	323.64	2,172.63
Subscriptions	25,708.24	21,219.20
Sundry Expenses	-	318.18
Telephone	876.27	1,061.18
	<u>62,643.80</u>	<u>77,982.35</u>
Profit/(Loss) from ordinary activities before Income tax expense attributable to operating loss	17,071.54	(5,371.54)
	-	-
Profit/(Loss) from ordinary activities after Income tax	17,071.54	(5,371.54)
Retained profits at the beginning of the financial year	24,314.09	29,685.63
Retained profits at the end of the financial year	41,385.63	24,314.09

The accompanying notes form part of these financial statements.

ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	71,595.34	75,969.32
Payments to suppliers and employees	(67,554.77)	(95,702.35)
Interest Received	950.00	1,320.81
GST Refund	1,620.00	(281.00)
Net cash provided by (used in) operating activities	<u>6,610.57</u>	<u>(18,693.22)</u>
Net increase (decrease) in cash held	6,610.57	(18,693.22)
Cash at beginning of financial year	<u>39,100.47</u>	<u>57,793.69</u>
Cash at end of year	<u>45,711.04</u>	<u>39,100.47</u>

The accompanying notes form part of these financial statements.

**ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823**

CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, _____ and I, _____ certify that:

- (a) We are members of the committee of ASSOCIATION OF CONSULTING ARCHITECTS - NSW.
- (b) We attended the branch meeting of the association held on .
- (c) We are authorised by the attached resolution of the committee to sign this certificate.
- (d) This annual statement was submitted to the members of the association at its branch meeting.

Committee Member: _____

Committee Member: _____

Dated this day of

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823**

Scope

The Financial Report and Directors' Responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows and accompanying notes to the financial statements for ASSOCIATION OF CONSULTING ARCHITECTS - NSW (the Association), for the year ended 30 June 2008.

The Committee of Management of the Association is responsible for the preparation and true and fair presentation of the financial report in accordance with the Association's Constitution. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the Association. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Association's Constitution, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF ASSOCIATION OF CONSULTING ARCHITECTS - NSW
ABN: 97 471 457 823**

Audit Opinion

In our opinion the financial report presents fairly in all material respects and in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and statutory requirements in Australia, the financial position of the Association of consulting Architects – NSW as at 30 June 2008 and the results of its operations and its cash flows for the year then ended and the requirements of RAO Schedule.

Name of Firm: MITCHELL & PARTNERS
Chartered Accountants

Name of Partner: 
B.K. Lee - Registered Company Auditor

Address: LEVEL 7 10 BARRACK STREET SYDNEY NSW 2000

Dated this 16th day of December 2008

Designated Officer's Certificate or other Authorised Officer

s268 of Schedule 1 *Workplace Relations Act 1996*

I Rodney Paesler being the Secretary of the Association of Consulting Architects – NSW Branch certify:

- that the documents lodged herewith are copies of the full report for the financial year ending 2008 referred to in s268 of the RAO Schedule; and
- that the full report, was provided to members on 18th December 2008 and
- that the full report was presented to a general meeting of members of the reporting unit on 22nd January 2009; in accordance with section 266 of the RAO Schedule.

Signature



Date:

27 Jan 2009

RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

- (a) the secretary; or
- (b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.