



FAIR WORK
AUSTRALIA

17 January 2011

Mr Rodney Paesler
Secretary, Association of Consulting Architects - Australia, NSW Branch
PO Box 52
Thornleigh, NSW, 2120
By email: nsw@aca.org.au

cc: Mark Roberts
Executive Officer, Association of Consulting Architects-Australia, NSW Branch
PO Box 52
Thornleigh NSW 2120
By email: nsw@aca.org.au

cc: B K Lee
Mitchell & Partners
Level 7, 10 Barrack Street
Sydney, NSW, 2000
By email: klee@mitchellpartners.com.au

Dear Mr Paesler

Re: Financial Report for the Association of Consulting Architects - Australia, New South Wales Branch for year ended 30 June 2010 – FR2009/10238

I acknowledge receipt of the financial report for the Association of Consulting Architects - Australia, New South Wales Branch (the Branch) for the year ended 30 June 2009. The report was lodged with Fair Work Australia on 11 October 2010.

The financial report has now been filed.

I have also attached an addendum for your consideration in which I make 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. If you wish to discuss any matters further, I can be contacted on 03 8661 7929 or via email on eve.anderson@fwa.gov.au. A copy of this letter and addendum will be forwarded to your auditor.

Yours sincerely

Eve Anderson
Team Manager
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929

Email: eve.anderson@fwa.gov.au

11 Exhibition Street
Melbourne VIC 3000
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Addendum to the financial report for the Association of Consulting Architects - Australia, New South Wales Branch for year ended 30 June 2010 – FR2009/10238

Timing of Financial Documents - Distribution to Members and Lodgement of Documents in Fair Work Australia

[Section 265\(5\)\(a\)](#) of the *Fair Work (Registered Organisations) Act 2009* (RO Act) requires that if a reporting unit is to refer the full report to a general meeting of members, the meeting is to be held within 6 months of the end of the financial year and that the report is to be distributed to members 21 days before that meeting.

Also, [section 268](#) of the RO Act requires the Branch to lodge its financial documents with Fair Work Australia within 14 days of the date of the General Meeting of Members at which they were presented (that is, by 29 July 2010).

The documents were not distributed to members until 23 March 2010 and not lodged with Fair Work Australia until 11 October 2010. The Branch is requested to adhere to the required timelines for future reports. I have attached a diagrammatical summary of the required timelines in order to assist the branch in the preparation of future financial reports.

Please note that the financial report for the year ending 30 June 2010 should have been lodged no later than 14 January 2011. The branch is therefore required to lodge the 2010 financial report with Fair Work Australia immediately, or if it cannot do so because other requirements have not been met, to advise FWA of the anticipated timeline for lodgement.

Operating Report - Review of Principal Activities

[Subsection 254\(2\)\(a\) of the RO Act](#) 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 provides a review of the principal activities, but does not explain the results of these activities nor whether there were any significant changes in the nature of these activities. Please note that subsection 254(2)(a) of the RO Act does not require a *financial* result nor significant *financial* changes. It requires a description of the results from providing services to members and a description of any changes to the nature of those activities.

Operating Report - Significant Changes in Financial Affairs

The requirements noted in the paragraph above are in addition to [subsection 254\(2\)\(b\) of the RO Act](#) which requires an operating report to give details of any significant changes in the reporting unit's 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 needs to be addressed rather than significant changes in the *state* of affairs

Operating Report - Right of members to resign

[Subsection 254\(2\)\(c\)](#) of the Act requires the operating report to 'give details' of the right of members to resign from the reporting unit under section 174 of the Act. This requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear that rule 15 of the organisation's rules is applicable.

Committee of Management Statement - during and since the financial year

Item 25(e) of the [reporting guidelines](#) requires the committee of management to declare whether or not during the financial years *and since the end of that year* the financial affairs have been managed in accordance with the rules and whether the financial records have been kept in a consistent manner with other reporting units. In other words points 2 and 3 of the committee of management statement should be part of point (e). Please ensure this is corrected in future years. I have attached a sample committee of management statement to assist.

Legislative references

In future years please ensure that all financial documents refer to the relevant provisions of the current legislation:

- *Fair Work (Registered Organisations) Act 2009*
- *Fair Work (Registered Organisations) Regulations 2009.*

Also the references in the Committee of Management Statement to the Commission should be to FWA and the references to the Industrial Registrar should be to the General Manager of FWA.

Section 272

The notes to the financial statements regarding section 272 of the *Fair Work (Registered Organisations) Act 2009* reproduces wording from outdated legislation. Instead the wording should read as follows:

- (1) A member of a reporting unit, or the General Manager, 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).*

Required disclosures - audit fees

AASB 101 at paragraph Aus138.1 requires the financial statements to separately disclose audit fees and amounts paid to the auditor (or a related practice) for non-audit services. In future years please ensure that the financial statements disclose these items separately.

Required disclosures - cash flows to the national office

[Reporting guideline](#) 11(b) requires that where a reporting unit must pay capitation fees to another reporting unit of the organisation the amount and the name of the reporting union must be disclosed in either income and expenditure statement or in the notes to the financial statements. I assume the expense item 'subscriptions' in the income and expenditure statement refers to capitation fees paid to the national office in accordance with rule 12 of the rules of the ACA. In future years please ensure that capitation fees are clearly identified as such and that the national office is disclosed as the recipient of the capitation fees.

Also, [reporting guideline](#) 15 states that 'where another reporting unit of the organisation is the source of cash inflow or the application of a cash outflow, such cash flow should be separately disclosed in the notes to the financial statements and show the name of the other reporting unit concerned'. In future years please ensure that cash flows to the national office (or any other branches of the ACA) are disclosed in the notes to the cash flow statement.

Statement of Changes in Equity

[Section 253\(2\)\(a\)](#) of the RO Act requires that a general purpose financial report consist of a balance sheet, income statement, statement of cash flows and any other statements required by the Australian Accounting Standards. AASB 101(10) requires that a financial report include a statement of changes in equity. There is no statement of changes in equity included in the report provided to Fair Work Australia. Please ensure that future financial reports contain a statement of changes in equity.

Extra Statement not needed

The statement entitled 'Certificate by members if the Committee' is no longer required and can be omitted from future financial reports.



Association of Consulting Architects

New South Wales / ACT

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1 March 2010

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Attention:

Larry Powell, Tribunal Services and Organisations, Fair Work Australia

Audited Accounts for the NSW Branch of the Association of Consulting Architects.

The accounts are currently with the Auditor and following the resolution of a few outstanding items, it is expected that the branch will receive them within the week.

The next branch meeting, which will be the first of the committee formed as a result of the recent elections, is scheduled for the 18th March at which the committee will be able to accept them and then make them available for review by the members for the required 21 days prior to final publication.

The committee election commenced last year has been a drawn out process due to the AEC being able to resource the task, the Christmas/New Year period intervening and the need for a second round of nominations for committee members. This has resulted in the nominations for officers closing on the 22nd of February and the declaration of those positions is expected this week. Consequently the newly elected officers will be able to complete the required declarations at the next committee meeting.

In response to your specific points,

- All the required reports have been prepared
- The auditor is completing the final physical examination of the accounts and it is anticipated that the full report will be made available to the committee next week;
- Following the committee meeting of the 18th March the accounts will be provided to the membership for review;
- Following the proscribed period to allow examination by the members the committee of management will complete the process at the subsequent branch committee meeting on 15th April 2010
- The full report will be lodged electronically immediately following that meeting.

We will keep you informed as each milestone is reached to ensure you are clear that progress is being made.

Mark Roberts Executive Officer

From: David Slinn [David.Slinn@dem.com.au]

Sent: Monday, 28 June 2010 4:25 PM

To: POWELL, Larry

Subject: ACA NSW Branch Accounts - Update

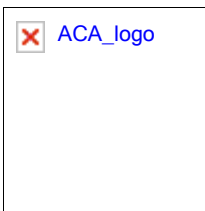
The review of the procedures for adopting the accounts has been completed and it has been found that the meeting at which the accounts were adopted was not in accordance with the ACA constitution.

Subsequently, a General Meeting of the Branch Members has been called for the 15th July, giving sufficient notice for attendance. The Accounts had previously been made available to members for their review and consideration.

We anticipate that we will be able to submit the properly adopted accounts immediately following that meeting.

Mark Roberts
Executive Officer

David Slinn
Treasurer



Association of Consulting Architects - NSW/ACT Branch

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

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2009

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

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

OPERATING REPORT

30 JUNE 2009

The members of the Committee of Management hereby present the financial report for the year ended 30 June 2009.

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 2009 was \$5,495 [2008 - \$17,071].

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 2009, were recorded on the Register of Members of the Association was 84.

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.

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

OPERATING REPORT

30 JUNE 2009 (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 :

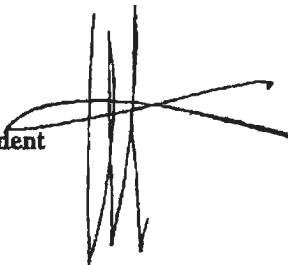
To: The Committee of the Association of Consulting Architects – N.S.W.

I declare that, to the best of my knowledge and belief, in relation to the audit for the financial year ended 30 June 2009 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 February 2010.

President 

Dated: 18 . 3 . 2010

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

COMMITTEE OF MANAGEMENT STATEMENT 30 June 2009

On ~~17 MARCH 2010~~ 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 2009.

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 2009;
- 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:

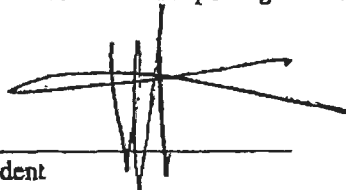
- 1. There was no recovery of wages activity for the financial year 2009;
- 2. The financial affairs of the Association have been managed in accordance with the rules of the organisation; and
- 3. The financial records of the NSW branch of the ACAA have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.

For Committee of Management

Title of Office Held:

18/3/10

President



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

BALANCE SHEET
AS AT 30 JUNE 2009

	Note	2009 \$	2008 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	44,672.36	45,711.04
Trade and other receivables	4	3,409.00	474.59
TOTAL CURRENT ASSETS		<u>48,081.36</u>	<u>46,185.63</u>
TOTAL ASSETS		<u>48,081.36</u>	<u>46,185.63</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	1,200.00	4,800.00
TOTAL CURRENT LIABILITIES		<u>1,200.00</u>	<u>4,800.00</u>
TOTAL LIABILITIES		<u>1,200.00</u>	<u>4,800.00</u>
NET ASSETS		<u>46,881.36</u>	<u>41,385.63</u>
EQUITY			
Retained earnings	6	46,881.36	41,385.63
TOTAL EQUITY		<u>46,881.36</u>	<u>41,385.63</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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 - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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 - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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	
	2009	2008	2009	2008
	\$	\$	\$	\$
Total Financial Assets	1.36	2.24	44,672	45,711

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 2009

	2009 \$	2008 \$
2 Revenue		
Operating activities		
Interest received	611.72	950.00
Rendering of services	69,148.00	78,765.34
Total revenue	<u>69,759.72</u>	<u>79,715.34</u>
3 Cash and Cash Equivalents		
Current		
Cash at Bank	<u>44,672.36</u>	<u>45,711.04</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	2,893.00	-
GST Account	<u>516.00</u>	<u>474.59</u>
	<u>3,409.00</u>	<u>474.59</u>
5 Trade and Other Payables		
Current		
Sundry Creditors	<u>1,200.00</u>	<u>4,800.00</u>
6 Retained Earnings		
Retained earnings at the beginning of the financial year	41,385.63	24,314.09
Net profit attributable to the association	<u>5,495.73</u>	<u>17,071.54</u>
Retained earnings at the end of the financial year	<u>46,881.36</u>	<u>41,385.63</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
<hr/>		
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		
Cash at Bank	<u>44,672.36</u>	<u>45,711.04</u>
Reconciliation of net cash provided by operating		
Activities to profit from ordinary activities after		
Income tax		
Operating profit (loss) after income tax	5,495.73	17,071.54
Changes in assets and liabilities, net of the effects		
of purchases and disposals of subsidiaries		
Increase (Decrease) in account payable	(3,600.00)	1,200.00
Increase (Decrease) in unearned income	-	(14,284.50)
Increase in Sundry Debtors	(2,893.00)	-
(Increase) Decrease in GST Account	<u>(41.41)</u>	<u>2,623.53</u>
Cash flows from operations	<u>(1,038.68)</u>	<u>6,610.57</u>

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

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
REVENUE		
Subscriptions Received	67,948.00	78,765.34
Webmaster Services	1,200.00	-
	69,148.00	78,765.34
OTHER REVENUE		
Interest Received	611.72	950.00
	69,759.72	79,715.34
EXPENDITURE		
Accountancy Fee	1,363.64	1,200.00
Advertising	5,590.35	505.00
Bank Charges	311.30	333.90
Contract Secretariat	33,381.82	33,300.00
Outsourcing Costs	977.50	-
Computer Expenses	672.68	-
Insurance	340.30	396.75
Postage	106.36	-
Printing & Stationery	585.91	323.64
Subscriptions	19,800.00	25,708.24
Sundry Expenses	209.09	-
Telephone	924.86	876.27
	64,263.99	62,643.80
Profit before income tax	5,495.73	17,071.54
Profit for the year	5,495.73	17,071.54
Retained earnings at the beginning of the financial year	41,385.63	24,314.09
Retained earnings at the end of the financial year	46,881.36	41,385.63

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

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
<hr/>		
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	68,455.45	71,595.34
Payments to suppliers and employees	(69,293.81)	(67,554.77)
Interest Received	611.72	950.00
GST Paid - Net	(812.04)	1,620.00
Net cash provided by (used in) operating activities	<u>(1,038.68)</u>	<u>6,610.57</u>
 Net increase (decrease) in cash held	 (1,038.68)	 6,610.57
Cash at beginning of financial year	<u>45,711.04</u>	<u>39,100.47</u>
Cash at end of financial year	<u>44,672.36</u>	<u>45,711.04</u>

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

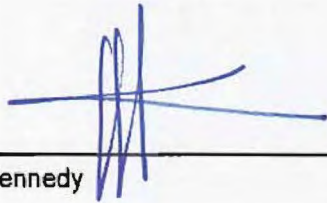
CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, Stephen Kennedy of 51 Nelson Street, Annandale, NSW 2038 and David Slinn of 15 Help Street, Chatswood NSW 2027 certify that:

- (a) We are members of the committee of ASSOCIATION OF CONSULTING ARCHITECTS - NSW.
- (b) We attended the ~~annual~~ general meeting of the association held on 15 July 2010.
- (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 ~~annual~~ general meeting.

Committee Member: _____

Stephen Kennedy



Committee Member: _____

David Slinn



Dated this 19th day of AUGUST 2010

**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 2009.

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.



FAIR WORK
AUSTRALIA

18 November 2010

Mr Stephen Kennedy
President, Association of Consulting Architects-Australia, NSW Branch
PO Box 52
Thornleigh NSW 2120
By email: nsw@aca.org.au

cc: Mark Roberts
Executive Officer, Association of Consulting Architects-Australia, NSW Branch
PO Box 52
Thornleigh NSW 2120
By email: nsw@aca.org.au

cc: B K Lee
Mitchell & Partners
Level 7, 10 Barrack Street
Sydney NSW 2000
By email: klee@mitchellpartners.com.au

Dear Mr Kennedy

Re: Financial report for the Association of Consulting Architects-Australia, NSW Branch for the year ended 30 June 2009 (FR2009/328)

I acknowledge receipt of the financial report of the NSW Branch of the Association of Consulting Architects-Australia for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 11 October 2010

The financial report has *not* been filed.

As discussed with Mr Mark Roberts by telephone the documents lodged are not the complete set of financial reports. In particular, only the first page of the auditor's report has been lodged and a vital section, the auditor's opinion, has been omitted.

Also the Designated Officer's Certificate is not included. [Section 268](#) of the *Fair Work (Registered Organisations) Act 2009* (RO Act) requires a financial report lodged with Fair Work Australia (FWA) to include a certificate signed by a designated officer certifying that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with [section 266](#). I have attached a template Designated Officer's Certificate for your use.

As you are aware, reporting units are required to undertake their financial reporting obligations in accordance with specified timelines. The relevant timelines for the 2009 report are incapable of being remedied, however re-lodgment of the 2009 financial report needs to occur immediately and the preparation and lodgment of future financial reports must occur within the required timelines.

In particular, [sections 253 and 254](#) of the RO Act require that a General Purpose Financial Report (GPFR) and an Operating Report be prepared as soon as practicable after the end of the financial year. Further, [section 266](#) requires that the financial report be presented to a general meeting of members or a committee of management meeting within six months after the end of the financial year. In the absence of an extension of time for holding a general meeting (see [section 265\(5\)](#)) the latest possible date of lodgment with Fair Work Australia is six months and 14 days after the end of the financial year. I have attached a document which sets out the timelines in diagrammatical form. In future years the financial reports need to be prepared in sufficient time to enable presentation to a meeting within six months after the end of the financial year and lodged with Fair Work Australia no later than 14 days after that meeting.

To re-iterate, the Branch is required to lodge the complete 2009 financial report, including a complete auditor's report and a designated officer's certificate with FWA immediately. If you have any queries I can be contacted on 03 8661 7929 or via email on eve.anderson@fwa.gov.au

Yours sincerely

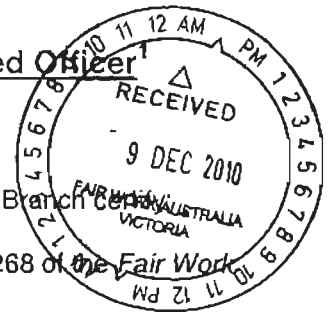
A handwritten signature in blue ink, appearing to read 'Eve Anderson', followed by a long horizontal flourish.

Eve Anderson
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929

Email: eve.anderson@fwa.gov.au

Sample Designated Officer's Certificate or other Authorised Officer¹

s268 Fair Work (Registered Organisations) Act 2009



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

- that the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on 23rd March 2010 and
- that the full report was presented to a general meeting of members of the Association of Consulting Architects – NSW Branch on 15th July 2010 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature:

Date:

26 NOV 2010

¹The relevant regulations prescribe the designated officer for the purpose of s268 of the Fair Work (Registered Organisations) Act 2009 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.

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

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2009

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

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

OPERATING REPORT

30 JUNE 2009

The members of the Committee of Management hereby present the financial report for the year ended 30 June 2009.

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 2009 was \$5,495 [2008 - \$17,071].

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 2009, were recorded on the Register of Members of the Association was 84.

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.

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

OPERATING REPORT

30 JUNE 2009 (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 effect 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 :

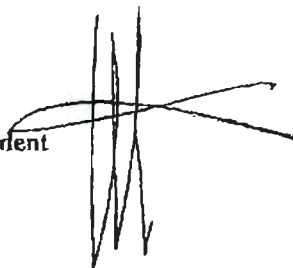
To: The Committee of the Association of Consulting Architects – N.S.W.

I declare that, to the best of my knowledge and belief, in relation to the audit for the financial year ended 30 June 2009 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 February 2010.

President 

Dated: 18.3.2010

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

COMMITTEE OF MANAGEMENT STATEMENT 30 June 2009

On ~~17 MARCH~~ **2010** 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 2009.

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 2009;
- 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:

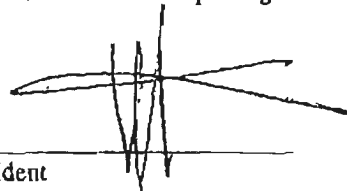
- 1. There was no recovery of wages activity for the financial year 2009;
- 2. The financial affairs of the Association have been managed in accordance with the rules of the organisation; and
- 3. The financial records of the NSW branch of the ACAA have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.

For Committee of Management

Title of Office Held:

18/3/10

President



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

BALANCE SHEET
AS AT 30 JUNE 2009

	Note	2009 \$	2008 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	44,672.36	45,711.04
Trade and other receivables	4	3,409.00	474.59
TOTAL CURRENT ASSETS		<u>48,081.36</u>	<u>46,185.63</u>
TOTAL ASSETS		<u>48,081.36</u>	<u>46,185.63</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	1,200.00	4,800.00
TOTAL CURRENT LIABILITIES		<u>1,200.00</u>	<u>4,800.00</u>
TOTAL LIABILITIES		<u>1,200.00</u>	<u>4,800.00</u>
NET ASSETS		<u>46,881.36</u>	<u>41,385.63</u>
EQUITY			
Retained earnings	6	46,881.36	41,385.63
TOTAL EQUITY		<u>46,881.36</u>	<u>41,385.63</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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 - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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 - NSW
ABN: 97 471 457 823

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009	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	
	2009	2008	2009	2008
	\$	\$	\$	\$
Total Financial Assets	1.36	2.24	44,672	45,711

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 2009

	2009	2008
	\$	\$
2 Revenue		
Operating activities		
Interest received	611.72	950.00
Rendering of services	<u>69,148.00</u>	<u>78,765.34</u>
Total revenue	<u>69,759.72</u>	<u>79,715.34</u>
3 Cash and Cash Equivalents		
Current		
Cash at Bank	<u>44,672.36</u>	<u>45,711.04</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	2,893.00	-
GST Account	<u>516.00</u>	<u>474.59</u>
	<u>3,409.00</u>	<u>474.59</u>
5 Trade and Other Payables		
Current		
Sundry Creditors	<u>1,200.00</u>	<u>4,800.00</u>
6 Retained Earnings		
Retained earnings at the beginning of the financial year	41,385.63	24,314.09
Net profit attributable to the association	<u>5,495.73</u>	<u>17,071.54</u>
Retained earnings at the end of the financial year	<u>46,881.36</u>	<u>41,385.63</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
<hr/>		
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		
Cash at Bank	<u>44,672.36</u>	<u>45,711.04</u>
Reconciliation of net cash provided by operating Activities to profit from ordinary activities after Income tax		
Operating profit (loss) after income tax	5,495.73	17,071.54
Changes in assets and liabilities, net of the effects of purchases and disposals of subsidiaries		
Increase (Decrease) in account payable	(3,600.00)	1,200.00
Increase (Decrease) in unearned income	-	(14,284.50)
Increase in Sundry Debtors	(2,893.00)	-
(Increase) Decrease in GST Account	<u>(41.41)</u>	<u>2,623.53</u>
Cash flows from operations	<u>(1,038.68)</u>	<u>6,610.57</u>

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

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
REVENUE		
Subscriptions Received	67,948.00	78,765.34
Webmaster Services	<u>1,200.00</u>	-
	69,148.00	78,765.34
OTHER REVENUE		
Interest Received	<u>611.72</u>	<u>950.00</u>
	<u>69,759.72</u>	<u>79,715.34</u>
EXPENDITURE		
Accountancy Fee	1,363.64	1,200.00
Advertising	5,590.35	505.00
Bank Charges	311.30	333.90
Contract Secretarial	33,381.82	33,300.00
Outsourcing Costs	977.50	-
Computer Expenses	672.68	-
Insurance	340.30	396.75
Postage	108.36	-
Printing & Stationery	585.91	323.64
Subscriptions	19,800.00	25,708.24
Sundry Expenses	209.09	-
Telephone	<u>924.86</u>	<u>876.27</u>
	<u>64,263.99</u>	<u>62,643.80</u>
Profit before income tax	<u>5,495.73</u>	<u>17,071.54</u>
Profit for the year	5,495.73	17,071.54
Retained earnings at the beginning of the financial year	<u>41,385.63</u>	<u>24,314.09</u>
Retained earnings at the end of the financial year	<u>46,881.36</u>	<u>41,385.63</u>

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

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	2009	2008
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	68,455.45	71,595.34
Payments to suppliers and employees	(69,293.81)	(67,554.77)
Interest Received	611.72	950.00
GST Paid - Net	(812.04)	1,620.00
Net cash provided by (used in) operating activities	<u>(1,038.68)</u>	<u>6,610.57</u>
 Net increase (decrease) in cash held	 (1,038.68)	 6,610.57
Cash at beginning of financial year	<u>45,711.04</u>	<u>39,100.47</u>
Cash at end of financial year	<u>44,672.36</u>	<u>45,711.04</u>

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

CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, Stephen Kennedy of 51 Nelson Street, Annandale, NSW 2038 and David Slinn of 15 Help Street, Chatswood NSW 2027 certify that:

- (a) We are members of the committee of ASSOCIATION OF CONSULTING ARCHITECTS - NSW.
- (b) We attended the ~~annual~~ general meeting of the association held on 15 July 2010.
- (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 ~~annual~~ general meeting.

Committee Member: _____

Stephen Kennedy

Committee Member: _____

David Slinn

Dated this 19th day of AUGUST 2010

**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 2009.

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 2009 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 18th day of March 2010.