



FAIR WORK
COMMISSION

7 January 2012

Rodney Paesler
Secretary
Association of Consulting Architects
NSW Branch

By email: nsw@aca.org.au

CC: Mark Roberts, Executive Officer by email: nsw@aca.org.au

CC: Mitchell & Partners, ATTN: B.K. Lee by email: reception@mitchellpartners.com.au

Dear Mr Paesler,

Re Financial Report for the Association of Consulting Architects - NSW Branch for year ended 30 June 2010 - FR2010/2536

I acknowledge receipt of the financial report of the Association of Consulting Architects - NSW Branch for the year ended 30 June 2010. The documents were originally lodged with Fair Work Australia on 28 March 2012 and further information was supplied on 7 September 2012.

The financial report has now been filed.

I note the **2011 financial report has not been lodged**. This report is now overdue. Please provide an expected timeframe for when the Fair Work Commission will receive your 2011 financial report as soon as possible including proposed dates on the finalisation of the auditor's report, the distribution to members and the meeting.

The following comments are to assist you when you prepare the 2011 financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

1. Time Frames

Section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a General Purpose Financial Report be lodged with The Fair Work Commission within 14 days of the final meeting that approves the report. This criterion was reiterated in the letter you were sent in April.

The designated officer's certificate indicates that the full report was presented to a general meeting of members on 26 July 2012; however it was not lodged with Fair Work Australia until 7 September 2012.

Please ensure the 2011 report is lodged with the Fair Work Commission within 14 days of the meeting, a failure to do so will require a request for an extension of time.

2. Statement of Changes in Equity

The General Purpose Financial Report does not contain a Statement of Changes in Equity.

This is required by section 253 and the Australian Accounting Standards 101(10).

Please include a Statement of Changes in Equity in your 2011 General Purpose Financial Report.

3. Out of date terminology

There are a number of instances throughout the General Purpose Financial Report that refer to outdated terminology such as the "registrar" or the "RAO Schedule", including in the Auditor's Report, the Committee of Management Statement and the provision of section 272 within the notes.

References to the Registrar and the RAO Schedule should now refer to the General Manager of the Fair Work Commission and the *Fair Work (Registered Organisations) Act 2009* respectively.

Please update these references for the 2011 report.

4. Auditor's Report

The auditor's report must present an opinion of the entire General Purpose Financial Report. Please ensure that the opening paragraph of the Auditor's Report refers to the entire document including the statement of comprehensive income, the statement of financial position, the statement of cash flows, the statement of changes in equity, the accompanying notes and the Committee of Management Statement.

Please bring these comments to the attention of your auditor.

5. Operating Report

The operating report must contain details of the right of members to resign. This can be presented in two ways, by inserting the text of the relevant rule or by identifying the number of the relevant rule within the organisation's rules.

The operating report should include a summary of the principal activities, the results of the principal activities and any substantial changes to those activities. This result is not a financial result, as this information is available in the following financial statements, but a short description of what the principal activities achieved throughout the time period covered by the report.

Please address the wording of the Operating Report for the 2011 General Purpose Financial Report.

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 7974 or by email at catherine.bebbington@fwc.gov.au.

Yours sincerely



CATHERINE BEBBINGTON
Regulatory Compliance Branch

Fair Work Commission

Tel: 03 8661 7974

Fax: 03 9655 0410

catherine.bebbington@fwc.gov.au

11 Exhibition Street, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

www.fwc.gov.au

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

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2010

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

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Audit Report

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

OPERATING REPORT 30 JUNE 2010

The members of the Committee of Management hereby present the financial report for the year ended 30 June 2010.

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 for the Association for the year ended 30 June 2010 was \$5,446 [2009:\$5,495].

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 2010, 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 2010 (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 :

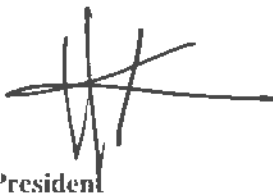
To: The Committee of the Association of Consulting Architects – N.S.W.

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



President

22. 6 . 2011

Dated:

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

COMMITTEE OF MANAGEMENT STATEMENT 30 June 2010

On 25th May 2011 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 2010.

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 2010;
- 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 2010;
- 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:

President

DATED: 22.6.2011

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

**BALANCE SHEET
AS AT 30 JUNE 2010**

	Note	2010 \$	2009 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	54,974.97	44,672.36
Trade and other receivables	4	1,970.95	3,409.00
TOTAL CURRENT ASSETS		<u>56,945.92</u>	<u>48,081.36</u>
TOTAL ASSETS		<u>56,945.92</u>	<u>48,081.36</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	4,618.10	1,200.00
TOTAL CURRENT LIABILITIES		<u>4,618.10</u>	<u>1,200.00</u>
TOTAL LIABILITIES		<u>4,618.10</u>	<u>1,200.00</u>
NET ASSETS		<u>52,327.82</u>	<u>46,881.36</u>
EQUITY			
Retained earnings	6	52,327.82	46,881.36
TOTAL EQUITY		<u>52,327.82</u>	<u>46,881.36</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010

	2010	2009
	\$	\$

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 2010

	2010	2009
	\$	\$

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 2010**

	2010	2009
	\$	\$

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	2010	2009	2010
	%	%	\$	\$
Total Financial Assets	1.36	0.006	44,672	54,975

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 2010

	2010 \$	2009 \$
2 Revenue		
Operating activities		
Interest received	3.41	611.72
Rendering of services	52,979.13	69,148.00
Total revenue	<u>52,982.54</u>	<u>69,759.72</u>
3 Cash and Cash Equivalents		
Cash at Bank	723.00	44,672.36
Cash at Bank - NAB	54,251.97	-
	<u>54,974.97</u>	<u>44,672.36</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	-	2,893.00
GST Account	1,970.95	516.00
	<u>1,970.95</u>	<u>3,409.00</u>
5 Trade and Other Payables		
Current		
Sundry Creditors	<u>4,618.10</u>	<u>1,200.00</u>
6 Retained Earnings		
Retained earnings at the beginning of the financial year	46,881.36	41,385.63
Net profit attributable to the association	5,446.46	5,495.73
Retained earnings at the end of the financial year	<u>52,327.82</u>	<u>46,881.36</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

	2010 \$	2009 \$
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>54,974.97</u>	<u>44,672.36</u>
Reconciliation of net cash provided by operating Activities to profit from ordinary activities after Income tax		
Operating profit (loss) after income tax	5,446.46	5,495.73
Changes in assets and liabilities, net of the effects of purchases and disposals of subsidiaries		
Increase (Decrease) in account payable	3,418.10	(3,600.00)
Increase (Decrease) in unearned income	-	-
Increase in Sundry Debtors	2,893.00	(2,893.00)
(Increase) Decrease in GST Account	<u>(1,454.95)</u>	<u>(41.41)</u>
Cash flows from operations	<u>10,302.61</u>	<u>(1,038.68)</u>

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

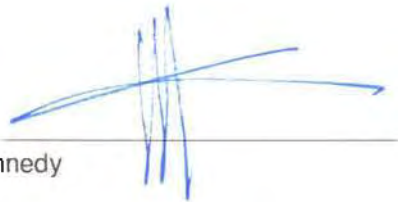
CERTIFICATE BY MEMBERS OF THE COMMITTEE

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 .
- (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 26 day of July 2012

ASSOCIATION OF CONSULTING ARCHITECTS - NSW**ABN: 97 471 457 823****INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2010**

	2010 \$	2009 \$
REVENUE		
Subscriptions Received	52,979.13	67,948.00
Webmaster Services	-	1,200.00
	<u>52,979.13</u>	<u>69,148.00</u>
OTHER REVENUE		
Interest Received	3.41	611.72
	<u>3.41</u>	<u>611.72</u>
	<u>52,982.54</u>	<u>69,759.72</u>
EXPENDITURE		
Accountancy Fee	1,900.00	1,363.64
Advertising	3,095.00	5,590.35
Bank Charges	510.77	311.30
Contract Secretariat	24,960.00	33,381.82
Outsourcing Costs	-	977.50
Computer Expenses	-	672.68
General Expenses	111.82	-
Insurance	336.24	340.30
Postage	132.67	106.36
Printing & Stationery	508.48	585.91
Subscriptions	12,970.00	19,800.00
Sundry Expenses	100.45	209.09
Telephone	2,538.13	924.86
Travelling	372.52	-
	<u>47,536.08</u>	<u>64,263.99</u>
Profit before income tax	<u>5,446.46</u>	<u>5,495.73</u>
Profit for the year	<u>5,446.46</u>	<u>5,495.73</u>
Retained earnings at the beginning of the financial year	<u>46,881.36</u>	<u>41,385.63</u>
Retained earnings at the end of the financial year	<u>52,327.82</u>	<u>46,881.36</u>

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2010**

	2010	2009
	\$	\$
<hr/>		
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	55,872.13	68,455.45
Payments to suppliers and employees	(44,117.98)	(69,293.81)
Interest Received	3.41	611.72
GST Paid - Net	(1,454.95)	(812.04)
Net cash provided by (used in) operating activities	<u>10,302.61</u>	<u>(1,038.68)</u>
Net increase (decrease) in cash held	10,302.61	(1,038.68)
Cash at beginning of financial year	<u>44,672.36</u>	<u>45,711.04</u>
Cash at end of financial year	<u>54,974.97</u>	<u>44,672.36</u>



**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 2010.

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.

All mail : G.P.O. Box 5460 Sydney NSW 2001 Australia

Level 7 10 Barrack Street Sydney NSW 2000 Australia

TELEPHONE: 02 9392 8686

FACSIMILE: 02 9299 8195

EMAIL: reception@mitchellpartners.com.au



Chartered Accountants

beyond accounting



Liability limited by a
scheme approved under the
Professional Standards Legislation

**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 2010 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 ^{1st} **day of August 2011.**

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 certify

- 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 16th September 2011 and
- that the full report was presented to a general meeting of members of the Association of Consulting Architects – NSW Branch on 26th July 2012 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*

Signature:



Date

27.07.12



FAIR WORK
AUSTRALIA

26 April 2012

Mr Rodney Paesler
Secretary
Association of Consulting Architects - Australia, New South Wales Branch
email: nsw@aca.org.au

Dear Mr Paesler

Re: Financial Report for the Association of Consulting Architects - Australia, New South Wales Branch for year ended 30 June 2010 – FR2010/2536

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 2010. The report was lodged with Fair Work Australia on 28 March 2012.

The financial report has not been filed.

The following matters require your attention before any action can be taken to file the above report.

Designated Officer's certificate

The designated officer's certificate dated 15 March 2012 indicates that the full report was provided to members on 16 September 2011 and was presented to a general meeting of members on 29 September 2011.

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in Fair Work Australia within certain timescale requirements. For your assistance I have attached a diagrammatic summary of the financial reporting process and time-limits contained in fact sheet 9 http://www.fwa.gov.au/documents/organisations/factsheets/RO_factsheet_9.pdf.

As you will note from the enclosed diagram the reporting process begins with a meeting of the committee of management. At that meeting a resolution is passed authorising the making of a statement by the committee in which it makes certain declarations with respect to the reporting unit's compliance with various aspects of the Fair Work (Registered Organisations) Act 2009 and the General Manager's Guidelines. This Committee of Management Statement and the General Purpose Financial Report are then audited.

The General Purpose Financial Report, including the Committee of Management Statement and the Operating Report, and the Auditor's Report – known as the full report – are then provided to members. Depending on the rules of the reporting unit, a copy of the full report must be provided to members at least 21 days before they are presented to a general meeting, or, if the rules allow for the full report to be presented to the committee of management, then the documents must be provided within 5 months of the end of the financial year.

The full report, accompanied by a Designated Officer's Certificate, must be lodged with Fair Work Australia within 14 days of its presentation to an appropriate meeting.

From the information available, the designated officer's certificate indicates that the full report was supplied to members on 16 September 2011 and presented to a general meeting of members on 29 September 2011.

If the dates on the designated officer's certificate are correct, it would appear that members were not provided with a copy of the full report 21 days prior to the general meeting of members on 29 September 2011, unless the date provided on the designated officer's certificate is incorrect and documentation was supplied to members on or before 7 September 2011.

Under these circumstances, Fair Work Australia cannot file the report. Moreover, if the dates on the documents are accurate, I advise the organisation will need to repeat certain steps in the reporting process.

Further action required by the Branch

If the dates in the designated officer's certificate are correct the Branch is to arrange for the full report to be referred to a further general meeting of members. Once the full report has been represented, a revised designated officer's certificate is to be lodged with Fair Work Australia.

If the events recorded in the designated officer's certificate need to be revised the Branch is to lodge a revised designated officer's certificate with Fair Work Australia.

Once this documentation is received, further action can be taken to file the report.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kevin Donnellan', with a long horizontal flourish extending to the right.

Kevin Donnellan

Organisations, Research and Advice

Fair Work Australia

Email: kevin.donnellan@fwa.gov.au

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

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2010

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 2010

The members of the Committee of Management hereby present the financial report for the year ended 30 June 2010.

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 for the Association for the year ended 30 June 2010 was \$5,446 [2009:\$5,495].

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 2010, 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 2010 (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 2010 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 2010.



President

22. 6 . 2011

Dated:

ASSOCIATION OF CONSULTING ARCHITECTS - NSW

ABN: 97 471 457 823

COMMITTEE OF MANAGEMENT STATEMENT 30 June 2010

On *23rd May 2011* 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 2010.

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 2010;
- 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 2010;
- 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: *22.6.2011*

[Signature]

President

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

BALANCE SHEET
AS AT 30 JUNE 2010

	Note	2010 \$	2009 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	54,974.97	44,672.36
Trade and other receivables	4	1,970.95	3,409.00
TOTAL CURRENT ASSETS		<u>56,945.92</u>	<u>48,081.36</u>
TOTAL ASSETS		<u>56,945.92</u>	<u>48,081.36</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	4,618.10	1,200.00
TOTAL CURRENT LIABILITIES		<u>4,618.10</u>	<u>1,200.00</u>
TOTAL LIABILITIES		<u>4,618.10</u>	<u>1,200.00</u>
NET ASSETS		<u>52,327.82</u>	<u>46,881.36</u>
EQUITY			
Retained earnings	6	52,327.82	46,881.36
TOTAL EQUITY		<u>52,327.82</u>	<u>46,881.36</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010

	2010	2009
	\$	\$

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 2010

	2010	2009
	\$	\$

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 2010

	2010	2009
	\$	\$

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	2010	2009	2010
	%	%	\$	\$
Total Financial Assets	1.36	0.006	44,672	54,975

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 2010

	2010 \$	2009 \$
2 Revenue		
Operating activities		
Interest received	3.41	611.72
Rendering of services	52,979.13	69,148.00
Total revenue	<u>52,982.54</u>	<u>69,759.72</u>
3 Cash and Cash Equivalents		
Cash at Bank	723.00	44,672.36
Cash at Bank - NAB	54,251.97	-
	<u>54,974.97</u>	<u>44,672.36</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	-	2,893.00
GST Account	1,970.95	516.00
	<u>1,970.95</u>	<u>3,409.00</u>
5 Trade and Other Payables		
Current		
Sundry Creditors	4,618.10	1,200.00
	<u>4,618.10</u>	<u>1,200.00</u>
6 Retained Earnings		
Retained earnings at the beginning of the financial year	46,881.36	41,385.63
Net profit attributable to the association	5,446.46	5,495.73
Retained earnings at the end of the financial year	<u>52,327.82</u>	<u>46,881.36</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
<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>54,974.97</u>	<u>44,672.36</u>
Reconciliation of net cash provided by operating		
Activities to profit from ordinary activities after		
Income tax		
Operating profit (loss) after income tax	5,446.46	5,495.73
Changes in assets and liabilities, net of the effects		
of purchases and disposals of subsidiaries		
Increase (Decrease) in account payable	3,418.10	(3,600.00)
Increase (Decrease) in unearned income	-	-
Increase in Sundry Debtors	2,893.00	(2,893.00)
(Increase) Decrease in GST Account	<u>(1,454.95)</u>	<u>(41.41)</u>
Cash flows from operations	<u>10,302.61</u>	<u>(1,038.68)</u>

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

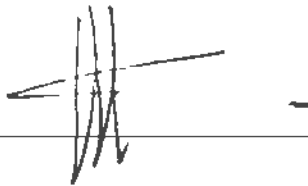
CERTIFICATE BY MEMBERS OF THE COMMITTEE

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 . *29TH SEPT. 2011*
- (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 *6th* day of *NOV* *2011*

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

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
REVENUE		
Subscriptions Received	52,979.13	67,948.00
Webmaster Services	-	1,200.00
	<u>52,979.13</u>	<u>69,148.00</u>
OTHER REVENUE		
Interest Received	3.41	611.72
	<u>3.41</u>	<u>611.72</u>
	<u>52,982.54</u>	<u>69,759.72</u>
EXPENDITURE		
Accountancy Fee	1,900.00	1,363.64
Advertising	3,095.00	5,590.35
Bank Charges	510.77	311.30
Contract Secretariat	24,960.00	33,381.82
Outsourcing Costs	-	977.50
Computer Expenses	-	672.68
General Expenses	111.82	-
Insurance	336.24	340.30
Postage	132.67	106.36
Printing & Stationery	508.48	585.91
Subscriptions	12,970.00	19,800.00
Sundry Expenses	100.45	209.09
Telephone	2,538.13	924.86
Travelling	372.52	-
	<u>47,536.08</u>	<u>64,263.99</u>
Profit before income tax	<u>5,446.46</u>	<u>5,495.73</u>
Profit for the year	<u>5,446.46</u>	<u>5,495.73</u>
Retained earnings at the beginning of the financial year	<u>46,881.36</u>	<u>41,385.63</u>
Retained earnings at the end of the financial year	<u>52,327.82</u>	<u>46,881.36</u>

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

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2010

	2010	2009
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	55,872.13	68,455.45
Payments to suppliers and employees	(44,117.98)	(69,293.81)
Interest Received	3.41	611.72
GST Paid - Net	(1,454.95)	(812.04)
Net cash provided by (used in) operating activities	<u>10,302.61</u>	<u>(1,038.68)</u>
Net increase (decrease) in cash held	10,302.61	(1,038.68)
Cash at beginning of financial year	44,672.36	45,711.04
Cash at end of financial year	<u>54,974.97</u>	<u>44,672.36</u>

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 certify:

- 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 16th September 2011 and
- that the full report was presented to a general meeting of members of the Association of Consulting Architects – NSW Branch on 29th September 2011 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature:



Date:

15 MAR¹ 12

**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 2010

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 2010 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 ^{15th} **day of August 2011.**