



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr David Bridgman
Branch Secretary
Association of Consulting Architects Australia
Northern Territory Branch
PO Box 93 Parap PO
DARWIN NT 0804

Dear Mr Bridgman

RE: Financial Return for Financial Year ended 30 June 2003 - FR2003/504

Reference is made to the financial documents of the Northern Territory Branch of the Association of Consulting Architects Australia for the year ended 30 June 2003; the documents were lodged on 15 March 2004.

While the documents have been filed it is noted, as stated on the committee of management certificate, that the auditor Jenny Eason CA is not a registered company auditor.

In view of the limited income of the branch, it is suggested that the branch may wish to consider whether its financial affairs may be structured so as to enable the branch to request an exemption from financial reporting requirements pursuant to section 271 of the *Registration and Accountability of Organisations Schedule* of the *Workplace Relations Act 1999*. (Please see attached fact sheet.)

New legislation

Please note that the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the *RAO Schedule* of the *Workplace Relations Act 1996*.

Should you wish to discuss this letter please contact me on (03) 8661 7985.

Yours sincerely

Sylvia van Riet
Statutory Services Branch

30 March 2004

FR 2003/504



Association of Consulting Architects

Australia

PO Box 93 Parap Post Office
Darwin Northern Territory 0804
Telephone 61 08 8941 8262
Facsimile 61 08 8941 3907

11 March 2004

Industrial Registrar
Australian Industrial Registry
GPO Box 1994F
MELBOURNE VIC 3001

ATTENTION: Mr. Robert Pfeiffer.

Dear Sir,

RE: Association of Consulting Architects (NT Branch) Financial reporting for the 2002/2003 financial year..

Attached is the original of the Financial Report for the 2002/2003 financial year in accordance with the Workplace Relations Act 1996. Should you require any further information please do not hesitate to contact the undersigned.

Yours Faithfully
Association of Consulting Architects Australia (NT Branch).

A handwritten signature in black ink, appearing to be 'David Bridgman', followed by a horizontal line.

David Bridgman
Branch Secretary

Encl. 1.



Association of Consulting Architects

Australia

Northern Territory Branch

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Darwin NT 0801

Telephone 61 08 8941 1399

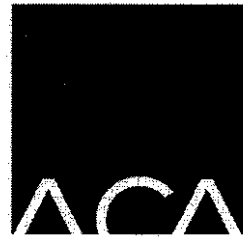
Facsimile 61 08 8941 0414

ABN 77 929 937 767

FINANCIAL REPORT 2002/2003

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COMMITTEE OFFICE HOLDERS

PRESIDENT	Ross Tonkin – Director and Architect C/- Ross Tonkin & Associates Pty Ltd GPO Box 4006 DARWIN NT 0801
VICE PRESIDENT	Steven Huntingford – Director and Architect C/- Jackman Gooden Architects Pty Ltd GPO Box 175 DARWIN NT 0801
SECRETARY	David Bridgman – Architect C/- The Architect's Studio Unit 2, Charlton Court STUART PARK NT 0820
TREASURER	Ross Connolly – Director and Architect C/- Mathews Kapetas Ehrlich GPO Box 2151 DARWIN NT 0801



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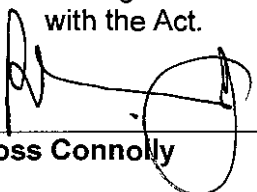
ABN 77 929 937 767

ACCOUNTING OFFICER'S CERTIFICATE

I, Ross Connolly, being the Officer responsible for keeping the accounting records of the Association of Consulting Architects NT Branch verify that as at 30 June 2003 the number of members of the ACA (NT) was six.

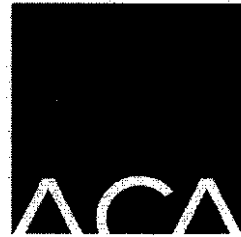
In my opinion:

- i) the attached accounts show a true and fair view of the financial affairs of the ACA (NT) as at 30 June 2003;
- ii) a record has been kept of all monies paid by, or collected from, members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- iii) before any expenditure was incurred, approval of the incurring expenditure was obtained in accordance with the rules of the organisation;
- iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- v) no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisations, were made to persons holding office in the organisation; and,
- vi) the register of members of the ACA (NT) was maintained in accordance with the Act.



Ross Connolly (signed)

Date: 10/11/03



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COMMITTEE OF MANAGEMENT CERTIFICATE

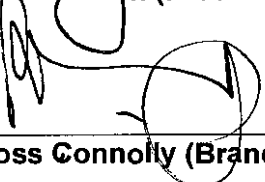
We, Ross Tonkin and Ross Connolly, being two members of the Committee of Management of the Association of Consulting Architects (NT) Branch do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that;

- i) In the opinion on the Committee Office Holders, the attached accounts show a true and fair view of the financial affairs of the ACA (NT) as at 30 June 2003;
- ii) In the opinion of the Committee Office Holders, meetings of the Committee were held during the year ended 2002/2003 in accordance with the rules of the organisation; and,
- iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(1) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of organisation, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisations;
- iv) the organisation has complied with subsection 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2002 and the Auditor's report thereon.

The members should note that the Auditor for the organisation (Jenny Eason CA) is not a registered company auditor.

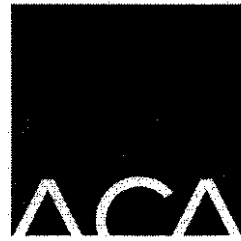


(signed)
Ross Tonkin (President)



(signed)
Ross Connolly (Branch Treasurer)

Date: 2 December 2003



Association of Consulting Architects

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**AUDITOR'S REPORT
TO THE MEMBERS OF THE
ASSOCIATION OF CONSULTING ARCHITECTS – NT BRANCH**

I have examined and audited the accounting record kept by the appointed officers of the Association of Consulting Architects – NT Branch, in respect of the year ended 30 June 2003. I have received all information and explanations required for the purpose of the audit.

In my opinion:

Satisfactory accounting records were kept by the organisation in respect of the year, detailing sources and nature of income (including income from members) of the organisation and nature and purposes of expenditure of the organisation.

The accompanying Balance Sheet is properly drawn up in accordance with Section 273 of the Workplace Relations Act 1996 as to give a true and fair view of the state of the financial affairs of the organisation at 30 June 2003 and the income and expenditure, and any surplus or deficit, of the organisation at 30 June 2003.

The accompanying Receipts and Payments Statement is properly drawn up in accordance with Section 273 of the Workplace Relations Act 1996 as to give a true and fair view of the state of affairs at 30 June 2003.

 (signed)
Jennifer Eason CA

Date: 10 December 2003



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SECRETARY'S CERTIFICATE

I, David Bridgeman, being the Secretary of the Association of Consulting Architects (NT) Branch, certify that the documents so lodged are copies of the Auditor's Report, Accounts and Statements which were presented to members at the General Meeting, held on 26 February 2003, in accordance with section 279 of the Act.

 (signed)
David Bridgeman

Date: 1/3/2004.



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BALANCE SHEET AS AT 30 JUNE 2003

2002		2003
\$ 40.49	Members funds represented by	\$ 1,022.19
\$ 40.49	Cash at Bank	\$ 1,022.19

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2003

RECEIPTS

\$ 2850.00	Member subscriptions	\$ 3,115.00
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PAYMENTS

\$ 151.80	Advertising	\$ 0.00
\$ 65.00	Bank Fees	\$ 58.85
\$ 1,115.90	Meetings	\$ 644.45
\$ 110.84	Filing Fees/ Auditor Fees	\$ 70.00
\$ 95.00	Postage	\$ 95.00
\$ 2,640.00	Subscriptions	\$ 1,265.00
\$ 506.63	Telephone	\$ 0.00
\$ 265.00	Other	\$ 0.00
<hr/>		
\$ 4,950.17		\$ 2,133.30
	ACCRETION (REDUCTION) TO FUNDS	\$ 981.70



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NOTES TO THE ACCOUNTS

BASIS OF ACCOUNTING

The financial statements have been prepared on the historical cost basis and except where stated do not take into account current valuations of non current assets.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of subsection (1), (2), (3) and (4) of Section 274 which reads as follows:

SECTION 274 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) (Application for Information) A member or organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organisation.

274(2) (Provision of Information) An organisation shall, on application made under subsection (1) by the member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such, as prescribed.

274(3) (Function of Registrar) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of a member.

274(4) (Notice of Accounts) Accounts prepared under section 273 shall include a notice drawing attention to subsections (1), (2) and (3) and setting out those subsections.