



Australian Government
Australian Industrial Registry

Level 4, 11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6812

Mr Graham Hobbs
President
Queensland Branch
Association of Consulting Architects – Australia
GPO Box 737
BRISBANE QLD 4001
e: graham@hobbs.com.au

Dear Mr Hobbs,

Financial Reports for the Year Ended 30 June 2004 - FR2004/284
Year Ended 30 June 2005 - FR2005/252
Year Ended 30 June 2006 - FR2006/419
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)

I have received the financial reports of the Queensland Branch of the Association of Consulting Architects – Australia for the years ended 30 June 2004, 2005 & 2006. The documents were lodged in the Industrial Registry on 25 September 2006, 1 March 2006 and 12 January 2007 respectively.

The documents have been filed.

I note that there have been delays by the organisation in lodging its financial reports and delays by the Industrial Registry in processing the lodged financial Reports.

It appears from an examination of the financial reports for the years ended 30 June 2004 & 2005 that there were a number of matters that the Industrial Registry would generally alert the organisation of and request that the organisation remedy in future financial reports. The financial reports lodged by the organisation for the year ended 30 June 2006 though, do appear to have addressed many of those items. As a consequence, I have confined my comments below to matters arising from the financial reports for the year ending 30 June 2006.

The following comments are provided to assist your organisation when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

Designated Officer's Certificate

The Secretary or other officer of the organisation must lodge in the Industrial Registry, within 14 days after the relevant meeting, a certificate that the documents lodged are copies of the documents provided to members and presented to a meeting. Refer s268(c) of the RAO Schedule and r162 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*.

The certificate should indicate the date on which the documents were provided to the members as well as the nature and date of the meeting.

A sample Designated Officer's Certificate is included with this letter as a guide.

Operating Report – Superannuation Trustees

I note that the Operating Report has not provided the requisite information regarding whether any officer or member of the Branch is a trustee of a superannuation entity (or a director of a company that is a trustee of a superannuation entity) – see section 254(2)(d) of the RAO Schedule.

You are requested to ensure that this information is included in the future. In the event that no officer or member of the Branch is a trustee or director of a superannuation entity, the Operating Report should include a comment to this effect.

Auditor's Report - Certificate prepared after auditor's report

The auditor in his/her report is required to give an opinion in respect of the general purpose financial report prepared in accordance with s253 of the RAO Schedule; such report includes any other reports or statements required by the reporting guidelines.

The date of the Committee of Management Statement indicates it was prepared after the auditor made his/her report. Would you please bring this matter to your Auditor's attention.

Auditor's Report - Qualification

I note that the auditor included a qualification in his/her report. A similar qualification was set out in the Auditor's Report for the year ending 30 June 2004.

It appears the qualification goes to the extent of the audit procedures followed and not to the adequacy of the disclosures. Considering the requirements of s332 of the RAO Schedule, it appears the qualification in the Auditor's Report is not a defect or irregularity referred to in s257(7) of the RAO Schedule.

Lodgement of Documents in the Registry

Section 268 of the RAO Schedule requires the Branch to lodge its financial documents with the Industrial Registry within 14 days of the date of the meeting at which they were presented. You are requested to lodge documents within the 14 day period in future.

Please do not hesitate to contact me by email at robert.pfeiffer@air.gov.au or on (03) 8661 7817 if you wish to discuss this letter.

Copies of the financial reports have been placed on a website maintained by the Industrial Registry at <http://www.e-airc.gov.au/131nqld>.

Yours sincerely,



for

Robert Pfeiffer
Statutory Services Branch

22 February 2007

Designated Officer's¹ Certificate

s268 of Schedule 1 Workplace Relations Act 1996

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*², referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]*³, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]*³ of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

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

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF ASSOCIATION OF CONSULTING ARCHITECTS QUEENSLAND

Scope

The financial report and directors' responsibility

The financial report comprises the statement of financial position, income and expenditure statement, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the committee for the Association of Consulting Architects Queensland, for the year ended 30 June 2004.

The committee is responsible for the preparation and true and fair presentation of the financial report. 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.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act 1996 Part IX, Division 11. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the company. 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 judgement, 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 Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the company'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 committee members.

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.

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
ASSOCIATION OF CONSULTING ARCHITECTS QUEENSLAND (cont)

Independence

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

Qualifications

It is not practicable to establish control over membership fee income prior to their initial entry in the accounting records, nor is it practicable for us to confirm that all membership fee income has been received and recorded. Our audit relating to income was therefore, limited to the amounts recorded in the records. Similarly, our audit of expenditure has been restricted to those amounts recorded in the accounts.

Qualified Audit Opinion

In our opinion, subject to the qualification paragraphs above:

- (a) The Association of Consulting Architects Queensland has kept satisfactory accounting records in relation to the year ended 30 June 2004, including:
 - (i) records of the sources and nature of the income of the Association of Consulting Architects Queensland (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the Association of Consulting Architects Queensland; and
- (b) the financial statements and other statements prepared under Section 273 of the Workplace Relations Act 1996 in relation to the year were properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the Association of Consulting Architects Queensland as at 30 June 2004; and
 - (iii) the income and expenditure and deficit of the Association of Consulting Architects Queensland for the year ended 30 June 2004; and
- (c) all the information and explanations that, under Section 276(2) of the Act, members of Association Consulting Architects Queensland were required to provide were provided.

GRANT THORNTON QUEENSLAND PARTNERSHIP
Chartered Accountants

Grant Thornton Queensland Partnership

Jan Carroll

D J CARROLL
Partner

Brisbane
Dated this 28 day of June 2005

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

		2004	2003
		\$	\$
INCOME			
Membership Fees		44,900	46,000
		<hr/>	<hr/>
		44,900	46,000
		<hr/>	<hr/>
EXPENDITURE			
Administration Expenses	2	32,905	30,065
Occupancy Expenses	2	809	124
		<hr/>	<hr/>
		33,714	30,189
		<hr/>	<hr/>
Profit from Ordinary activities before income tax		11,186	15,811
Income tax expense		-	-
		<hr/>	<hr/>
Profit from ordinary activities after income tax		11,186	15,811
		<hr/>	<hr/>
ACCUMULATED (LOSSES) AT THE BEGINNING OF THE FINANCIAL YEAR		(14,678)	(30,489)
		<hr/>	<hr/>
ACCUMULATED (LOSSES) AT THE END OF THE FINANCIAL YEAR		(3,492)	(14,678)
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of this financial report.

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	2004	2003
	\$	\$
CURRENT ASSETS		
CASH ASSETS		
Cash at Bank	13,436	12,797
Cash on Hand	193	116
	<hr/>	<hr/>
	13,629	12,913
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	13,629	12,913
NON-CURRENT ASSETS		
Office equipment	3 2,446	539
	<hr/>	<hr/>
TOTAL ASSETS	16,075	13,452
	<hr/>	<hr/>
CURRENT LIABILITIES		
GST payable	1,017	637
Fees in advance 2004	18,550	23,000
Related party payable	<hr/> -	<hr/> 4,493
TOTAL CURRENT LIABILITIES	19,567	28,130
	<hr/>	<hr/>
TOTAL LIABILITIES	19,567	28,130
	<hr/>	<hr/>
NET DEFICIENCY	(3,492)	(14,678)
	<hr/> <hr/>	<hr/> <hr/>
MEMBERS' FUNDS		
Accumulated losses	(3,492)	(14,678)
	<hr/>	<hr/>
TOTAL MEMBERS' FUNDS (DEFICIENCY)	(3,492)	(14,678)
	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of this financial report.

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	2004	2003
	\$	\$
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from members	44,495	52,900
Payments to suppliers	(36,570)	(12,629)
	<hr/>	<hr/>
Net cash provided by operating activities	4(b) 7,925	40,271
	<hr/>	<hr/>
CASH FLOW FROM INVESTING ACTIVITIES		
Receipts For property, plant and equipment	(2,716)	(662)
	<hr/>	<hr/>
Net cash provided by investing activities	(2,716)	(662)
	<hr/>	<hr/>
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment to related party	(4,493)	(26,925)
	<hr/>	<hr/>
Net cash provided by financing activities	(4,493)	(26,925)
	<hr/>	<hr/>
Net increase/(decrease) in cash held	716	12,684
Cash at the beginning of the year	12,913	229
	<hr/>	<hr/>
Cash at the end of the year	4(a) 13,629	12,913
	<hr/> <hr/>	<hr/> <hr/>

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004****NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report prepared in order to satisfy the financial reporting requirements of the Workplace Relations Act 1996 Part IX, Division 11. The committee has determined that Association Consulting Architects Queensland is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996 Part IX, Division 11.

The financial report is prepared, on an accruals basis.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. Income Tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based on the operating profit before income tax adjusted for any permanent differences.

Non-member income of the association is only assessable for tax, as member income is excluded under the principle of mutuality.

b. Property, Plant & Equipment

Office equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use and at rates as allowed by the Commissioner of Taxation. Current rate is 37.5% diminishing value for office equipment.

c. Cash

For the purpose of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions.

d. Revenue

Revenue from the rendering of services 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 CONSULTING ARCHITECTS QUEENSLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
NOTE 2: PROFIT FROM ORDINARY ACTIVITIES		
Profit from ordinary activities before income tax expense has been determined after:		
Expenses:		
Administration Expenses		
-Accountancy Fees	100	100
-Archioz Expenses	-	788
-Audit fees	2,003	1,017
-Bank Charges and Fees	104	102
-Business Name Registration	-	157
-Computer Expenses	1,262	1,353
-Consultants Fees	3,500	3,295
-Management Fees	22,147	16,075
-Meeting expenses	-	320
-Printing Postage and Software	741	747
-Maintenance – Office Equipment	25	62
-Seminars	-	214
-Subscription Costs	930	2,449
-Telephone and Fax	1,824	3,334
-Travel and Meals	269	52
	32,905	30,065
Occupancy Expenses		
-Depreciation of Office Equipment	809	124
	809	124
NOTE 3: PROPERTY, PLANT AND EQUIPMENT		
Office equipment - at cost	3,380	663
Accumulated Depreciation	(934)	(124)
	2,446	539
	2,446	539

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

(a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Office Equipment	Total
Balance at Beginning of the year	539	539
Additions	2,716	2,716
Disposals	-	-
Revaluation Increment/ (decrement)	-	-
Depreciation Expense	(809)	(809)
Carrying amount at the end of the year	<u>2,446</u>	<u>2,446</u>

2004	2003
\$	\$

NOTE 5: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash at bank	13,436	12,797
Cash on hand	193	116
	<u>13,629</u>	<u>12,913</u>

(b) Reconciliation of net cash provided by operating activities to net profit

Operating profit after tax	11,186	15,811
Depreciation	(809)	(124)
Changes in assets and liabilities		
Increase/(decrease) in fees in advance	(4,450)	23,000
Increase/(decrease) in GST payable	380	1,336
Net cash provided by operating activities	<u>7,925</u>	<u>40,271</u>

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 4: SEGMENT REPORTING

The economic entity operates predominantly in architects consulting wholly in Australia.

ASSOCIATION CONSULTING ARCHITECTS QUEENSLAND

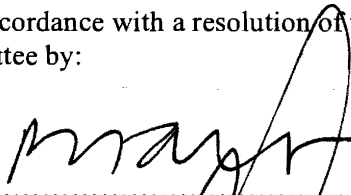
STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Committee the financial report as set out on pages 1 to 7

1. Presents fairly the financial position of Association Consulting Architects Queensland as at 30 June 2004 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Association Consulting Architects Queensland will be able to pay its debts as and when they fall due.

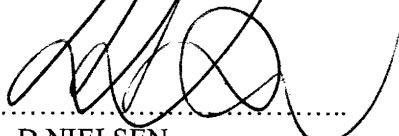
This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President



P TAIT

Treasurer



D NIELSEN

Dated this

28th day of June

2005