



**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 Graham Hardy  
Secretary  
Association of Consulting Architects Australia  
South Australia Branch  
PO Box 3420 Rundle Mall  
ADELAIDE SA 5000

Dear Mr Hardy

**RE: Financial Return for Financial Year ended 30 June 2003 - FR2003/506**

Reference is made to the financial documents of the South Australian Branch of the Association of Consulting Architects Australia for the year ended 30 June 2004; the documents were lodged on 2 March 2004.

The documents haven been filed.

**Remaining Outstanding financial documents**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements for the financial year ended **30/6/02**. As lodgement of these financial documents are overdue and remain outstanding legal obligations on the part of the branch, we request that the outstanding documents be lodged in the Industrial Registry as soon as possible.

**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

24 March 2004



Association of Consulting Architects  
South Australia

incorporating South Australian  
Practicing Architects Association

100 Flinders Street  
Adelaide SA 5000  
PO Box 3420 Rundle Mall  
Adelaide SA 5000  
**Telephone 61 8 8228-9100**  
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**Email sa@raia.com.au**

**ABN 16 973 810 037**

19 February 2004

*rec'd 2/3/03*  
*8*

Mr Robert Pfeiffer  
Satutory Services Branch  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

FR 2003/506

Dear Sir

**ACA – SA**  
**FINANCIAL DOCUMENTS OF THE BRANCH FOR THE YEAR 30 JUNE 2003**

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I enclose financial documents of the ACA-SA Branch prepared in accordance with Part IX Division 11 of the Workplace Relations Act 1996 for the year ended 30 June 2003.

They include:

- Profit and Loss Statement for the year ended 30 June 2003
- Balance Sheet as of 30 June 2003
- Accounting Officer's Certificate
- Statement of Accounting Policies
- Committee of Management's Certificate
- Auditor's Report

We also advise that the required steps for the receipt of the auditor's report, provision of copies to members, presentation to members have all been complied with as follows:

- Accounting Officers Certification, 18 September 2003
- Committee of Management Certificate, 18 September 2003
- Auditors Report signed, 20 November 2003
- Documents supplied to members, 9 February 2004
- Documents presented to Committee of Management, 18 February 2004
- Document lodged, 19 February 2004

Yours faithfully

**GRAHAM HARDY**  
Secretary – ACA-SA

Encl.

Copy to: K Neighbour – Branch President  
J Williams – Branch Treasurer  
M Eades – Secretary, ACA Australia

**ASSOCIATION OF CONSULTING ARCHITECTS - S.A.**

**FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED  
30TH JUNE 2003**

# **ASSOCIATION OF CONSULTING ARCHITECTS - S.A.**

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# ASSOCIATION OF CONSULTING ARCHITECTS - S.A.

## PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30TH JUNE 2003

	2003	2002
	\$	\$
<b>RECEIPTS</b>		
Interest Received	40	14
Membership Fees (Subscriptions)	12,615	12,485
<b>TOTAL RECEIPTS</b>	<u>12,655</u>	<u>12,499</u>
<b>EXPENSES</b>		
Accountancy & Audit Fees	763	624
Bank Charges	28	15
Business SA	877	1,515
Fees to Head Office	5,100	5,100
General Expenses	150	488
Postage & Freight	98	47
Printing, Stationery & Postage	240	93
Secretarial Fees	3,000	2,725
<b>TOTAL EXPENSES</b>	<u>10,256</u>	<u>10,607</u>
<b>OPERATING PROFIT AND EXTRAORDINARY ITEMS</b>	2,399	1,892
Retained Profits at July 1	7,480	5,588
<b>PROFIT AVAILABLE FOR APPROPRIATION</b>	<u>9,879</u>	<u>7,480</u>
<b>RETAINED PROFITS</b>	<u>\$ 9,879</u>	<u>\$ 7,480</u>



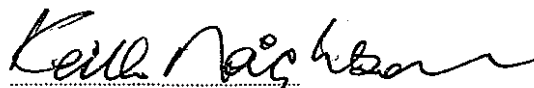
CHAIRMAN OF THE BOARD  
SHEARER & ELLISS  
CHARTERED ACCOUNTANTS

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# ASSOCIATION OF CONSULTING ARCHITECTS - S.A.

## BALANCE SHEET AS AT 30TH JUNE 2003

	2003	2002
	\$	\$
<b>CURRENT ASSETS</b>		
<b>Cash</b>		
Cash at Bank	11,292	8,287
<b>Other</b>		
GST on acquisitions	166	61
<b>TOTAL CURRENT ASSETS</b>	<u>11,458</u>	<u>8,348</u>
<b>TOTAL ASSETS</b>	<u>11,458</u>	<u>8,348</u>
<b>CURRENT LIABILITIES</b>		
<b>Creditors &amp; Borrowings</b>		
Creditors	1,579	863
<b>Other</b>		
GST on supplies	-	5
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,579</u>	<u>868</u>
<b>TOTAL LIABILITIES</b>	<u>1,579</u>	<u>868</u>
<b>NET ASSETS</b>	<u>\$ 9,879</u>	<u>\$ 7,480</u>
<b>RESERVES AND UNAPPROPRIATED PROFITS</b>		
Accumulated Profit	<u>\$ 9,879</u>	<u>\$ 7,480</u>

  
CHAIRMAN OF THE BOARD  
SHEARER & ELLISS  
CHARTERED ACCOUNTANTS

## **ASSOCIATION OF CONSULTING ARCHITECTS - S.A.**

### **STATEMENT OF ACCOUNTING POLICIES**

The accounts have been prepared in accordance with the Statement of Accounting Concepts and applicable Accounting Standards. The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The accounts are a special purpose financial report prepared in order to provide accounts which satisfy the Industrial Relations Act 1988 to prepare accounts. The Committee has determined that the branch is not a reporting entity as defined in Statements of Accounting Concepts 1 "Definition of the Reporting Entity" and therefore, as there is no requirement to apply accounting standards in the preparation and presentation of these statements, they have been adopted only to the extent shown in the accounts.

S 274 (4) of the Industrial Relations Act 1988 prescribes that accounts prepared under S273 of the Act shall include a notice drawing attention to the following:-

- 274 (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization
- 274 (2) An organization shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- 274 (3) 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 the member.



**AUDITOR'S REPORT**

**ASSOCIATION OF CONSULTING ARCHITECTS - S.A.**

Ian Elliss  
Neil Wallace  
Edward Taylor  
Adam Wright

We have inspected and audited the accounting records kept by the Association of Consulting Architects - SA Branch, in respect of the year ended 30th June 2003 and have received all the information and explanations we have required.

Consultant  
Michael Shearer


Telephone  
(08) 8373 0202  
Facsimile  
(08) 8373 0036

In our opinion:

(i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the organisation (including receipts from members) and the nature and purposes of payments, and

(ii) the attached accounts and statements, prepared under the historical cost convention, and in accordance with section 273 of the Industrial Relations Act 1988, as amended, are properly drawn up so as to give a true and fair view of:

- (a) the financial affairs of the branch as at 30th June 2003, and,
- (b) the income and expenditure, of the branch for the year ended on that date
- (c) the net surplus of \$2,399 reported by the branch for the year ended 30th June 2003.



.....  
**SHEARER & ELLISS**  
 Chartered Accountants  
 Signed by IAN C. ELLISS  
 Registered Company Auditor

Signed at Adelaide on this 22 day of September 2003



ACCOUNTING OFFICER'S CERTIFICATE

I, Jim Williams, being the Officer responsible for keeping the accounting records of the Association of Consulting Architects - SA Branch, certify that as at 30 June 2003 the number of members of the branch was twenty six.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the branch as at 30 June 2003;
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred approval of the incurring of the 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 organisation, were made to persons holding office in the organisation;

and

- (vi) the register of members of the branch was maintained in accordance with the Act.

  
.....  
JIM WILLIAMS

Date .....


18.9.03.

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Keith Neighbour and Graham Hardy, being two members of the Committee of Management of the Association of Consulting Architects - SA Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the branch as at 30 June 2003
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available when so requested.
- (iv) the branch has complied with sub section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2003, and the auditors report thereon.

  
.....  
KEITH NEIGHBOUR

  
.....  
GRAHAM HARDY

Date ..... 18/09/03 .....