



FAIR WORK
AUSTRALIA

22 March 2011

Mr. G. Hardy
Secretary
Association of Consulting Architects - Australia
South Australia Branch

Email: sa@raia.com.au

Dear Mr Hardy

Financial report of the Association of Consulting Architects - Australia - South Australia Branch for the financial year ended 30 June 2010 (FR2010/2674)

I acknowledge receipt of the financial report of the South Australian Branch of the Association of Consulting Architects - Australia for the financial year ended 30 June 2010. The documents were lodged in this office on 9 March 2011.

The financial report is filed.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the Fair Work (Registered Organisations) Act 2009 (the RO Act). Please note that these matters are generally advised for assistance in the future preparation of financial reports. No further action is required in respect of the subject documents.

1. Timescale Requirements

As you are aware, reporting units are required to undertake their financial reporting obligations in accordance with specified timelines. As the 2010 report has been completed, the relevant timelines are incapable of being remedied. However it should be noted that the preparation and lodgment of future financial reports must occur within these 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.

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.

2. Operating Report

Results 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. 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.

Right to resign

Subsection 254(2)(c) of the RO Act requires the Operating Report to 'give details' of the right of members to resign from the reporting unit under section 174 of the RO 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 the rule as provided provides two subrules 6. I suggest future financial reports accurately reflect the relevant resignation rule.

3. Committee of Management Statement

The Committee of Management statement states that "there is only 1 reporting unit and the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner".

Section 242(3) of the RO Act provides that "where an organisation is divided into branches each branch will be a reporting unit...". As the Association of Consulting Architects Australia has several branches it consists of 2 or more reporting units.

Reporting guideline 25(e)(iv) requires the committee of management of a reporting unit to declare where the organisation consists of 2 or more reporting units, whether the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation.

The reporting unit should in future provide a declaration as mentioned above.

If you wish to discuss any matters further, I can be contacted on (03) 8661 7993 or by email at larry.powell@fwa.gov.au

Yours sincerely



Larry Powell
Tribunal Services and Organisations
Fair Work Australia



Association of Consulting Architects
South Australia

incorporating South Australian
Practicing Architects Association

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ABN 16 973 810 037

7 March 2011



Kevin Donellan
Tribunal Services and Organisations
Fairwork Australia
GPO Box 1994
MELBOURNE VIC 3001

Dear Sir

**ASSOCIATION OF CONSULTING ARCHITECTS - SA INC.
DESIGNATED OFFICER'S CERTIFICATE**

I, Graham Elliot Hardy, Secretary of ACA-SA, being authorised under the rules to sign the certificate hereby declare that documents herewith lodged are copies of the documents presented to a meeting on 28 October 2010, then forwarded to all members free of charge on 27 January 2011 and presented to a general meeting of members on 24 February 2011.

GRAHAM HARDY
Secretary – ACA-SA

Encl.

Copy to: J Held – Acting Branch President
J Williams – Branch Treasurer
M Eades – Secretary, ACA Australia

ASSOCIATION OF CONSULTING ARCHITECTS - S.A. INC.

A.B.N. 16 973 810 037

FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2010

Leah Reylson
Chair
ACA SA.

ASSOCIATION OF CONSULTING ARCHITECTS - S.A. INC.

A.B.N. 16 973 810 037

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ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

BALANCE SHEET AS AT 30TH JUNE 2010

	NOTES	2010 \$	2009 \$
CURRENT ASSETS			
Cash Assets	4	33,246	32,312
Receivables	5	873	991
Total Current Assets		<u>34,118</u>	<u>33,303</u>
TOTAL ASSETS		34,118	33,303
CURRENT LIABILITIES			
Payables		-	-
Total Current Liabilities		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		-	-
NET ASSETS		<u>34,118</u>	<u>33,303</u>
MEMBERS' EQUITY			
Accumulated Surpluses	6	34,118	33,303
TOTAL MEMBERS' EQUITY		<u>34,118</u>	<u>33,303</u>
Contingent Liabilities	7		

The above balance sheet should be read in conjunction with the accompanying notes.

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

**INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2010**

	NOTES	2010 \$	2009 \$
<hr/>			
Revenue From Ordinary Activities		22,209	22,809
Cost of Providing Membership Support		(21,394)	(15,350)
Total Expenses		<u>(21,394)</u>	<u>(15,350)</u>
Net Profit From Ordinary Activities Attributable To Members		<u>815</u>	<u>7,459</u>

The above income statement should be read in conjunction with the accompanying notes.

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2010**

	MEMBERS' EQUITY	
	Accumulated Surpluses	Total
	\$	\$
Balance at 1 July 2008	25,844	25,844
Net profit attributable to members	<u>7,459</u>	<u>7,459</u>
Balance at 30 June 2009	33,303	33,303
Net profit attributable to members	<u>815</u>	<u>815</u>
Balance at 30 June 2010	<u>34,118</u>	<u>34,118</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

CASH FLOW STATEMENT FOR THE YEAR ENDED 30TH JUNE 2010

	NOTES	2010 \$ Inflow/ (Outflow)	2009 \$ Inflow/ (Outflow)
CASH FLOWS FROM OPERATING ACTIVITIES			
Membership Received		19,911	18,523
BDEP Building Information Modelling Seminar		-	3,720
Interest Received		16	86
Reimbursement from National Office		2,400	-
Payments to Suppliers		<u>(21,394)</u>	<u>(15,350)</u>
Net Cash (used in)/ provided by Operating Activities		<u>933</u>	<u>6,979</u>
Net increase (decrease) in cash held		<u>933</u>	<u>6,979</u>
Cash at beginning of the year		<u>32,312</u>	<u>25,333</u>
Cash at End of Year		<u>33,246</u>	<u>32,312</u>

The above cash flow statement should be read in conjunction with the accompanying notes.

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

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

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a general purpose financial report that have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Interpretations), the requirements of the Associations Incorporations Act 1985 and the Fair Work (Registered Organisations) Act 2009. The financial statements have also 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. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial statements.

(a) Income Tax

Income tax is not payable by the Association as it is exempted by Section 23 of the Income Tax Assessment Act.

2 INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER OF FAIR WORK AUSTRALIA

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Sections 272 (1), (2) and (3), which details are set out as below:-

- (1) A member of the Association, or the General Manager, may apply to the Association for specified prescribed information in relation to the Association 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 Association.
- (3) Association must comply with an application made under subsection (1)

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

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

	2010	2009
	\$	\$
3 REVENUE		
(a) Operating Activities		
Membership Fees (Subscriptions)	19,793	19,003
BEDP Building Information Modelling Seminar	-	3,720
Interest Received	16	86
Reimbursement from National Office	2,400	-
Total Revenue	<u>22,209</u>	<u>22,809</u>
4 CASH ASSETS		
Cash at Bank	<u>33,246</u>	<u>32,312</u>
	<u>33,246</u>	<u>32,312</u>
5 CURRENT ASSETS - RECEIVABLES		
Net Receivables	<u>873</u>	<u>991</u>
	<u>873</u>	<u>991</u>
6 ACCUMULATED SURPLUS		
Accumulated Surplus At The Beginning of The Year	33,303	25,844
Net Profit Attributable to Members	<u>815</u>	<u>7,459</u>
Accumulated Surplus At The End of The Year	<u>34,118</u>	<u>33,303</u>

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

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

	2010 \$	2009 \$
7 CONTINGENT LIABILITIES		
There existed no contingent liabilities as at the balance date that involved Association of Consulting Architects Incorporated.		
8 CASH FLOW INFORMATION		
(a) Reconciliation of Cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the Statement of Financial Position as follows:		
Cash at Bank	33,246	32,312
	<u>33,246</u>	<u>32,312</u>
(b) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING LOSS		
Operating profit/(loss) after abnormal items	815	7,459
Non-cash items		
Changes in assets and liabilities		
Receivables	118	(480)
Trade Creditors	-	-
	<u>933</u>	<u>6,979</u>
Net cash inflow/(outflow) from operating activities	<u>933</u>	<u>6,979</u>

9 COMMITTEE MEMBERS

The Committee members who each held office as a Committee member of the Association during the year ended 30 June 2010 were as follows:

	FROM	TO
Andrew Ford	1/07/2009	30/06/2010
Graham Hardy	1/07/2009	30/06/2010
James Williams	1/07/2009	30/06/2010
Keith Neighbour	1/07/2009	30/06/2010
Ian Hore	1/07/2009	30/06/2010
John Held	1/07/2009	30/06/2010
Ashley Halliday	1/07/2009	30/06/2010
Simon Thomson	1/07/2009	30/06/2010

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

OPERATING REPORT

In accordance with the Fair Work (Registered Organisations) Act 2009, the Executive Committee presents the operating report for the year ended 30 June 2010.

Principal Activities

The principal activity of the Association was to provide a range of services to members.

Financial Results

The surplus from operating activities for the year 2010 of the Association of Consulting Architects - SA Inc. was \$815. The associations main source of income is membership fees and expenses are incurred in the provision of services to members.

Review of Operations

The results represents an unfavourable variance of \$6,644 in comparison to the last year. The result for the year was considered satisfactory in the economic circumstances.

Significant Changes

There were no significant changes in operational/financial affairs of the Association in the 2009-2010 financial year.

Right of Members to Resign - Rule 15

1. A member of the Association may resign from membership by written notice addressed and delivered to the Secretary of the Branch of the Association to which he belongs or if there is no Branch in the State or Territory in which the member's principal office is located, to the Secretary of the Branch to which the member has been attached by direction of the Committee or otherwise to the Secretary of the Association,
2. A notice of resignation from membership of an organisation takes effect:-
 - a) Where the members ceases to be eligible to become a member of the Association:
 - i) on the day on which the notice is received by the "Association"; or
 - ii) on the day specified in the notice, which is a day not earlier than the day when the "Member" ceases to be eligible to become a member in accordance with these Rules; whichever is later; or
 - b) in any other case:
 - i) at the end of two weeks after the Notice is received by the Association; or
 - ii) on the day specified in the notice; whichever is later
3. Where a Branch Secretary receives a member's resignation he shall remove the member's name from the Register of Members and shall advise the Secretary of the Association who shall in such a case and also where he has received directly a member's resignation also remove the members name from the Register of Members maintained by him.

ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

OPERATING REPORT (Continued)

Right of Members to Resign - Rule 15 (Continued)

4. Any dues payable but not paid by a former member of the Association, in relation to a period before the member's resignation from the Association took effect, may be sued for and recovered in the name of the Association in a Court of competent jurisdiction, as a debt due to the Association.
5. A notice delivered to a person designated for the purpose in Sub-rule (1) herein shall be taken to have been received by the Association when it was delivered.
6. A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with Sub-rule (1) herein.
6. A resignation from membership of an organisation is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.
7. A resignation from membership of the Association is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Association that the resignation has been accepted.

Trustee

No officer or member of the reporting unit 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.

Prescribed information

Number of members of the organisation at 30/06/2010 - 30 (30/06/2009 - 28)

Employees of the reporting unit as at 30/06/2010 - nil (30/06/2010 - nil)

Members of the Executive Committee during the financial year ended 30/06/2010:-

<u>Name</u>	<u>Position Held</u>	<u>Period</u>
Andrew Ford	Branch Committee Member	1/07/2009 - 30/06/2010
Graham Hardy	Branch Secretary	1/07/2009 - 30/06/2010
James Williams	Branch Treasurer	1/07/2009 - 30/06/2010
Keith Neighbour	Branch President	1/07/2009 - 30/06/2010
Ian Hore	Branch Committee Member	1/07/2009 - 30/06/2010
John Held	Branch Vice - President	1/07/2009 - 30/06/2010
Ashley Halliday	Branch Committee Member	1/07/2009 - 30/06/2010
Simon Thomson	Branch Committee Member	1/07/2009 - 30/06/2010

Signed in accordance with a resolution of the Committee Members


CHAIRPERSON


COMMITTEE MEMBER

Dated this 28 Day of October 2010

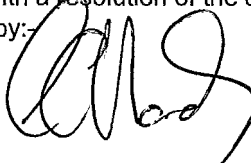
ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

EXECUTIVE COMMITTEE STATEMENT

In the opinion of the Executive Committee:-

- 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, changes in equity, cash flows and state of affairs of the Association for the year ended 30th June 2010;
- d) at the date of this statement, for the year ended 30th June 2010 there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable;
- e) during the financial year to which the General Purpose Financial Report relates and since the end of that year:
 - i) meetings of the executive committee were held in accordance with the rules of the organization;
 - ii) the financial affairs of the Association have been managed in accordance with the rules of the organisation;
 - iii) the financial records of the Association have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009;
 - iv) there is only 1 reporting unit and the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner;
 - v) the information sought in any request of a member of the Association or a General Manager duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager;
 - vi) there has been no order for inspection of financial records made by Fair Work Australia (FWA) under section 273 of the Fair Work (Registered Organisations) Act 2009.
- f) During the financial year to 30th June 2010;
 - i) no officer of the Association;
 - ii) no firm of which an officer is a member; or
 - iii) no body corporate in which any officer has a substantial financial interest, has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association or has received directly or indirectly from the Association any payment or other benefit of a pecuniary value.

This statement is made in accordance with a resolution of the committee passed on 18 of Oct 2010 and is signed for and behalf of the Committee by:-

 (SECRETARY)

Dated this 16 Day of October 2010

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

To the members of the Association of Consulting Architects - SA Incorporated:

We have audited the accompanying financial report of the Association of Consulting Architects - SA Incorporated, which comprises the balance sheet as at 30 June 2010, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report in accordance with the Australian Accounting Standards (including the Australian Accounting Interpretations), the Associations Incorporations Act 1985 (SA), Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards, the Associations Incorporations Act 1985 (SA), and any other mandatory professional reporting requirements. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the committee.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Auditor's Opinion

In our opinion, the financial report of the Association of Consulting Architects -SA Incorporated presents fairly, in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Associations Incorporations Act 1985 (SA), Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009., the financial position of the Association of Consulting Architects -SA Incorporated as at 30 June 2010 and the results of its operations for the year then ended.



HLB MANN JUDD

Chartered Accountants

Dated this 28th Day of October 2010



PHIL PLUMMER

Partner

Registered Company Auditor

HLB Mann Judd (SA Partnership) ABN: 22 640 925 071

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ASSOCIATION OF CONSULTING ARCHITECTS - SA INCORPORATED

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH JUNE 2010**

	2010	2009
	\$	\$
INCOME		
Membership Fees (Subscriptions)	19,793	19,003
BEDP Building Information Modelling Seminar	-	3,720
Interest Received	16	86
Reimbursement from National Office	2,400	-
TOTAL INCOME	<u>22,209</u>	<u>22,809</u>
EXPENSES		
Accounting and Audit fees	3,190	-
Bank Charges	99	165
BEDP Building Information Modelling Seminar (Catering)	-	3,744
Building Smart Presentation at BEDP Seminar	295	
Business SA	-	825
Fair Work Presentation	3,102	-
Fees to Head Office	8,638	8,184
General Expenses	845	333
Green Card Training	-	-
Professional Services	1,069	-
Secretarial Fees	3,597	1,800
Travel	-	-
White Card Training	560	300
Workplace Relations Advice	-	-
TOTAL EXPENSES	<u>21,395</u>	<u>15,351</u>
Net Profit/ (Loss)	815	7,458
Accumulated Surplus at the Beginning of the financial year	33,302	25,844
Accumulated Surplus at the end of the financial year	<u>34,116</u>	<u>33,302</u>

The above income and expenditure account should be read in conjunction with the accompanying notes.