



FAIR WORK
AUSTRALIA

13 March 2012

Mr Charles Voss
Treasurer
Association of Consulting Architects - Australia, Tasmanian Branch
email: voss@hbvarchitects.com.au

Dear Mr Voss

Re: Financial Reports for the Association of Consulting Architects - Australia, Tasmanian Branch for years ended 30 June 2010 and 2011 – FR2010/2750 and FR2011/2804

I acknowledge receipt of the financial reports for the Association of Consulting Architects - Australia, Tasmanian Branch (the Branch) for the years ended 30 June 2010 and 2011. The reports were lodged with Fair Work Australia (FWA) on 16 February 2012.

The financial reports have now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

Operating Report

I note that the Operating Report was not signed or dated by an office holder of the Branch and section 254(3) of the Fair Work (Registered Organisations) Act 2009 (the Act) states that the Operating Report may be prepared by a Committee of Management or designated officer. Could the Branch ensure that future Operating Reports are signed and dated.

Notes to Financial Reports

Notice under section 272(5) of the Act

As you are aware the notes to the General Purpose Financial Report are required to include a notice drawing attention to the fact that information prescribed by the Regulations is available to members on request. Note 2 of the notes to the financial statements reproduces the wording from outdated legislation. Instead the wording should read as follows:

- (1) A member of a reporting unit, or the General Manager, 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).

Please ensure that future notes contain this extract of the Act word for word.

Old legislative references

References to 'Industrial Registrar', 'Registrar', 'RAO Schedule' and 'RAO Regulations' where appearing in the Committee of Management statement should properly refer to the 'General Manager, Fair Work Australia', 'Fair Work (Registered Organisations) Act 2009' and 'Fair Work (Registered Organisations) Regulations 2009', respectively.

Distribution of full report to members

The designated officer's certificate indicates that the full report was provided to members on 7 December 2011 and presented to a meeting of the Committee of Management on 9 February 2012. Section 265(5)(b) of the Act requires that where the full report is to be presented to a meeting of the Committee of Management in accordance with section 266(3), the distribution of the full report to members is to be within five months after the end of the financial year and presented to a meeting of the Committee of Management within six months of the end of the financial year. Could the Branch ensure that future reports are distributed to members and presented to a meeting of the Committee of Management as required by the Act.

Notes to the financial statements

I acknowledge reference to the amalgamation of the Victorian and Tasmanian Branches in note 6 to the notes to the financial statements on 13 April 2011.

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 be 'K Donnellan', with a long horizontal line extending to the right.

Kevin Donnellan

Organisations, Research and Advice

Fair Work Australia

Email: kevin.donnellan@fwa.gov.au



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Designated Officer's Certificate

S268 Fair Work (Registered Organisations) Act 2009

I, Charles Voss, being the Treasurer of the Association of Consulting Architects, Tasmanian Branch certify:

- that the documents for the financial year ended 30 June 2011 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 7 December 2011; and
- that the full report was presented to a meeting of the committee of management on 9 February 2012.

Secretary: Charles Voss

Signature:

Date:

ASSOCIATION OF CONSULTING ARCHITECTS TASMANIA

INDEPENDENT AUDIT REPORT TO THE MEMBERS FOR THE YEAR ENDED 30 JUNE 2011

To the Committee of the Association of Consulting Architects Tasmania

Scope

We have audited the financial report of Association of Consulting Architects Tasmania for the year ended 30 June 2011. The Association's Committee is responsible for the preparation and presentation of the financial report and the information it contains and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the Fair Work (Registered Organisations) Act 2009 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial statements in order to express an opinion as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial statements have been prepared for distribution to members for the purpose of fulfilling the Committee's financial reporting requirements under the Fair Work (Registered Organisations) Act 2009. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

The audit opinion expressed in this report has been formed on the above basis.

Independence

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

Audit Opinion

In our opinion, the financial report:

- (i) Presents fairly the financial position of Association of Consulting Architects Tasmania as at 30 June 2011 and the result of its operations for the year then ended in accordance with applicable accounting standards and other mandatory professional reporting requirements
- (ii) The information required for the audit was obtained and the Association kept proper accounting records during the year ended 30 June 2011.

and is drawn up in accordance with the Fair Work (Registered Organisations) Act 2009

Dated the 28th day of November 2011

HOVÉ & HALYS CHARTERED ACCOUNTANTS

29 Salamanca Place
Hobart Tas 7000



A I HOVÉ
REGISTERED COMPANY AUDITOR
Registered number 15382



Association of Consulting Architects

Tasmania

114 Elizabeth Street
Launceston 7250 Australia

Operating Report: Year Ended 2011

1. Review of Principal Activities

The Tasmanian branch of the Association of Consulting Architects represents those members who reside and practise in Tasmania as part of the membership of the Association of Consulting Architects Australia. The branch president is the state representative at meetings of the national body.

The principal role of the branch in Tasmania is to

- a) Represent the interests of the members of the association and act as liaison with the national body and the branch members.
- b) Represent the association in meetings and other activities associated with interests of the members.
- c) Set the amount of the chapter component of subscriptions that is to be included in the annual subscription renewal.
- d) Promote the activities of the association to the architectural profession.

For the financial period to 30 June 2011, there has been no significant change to these activities.

A brief description of the results of the principal activities are:

1. Committee members representing the ACA at strategy meetings with various bodies involved with the profession and practice of architecture within the state.
2. Branch President representation and attendance at National meetings including the ACA annual general meeting.
3. Dissemination and distribution of information from the National body relating to the practice of architecture.
4. Collection of membership dues on behalf of the National body.

For the period of 2010-2011, the Tasmanian branch of the association comprised a membership of 6, and the following were office bearers of the branch:

President: Jack Birrell
Vice President: Richard Crawford
Secretary: Peter Gaggin
Treasurer: Charles Voss

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.

The branch did not employ or engage any persons to undertake any activity.

If a member wishes to resign from the Association they can do so in accordance with Rule 15 of the Association rules.

2. Changes to Financial Affairs

There has been no significant change in the financial affairs during the year end 2011.

Date



Association of Consulting Architects

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114 Elizabeth Street
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**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2011**

	Note	2011 \$	2010 \$
INCOME			
ATO Refund		-	24.00
Interest		-	-
Subscriptions & levies from members		2244.00	3586.00
Audit (2008/2009) fee refund		330.00	-
Seminar payment	5	49.50	-
TOTAL INCOME		<u>2623.50</u>	<u>3610.00</u>
EXPENDITURE			
Auditors Fees		-	660.00
Bank Charges		120.00	180.00
Dues & subscriptions (National Component)		1694.00	2079.00
Admin/Secretarial		60.50	-
BAS/Taxation		222.00	49.00
Meeting Costs		381.50	264.90
TOTAL EXPENDITURE		<u>2478.00</u>	<u>3232.90</u>
PROFIT/(LOSS) ATTRIBUTABLE TO MEMBERS		145.50	377.10

The accompanying notes form part of these financial statements.

**STATEMENT OF RECOGNISED INCOME AND EXPENSE
FOR FINANCIAL YEAR ENDED 30 JUNE 2011**

	Note	2011 \$	2010 \$
Net Income Recognised Directly in Equity		<u>145.70</u>	<u>377.10</u>
Profit (Loss) for the Period		<u>145.70</u>	<u>377.10</u>
Total Recognised Income and Expenses for the Period		<u>145.70</u>	<u>377.10</u>

This statement of recognised income and expense is to be read in conjunction with the notes to the financial statements.



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**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2011**

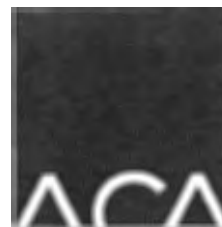
	Note	2011 \$	2010 \$
Cash flows from operating activities			
Cash receipts in the course of operations		2623.50	3610.00
Interest Received		-	-
Cash payments in the course of operations		<u>(2478.00)</u>	<u>(3232.90)</u>
Net cash provided by operating activities		<u>145.50</u>	<u>377.10</u>
Cash flows from investing activities		-	-
Net cash used in investing activities		<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash Held		145.50	377.10
Cash at beginning of financial year		<u>3698.16</u>	<u>3321.06</u>
Cash at the end of the financial year	4	<u><u>3843.66</u></u>	<u><u>3698.16</u></u>

Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. 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 Income.

Cash Assets	6	<u><u>3843.66</u></u>	<u><u>3698.16</u></u>
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The accompanying notes form part of these financial statements.



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**THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH
BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2011**

	Note	2011 \$	2010 \$
ASSETS			
Cash & Cash Equivalents	4	3843.66	3698.16
Trade & Other Receivables		-	-
Property & Equipment		-	-
TOTAL MEMBER FUNDS		<u>3843.66</u>	<u>3698.16</u>
LIABILITIES			
Refund for Cancelled Seminar	5	-	-
Trade & Other Payables		<u>0.00</u>	<u>0.00</u>
NET ASSETS		<u>3843.66</u>	<u>3698.16</u>
MEMBERS FUNDS			
Balance Brought Forward		3698.16	3321.06
Profit (Loss) for the period		<u>145.50</u>	<u>377.10</u>
TOTAL MEMBERS FUNDS		<u>3843.66</u>	<u>3698.16</u>

The accompanying notes form part of these financial statements.



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THE ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA – TASMANIAN BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
30 JUNE 2011

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of Financial Reports are;

(a) Statement of Compliance

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards ("AASBs"), (including Australian interpretations) adopted by the Australian Accounting Systems Board ("AASB"). The financial report also complies with International Financial Reporting Standards ("IFRS") which form the basis of Australian Accounting Standards ("AASBs"), adopted by the AASB.

(b) Basis of Preparation

The financial report has been prepared on the basis of historical cost and except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

In the application of AIFRS management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimate and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making judgements. Actual results may differ from these estimates.

Accounting policies are selected and applied in a manner which ensures the resultant financial information satisfies the concepts of relevance and reliability, thereby, ensuring that the substance of the underlying transactions and other events is reported.

The accounting policies have been consistently applied and, except where there is a change in accounting policy are consistent with those of the previous year. The estimates and underlying assumptions are reviewed on an ongoing basis.

(c) Revenue

Revenues are recognised at fair value of the consideration received inclusive of the amount of goods services tax (GST) payable to the taxation authority. Exchanges of goods and services of the same nature and value without any cash consideration are not recognised as revenues.

Revenue comprises subscriptions only. These revenue items are recognised when the goods are provided, or when the fee in respect of services provided is receivable.

Interest Revenue

Interest revenue is not received.

- (d) **Trade and Other Receivables**
Trade and other receivables are stated at their cost less impairment losses (see below).
- (e) **Cash and Cash Equivalents**
Cash and cash equivalents comprises cash balances and call deposits. The branch does not entertain a bank overdraft.
- (f) **Property, Plant & Equipment**
The branch does not own assets such as property, plant and equipment in their own right and does not have any subsequent costs or make allowances for depreciation.
- (g) **Payables**
Liabilities are recognised for amounts to be paid in the future for goods and services received.
- (h) **Goods and Services Tax**
Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST) except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to the ATO are classified as operating cash flows.

2. INFORMATION TO BE SUPPLIED TO MEMBERS OR REGISTRAR

- (1) A member of a reporting unit, 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 matter in which the information is 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).

3. INCOME TAX

The Association is a non-profit organization and as such is exempt from income tax.

4. FINANCIAL INSTRUMENTS

Exposure to credit, interest rate and currency risks arise in the normal course of the Association's business.

Credit Risk

At the balance sheet date there were no significant concentrations of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the balance sheet.

The branch retains a working cheque account with the Commonwealth Bank of Australia. This is a non interest earning account. The current account is subject to a fee rebate by the financial institution.

Effective Interest Rates and Repricing Analysis

In respect of income-earning financial assets, the following table indicates their effective interest rates at the balance sheet date and the years in which they reprice.

	Weighted Average Effective Interest Rate		Floating Interest Rate Total	
	2011	2010	2011	2010
	\$	\$	\$	\$
Financial Assets				
Cash & cash equivalents	Nil	Nil	3843.66	3698.16
Total Financial Assets			<u>3843.66</u>	<u>3698.16</u>

Fair Values

The fair values are the same as the carrying amounts shown in the balance sheet.

5. REFUND PAYMENT

Refund obligation to participant for prepayment to a cancelled ACA Tas Seminar - \$49.50. Payment made 2011/2012 financial year.

6. NOTE

Note that as of 13 April 2011 ACA-Tasmania and ACA-Victoria merged to become the AACA-Victoria/Tasmania branch and that the ACA-Tasmania has arranged for the audit to note all expenses and income till the end of 30 June 2011.



Association of Consulting Architects

Tasmania

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Branch Committee of Management Statement

On 15 SEPT 2011 the Committee of Management of Association of Consulting Architects (Tasmanian branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2011.

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the 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 reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates 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 a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) 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; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar.
- (f) if a member wishes to resign from the Association they can do so in accordance with Rule 15 of the Association rules.

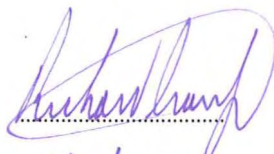
For Committee of Management: RICHARD CRAWFORD

PETER GAGGIN

Title of Office held: BRANCH VICE PRESIDENT

BRANCH SECRETARY

Signature:


15/9/2011



Date: