



**Australian Government**  
**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

Our Ref: 131N-VIC: FR2003/508

Michelle Eades  
Executive Officer  
Association of Consulting Architects -  
Victoria  
11 High Street  
NORTH MELBOURNE 3051

Dear Ms Eades,

**Re: Association of Consulting Architects - Victoria  
Financial returns for years ending 30 June 2003  
(FR2003/508)**

Receipt is acknowledged of the financial documents for the financial year ending 30 June 2003. The documents were lodged in the Registry on 31 May 2004.

The documents have been filed.

***The following matters are advised for assistance when preparing future financial documents, no further action is requested in respect of these:***

- **Documents not lodged in Registry within 14 days of 2nd meeting**

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

***New Legislation***

As you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes.

It is strongly recommend that the organisation acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone  
RIA Team 4  
Statutory Services Branch

6 July 2004

FR 2003/508.



Association of Consulting Architects

Victoria

Mr R Pfeiffer  
Statutory Services Branch  
Australian Industrial Registry  
Level 36  
Nauru House  
80 Collins Street  
Melbourne Vic 3000

11 High Street North Melbourne  
Victoria 3051 Australia  
Telephone 61 3 9329 2611  
Facsimile 61 3 9328 1691

28 June 2004

Email [vic@aca.org.au](mailto:vic@aca.org.au)  
ABN 57 329 735 518

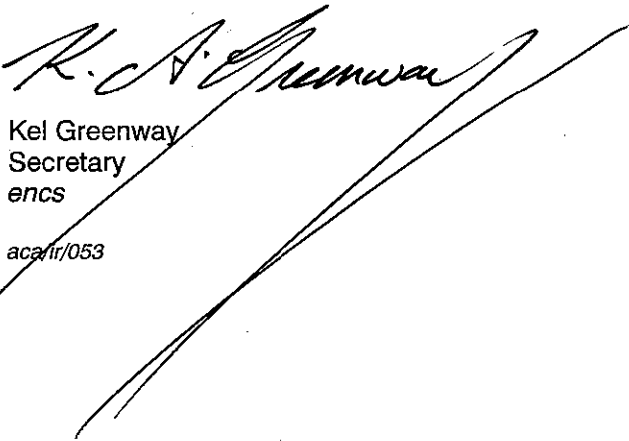
Dear Mr Pfeiffer

**Financial Documents – Association of Consulting Architects - Victoria**

I enclose copy of the Financial Accounts and Certificates for the year ending 30 June 2003 for the Association of Consulting Architects – Victoria.

These documents were presented to and adopted by the Executive Committee Annual General Meeting held on 10 May 2004 subsequent to notification to members by electronic mail on 19 April, 2004 that the Annual General Meeting Notices and Financial Documents could be viewed on the ACA-Victoria website at [www.aca.org.au](http://www.aca.org.au).

Yours faithfully

  
Kel Greenway  
Secretary  
encls

aca/vr/053

**THE ASSOCIATION OF CONSULTING ARCHITECTS  
VICTORIA**

**BALANCE SHEET AND ACCOUNTS  
FOR THE YEAR ENDED  
30 JUNE 2003**

**ANNUAL REPORT**

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**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
REPORT BY COMMITTEE MEMBERS  
30 JUNE 2003**

COMMITTEE MEMBERS REPORT

We, Robert Peck and Anna Piatkowska, being two members of the Committee of Management of the Association of Consulting Architects Victoria, 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 association 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 association;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the association or other documents (not being documents containing information made available to a member of the association under sub-section 274(2) of the Workplace Relations Act 1996, as of those records or documents, or copies of the rules of the association, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation 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 2002, and the auditors' report thereon.



Robert Peck  
President



Anna Piatkowska  
Treasurer

Dated

9/3

2004

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
ACCOUNTING OFFICER'S CERTIFICATE  
30 JUNE 2003**

I, Anna Piatkowska, being the Officer responsible for keeping the accounting records of the Association of Consulting Architects Victoria, certify that as at 30 June 2003 the number of members of the association was 150.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation 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 association;
- (iii) before any expenditure was incurred by the association, approval of the incurring of the expenditure was obtained in accordance with the rules of the association;
- (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 were made to persons holding office in the association;
- (vi) the register of members of the organisation was maintained in accordance with the Act.



Anna Piatkowska  
Treasurer

Dated

9/3 2004

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
BALANCE SHEET  
30 JUNE 2003**

	2003 \$	2002 \$
<b>MEMBERS FUNDS</b>		
Balance brought forward	243,071	199,149
Profit/(Loss) for the period	<u>39,562</u>	<u>43,922</u>
<b>TOTAL MEMBERS FUNDS</b>	<u><u>282,632</u></u>	<u><u>243,071</u></u>
Represented by:		
<b>CURRENT ASSETS</b>		
Cash at Bank		
ANZ Cheque Account	27,922	18,514
Esanda Term Deposits	255,000	225,000
GST Paid	163	124
Debtors	1,044	1,803
	<u>284,129</u>	<u>245,441</u>
<b>Less CURRENT LIABILITIES</b>		
GST Collected	<u>1,497</u>	<u>2,370</u>
<b>NET ASSETS</b>	<u><u>282,632</u></u>	<u><u>243,071</u></u>

The accompanying notes form part of these accounts.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
 DETAILED PROFIT AND LOSS STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 2003**

	2003	2002
	\$	\$
<b>INCOME</b>		
Interest	10,212	11,793
Subscriptions and levies from members	<u>43,754</u>	<u>69,891</u>
<b>TOTAL INCOME</b>	53,966	81,684
<b>EXPENDITURE</b>		
Accounting Services	850	750
Administration/Secretarial	1,354	666
Bank Charges	238	250
Entertainment	825	169
Legal Fees	1,500	-
Office Expenses	427	-
Office Supplies	10	62
Sponsorship	-	215
Subscriptions	<u>9,200</u>	<u>35,650</u>
<b>TOTAL EXPENDITURE</b>	<u>14,404</u>	<u>37,762</u>
<b>PROFIT/(LOSS) FOR THE PERIOD</b>	<u><u>39,562</u></u>	<u><u>43,922</u></u>



**AUDITORS' REPORT TO THE MEMBERS OF  
THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
30 JUNE 2003**

**Scope**

We have audited the accompanying accounts for the Association of Consulting Architects Victoria comprised of the Balance Sheet, Income and Expenditure Statement, and Notes to the Accounts for the year ended 30 June 2003. The Association's Officers are responsible for the preparation and presentation of the accounts and the information contained therein. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Association.

Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, 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 accounts are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view of the association which is consistent with our understanding of the Association's financial position and the results of its operations.

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

**Qualification**

The accompanying accounts being the balance sheet and income and expenditure statement and notes to and forming part of the accounts of the Association of Consulting Architects Victoria are in accordance with the books and records of The Association which have been subjected to normal auditing procedures and which have been properly maintained by the Association.

As an audit procedure it was not practicable to extend our examination of income received by the Association beyond the accounting for amounts received as shown by the books and records of the Association.

**Audit opinion**

Subject to the foregoing matter referred to in the Qualification paragraph above, in our opinion:-

- (i) there were kept by the Association in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Association (including income from members) and the nature and purposes of expenditure, and pursuant to S276(4)(b) of the Workplace Relations Act 1996, all relevant information and explanations required of officers were furnished; and
- (ii) the financial statements of the Association of Consulting Architects Victoria are properly drawn up so as to give a true and fair view of:-
  - (a) the financial affairs of the Association as at 30 June 2003 and of the income and expenditure and surplus of the Association for the financial year ended on that date; and
  - (b) the other matters required by Section 273 of the Workplace Relations Act 1996 and associated regulations to be dealt with in the financial statements.



**T J RYAN**  
Registered Company Auditor

Dated: 22 March 2004

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
30 JUNE 2003**

**1. STATEMENT OF ACCOUNTING POLICIES**

The significant accounting policies adopted by the Association are presented below to assist in a general understanding of the financial statements. The accounts have been prepared in accordance with historical cost convention and comply with generally accepted accounting standards as laid down by the Australian Accounting bodies and the requirements of the Workplace Relations Act 1996.

**Basis of Accounting**

- (a) The accounts have been prepared upon the cash basis of accounting.
- (b) Property, plant and equipment is depreciated on a straight line basis so as to write off the value of these assets over their expected useful lives.

**2. INFORMATION TO BE SUPPLIED TO MEMBERS OR REGISTRAR**

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation 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 a manner, and within such time, as is prescribed.
- (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.

**3. INCOME TAX**

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