



**Australian Government**  
**Australian Industrial Registry**

Level 5, 11 Exhibition Street, Melbourne 3000,  
GPO Box 1994, Melbourne 3001  
Telephone: (03) 8661 7817  
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Mr Robert Peck  
National President  
Association of Consulting Architects - Victoria  
Box 17  
Flinders Lane Post Office  
Melbourne Vic 8009  
e: [vic@aca.org.au](mailto:vic@aca.org.au)

Dear Mr Peck,

**Re: Financial Reports for Year Ended 30 June 2006 - FR2006/422  
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of the Association of Consulting Architects - Victoria for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 8 December 2006.

The documents have been filed.

**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 2005.

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.

*Although the documents have been filed, I make the following comments to assist you when you next prepare financial reports, you do not need to take any further action in respect of the financial reports already lodged.*

**Auditor's Report – not stated whether approved auditor**

In future financial years the Auditor's Report should provide details of the Auditor's qualifications to confirm that he/she is an 'approved auditor' under s256 of the RAO Schedule and Regulation 4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* ("RAO Regulations"). Regulation 4 defines an 'approved auditor' as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants and holds a current Public Practice Certificate. Describing him/herself as a Registered Company Auditor alone is not sufficient to demonstrate the requirements for an 'approved auditor'.

Would you please draw this to the attention of your Auditor.

**Provide reports to members 21 days before meeting**

The RAO Schedule sets out a particular chronological order in which the financial documents must be prepared, provided to members and presented to a meeting.

It is noted that the lodged financial reports did not comply fully with these requirements as they were not provided to members at least 21 days before being presented to a general meeting – see s265(5)(a) of the RAO Schedule. In future financial years please ensure that the 21 day time frame is complied with.

### **Operating Report**

The Operating Report is also required to provide whether any officer or member of the branch of the organisation is a trustee of a superannuation entity (or a director of a company that is a trustee of a superannuation entity) where a criterion for being a trustee or director is that the officer or member is an officer or member of a registered organisation

In the event that no officer or member of the organisation is a trustee or director of a superannuation entity, the Operating report should include a comment to that effect.

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

A copy of the financial report has been placed on the website maintained by the Industrial Registry at <http://www.e-airc.gov.au/131nvc>.

Yours sincerely,



*for*  
Robert Pfeiffer  
Assistant Team Manager  
Statutory Services Branch, Melbourne

9 February 2007



**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  
T 61 3 9329 2611  
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E vic@aca.org.au

7 December 2006

Dear Mr Pfeiffer

**Financial Return – year ending 30 June 2006  
Association of Consulting Architects – Victoria**

I, Robert Peck, being the President of the Association of Consulting Architects – Victoria, certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- That the full report was provided to members on 14 November 2006 via email; and
- That the full report was presented to the Annual General Meeting of the Association of Consulting Architects – Victoria on 4 December 2006 in accordance with s266 of the RAO Schedule.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R Peck', written over a horizontal line.

Robert Peck  
President

enc

**THE ASSOCIATION OF CONSULTING ARCHITECTS  
VICTORIA**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2006**

**ANNUAL REPORT**

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**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
OPERATING REPORT  
30 JUNE 2006**

The members of the Committee of Management hereby present the financial report for the year ending 30<sup>th</sup> June 2006.

**Members of the Committee of Management**

The persons who held office as members of the Committee of Management of the Association during the reporting period are;

Robert Peck	President
Straun Gilfillian	Vice President
Kel Greenway	Secretary
Anna Piatkowska	Treasurer
Paul Hede	Publicity Officer
David Prest	Committee Member
John Castles	Committee Member
Jim Earle	Committee Member
Simon Hanger	Committee Member
Cameron Neil	Committee Member
Robert Peake	Committee Member

**Principal Activities**

The principal activities of the Association during the reporting period were to provide industrial and organising services to the members consistent with the objects of the Association and particularly the object of protecting and improving the interests of members. There was no significant change in the nature of the Association's principal activities.

**Trading Results**

The net amount of profit/(loss) for the Association for the year ending 30<sup>th</sup> June 2006 was \$48,510 (2005, \$62,175)

**Manner of Resignation**

Members may resign from the Association in accordance with the Constitution of the Association Rule 15

**Number of Members**

The number of persons, who at the end of the year ending 30<sup>th</sup> June 2006, were recorded on the Register of Members of the Association was 140.

**Number of Employees**

Nil (1 contracting administration)

**Significant Changes in the State of Affairs**

There are no significant changes in the state of affairs of the Association not otherwise disclosed in this report or in the financial statements.

### Significant Events After Year End

Committee are not aware of any matter or circumstance, which has arisen since the end of the financial year which has significantly effected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in subsequent financial years.

### Auditors Independence Declaration

A copy of the auditor's independence declaration is set out below.

Dated:  November 2006

Robert Peck  
President

19 Nov 06

### Auditor's Independence Declaration

To : The Committee of the Association of Consulting Architects Victoria

I declare that, to the best of my knowledge and belief, in relation to the audit for the financial year ended 30<sup>th</sup> June 2006 there have been;

- a) no contraventions of the auditor independence requirements as set out in the independence requirements of Australian professional ethical pronouncements in relation to the audit, and
- b) no contraventions of any applicable code of professional conduct in relation to the audit



T J Ryan & Co



T J Ryan  
Principal

Melbourne



November 2006

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
COMMITTEE OF MANAGEMENT STATEMENT  
30 JUNE 2006**

On, *10 November 2006*, the Committee of Management of The Association of Consulting Architects Victoria passed the following resolution in relation to the general-purpose financial reports (GPFR) of The Association of Consulting Architects Victoria for the year ending 30<sup>th</sup> June 2006.

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

- 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 and cash flows of The Association of Consulting Architects Victoria for the financial year ended 30<sup>th</sup> June 2006;
- d) There are reasonable grounds to believe that The Association of Consulting Architects Victoria will be able to pay its debts when they become due and payable;
- e) During the financial year to which the GPFR relate 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 the branch concerned; and
  - ii) The financial affairs of The Association of Consulting Architects Victoria have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
  - iii) The financial records of The Association of Consulting Architects Victoria have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - iv) Where the organisation consist of two or more reporting units, 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 Association of Consulting Architects Victoria or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
  - vi) There has been compliance with any order for inspection of financial reports made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office held:

Signature:

Dated:

*Robert L...*  
*President*  
*19 Nov 06*  
November 2006

**AUDITORS' REPORT TO THE MEMBERS OF  
THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
30 JUNE 2006**

**Scope**

We have audited the accompanying accounts for the Association of Consulting Architects Victoria comprised of the Balance Sheet, Income Statement, and Notes to and forming part the Financial Statements for the year ended 30 June 2006. 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.

**Independence**

We are independent of the Association, and have met the independence requirements of Australian professional ethical pronouncements.

**Audit opinion**

Subject to the foregoing matter referred to in the Qualification paragraph above, in our opinion the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and statutory requirements in Australia, the financial position of the Association of Consulting Architects Victoria as at 30 June 2006 and the results of its operations and its cash flows for the year then ended and the requirements of the RAO schedule.



**T J RYAN**

Registered Company Auditor

Dated: 10 November 2006



**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
BALANCE SHEET  
30 JUNE 2006**

	Note	2006 \$	2005 \$
<b>ASSETS</b>			
Cash & Cash Equivalents	5.	428,164	379,327
Trade & Other Receivables		<u>190</u>	<u>178</u>
<b>TOTAL MEMBERS FUNDS</b>		<u><u>428,354</u></u>	<u><u>379,505</u></u>
<b>LIABILITIES</b>			
Trade & Other Payables		<u>1,859</u>	<u>1,520</u>
<b>NET ASSETS</b>		<u><u>426,495</u></u>	<u><u>377,985</u></u>
<b>MEMBERS FUNDS</b>			
Balance Brought Forward		377,985	315,810
Profit/ (Loss) for the period		<u>48,510</u>	<u>62,175</u>
<b>TOTAL MEMBERS FUNDS</b>		<u><u>426,495</u></u>	<u><u>377,985</u></u>

The accompanying notes form part of these financial statements.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2006**

	2006 \$	2005 \$
<b>INCOME</b>		
Interest	21,010	15,555
Subscriptions and levies from members	<u>49,900</u>	<u>68,900</u>
<b>TOTAL INCOME</b>	70,910	84,455
<b>EXPENDITURE</b>		
Auditors remuneration	850	850
Administration/Secretarial	2,065	1,959
Bank Charges	204	237
General Expenses	630	0
Legal Fees	736	1,543
Meetings	1,796	0
Office Expenses	0	55
Office Supplies	73	82
Sponsorship	146	154
Subscriptions	<u>15,900</u>	<u>17,400</u>
<b>TOTAL EXPENDITURE</b>	<u>22,400</u>	<u>22,280</u>
<b>PROFIT ATTRIBUTABLE TO MEMBERS</b>	<u>48,510</u>	<u>62,175</u>

The accompanying notes form part of these financial statements.

**STATEMENT OF RECOGNISED INCOME AND EXPENSE  
FOR FINANCIAL YEAR ENDED 30 JUNE 2006**

	Note	2006 \$	2005 \$
<b>Net Income Recognised Directly in Equity</b>		48,510	62,175
<b>Profit for the Period</b>		<u>48,510</u>	<u>62,175</u>
<b>Total Recognised Income and Expenses for the Period</b>		<u>48,510</u>	<u>62,175</u>

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

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2006**

	Note	2006	2005
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		49,900	69,085
Interest Received		21,010	15,554
Cash payments in the course of operations		<u>(22,073)</u>	<u>(20,760)</u>
<b>Net cash provided by operating activities</b>		<u>48,837</u>	<u>63,879</u>
Net Increase/(Decrease) in Cash Held		48,837	63,879
Cash at beginning of the financial year		<u>379,327</u>	<u>315,448</u>
Cash at the end of the financial year		<u>428,164</u>	<u>379,327</u>

**(i) 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 Financial Position.

Cash Assets	<u>428,164</u>	<u>379,327</u>
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**(ii) Reconciliation of Net Cash Provided by operating activities to operating profit after income tax**

Profit from ordinary activities after income tax	48,510	62,175
Depreciation	-	-
Decrease (Increase) in current receivables	(12)	185
Decrease (Increase) in current inventories	-	-
Increase (Decrease) in other creditors	<u>339</u>	<u>1,519</u>
<b>Net Cash provided by Operating Activities</b>	<u>48,837</u>	<u>63,879</u>

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
30 JUNE 2006**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES.**

The significant policies which have been adopted in the preparation of the 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"), Urgent Issues Group Interpretations ("UIGs") adopted by the Australian Accounting Standards Board ("AASB"). International Financial Reporting Standards ("IFRS") form the basis of Australian Accounting Standards ("AASBs"), adopted by the AASB, and for the purpose of this report are called Australian equivalents to IFRS ("AIFRS") to distinguish from previous Australian GAAP.

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards ("AASBs"), Urgent Issues Group Interpretations ("UIGs") adopted by the Australian Accounting Standards Board ("AASB") with the exception of:

AASB 3:	Business Combinations
AASB 124:	Related Party Disclosures

International Financial Reporting Standards ("IFRSs") form the basis of Australian Accounting Standards ("AASBs") adopted by the AASB, and for the purpose of this report are called Australian equivalents to IFRS ("AIFRS") to distinguish from previous Australian GAAP. The financial report of the Company also comply with IFRSs and interpretations adopted by the International Accounting Standards Board.

This is the Association's first financial report prepared in accordance with Australian Accounting Standards, being AIFRS, and AASB 1 *First-Time Adoption of Australian Equivalents to International Financial Reporting Standards* has been applied. An explanation of how the transition to AIFRS has affected the reported financial position, financial performance and cash flows of the Company is provided in Note 4.

**(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 that 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.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**30 JUNE 2006**

(c) **Revenue**

Revenues are recognised at fair value of the consideration received net of the amount of goods and 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, government grants, sponsorships and sundry income. 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 recognised as it accrues, taking into account the effective yield of the financial asset.

(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. Bank overdrafts that are reportable on demand and form an integral part of the Association's cash management are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

(f) **Payables**

Liabilities are recognised for amounts to be paid in the future for goods and services received.

(g) **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 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 an organisation, 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 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).

Note: This subsection is a civil penalty subsection (see section 305)

- (4) A Registrar may only make an application under subsection (1) at the request of a member of the reporting unit concerned, and the Registrar must provide to a member information received because of an application made at the request of the member.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
30 JUNE 2006**

- (5) A general purpose financial report prepared under section 253, a concise report prepared under section 265 and a report prepared under subsection 270 (4) must include a notice drawing attention to subsections (1), (2) and (3) of this section and setting out those subsections.

Note: This subsection is a civil penalty subsection (see section 305)

- (6) Without limiting the information that may be prescribed under subsection (1), the information prescribed must include details (including the amount) of any fees paid by the reporting unit for payroll deduction services provided by a person who is an employer of:
- (a) the member making the application for information; or
  - (b) the member at whose request the application was made.

### **3. INCOME TAX**

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

### **4. EXPLANATION OF TRANSITION TO IFRS**

The Association has been required to prepare financial statements using Australian equivalents to International Financial Reporting Standards (AIFRS) for the first time for the year ending 30 June 2006.

As stated in significant accounting policies note (a), these are the Associations first financial statements prepared in accordance with AIFRSs.

The policies set out in the significant accounting policies section of this report have been applied in preparing the financial statements for the year ended 30 June 2006, the comparative information presented in these financial statements for the year ended 30 June 2005 and in the preparation of an opening AIFRS balance sheet at 1 July 2004 (the Associations's date of transition).

In preparing its opening AIFRS balance sheet, the Association has not been required to adjust amounts reported previously in financial statements prepared in accordance with its old basis of accounting (previous GAAP).

There are no material differences between the cash flow statement presented under AIFRSs and the cash flow statement presented under previous GAAP.

### **5. FINANCIAL INSTRUMENTS**

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

#### **Credit Risk**

Management has a credit policy in place and the exposure to credit risk is monitored on an ongoing basis.

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.

#### **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.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
30 JUNE 2006**

**Effective interest rates and repricing analysis (continued)**

	<b>Weighted Average Effective Interest Rate</b>		<b>Floating Interest Rate Total</b>	
	<b>2006</b>	<b>2005</b>	<b>2006</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>				
Cash & cash equivalents	5.53	5.27	428,164	379,327
<b>Total Financial Assets</b>			<u>428,164</u>	<u>379,327</u>

**Fair values**

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