



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

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Melbourne, VIC 3000  
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Telephone: (03) 8661 7822  
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Email: [margaret.williams@air.gov.au](mailto:margaret.williams@air.gov.au)

Mr Robert Peck  
National President  
Association of Consulting Architects Australia – Victorian Branch  
Box 17  
Flinders Lane Post Office  
Melbourne Vic 8009

email: [vic@aca.org.au](mailto:vic@aca.org.au)

Dear Mr Peck

**Re: Financial Reports for Year Ended 30 June 2007 - FR2007/408**  
**Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

I refer to previous correspondence in this matter and in particular to my letter to you of 15 January 2008 in which I requested further information concerning the auditor's qualification.

I have received a letter dated 8 February 2008 from T.J. Ryan & Co., Chartered Accountants in which they confirm that in their view there is no defect or irregularity, deficiency, failure or shortcoming in the records of the Association.

The financial report of the Association of Consulting Architects - Australia – Victorian Branch will now be filed.

**1. Committee of Management Statement**

The Committee of Management's Statement has repeated the wording as provided in paragraph 25(e)(iv). Such statement should indicate whether or not the financial records have been kept in a consistent manner to each of the other reporting units of the organisation.

I suggest, if the records have been kept in a consistent manner to each of the organisation's reporting units, that the words "where the organisation consists of 2 or more reporting units" be deleted.

**2. Operating Report**

**(a) Results of principal activities**

I refer to the Operating Report, in particular to the "Trading Results". I note that subsection 254(2)(a) of Schedule 1 requires the operating report to include a review of the principal activities of the reporting entity, the results of those activities and any significant changes in the nature of those activities.

The "Operating Result" requirement contemplates reference in the operating report to results directly related to the principal activities as opposed to the reporting entities financial result, particularly as measured in dollar 'surplus' or 'loss' terms. Although this may not be stated explicitly in the text of the subsection, I think it is reasonable to infer this is what the legislators had in mind given that the subsection is referring primarily to the principal activities and secondly, the actual financial outcome is elaborated elsewhere in the financial documents, such as the Balance Sheet and/or the Profit and Loss statement.

**3. Information to be provided to members or Registrar**

The s.272 notice should be reproduced as set out in the RAO Schedule to the Workplace Relations Act 1996, which states:

“A member of a **reporting unit**, or a Registrar, may apply to the **reporting unit** .....

It is unnecessary to include (4), (5) or (6) in the s.272 notice.

If you wish to discuss this matter I can be contacted on (03) 8661-7822 or [margaret.williams@air.gov.au](mailto:margaret.williams@air.gov.au).

Yours sincerely



Margaret Williams  
Statutory Services Branch

19 March 2008

**T.J. RYAN & CO**  
**Chartered Accountants**

Suite 812, Temple Court  
422 Collins Street, Melbourne, Victoria 3000  
P.O. Box 435, Collins Street West, Victoria 8007  
Telephone (03) 9602 1740  
Facsimile (03) 9602 1876

8 February 2008

Ms Margaret Williams  
Australian Industrial Registry  
Statutory Services Branch  
GPO Box 1994  
Melbourne Vic 3001

Dear Ms Williams,

**Association of Consulting Architects – Victoria and Australia**

We refer to our conversation today in respect to the respective Auditor's reports for the Association of Consulting Architects – Victoria and Australia and the issues as noted in your letter dated 15 January 2008.

We advise that it is a normal auditing procedure in relation to unincorporated associations and that it is customary for the auditor to clarify the scope of the audit, particularly if committee members maintain the records of the association on a voluntary basis, by including the following clause:

“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.”

We confirm that in our view there is no:

- (i) defect or irregularity; or
- (ii) deficiency, failure or shortcoming

in the records of either association and that the Auditor's opinion is unqualified in every other respect and that the records have been properly maintained by each Association.

In light of the Registrar's concern in relation to the above clause we will undertake to review the requirement to disclose this clause in relation to the 2008 year for both associations after reference and consultation with the Australian Professional Accounting bodies.

Please contact us if you have any queries in respect to the above.

Yours faithfully,  
T J Ryan & Co



T J Ryan  
Principal



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President  
Association of Consulting Architects Australia – Victorian Branch  
Box 17  
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Melbourne Vic 8009

email: [vic@aca.org.au](mailto:vic@aca.org.au)

Dear Mr Peck

**Re: Financial Reports for Year Ended 30 June 2007 - FR2007/408  
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial reports of the Association of Consulting Architects Australia - Victorian Branch for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 27 November 2007.

I have conducted a preliminary examination of the documents lodged. I require you to attend to the matter set out below before I can finalise my examination.

**Auditor's Report**

**Qualification**

I note the auditor's report provides the following 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."

Under subsection 332(1) of Schedule 1 of the Act a Registrar is obliged to investigate any deficiency, failure or shortcoming disclosed in an auditor's report. However, the Registrar is not required to investigate the deficiency, failure or shortcoming if after consultation with the reporting unit (organisation) concerned, and the auditor, the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following year refer s332(2). *[Section 332 and related sections 252 and 257 are reproduced at Attachment 1].*

Accordingly, I seek further information from the organisation and its auditor as to the nature and detail of the qualification. I request that the information include the auditor's opinion as to whether the qualification is a "deficiency, failure or shortcoming" in the context of the sections reproduced at *Attachment 1*, and, if the auditor considers it to be such, the auditor's opinion as to the materiality of the deficiency, failure or shortcoming.

If you wish to discuss this matter, I can be contacted on (03) 8661 7822.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Margaret Williams', followed by a period.

Margaret Williams  
Statutory Services Branch

15 January 2008



**Association of Consulting Architects  
Victoria**

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

44 Leveson Street  
North Melbourne  
Victoria 3051 Australia  
T 61 3 9329 2611  
F 61 3 9328 1691  
E vic@aca.org.au

27 November 2007

Dear Mr Pfeiffer

**Financial Return – year ending 30 June 2007  
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 30 October 2007 via email notification that the documents are on the ACA website; and
- That the full report was presented to the Annual General Meeting of the Association of Consulting Architects – Victoria on 26 November 2007 in accordance with s266 of the RAO Schedule.

Yours sincerely

A handwritten signature in black ink that reads 'Robert Peck'.

Robert Peck  
President

enc

**THE ASSOCIATION OF CONSULTING ARCHITECTS  
VICTORIA**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007**

**ANNUAL REPORT**

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**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
OPERATING REPORT  
30 JUNE 2007**

The members of the Committee of Management hereby present the financial report for the year ending 30<sup>th</sup> June 2007.

**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 2007 was \$27,411 (2006, \$48,510)

**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 2007, were recorded on the Register of Members of the Association was 117.

**Number of Employees**

Nil (1 contracting administration)

**Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme**

Nil



**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:

29 October

2007

Robert Peck  
President



**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 2007 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

Dated: 29 October 2007

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
COMMITTEE OF MANAGEMENT STATEMENT  
30 JUNE 2007**

On, *29 October 2007* 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 2007.

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 2007;
- 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: *President*

Signature:



Dated:

*29 October*

2007

**AUDITORS' REPORT TO THE MEMBERS OF  
THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
30 JUNE 2007**

We have audited the accompanying financial report for the Association of Consulting Architects Victoria comprised of the Balance Sheet, Income Statement, and cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part the financial report for the year ended 30 June 2007.

The Association's Officers are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations). The responsibility includes designing, implementing and maintaining internal control 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. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagement and plan to 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 risk 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 the 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 the accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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

**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 all material respects and 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 2007 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: 24 October 2007

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
BALANCE SHEET  
30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>ASSETS</b>			
Cash & Cash Equivalents	4	453,743	428,164
Trade & Other Receivables		<u>163</u>	<u>190</u>
<b>TOTAL MEMBERS FUNDS</b>		<u><u>453,906</u></u>	<u><u>428,354</u></u>
<b>LIABILITIES</b>			
Trade & Other Payables		-	1,859
<b>NET ASSETS</b>		<u><u>-</u></u>	<u><u>426,495</u></u>
<b>MEMBERS FUNDS</b>			
Balance Brought Forward		426,495	377,985
Profit/ (Loss) for the period		<u>27,411</u>	<u>48,510</u>
<b>TOTAL MEMBERS FUNDS</b>		<u><u>453,906</u></u>	<u><u>426,495</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 2007**

	2007 \$	2006 \$
<b>INCOME</b>		
Interest	22,502	21,010
Subscriptions and levies from members	<u>30,000</u>	<u>49,900</u>
<b>TOTAL INCOME</b>	<b>52,502</b>	<b>70,910</b>
<b>EXPENDITURE</b>		
Auditors remuneration	1,000	850
Administration/Secretarial	3,220	2,065
Bank Charges	210	204
General Expenses	-	630
Legal Fees	-	736
Meetings	1,904	1,796
Office Expenses	-	0
Office Supplies	107	73
Sponsorship	-	146
Subscriptions	<u>18,650</u>	<u>15,900</u>
<b>TOTAL EXPENDITURE</b>	<b><u>25,091</u></b>	<b><u>22,400</u></b>
<b>PROFIT ATTRIBUTABLE TO MEMBERS</b>	<b><u><u>27,411</u></u></b>	<b><u><u>48,510</u></u></b>

The accompanying notes form part of these financial statements.

**STATEMENT OF RECOGNISED INCOME AND EXPENSE  
FOR FINANCIAL YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
Net Income Recognised Directly in Equity		27,411	48,510
Profit for the Period		<u>27,411</u>	<u>48,510</u>
Total Recognised Income and Expenses for the Period		<u>27,411</u>	<u>48,510</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 2007**

	Note	2007	2006
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		30,027	49,900
Interest Received		22,502	21,010
Cash payments in the course of operations		<u>(26,950)</u>	<u>(22,073)</u>
<b>Net cash provided by operating activities</b>		<u>25,579</u>	<u>48,837</u>
Net Increase/(Decrease) in Cash Held		25,579	48,837
Cash at beginning of the financial year		<u>428,164</u>	<u>379,327</u>
Cash at the end of the financial year		<u><u>453,743</u></u>	<u><u>428,164</u></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>453,743</u>	<u>428,164</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	27,411	48,510
Depreciation	-	-
Decrease (Increase) in current receivables	27	(12)
Decrease (Increase) in current inventories	-	-
Increase (Decrease) in other creditors	<u>(1,859)</u>	<u>339</u>
<b>Net Cash provided by Operating Activities</b>	<u><u>25,579</u></u>	<u><u>48,837</u></u>



**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**30 JUNE 2007**

**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"), (including Australian Interpretations) adopted by the Australian Accounting Standards 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 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. The estimates and underlying assumptions are reviewed on an ongoing basis.

(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.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
30 JUNE 2007**

- (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.
- (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.

**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
 30 JUNE 2007**

**4. 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.

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

	Weighted Average Effective Interest Rate		Floating Interest Rate Total	
	2007	2006	2007	2006
	\$	\$	\$	\$
<b>Financial Assets</b>				
Cash & cash equivalents	5.57	5.53	453,743	428,164
<b>Total Financial Assets</b>			<u>453,743</u>	<u>428,164</u>

**Fair values**

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