



FAIR WORK
AUSTRALIA

9 March 2010

Mr Robert Peck
President
Association of Consulting Architects - Victoria
By email: vic@aca.org.au

Dear Mr Peck

Re: Association of Consulting Architects - Victoria financial report for year ended 30 June 2009 (FR2009/10048)

I acknowledge receipt of the financial report of the Association of Consulting Architects - Victoria for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 10 December 2009.

I also acknowledged that the Branch has advised that the Designated Officer's Certificate contains a typographical error and that the full report was presented to a meeting of members of the Victorian Branch on 30 November 2009. Further, the Branch has undertaken to ensure that the matters raised in my correspondence of 5 January 2010 and at our meeting of 8 February 2010 are rectified in future financial reports. In summary, the Branch will ensure that:

- the amount of subscriptions received and the amount of levies received are separately disclosed. If any levies were received, a brief description of the purpose of the levy will be included
- contributions to the national office of the ACA that are derived from membership subscriptions are clearly disclosed and that the national office is identified as the receiver of the contributions
- the amount of any cash flows to the national office is disclosed and that the national office is identified as the receiver of the cash flow
- the operating report contains a brief description of the results of the principal activities (note, this is not a trading result, but a descriptive result)
- the operating report gives details of the any officer or member who is a trustee of a superannuation entity, or a director of a company that is a trustee, where a criterion is that they are member of the ACAA. If no officer or member is a trustee then the operating report will state this
- the repetition of points e(i) and e(v) in the Committee of Management Statement will be redressed.

The financial report for the year ended 30 June 2009 has been filed. If you have any queries I can be contacted on 03 8661 7929 or by email on eve.anderson@fwa.gov.au.

Yours sincerely

Eve Anderson
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929

Email: eve.anderson@fwa.gov.au



Association of Consulting Architects
Victoria

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9 December 2009

Dear Sir / Madam

Financial Return – year ending 30 June 2009

Association of Consulting Architects – Victoria

I, Robert Peck, being the National President of the Association of Consulting Architects – Australia, 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 6 November 2009 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 – Australia on 30 November 2009 in accordance with s266 of the RAO Schedule.

Yours sincerely

Robert Peck
National President

enc

**THE ASSOCIATION OF CONSULTING ARCHITECTS
VICTORIA**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2009**

ANNUAL REPORT

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**THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
OPERATING REPORT
30 JUNE 2009**

The members of the Committee of Management hereby present the financial report for the year ending 30th June 2009.

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
Struan Gilfillan	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
David Wagner	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.

Operating Results

The net amount of profit/(loss) resulting from the principal activities for the year ending 30th June 2009 was a profit of \$59,693 (2008 \$42,003)

Significant Changes in Financial Affairs

There are no significant changes in the financial affairs of the Association for the year ended 30 June 2009.

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 30th June 2009, were recorded on the Register of Members of the Association was 112.

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: 15 OCTOBER

2009

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 30th June 2009 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:

15 October

2009

THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
COMMITTEE OF MANAGEMENT STATEMENT
30 JUNE 2009

On, 12 OCTOBER 2009 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 30th June 2009.

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 30th June 2009;
- 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) 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
 - ii) Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the branch concerned; and
 - iii) 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
 - iv) 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
 - v) 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
 - vi) 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
 - vii) 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: ANNA GRACE PIATKOWSKA

Title of Office held: TREASURER

Signature: Anna Piatkowska

Dated: 15 OCTOBER

2009

**AUDITORS' REPORT TO THE MEMBERS OF
THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
30 JUNE 2009**

We have audited the accompanying financial report for the Association of Consulting Architects Victoria comprised of the Balance Sheet, Income Statement, Statement of Recognised Income and Expense 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 2009.

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.

Independence

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

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 2009 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: 4 November 2009

THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
BALANCE SHEET
30 JUNE 2009

	Note	2009 \$	2008 \$
ASSETS			
CURRENT ASSETS			
Cash & Cash Equivalents	4	556,971	494,315
Trade & Other Receivables		<u>89</u>	<u>1,594</u>
TOTAL ASSETS		<u>557,060</u>	<u>495,909</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade & Other Payables		<u>1,458</u>	<u>-</u>
NET ASSETS		<u>555,602</u>	<u>495,909</u>
MEMBERS FUNDS			
Balance Brought Forward		495,909	453,906
Profit/ (Loss) for the period		<u>59,693</u>	<u>42,003</u>
TOTAL MEMBERS FUNDS		<u>555,602</u>	<u>495,909</u>

The accompanying notes form part of these financial statements.

THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009

	2009 \$	2008 \$
INCOME		
Interest	38,678	33,789
Subscriptions and levies from members	<u>74,388</u>	<u>49,148</u>
TOTAL INCOME	113,066	82,937
EXPENDITURE		
Auditors remuneration	1,150	1,000
Administration/Secretarial	3,280	4,000
Bank Charges	189	210
General Expenses	4,228	91
Legal Fees	6,991	-
Meetings	3,600	3,159
Office Supplies	68	292
Sub-Contractor	5,000	-
Subscriptions	25,732	31,933
Sponsorship	5,135	-
Travel	<u>-</u>	<u>249</u>
TOTAL EXPENDITURE	<u>55,373</u>	<u>40,934</u>
PROFIT ATTRIBUTABLE TO MEMBERS	<u>59,693</u>	<u>42,003</u>

The accompanying notes form part of these financial statements.

THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
STATEMENT OF RECOGNISED INCOME AND EXPENSE
FOR FINANCIAL YEAR ENDED 30 JUNE 2009

	Note	2009 \$	2008 \$
Net Income Recognised Directly in Equity		59,693	42,003
Profit for the Period		<u>59,693</u>	<u>42,003</u>
Total Recognised Income and Expenses for the Period		<u>59,693</u>	<u>42,003</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 2009

	Note	2009	2008
Cash flows from operating activities			
Cash receipts in the course of operations		75,892	47,718
Interest Received		38,678	33,789
Cash payments in the course of operations		<u>(51,914)</u>	<u>(40,934)</u>
Net cash provided by operating activities		<u>62,656</u>	<u>40,573</u>
Net Increase/(Decrease) in Cash Held		62,656	40,573
Cash at beginning of the financial year		<u>494,315</u>	<u>453,743</u>
Cash at the end of the financial year		<u><u>556,971</u></u>	<u><u>494,315</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>556,971</u>	<u>494,315</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	59,593	42,003
Depreciation	-	-
Decrease (Increase) in current receivables	1,505	(1,430)
Decrease (Increase) in current inventories	-	-
Increase (Decrease) in other creditors	<u>1,458</u>	<u>-</u>
Net Cash provided by Operating Activities	<u><u>62,556</u></u>	<u><u>40,573</u></u>

THE ASSOCIATION OF CONSULTING ARCHITECTS VICTORIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
30 JUNE 2009

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES.

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

(a) Corporate Information

The financial report for the association is prepared on the association being an unincorporated individual not for profit entity. The financial report is prepared in Australian Dollars.

(b) Basis of Preparation

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 where applicable International Financial Reporting Standards ("IFRS") which form the basis of Australian Accounting Standards ("AASBs"), adopted by the AASB.

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.

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 2009

(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 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.

(h) Accounting Standards

The committee has considered accounting standards issued not effective at the date of this report and believe that there will not be any material adjustment to the report as a result of the application of these standards.

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 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)

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 2009

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	
	2009 \$	2008 \$	2009 \$	2008 \$
Financial Assets				
Cash & cash equivalents	7.36	6.65	556,971	494,315
Total Financial Assets			<u>556,971</u>	<u>494,315</u>

Fair values

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



FAIR WORK
AUSTRALIA

5 January 2010

Mr Robert Peck
President
Association of Consulting Architects - Victoria
44 Leveson Street, North Melbourne, VIC, 3051
By email: vic@aca.org.au

Dear Mr Peck

Re: Association of Consulting Architects - Victoria financial report for year ended 30 June 2009 (FR2009/10048)

I acknowledge receipt of the financial report of the Association of Consulting Architects - Victoria for the year ended 30 June 2009. The documents were lodged with Fair Work Australia on 10 December 2009.

The financial report has not been filed as there are a number of matters that need to be addressed.

1. Presentation to a meeting of members

Subsection 266(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act) requires the full financial report to be presented to a general meeting of the members of the reporting unit. I note that the Designated Officer's Certificate states that the full report was presented to the Annual General Meeting of the Association of Consulting Architects. However, the reporting unit is the Association of Consulting Architects - Victoria and therefore the full report is required to be presented to a meeting of members of the Victorian Branch.

Please ensure that the report is presented to a meeting of the Association of Consulting Architects - Victoria. The report and a fresh Designated Officer's Certificate will need to be re-lodged with FWA within 14 days of this meeting. Also, the officer who signs the Certificate should be described according to the office held in the relevant reporting unit, in this case President of the Association of Consulting Architects – Victoria (not Australia).

2. Required Disclosures: subscriptions and levies

As noted in our correspondence dated 24 February 2009, item 10(a) of the Reporting Guidelines requires that either the profit and loss statement or the notes to the financial report disclose revenue from entrance fees or membership subscriptions. Item 10(d) of the Reporting Guidelines requires that either the profit and loss statement or the notes to the financial report disclose revenue from levies or appeals raised from members. Both the amount and a brief description of the purpose of the levy or appeal are to be disclosed. Importantly levies and subscriptions should be disclosed separately.

I note that the income statement continues to combine revenue from subscriptions with revenue from levies. The branch is therefore requested to advise FWA in writing of the amount of subscriptions received and the amount of levies received. If any levies were received, please provide in writing a brief description of the purpose of the levy. Further, in future years please ensure that subscriptions and levies are separately disclosed.

3. Required Disclosures: contributions to other reporting units of the Association

Item 11(b) of the Reporting Guidelines requires that either the profit and loss statement or the notes to the financial report disclose the amount of any payments and the name of the other reporting unit which are a contribution towards the administrative expenses of the other reporting unit and are a proportion of the total amount derived as entrance fees or membership subscriptions.

I note that, as in previous years, the income statement includes an expense item entitled 'subscriptions'. Please advise FWA in writing whether this item refers to payments to another reporting unit which are derived from membership subscriptions. If so, please also provide the name of the other reporting unit. Further, in future years please ensure that any such contributions and the name of the other reporting unit are clearly disclosed.

4. Cash flows between reporting units of the Association

Item 15 of the Reporting Guidelines requires that where another reporting unit of the Association is the source of cash in flow or the application of cash out flow, such cash flow and the name of the reporting unit should be separately disclosed in the notes to the financial statements. I note that, as in previous years, neither the cash flow statement nor the notes to the financial statements disclose cash flows with other reporting units. Please advise FWA in writing of the amounts of any cash flows with other reporting units and the names of the reporting units. Further, in future years please ensure that any such cash flows and the names of the reporting units are clearly disclosed.

5. Operating Report: results of the principal activities

As noted in our correspondence of 19 March 2008 and 24 February 2009 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* (my emphasis) and any significant changes in the nature of those activities. I note that the Operating Report for the year ended 30 June 2009 makes a statement regarding the trading results. As noted in our previous correspondence, it is the view of this office that subsection 254(2)(a) requires a descriptive review of the results of the principal activities, not a trading (financial) result. Please provide FWA with a brief description of the results of the principal activities. Further, please ensure that future operating reports provide such a description.

Summary

Accordingly the Branch is required to:

1. Present the financial report to a general meeting of members of the Association of Consulting Architects – Victoria and then re-lodge the report with a fresh Designated Officer's Certificate signed by an officer of the Branch.
2. Advise FWA in writing as to:
 - a. The amount of subscriptions received and the amount of levies received. If any levies were received, to provide a brief description of the purpose of the levy;
 - b. Whether the expense item "subscriptions" refers to payments which are contributions towards the expenses of another reporting unit of the Association that are derived from membership subscriptions, and, if so, to provide the name of the other reporting unit;
 - c. The amounts of any cash flows with other reporting units of the Association and the names of the other reporting units;
 - d. A brief description of the results of the principal activities.

These matters also need to be addressed in future financial reports. If you have any queries I can be contacted on 03 8661 7929 or by email on eve.anderson@fwa.gov.au.

Yours sincerely



Eve Anderson

Tribunal Services and Organisations

Fair Work Australia

Tel: 03 86617929

Email: eve.anderson@fwa.gov.au



**Association of Consulting Architects
Victoria**

BY EMAIL: eve.anderson@fwa.gov.au

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1 February 2010

Dear Ms Anderson

**Association of Consulting Architects – Victoria
Financial Report for year ended 30 June 2009 (FR2009/10048)**

I refer to your letter dated 5 January 2010 and wish to advise that there was a typographical error in our letter of 9 December 2009 filing the ACA-Victoria Annual Report 2009 with regard to presentation of the Annual Report to members of the ACA-Victoria.

The first paragraph of the letter should have read:

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

Hope this clarifies the situation.

Regards

Robert Peck AM
President