



FAIR WORK
AUSTRALIA

4 January 2011

Mr Richard Young
President
Association of Consulting Architects - Australia, Western Australia Branch

email: richard.young@jcy.net

Dear Mr Young

Re: Financial Report for the Association of Consulting Architects - Australia, Western Australia Branch for year ended 30 June 2010 – FR2010/2676

I acknowledge receipt of the financial report for the Association of Consulting Architects - Australia, Western Australia Branch (the Branch) for the year ended 30 June 2010. The report was lodged with Fair Work Australia on 9 December 2010.

The financial report has now been filed.

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

Operating Report

Although there is no specific requirement, it is the preference of Fair Work Australia that the operating report is signed and dated by an officer of the Branch.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

Kevin Donnellan

Tribunal Services and Organisations

Fair Work Australia

Email: kevin.donnellan@fwa.gov.au



RY/ry
9 December 2010

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Association of Consulting Architects
Western Australia Branch

PO Box 365 West Perth
Western Australia 6872

Fair Work Australia
GPO Box 1994
Melbourne VIC 3001

ATTENTION: Eve Anderson

Dear Eve

**RE: FINANCIAL REPORTS FOR THE ASSOCIATION OF CONSULTING
ARCHITECTS WESTERN AUSTRALIAN BRANCH FOR THE YEAR ENDED
30 JUNE 2010**

Please find enclosed signed copies of the following reports for the year ended 30 June 2010 :

- General Purpose Financial Report
- Operating Report
- Committee of Management Statement
- Audit Report
- Designated Officer's Certificate

All reports were adopted by the Committee of Management at our meeting on 15 November 2010 and they were presented to all financial members on the same day and adopted at our Annual General Meeting held on 7 December 2010.

We trust all is in order and that we have satisfactorily fulfilled our reporting responsibilities for the 2001/2010 financial year.

Yours faithfully

RICHARD YOUNG FRAIA
President - ACA, WA Chapter

Encl. reports as named above

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

GENERAL PURPOSE FINANCIAL REPORT

**FOR THE YEAR ENDED
30 JUNE 2010**

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**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

**OPERATING REPORT
30 JUNE 2010**

The members of the Committee of Management hereby present the financial report for the year ending 30 June 2010.

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 were:

Richard Young	Chairman/President
Janine Marsh	Treasurer
Peter Hodge	Secretary
Greg Howlett	Vice President (appointed 8 February 2010)
Dean Wood	Committee Member

Unless otherwise stated, all committee members held their respective positions for the entire financial year.

Principal Activities

The principal activities of the Branch 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. The results of these activities were to improve the industrial and other professional interests of our members. There was no significant change in the nature of the Branch's principal activities.

Significant Changes

There were no significant changes in the activities of the Association for 2010.

Manner of Resignation

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

Number of Members

The number of persons who at the end of the year ending 30 June 2010, were recorded on the Register of Members of the Association was 30.

Number of Employees

Nil

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

Nil

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

**Committee Of Management Statement
Financial year ended 30 June 2010**

On 15 November 2010 the Committee of Management of the Western Australian Branch of the Association of Consulting Architects Australia passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30/06/10

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

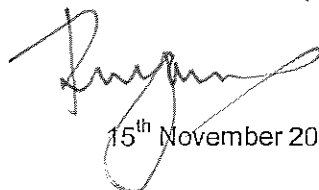
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the *Fair Work (Registered Organisations) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009*; and
 - (iv) the committee does not know whether the financial records of the reporting unit were kept in a consistent manner to each of the other reporting units of the ACAA, however the national office of the ACAA will ensure consistent record keeping in future years; and
 - (v) no information has been sought in any request of a member of the reporting unit or the General Manager of Fair Work Australia duly made under section 272 of the *Fair Work (Registered Organisations) Act 2009*
 - (vi) no orders have been made by Fair Work Australia under section 273 of the *Fair Work (Registered Organisations) Act 2009* during the period.

For Committee of Management of the Western Australian Branch of the Association of Consulting Architects Australia

Title of Office held: President, ACA (WA Branch)

Signature:

Date:



15th November 2010

ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA (WA BRANCH)

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2010

	2010	2009
	\$	\$
CURRENT ASSETS		
Cash at bank	13,110.67	13,670.57
Term deposit (National Australia Bank)	20,168.71	19,355.76
GST Recoverable	-	159.63
Receivables	597.50	597.50
TOTAL CURRENT ASSETS	<u>33,876.88</u>	<u>33,783.46</u>
TOTAL ASSETS	<u>33,876.88</u>	<u>33,783.46</u>
CURRENT LIABILITIES		
Payables	0.00	2,500.00
GST payable	22.74	-
TOTAL CURRENT LIABILITIES	<u>22.74</u>	<u>2,500.00</u>
TOTAL LIABILITIES	<u>22.74</u>	<u>2,500.00</u>
NET ASSETS	<u>33,854.14</u>	<u>31,283.46</u>
EQUITY		
Accumulated funds	33,854.14	31,283.46
TOTAL EQUITY	<u>33,854.14</u>	<u>31,283.46</u>

The accompanying notes form part of the financial statements.

ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA (WA BRANCH)

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2010**

	2010	2009
	\$	\$
INCOME		
Subscriptions	14,131.82	10,100.00
Interest received	812.95	2,270.04
Function Fees	2,949.94	1,272.77
	<u>17,894.71</u>	<u>13,642.81</u>
EXPENDITURE		
Bookkeeping Fees	104.00	-
ACAA levies	7,475.00	5,790.00
Secretarial costs	300.00	300.00
Accountancy	2,750.00	2,500.00
Auditor Fee	1,250.00	
Post office box rental	-	181.82
Prizes	500.00	500.00
Seminars and functions	2,704.13	2,409.87
Finance Costs	-	-
Sundry expenses	240.90	424.55
	<u>15,324.03</u>	<u>12,106.24</u>
Profit or Loss	2,570.68	1,536.57
Other Comprehensive Income	-	-
Total Comprehensive Income	<u>2,570.68</u>	<u>1,536.57</u>
Accumulated funds at beginning of year	31,283.46	29,746.89
Accumulated funds at end of year	<u>33,854.14</u>	<u>31,283.46</u>

The accompanying notes form part of the financial statements.

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2010**

	2010	2009
Cash flows from operating activities		
Cash receipts in the course of operations	18,790	11,859
Interest received	813	2,270
Cash payments in the course of operations	<u>(19,350)</u>	<u>(10,406)</u>
Net cash provided by operating activities	<u>253</u>	<u>3,723</u>
Net Increase / (Decrease) in cash and cash equivalents	253	3,723
Cash and cash equivalents at beginning of the period	33,026	29,303
Cash and cash equivalents at the end of the period	33,279	33,026

(i) Reconciliation of Cash and Cash Equivalents

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	33,279	33,026
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(ii) Reconciliation of Net Cash Provided by operating activities to operating surplus

Surplus (deficit) from ordinary activities	2,571	(1,537)
Depreciation	-	-
Decrease (Increase) in current receivables	182	(486)
Increase (Decrease) in other creditors	(2,500)	(1,700)
Net Cash Increase (Decrease) from Operating Activities	253	3,723

(iii) Cash flows between related reporting units

During the year cash outflows of \$8,223 occurred to the national body, the Association of Consulting Architects Australia.

ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
Balance of accumulated funds at 1 July	31,283	29,747
Total Comprehensive Income for the period	2,571	1,536
	<u>-----</u>	<u>-----</u>
Balance of accumulated funds at 30 June	\$33,854	\$31,283
	<u>=====</u>	<u>=====</u>

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES.

The significant policies which have been adopted in the preparation of the General Purpose Financial Reports are:

(a) Corporate Information

The financial report for the association has been prepared on the basis that the Association of Consulting Architects Australia is registered under the Fair Work (Registered Organisations) Act 2009 and has the status of a not for profit body corporate. The financial report is prepared in Australian Dollars.

(b) Basis for Preparation

This financial report is a general purpose financial report that has been prepared specifically for distribution to members in accordance with ACA Australia's constitution.

The report which has been prepared in accordance with Australian Accounting Standards ("AASBs"), (including Australian Interpretations) adopted by the Australian Accounting Standards ("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. The accounting records have been kept on an accrual basis.

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.

Comparatives

Where applicable comparative figures have been adjusted to correspond with current year disclosures.

(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 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 is received.

(d) Trade and Other Receivables

Trade and other receivables are stated at their cost less impairment losses.

(e) Cash and Cash Equivalents

Cash and Cash Equivalents comprises cash balances and call deposits.

(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 the cost of acquisition of the asset or as part of the expense.

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 PROVIDED TO MEMBERS OR THE GENERAL MANAGER (Extract from Fair Work (Registered Organisations) ACT 2009, Section 272)

- a) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- b) 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.
- c) A reporting unit must comply with an application made under subsection (a).

3. INCOME TAX

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

4. FINANCIAL INSTRUMENTS

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

Credit Risk

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.

Fair Values

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

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

**AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2010**

**To the Members of ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA (WA BRANCH)
["A.C.A. AUSTRALIA (WA BRANCH)"]**

Scope

We have audited the financial report of A.C.A Australia (WA Branch) for the financial year ended 30 June 2010 which comprises the Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flows, Statement of Changes in Equity, a summary of significant accounting policies and other explanatory notes and the Committee of management Statement. The A.C.A Australia (WA Branch) committee is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the A.C.A Australia (WA Branch).

Our audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures were undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements in Australia and the A.C.A Australia (WA Branch) constitution. This is done so as to present a view that is consistent with our understanding of the A.C.A Australia (WA Branch) financial position and performance as represented by the results of its operations and its cash flows.

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


Independence

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

Audit Opinion

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

TRAFALGAR FINANCIAL NEDLANDS PTY LTD


John C Connolly
(Registered Company Auditor, FCA)
Perth, WA

Dated this ^{15th}.....day of ~~NOVEMBER~~ 2010

**ASSOCIATION OF CONSULTING ARCHITECTS AUSTRALIA
(WA BRANCH)**

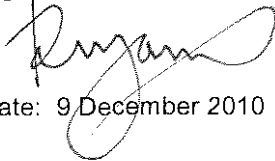
Designated Officer's Certificate or other Authorised Officer¹

S268 Fair Work (Registered Organisations) Act 2009

I, Richard Young, being the President of the Association of Consulting Architects Australia (WA Branch) certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on 15 November 2010; and
- that the full report was presented to a general meeting of members of the Association of Consulting Architects Australia (WA Branch) on 7 December 2010 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature:



Date: 9 December 2010

¹The relevant regulations prescribe the designated officer for the purpose of s268 of the *Fair Work (Registered Organisations) Act 2009* as:

- (a) the secretary; or
- (b) an officer of the organization other than the secretary who is authorized by the organization or by the rules of the organization to sign the certificate mentioned in that paragraph.