



Australian Government
Australian Industrial Registry

6 August 2009

Mr Jeffery Griffiths
National President
Australasian Convenience and Petroleum Marketers Association
369 High Street
Kew
VIC 3101

Dear Mr Griffiths

**Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)
Financial Report for year ended 30 June 2008 – FR2008/304**

I acknowledge receipt of the financial reports of the Australasian Convenience and Petroleum Marketers Association (ACAPMA) for the year ended 30 June 2008 and the Certificate of the Secretary or other Authorised Officer dated 23 and 24 December 2007 respectively. The documents were lodged in the Industrial Registry on 5 January 2009.

I apologise for the delay in responding to you.

The documents have been filed.

I note that the Fair Work (Registered Organisations) Act 2009 (RO Act) commenced on 1 July 2009. Financial reporting obligations that were previously set out in Schedule 1 to the Workplace Relations Act 1996 (RAO Schedule) now appear in the RO Act, although section numbering remains the same. This letter will refer to section numbers from the RO Act but, unless otherwise stated, the requirements of that section remain the same as under the RAO Schedule.

Although the documents have been filed, I would like to comment on some minor issues arising out of the reports. Some of these issues were raised with you when we filed last year's financial report. I notice that some of the same errors have appeared in the current report, namely in relation to the Committee of Management Statement and some matters in the Operating Report.

The Registry aims to assist reporting units in complying with their obligations under the RO Act and Reporting Guidelines, by providing advice about the errors identified in each of the financial reports. Please note the inaccuracies raised in this correspondence, and address these matters in future financial reports. You are not required to take any further action in respect of the report lodged.

1. Operating Report

The requisite information of the Operating Report is outlined in subsection 254(2) of the RO Act and reg 159 of the Fair Work (Registered Organisations) Regulations 2009 (RO Regs).

Subsection 254(2) of the RO Act States:

“The operating report must:

(a) contain a review of the reporting unit’s principal activities during the year, the results of those activities and any significant changes in the nature of those activities during the year; and

(b) give details of any significant changes in the reporting unit’s financial affairs during the year; and

(c) give details of the right of members to resign from the reporting unit under section 174; and

(d) give details (including details of the position held) of any officer or member of the reporting unit who is:

(i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or

(ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation; and

(e) contain any other information that the reporting unit considers is relevant; and

(f) contain any prescribed information.”

I note some of the required information of the Operating Report was found in the Director’s Report. To comply with s254(2)(e) I recommend the two Reports be amalgamated into one entitled the “Operating Report”.

Subsection 254(2)(d) regarding details of trustees or directors of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme is not limited to the superannuation funds of ACAPMA. This paragraph applies to *any* superannuation entity or scheme.

If no officers or members of your organisation is a trustee of a superannuation entity our preferred wording to satisfy subsection 254(2)(d) is:

“No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of and organisation.”

2. Committee of Management Statement

In sub-paragraph (e)(i) and (e)(ii) of the Statement the words “*including the rules of a branch concerned*” can be omitted as ACAPMA is a single reporting unit and is not divided into branches.

3. Providing Reports to Members 21 Days Before General Meeting

In subsection 265(5)(a) a copy of the full report must be provided to members at least 21 days before the full report is presented to a general meeting of the members of ACAPMA. I note that the full 21 days was not given to members. Twenty one clear days should be provided to provide members with sufficient time to become familiar with the financial report so that they can raise any queries they have at the general meeting.

4. Disclosure of Expenditure – separate itemisation of administration costs etc

An organisation is required to disclose specific expenditure items in the main body of the accounts. It is noted however that some of the expenditure information provided in the Income Statement was grouped in broad categories such as ‘Employees benefits expense’; ‘Administration costs’ and ‘Other expenses’. With respect to these expenditure items the organisation will need to separately disclose, in future financial years, the amount(s) expended as required by Item 11 of the Reporting Guidelines. This includes **separate itemisation** for the following:

- Fees and periodic subscriptions in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters;
- Convention expenses;
- Conferences – Fees/Allowance for attendance;
- Employee benefits to holders of office;
- Employee benefits to employees (other than holders of office) .

The requirement to include this information in the accounts is set out in Item 11 of the Reporting Guidelines. Subsection 253(2)(b)(ii) and (c) of the RO Act states that the General Purpose Financial Report must include the information required by the Reporting Guidelines.

Should you wish to discuss any of the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7921 or by email at samantha.korman@fwa.gov.au .

Yours faithfully,

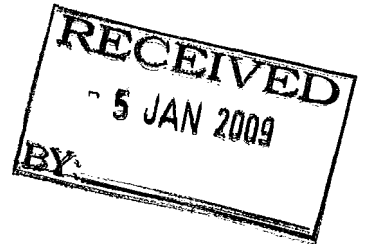


Samantha Korman

Tribunal Services and Organisations

CC Geoff Parker – Hayes Knight Audit Pty Ltd

23 December 2008



12
Industrial Registrar
Australian Industrial Registry
Level 4
11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir

Lodgment of Financial Report for year ended 30 June 2008

We enclose documentation relating to the financial reporting of this organisation for the year ended 30 June 2008.

Any questions regarding this report should be directed in the first instance to our General Manager, Nic Moulis, on (02) 8838 5782.

At the same time, we apologise for the delay in lodging the documentation.

Yours sincerely



Jeffery Griffiths
National President

Enc:

Certificate of Secretary or other Authorised Officer
S268 of Schedule 1 *Workplace Relations Act 1996*

I, Jeffery Griffiths, being the National President of the Australasian Convenience and Petroleum Marketers Association, certify :

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 7 November 2008; and
- That the full report was presented to a general meeting of members of the reporting unit on 25 November 2008, in accordance with s266 of the RAO Schedule.

Signature



Date:

24/12/2008

**AUSTRALASIAN CONVENIENCE AND PETROLEUM
MARKETERS ASSOCIATION**

FINANCIAL REPORT

30 JUNE 2008

Director's Report

Income Statement

Balance Sheet

Statement of Changes in Equity

Cash Flow Statement

Notes To and Forming Part of the Financial Report

Committee of Management Statement

Auditor's Report

Auditor's Independence Declaration

Additional Information for Members

Operating Report

Certificate of Authorised Officer

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

FOR THE YEAR ENDED 30 JUNE 2008

Directors Report

Your directors submit the financial report of the Australasian Convenience and Petroleum Marketers Association for the financial year ended 30 June 2008

Directors

The names of the directors throughout the year and at the date of this report are:

Robert Perry – South Australia
Jeffrey Griffiths – Victoria
Nicholas Moulis – New South Wales
Alan McWhirter – Western Australia
Philip Molineux – Tasmania
Michael Hollows – Queensland

All directors held office throughout the full reporting period.

Principal Activities

The principal activities of the association during the financial year were:

To represent the interests of its members with the oil companies, state and federal governments, the various regulatory authorities, the unions and the media.

Significant Changes

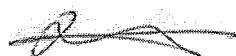
During the last year the Association had changes made to its Constitution including:

- A change of name from Australian Petroleum Agents and Distributors Association (APADA) to Australasian Convenience and Petroleum Marketers Association (ACAPMA).
- A change in eligibility rules to include major oil companies and operators of petroleum convenience retail outlets.

Operating Result

The profit from ordinary activities after providing for income tax amounted to \$65,933 (2007 - \$45,580)

Signed in accordance with a resolution of the members of the Board.



Jeffrey Griffiths – President



Nicholas Moulis – Treasurer

Dated this Sixth day of November 2008

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	NOTE	2008 \$	2007 \$
Revenues from ordinary activities	2	594,732	901,454
Employee benefits expense		(372,483)	(314,936)
Administration costs		(106,896)	(101,279)
Legal expenses		(7,773)	(348,302)
Convention expenses		(2,266)	(71,477)
Other expenses		(36,233)	(18,774)
Depreciation and amortisation expenses		(3,148)	(453)
Loss on disposal of fixed assets		-	(653)
Total changes in equity of the association		<u>65,933</u>	<u>45,580</u>

The accompanying notes form part of this financial report.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**BALANCE SHEET
AS AT 30 JUNE 2008**

	NOTE	2008 \$	2007 \$
CURRENT ASSETS			
Cash	4	2,197,919	2,407,406
Receivables	5	228,125	8,333
TOTAL CURRENT ASSETS		<u>2,426,044</u>	<u>2,415,739</u>
NON-CURRENT ASSETS			
Plant & Equipment	6	5,216	781
TOTAL NON-CURRENT ASSETS		<u>5,216</u>	<u>781</u>
TOTAL ASSETS		<u>2,431,260</u>	<u>2,416,520</u>
CURRENT LIABILITIES			
Accounts Payable	7	33,961	13,740
Provisions	8	59,938	55,946
Other	9	185,664	261,070
TOTAL CURRENT LIABILITIES		<u>279,563</u>	<u>330,756</u>
NON-CURRENT LIABILITIES			
Provision	8	-	-
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		279,563	330,756
NET ASSETS		<u>2,151,697</u>	<u>2,085,764</u>
MEMBERS' FUNDS			
Retained Surplus		926,676	860,743
Reserves		1,225,021	1,225,021
TOTAL MEMBERS' FUNDS		<u>2,151,697</u>	<u>2,085,764</u>

The accompanying notes form part of this financial report.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2008

	Retained Earnings \$	Financial Assets Reserve \$	Total \$
Balance at 1 July 2006	815,163	1,225,021	2,040,184
Profit attributable to members	45,580		45,580
Balance at 30 June 2007	<u>860,743</u>	<u>1,225,021</u>	<u>2,085,764</u>
Profit attributable to members	65,933		65,933
Balance at 30 June 2008	<u><u>926,676</u></u>	<u><u>1,225,021</u></u>	<u><u>2,151,697</u></u>

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	NOTE	2008 \$	2007 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		190,988	252,829
Interest received		167,971	81,836
Dividends Received		-	44,428
Commission Received		100,000	100,000
Other Income received		-	18,473
Payments to suppliers and employees		(660,863)	(762,147)
Net cash provided by/(used in) operating Activities	14(b)	<u>(201,904)</u>	<u>(264,581)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts from Investments		-	1,773,068
Payment for Property, Plant and Equipment		(7,583)	-
Net cash used in investing activities		<u>(7,583)</u>	<u>1,773,068</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Interest Received Fidelity Fund		-	21,830
Payment of Fidelity Fund Outgoings		-	(51,744)
Net cash provided by/(used in) Financing Activities		<u>-</u>	<u>(29,914)</u>
Net increase/(decrease) in cash held		(209,487)	1,478,573
Cash at beginning of financial year		2,407,406	928,833
Cash at end of financial year	14(a)	<u>2,197,919</u>	<u>2,407,406</u>

The accompanying notes form part of this financial report.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report complies with all Australian equivalents to International Financial Reporting Standards (AIFRS).

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of preparation

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report.

- (a) ***Income Tax***
No provision for income tax is necessary as the Association is exempt from income tax under the provisions of the Income Tax Assessment Act 1997, Section 50-15.

Fringe benefits tax does apply and is paid as it is incurred.

- (b) ***Fixed Assets***
The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:-

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Computers	15 - 30%
Furniture, Fittings and Office Equipment	50 - 66.6%

The carrying amount of fixed assets is reviewed annually by committee members to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES (continued)

(c) *Employee Entitlements*

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred.

(d) *Cash*

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

	2008	2007
	\$	\$
NOTE 2: REVENUE		
Operating activities		
- Members Fees	185,809	190,838
- Interest Received	167,971	81,836
- Commission Received	100,000	100,000
- Business Partner program	20,500	-
- Other Income	23,302	2,473
- Convention Income	-	61,990
- AACS Settlement	97,150	-
- Dividends	-	44,428
- Profit on Sale of Shares	-	403,888
- Fidelity Fund Administration	-	16,000
Total Revenue	<u>594,732</u>	<u>901,453</u>

**NOTE 3: PROFIT FROM ORDINARY
ACTIVITIES**

Profit from ordinary activities has been determined after:

- Depreciation	3,148	453
- Remuneration of auditor		
- audit or review services	6,500	6,250
- other services	600	500
Total remuneration	<u>7,100</u>	<u>6,750</u>
Rental expense	23,273	23,818

NOTE 4: CASH

Cash at Bank – BT	2,155,405	2,304,940
Cash at Bank – NAB	42,514	102,362
Petty Cash	-	104
	<u>2,197,919</u>	<u>2,407,406</u>

NOTE 5: RECEIVABLES

CURRENT		
Commission Receivable	8,333	8,333
Subscriptions Receivable	219,792	-
	<u>228,125</u>	<u>8,333</u>

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

	2008	2007
	\$	\$
NOTE 6: PLANT & EQUIPMENT		
Furniture, Fittings and Office Equipment at cost	11,575	3,992
Less: Accumulated Depreciation	(6,359)	(3,211)
	<u>5,216</u>	<u>781</u>
NOTE 7: ACCOUNTS PAYABLE		
Trade Creditors	33,961	13,740
	<u>33,961</u>	<u>13,740</u>
NOTE 8: PROVISIONS		
CURRENT		
Holiday Pay	11,203	8,588
Long Service Leave	40,399	39,022
Fidelity Fund Contributions	8,336	8,336
	<u>59,938</u>	<u>55,946</u>
NON CURRENT		
Long Service Leave	<u>-</u>	<u>-</u>
NOTE 9: OTHER LIABILITIES		
CURRENT		
Accrued expenses	5,500	164,925
Subscriptions in advance	180,164	96,145
	<u>185,664</u>	<u>261,070</u>
NOTE 10: FIDELITY FUND CONTRIBUTIONS		
Balance at 1 July 2007	8,336	38,250
Interest earned	-	21,830
Refund of contributions	-	(35,744)
Administration Fees	-	(16,000)
Balance at 30 June 2008	<u>8,336</u>	<u>8,336</u>

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 11: APADA FIDELITY FUND

The Apada (1988) Fidelity Trust ("the Trust") was terminated on 1 March 1999 and at that date APADA reviewed outstanding and potential claims against the Trust and set aside a sum of \$250,000 to cover these claims.

The quantum of eventual payment is ultimately dependent upon the establishment of the claim and is now at the discretion of ACAPMA as to the amount to be paid.

During the year ended 30 June 2008 no claims were registered.

	2008	2007
	\$	\$

NOTE 12: NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

Cash at the end of the year is shown in the balance sheet as:

Cash at bank – BT	2,155,405	2,304,940
Cash at bank – NAB	42,514	102,362
Petty Cash	-	104
	<u>2,197,919</u>	<u>2,407,406</u>

(b) Reconciliation of net cash provided by operating activities to Operating Profit/(Loss)

Operating Profit/(Loss)	65,933	45,580
Non-cash flows in operating profit/(loss)		
Depreciation	3,148	453
Loss on disposal of fixed assets	-	653
Profit on sale of investments	-	(403,888)
Changes in assets and liabilities		
(Increase)/decrease in prepayments	-	12,636
(Increase)/decrease in receivables	(219,792)	-
(Decrease)/Increase in accounts payable	(55,185)	130,936
(Decrease)/Increase in employee provisions	3,992	(50,951)
(Decrease)/Increase in other liabilities	-	-
Net cash provided by/(used in) operating Activities	<u>(201,904)</u>	<u>(264,581)</u>

(c) The Association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the year.

AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2008

NOTE 13: FINANCIAL INSTRUMENTS

a. Interest Rate Risk

The association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2008	2007	2008	2007
	6.07%	5.08%		
FINANCIAL ASSETS				
Cash	42,514	102,466	5.00%	3.00%
Cash on Deposit	2,155,405	2,304,940	7.68%	6.21%
TOTAL FINANCIAL ASSETS	<u>\$2,197,919</u>	<u>\$2,407,406</u>		

b. Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount as disclosed in the statement of financial position and notes to the financial statements.

The Association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association.

c. Net Fair Values

For financial assets and other liabilities the net fair value approximates their carrying value.

NOTE 14: PRESCRIBED INFORMATION NOTICE

According to subsections 272(1), (2) and (3) of Schedule 1B to the Workplace Relations Act (the Registration and Accountability of Organisations Schedule):-

- (1) A member of ACAPMA, or a Registrar, may apply to ACAPMA for specified prescribed information in relation to ACAPMA 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 ACAPMA.
- (3) ACAPMA must comply with an application made under subsection (1).

NOTE 15: SEGMENT REPORTING

The Association operates in the petroleum sector, promoting and defending the interests of petroleum distributors and retailers with the government, media and various organisations within Australia.

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 16: ASSOCIATION DETAILS

The registered office is:

Australasian Convenience and Petroleum Marketers Association
369 High Street
Kew Victoria 3101

The principal place of business is:

Australasian Convenience and Petroleum Marketers Association
369 High Street
Kew Victoria 3101

Committee of Management Statement

On Thursday 6th November 2008, the Committee of Management of the Australasian Convenience and Petroleum Marketers Association passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008.

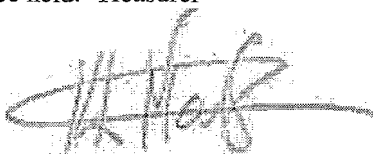
The Committee of Management declares in relation to the GPFR that in its opinion:

- (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 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 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 RAO Schedule and the RAO Regulations; and
 - (iv) there is only one reporting unit
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) no orders have been made by the commission under Section 273 of the RAO Schedule during the period.

For Committee of Management: Nic Moulis

Title of Office held: Treasurer

Signature:



Date: 6th November 2008

AUDITORS' REPORT TO MEMBERS OF AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS ASSOCIATION

30 JUNE 2008

Scope

The financial report and committee's responsibility

The financial report comprises the income statement, balance sheet, statement of changes in equity, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the board of management for Australasian Convenience and Petroleum Marketers Association. (the association), for the year ended 30 June 2008.

The board of the association is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian Auditing Standards and the Workplace Relations Act 1996, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

Scope

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the general purpose financial report of Australasian Convenience and Petroleum Marketers Association is presented fairly in accordance with applicable Australian Accounting Standards, Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia, the financial position of Australasian Convenience and Petroleum Marketers Association as at 30 June 2008, and the results of its operations and its cash flows for the year then ended.


Hayes Knight Audit Pty Ltd


Geoff Parker
Director

Dated at Melbourne this 6 day of November, 2008



Hayes Knight Audit Pty Ltd
ABN 86 005 105 975
Level 6, 31 Queen Street
Melbourne VIC 3000

• tel +61 3 8613 8888 • fax +61 3 8613 8800
• email info@hayesknightaudit.com.au
• www.hayesknightaudit.com.au

Registered Audit Company 291989

Auditor's Independence Declaration

UNDER SECTION 307C OF THE CORPORATIONS ACT 2001

TO THE BOARD MEMBERS OF AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS ASSOCIATION

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2008 there have been:

1. no contraventions of the auditor independence requirements as set out in the *Corporations Act 2001* in relation to the audit, and
2. no contraventions of any applicable code of professional conduct in relation to the audit.

Hayes Knight Audit Pty Ltd

G. S. Parker
Director

Dated this 6 day of NOVEMBER 2008



Independent member of
the Hayes Knight Group
and Morison International

Liability limited by a scheme
approved under Professional
Standards Legislation.

Adelaide • Auckland • Brisbane • Melbourne • Perth • Sydney



6 November 2008

Mr G.S. Parker
Hayes Knight Audit Pty Ltd
Level 6, 31 Queen Street
Melbourne Vic 3000

Letter of Management Representations

This representation letter is provided in connection with your audit of the financial report of the Australasian Convenience and Petroleum Marketers Association for the year ended 30 June 2008, for the purpose of you expressing an opinion as to whether the financial report is, in all material respects, presented fairly in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and, Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.

We acknowledge our responsibility for ensuring that the financial report is in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and, Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and confirm that the financial report is free of material misstatements, including omissions.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

1. We have made available to you:

- (a) all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit; and
- (b) minutes of all meetings.

2. There:

- (a) has been no fraud, error or non-compliance with laws and regulations involving management or employees who have a significant role in internal control;
- (b) has been no fraud, error or non-compliance with laws and regulations that could have a material effect on the financial report; and
- (c) have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.

3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.

4. We believe the effects of those uncorrected financial report misstatements aggregated by the auditor during the audit are immaterial, both individually and in the aggregate, to the financial report taken as a whole. A summary of such items is attached.

5. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
6. We have considered the requirements of AASB 136, "Impairment of Assets", when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
7. The following have been properly recorded and/or disclosed in the financial report:
 - (a) related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements and guarantees (written or oral);
 - (b) share options, warrants, conversions or other requirements;
 - (c) arrangements involving restrictions on cash balances, compensating balances and line-of-credit or similar arrangements;
 - (d) agreements to repurchase assets previously sold;
 - (e) material liabilities or contingent liabilities or assets including those arising under derivative financial instruments;
 - (f) unasserted claims or assessments that our lawyer has advised us are probable of assertion; and
 - (g) losses arising from the fulfilment of, or an inability to fulfil, any sale commitments or as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of prevailing market prices.
8. There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
9. The entity has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable.
10. The entity has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
11. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
12. We have no plans to abandon lines of product or other plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value.
13. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the entity taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully



Nic Moulis
General Manager

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

ADDITIONAL INFORMATION FOR MEMBERS

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	NOTE	2008 \$	2007 \$
INCOME			
Members' Fees	A	185,809	190,839
Interest Received		167,971	81,836
Commission Received	B	100,000	100,000
Business Partner Program		20,500	-
Other Income	C	23,302	2,473
Convention Income		-	61,990
AACS Settlement		97,150	-
Dividends		-	44,428
Profit on Sale of Shares		-	403,888
Fidelity Fund Administration		-	16,000
TOTAL INCOME		<u>594,732</u>	<u>901,454</u>
EXPENDITURE			
Advertising		1,634	-
Accounting & Audit		7,415	7,065
Computer Expenses		8,419	1,017
Contract Services		12,500	-
Convention Expenses		2,266	71,477
Depreciation		3,148	453
Entertainment - FBT		1,159	1,866
Entertainment - Non FBT		1,611	936
Fringe Benefits Tax		1,146	1,290
Legal Costs		7,773	348,302
Loss on Disposal of Fixed Assets		-	653
Marketing & Promotion		-	528
Meeting Costs	D	16,164	12,832
Office Expenses	E	24,526	39,533
President's Allowance		3,000	3,000
Professional Advice / Consultancy		28,818	11,181
Rent		23,273	23,818
Salaries & Wages - employees		343,654	159,619
Staff Superannuation		25,840	155,317
Subscriptions & References		7,917	6,481
Travel & Accommodation		8,536	10,506
TOTAL OPERATING EXPENDITURE		<u>528,799</u>	<u>855,874</u>
NET PROFIT/(LOSS)		<u>65,933</u>	<u>45,580</u>

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	2008 \$	2007 \$
Note A: MEMBERS FEES		
Full Members Fees - Victoria	49,250	42,850
- New South Wales	50,700	45,910
- Queensland	38,513	45,173
- Western Australia	18,750	21,900
- Tasmania	7,800	8,755
- South Australia / NT	18,950	20,000
Subscriber Members	-	-
Trade Subscriptions	1,846	6,250
	<u>185,809</u>	<u>190,838</u>
Note B: COMMISSION RECEIVED		
Commission – OAMPS	100,000	100,000
	<u>100,000</u>	<u>100,000</u>
Note C: OTHER INCOME		
Advertising Income	-	400
GST Adjustment	23,302	-
Sponsorships	-	2,073
	<u>23,302</u>	<u>2,473</u>
Note D: MEETING COSTS		
(Including travel & accommodation)		
Regional	30	59
National Board	16,134	10,728
Special Meeting	-	1,045
	<u>16,164</u>	<u>12,832</u>

**AUSTRALASIAN CONVENIENCE AND PETROLEUM MARKETERS
ASSOCIATION**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008**

	2008	2007
	\$	\$
Note E: OFFICE EXPENSES		
Bank Charges	1,971	4,151
Casual Labour	6,909	10,373
Car Parking	-	54
General Expenses	104	2,308
Insurance	6,281	6,629
Internet	280	1,489
Management Charges	-	445
Postage & Couriers	796	2,607
Printing & Stationery	492	3,446
Staff Amenities	187	258
Seminars	631	441
Storage	1,747	1,615
Telephone & Fax	3,472	4,871
WorkCover	1,656	846
	<u>24,526</u>	<u>39,533</u>

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

OPERATING REPORT – For year ended 30 June 2008

The following Operating Report is now required under the new guidelines set under the RAO schedules of the Workplace Relations Act 1996. It will form the basis of the Presidents address to be given at APADA's Annual General Meeting.

Membership at 30 June 2008.

Full Distributor Members	94
Associate Members	10
Business Partners	6
Trade Members	13
Life Members	3

	126

APADA Staff. 4

General Manager
Workplace Relations Mgr
Accounts Manager (Casual)
Workplace Advocate (Casual)

APADA Board

Robert Perry Nic Moulis
Jeffrey Griffiths Allan McWhirter
Michael Hollows Philip Molineux

Financial position

- Positive result for 2007 / 2008 - \$65,933 (Net Profit).
- Financial position sound for the coming year - 2008 / 2009 period

Key Activities over the past 12 months.

- Workplace relations support: (on-going & diverse) and includes:
 - Monitoring and Disseminating impact of WorkChoices legislation/regulations in order to provide members with current information.
 - Conducting workplace training for members and their employees.
 - General advice relating to workplace relations issues, including discrimination and occupational health and safety.
 - Advocacy before federal/state tribunals on behalf of members.
 - Negotiating with unions as appropriate.
- Representing Distributor sector on the numerous State & Federal Government Inquiry working groups:
 - Federal Government dept meetings on Supply & national emergency response plans.
 - Ethanol and bio-diesel discussions with Federal Government and producers.
 - Federal Government reviews on market reform and revised Oilcode
- Assisted members with various franchise and supply agreements with their major fuel suppliers.

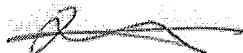
- Submissions to and face-to-face discussions with the Federal Government & ACCC on industry issues, particularly in relation to the supermarket alliances influence on the petroleum marketplace..
- Continuing involvement in the various State EPA's on Underground Storage Tanks policy review & its implications nationally.
- On-going discussions with the Australian Government Treasury on Fuel Tax Credit Reform.
- Participation on the industry Service Station Security Committee
- Contact with the media, predominately on the concern for small business in regional & rural Australia, as well as the normal discussions on the general issue of fuel pricing and fluctuations.
- Distributor Business valuations
- Facilitating on-line Trade Practice Act compliance training.
- On-going participation with Re-Car (ISS) & OAMPS in the Emergency Response Call Centre Program.
- Provision of advice on industry matters to media & government
- On-going information exchange with like associations in the USA and Canada.
- Disbanded the proposed merger with the Australasian Association of Convenience Stores.
- Increasing involvement with the bio-fuels industry
- Resignation of David Killeen as General Manager
- Appointment of Nic Moulis as new General Manager

Right of members to resign (s 143 of the Constitution, as required by s254 of ROA)

Any members may resign his membership by notice in writing addressed to the General Manager of the Association, and shall be delivered to him personally or by leaving it in an envelope addressed to the General Manger at the registered office of the Association, or by posting it to the General Manager at the registered office of the Association.

Trustees of superannuation entities.

This is not applicable as there is no association fund, and therefore no director involvement.



Signed by: Jeffrey Griffiths
National Vice President

Dated this Sixth day of November 2008