

Australian Government

# Australian Industrial Registry

Mr Prabhu Fernando Financial Accountant Australian Hotels Association National Office

email: Prabhu.Fernando@ahansw.com.au

Dear Mr Fernando

# **Re: Financial Report for the Australian Hotels Association (National Office) for year ended 31 December 2006 – FR2006/537**

I acknowledge receipt of the financial report for the National Office of the Australian Hotels Association for the year ended 31 December 2006. The report was lodged with the Registry on 29 June 2007. I also acknowledge correspondence of 6 September 2007.

The financial report has now been filed. I apologise for the delay in finalising the report.

## Notes to the Financial Statements

## Loans, Grants and Donations

I have noted that donations totalling \$103,879 were made in 2006. Under subsection 237(1) of the RAO Schedule there are certain steps that need to be taken if an individual donation exceeds \$1000.

As no subsection 237(1) statement has been lodged we assume that no single donation exceeded \$1000. Should this not be the case, please immediately advise the Registry of the details and ensure that there is compliance with the reporting requirements of section 237, other than with respect to the required timeframe. I have attached a template Statement you may wish to use (if appropriate).

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.

## Notes to the Financial Statements

## Notice under Section 272(5) of the RAO Schedule

The reference to section 274 contained in note 16 of the notes to the financial statements should refer to section 272 and the wording of section 272 should refer to the following:

Information to be provided 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).

## Accounting Officer's Certificate

As advised last year, the Accounting Officer's Certificate (Statement of Principal Accounting Officer) was a document required under the former financial reporting requirements of the Workplace Relations Act 1996. This certificate is not required under the RAO Schedule as it has, in effect, been replaced by the Operating Report.

## Audit Report

## Auditor's Qualification

It is not clear from the Report whether or not the Auditor is an approved Auditor. In this regard I draw your attention to the definitions of approved auditor in regulation 4 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.

## Auditor's Opinion

The term "true and fair view" was used in the superseded legislation. Subsection 257(5) of the RAO Schedule sets out the matters upon which an auditor is required to make an opinion on whether the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording in the auditor's opinion would satisfy the requirements:

"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 RAO Schedule of the Workplace Relations Act 1996."

## Schedule 1

Reference to Schedule 1B of the Act, should properly refer to Schedule 1.

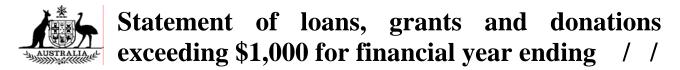
I recommend you draw these comments to the attention of your Auditor.

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

Yours sincerely

Kevin Donnellan

Statutory Services Branch 7 February 2008



Please refer to section 237 of the Registration and Accountability of Organisations Schedule when completing this form. This statement when lodged in the Industrial Registry may only be viewed by a member of the organisation. Use of this form is optional.

## **Organisation's details**

Name of organisation including division or branch

Postal Address

Postcode

## Details of officer completing the statement

Name

Name of office held in organisation

(An officer of the organisation should complete the statement)

Postal Address

		Postcode
Telephone number (BH)	Facsimile number	Email
( )	( )	

I certify that the information contained in this statement and its attachments is true and complete.

Signature

/ /	Date			
		/	/	

## An organisation must lodge this statement within 90 days of the end of its financial year.

Enquiries and statements should be addressed to:

INDUSTRIAL REGISTRAR AUSTRALIAN INDUSTRIAL REGISTRY GPO BOX 1994 MELBOURNE VIC 3001 Tel: (03) 8661 7764 Fax: (03) 9655 0410 Email: riateam3@air.gov.au

# Australian Industry Registry LOANS, GRANTS AND DONATIONS EXCEEDING \$1,000 MADE BY ORGANISATION (if insufficient space, please attach separate sheet)

## LOANS

Name of Recipient of Loan	Address	Amount	Purpose for which loan required	Security given in relation to loan	Arrangements for repayment of loan

*Note:* where a loan is made to relieve a member or dependant of a member from severe financial hardship, the name and address and particulars of arrangements for repayment need not be stated.

# GRANTS

Name of Recipient of Grant	Address	Amount	Purpose of Grant

Note: where a grant is made to relieve a member or dependant of a member from severe financial hardship, the name and address need not be stated

# DONATIONS

Name of Recipient of Donation	Address	Amount	Purpose of Donation

Note: where a donation is made to relieve a member or dependant of a member from severe financial hardship, the name and address need not be stated.

## **DONNELLAN, Kevin**

From:	The Berry Hotel [berrypub@shoal.net.au]
Sent:	Thursday, 6 September 2007 2:59 PM
То:	DONNELLAN, Kevin
Cc:	'Prabhu Fernando'
Subject:	RE: AHA NATIONAL ACCTS LODGEMENT
Importance	: High

Hi Kevin,

I would just like to confirm the following details:

According to our records, the Committee of Management Meeting was held on 9/5/2007.

Accounts were circulated to members on 17/05/2007.

The General Meeting was held on 27/06/2007.

If you require any further information please contact me.

Regards

Colin Waller Secretary Treasurer, National office Australian Hotels Association

National Office 24 Brisbane Ave Barton ACT 2600 PO Box 4286 Manuka ACT 2603 Ph 02 6273 4007 Fax 02 6273 4011 www.aha.org.au

Fax 02 4446 0478 Telephone:0412 283280 (m) email: cwaller@berryhotel.com.au

Berry Hotel Tel: (02) 44641011 Fax: (02) 44642142 info@berryhotel.com.au www.berryhotel.com.au



# FRZ006/537 AUSTRALIAN HOTELS ASSOCIATION

24 Brisbane Avenue Barton ACT 2600 • PO Box 4286 Manuka ACT 2603 • Australia email: aha@aha.org.au • Facsimile: (02) 6273 4011 • Telephone: (02) 6273 4007 Web: www.aha.org.au

The Officer Statutory Services Branch Australian Industrial Registry P O Box 1994S Melbourne VIC – 3001

27 June 2007

Dear Madam/Sir

# Lodgement of Accounts for Australian Hotels Association (National Office)

Please find attached accounts and certificates for the year end 31 December 2006.

We would appreciate acknowledgement of lodgement.

Yours sincerely

PRABHU FERNANDO Financial Accountant



#### CERTIFICATE OF SECRETARY

I, Colin Waller, duly authorised officer of Australian Hotels Association hereby certify that the documents lodged herewith are true copies of the Financial Statements, Auditor's Report and certificates presented to the: General Meeting of members of the organisation held on 27 June 2007

and/or

the Committee of Management Meeting held on 9 May 2007

in respect of the financial year of the organisation ended 31 December 2006.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of the Act; and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the
- requirements of the Act; and
- (iii) a copy of the certificate given by the Committee of Management in accordance with the requirements of the Act; and
- (iv) a copy of the report of the Auditor of the organisation prepared in accordance with the requirements of the Act; and

(Note: "The Act" referred to is the Workplace Relations Act 1996 and it's Regulations.

, Waller.

Secretary

Dated at Sydney 27 June 2007.

## FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2006

## CONTENTS

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Statement of Principal Accounting Officer Committee of Management Statement Operating Report Income Statement Balance Sheet Cash Flow Statement Notes to the Financial Statements Independent Audit Report Auditor's Disclaimer Detailed Income Statements

#### STATEMENT OF PRINCIPAL ACCOUNTING OFFICER

I, Colin Waller, being the Honorary Secretary/Treasurer, the officer responsible for keeping the accounting records of the Australian Hotels Association National Body (the Organisation) certify that as at 31st December 2006, the number of members of the Organisation was 4,847.

In my opinion:

- 1. The attached financial statements show a true and fair view of the financial affairs of the Organisation as at 31st December 2006;
- 2. A record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Organisation;
- 3. Before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the Organisation;
- 4. With regard to funds of the Organisation raised by compulsory levies or contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- 5. All loans or other financial benefits granted to persons holding office in the Organisation were authorised in accordance with the rules and are disclosed in the attached financial statements;
- 6. The register of members of the Organisation was maintained in accordance with the Act.

Colin Waller <u>Coleven</u> Dated: 9<sup>th</sup> May 2007

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## COMMITTEE OF MANAGEMENT STATEMENT

On the date below, the Committee of Management of Australian Hotels Association passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2006:

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;

(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;

(iii) the financial records of the reporting unit have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and the RAO Regulations;

(iv) 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;

(v) any information sought in a request by a member of the reporting unit or the Registrar duly made under section 272 of the RAO Schedule during the period has been furnished accordingly; and

(vi) no orders for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule during the period. There is a possibility orders will be made during the 2007 year under the application referred to in Point (vii).

(vii) notice under Section 272 was lodged by a member relating to the conduct of the National body for years 2002 to 2004.

For Committee of Management :

Colin Waller National Secretary/Treasurer

Peter Burnett National President

Date: 9th May 2007

## OPERATING REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

This Operating Report covers the results of those activities that were provided for the financial year ended 31 December 2006.

#### PRINCIPAL ACTIVITIES

The principal activities of the Association, as conducted through the Council and the Executive Board during the past year fell into the following categories:

- Provision of Industrial support to members including advice on legal and legislative matters, contractual obligations and representation of state members. Administration of Federal awards, the variation of awards following major test cases.
- Media and Communications to members and to the broader community via media releases in support of campaigns, targeted publications including national magazines.
- Provision of information for members providing up to date material relevant to hotels.
- Organisation of events to members such as Awards for Excellence, National Convention, Charity Fund Raising etc. in order to recognise their achievements and contribution to the community.

#### FINANCIAL ACTIVITIES

- There was an increase in sponsorship income and delegate registration.
- The legal cost remained high due to PPCA issues. Recoveries were made from State branch organisations and Club and Cabarets owners.
- We also completed two government projects during the year.

## SIGNIFICANT CHANGES

There were no significant changes in the nature of the Association's principal activities during the year.

#### MANNER OF RESIGNATION

Members may resign from the Association in accordance with rule 32, which reads as follows:

- 1) A member of the Association may resign from membership by written notice addressed and delivered to the Branch Secretary of the Branch of which he is a member.
- 2) A notice of resignation from membership of the Association takes effect:
  - a) Where the member ceases to be eligible to become a member of the Association:
    - i) On the day on which notice is received by the Association ;or
    - ii) On the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; Which ever is later; or
  - b) In any other case:
    - i) At the end of two (2) weeks after the notice is received by the Association; or
    - ii) On the day specified in the notice;
    - Whichever is later.
- 3) Any dues payable but not paid by a former member of the Association, in relation to a period before the member's resignation from the Association took effect, may be sued for and recovered in the name of the Association in a court of competent jurisdiction, as a debt due to the Association.
- 4) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Association when it was delivered.
- 5) A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with subrule (1).
- 6) A resignation from membership of the Association is valid even if it is not affected in accordance with the rule if the member is informed in writing by or on behalf of the Association that the resignation has been accepted.

## OPERATING REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

# TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY OF SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME

Mr. Bevan Douglas who is an Executive Member is a director of Hostplus Superannuation Industry Fund representing the National Body.

#### NUMBER OF MEMBERS

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the Association was 4,847.

#### NUMBER OF EMPLOYEES

The number of persons who were, at the end of the reporting period, employees of the Association was 7 comprised of 5 full time and 2 part time staff.

#### MEMBERS OF COMMITTEE OF MANAGEMENT

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

Peter Burnett (President) Bevan Douglas (Secretary/Treasurer) Colin Waller (Secretary/Treasurer) Peter Hurley (Senior Vice President) Patrick Griffin (President Accommodation Division) Tom McGuire (Vice President)

n

Ninth

Colin Waller National Secretary/Treasurer

Dated this

day of

May

## AUSTRALIAN HOTELS ASSOCATION – NATIONAL BODY INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	Note	2006	2005
		\$	\$
Revenues From Ordinary Activities	2	3,318,987	2,139,578
Employee Benefits Expense		(554,253)	(595,697)
Depreciation and Amortisation Expenses		(51,334)	(65,679)
Other Expenses from Ordinary Activities	3	(2,737,997)	(1,691,365)
DEFICIT FROM OPERATIONS BEFORE TAX	3	(24,597)	(213,163)
INCOME TAX EXPENSE	1(a)		-
DEFICIT FROM OPERATIONS AFTER TAX		(24,597)	(213,163)

This Income Statement is to be read in conjunction with the Notes to the Financial Statements set out on pages 10 to 20

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## BALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER 2006

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	Note	2006 \$	2005 \$
CURRENT ASSETS		¥	
Cash	4	100,694	32,785
Receivables	5	393,797	288,253
Investments	6	749	749
Other	7	12,780	17,310
TOTAL CURRENT ASSETS		508,020	339,097
NON-CURRENT ASSETS			
Property, Plant and Equipment	8	799,159	866,684
TOTAL NON-CURRENT ASSETS		799,159	866,684
TOTAL ASSETS		1,307,179	1,205,781
CURRENT LIABILITIES			
Payables	9	226,812	121,337
Provisions	10	19,265	14,152
Other	11	61,365	44,958
TOTAL CURRENT LIABILITIES	-	307,442	180,447
NON-CURRENT LIABILITIES			
Other	11	2,000	3,000
TOTAL NON-CURRENT LIABILITIES	-	2,000	3,000
TOTAL LIABILITIES		309,442	183,447
NET ASSETS	=	997,737	1,022,334
EQUITY			
Retained profits		997,737	1,022,334

This Balance Sheet is to be read in conjunction with the Notes to the Financial Statements set out on pages 10 to 20

# STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	Retained Earnings \$	Total \$
Balance at 1 January 2005	1,235,497	1,235,497
Deficit attributable to members	(213,163)	(213,163)
Balance at 1 January 2006	1,022,334	1,022,334
Deficit attributable to members	(24,597)	(24,597)
Balance at 31 December 2006	997,737	997,737

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This Statement in Changes of Equity is to be read in conjunction with the Notes to the Financial Statements set out on pages 10 to 20

# CASH FLOW STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	Note	2006 \$	2005 \$
Cash Flows from Operating Activities		<b>*</b>	······································
Receipts from Capitation Fees		766,186	766,186
Receipts from Promotional and Sundry Activities Interest Received		1,281,290 10,214	1,074,084 12,110
Dividends Received Receipts from Government Grants		146 526,772	- 209,806
Receipts from recovery of PPCA legal fees Payments to Employees and for Promotional and		616,426	63,240
Other Expenses		(3,142,676)	(2,511,471)
Net Cash (Used in)/Provided by Operating Activities	12(a)	58,358	(386,045)
Cash Flows from Investing Activities		10.050	
Proceeds from sale of property, plant & equipment Payment for property, plant & equipment		12,273 (2,722)	(29,830)
Net Cash (Used in)/Provided by Investing Activities		9,551	(29,830)
Net (Decrease)/Increase in Cash Held		67,909	(415,875)
Cash at Beginning of Year		32,785	448,660
CASH AT END OF YEAR	12(b)	100,694	32,785

This Statement of Cash Flows is to be read in conjunction with the Notes to the Financial Statements set out on pages 10 to 20

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

## 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and both the Industrial Relations Act 1996(NSW) and the Workplace Relations Act 1996(Cth). The financial report is for the entity Australian Hotels Association National Body as a single entity.

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**

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given at exchange of assets.

#### **Statement of Compliance**

The financial report complies with Australian Accounting Standards, which include Australian equivalents to International Financial Reporting Standard ("AIFRS"). Compliance with AIFRS ensures that the financial report, comprising the financial statements and notes thereto, complies with International Financial Reporting Standards ("IFRS").

#### (a) Income Tax

The Association is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

#### (b) Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

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

## NOTES TO OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

## 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)

# (c) Property, Plant and Equipment

## Property

Freehold land and buildings are measured on the cost basis less depreciation and impairment losses.

Property, plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the 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 present values in determining the recoverable amount.

#### (d) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated on a straight line basis over their useful lives to the Association commencing from the time the asset is held ready for use.

The Depreciation rates used for each class of depreciable asset are:

Class of Asset	Depreciation Rate
Building – Barton	2.5% - 10%
Motor Vehicles	15%
Office Equipment	10% - 27%
Building – Darwin	2.5%

#### (e) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Association are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values.

Leased assets are amortised on a straight line basis over their estimated useful lives where it is likely that the Association will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

#### **1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

#### (f) Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investment in money market instruments maturing within less than two months, net of bank overdrafts.

#### (g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

#### (h) Comparative Figures

Comparative figures supplied reflect the accounting period for the twelve months ended 31st December 2005. Comparative figures may be adjusted to enhance comparability.

#### (i) Revenue Recognition

Revenue from the state branches is recognised on a receipt basis and is allocated to the relevant period. Revenue from the sponsorships is recognised upon the execution of the contracts to the corporate sponsors.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Income from providing a service is recognised upon the delivery of goods to customers.

Grant revenue is recognised in accordance with the terms and conditions of the grant agreements.

		2006 \$	2005 \$
NOTE 2: REVENUE		φ	φ
Operating activities			
Affiliation Fees		2,400	2,400
Capitation Fees		7 <b>6</b> 6,186	766,186
Dividends Received		146	-
Government Grants Income		571,972	209,806
Interest Received	2a	10,214	12,110
Promotional and Sundry Income		1,265,837	1,016,738
Recovery of PPCA legal fees	-	702,232	132,338
Total Revenue	_	3,318,987	2,139,578
(a) Interest from:			
Other persons	_	10,214	12,110
NOTE 3: PROFIT/LOSS FROM ORDINARY ACTIVITIES			
Profit/Loss from ordinary activities before income			
tax expense has been determined after:			
Employee Benefits paid to Holders of Offices Salary and Wages		83,330	85,000
Employee Benefits paid to employees (Other than		65,550	85,000
Holders of Offices)			
Salaries and Benefits		378,753	442,533
Accrued Annual Leave		5,114	3,75
Superannuation		87,056	64,40
		554,253	595,69
Depreciation	-	51,334	65,67
Administration Expenses	-	381,337	360,42
Travel, accommodation and Consultancy Auditor's Remuneration –		497,144	399,32
Audit of Financial Statements		8,500	8,00
Other Services		2,820	6,50
Donations		103,879	98,37
Liberal Party - \$69,638		100,077	20,01
Other - \$34,241			
Legal fees		855,553	129,48
Loss on Sale of Non-Current Assets		6,640	
Other expenses		811,971	596,00
Operating Lease		3,000	-
Subscriptions	-	67,153	93,25
		2,737,997	1,691,36
	-	3,343,584	2,352,74

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NOTE 4: CASH		Ψ
Cash on Hand	1,000	1,000
Cash at Bank	99,694	31,785
	100,694	32,785
NOTE 5: RECEIVABLES - CURRENT		
GST Refundable	11,589	23,998
Trade Debtors	437,208	309,005
Less: Provision for Doubtful Debts	(55,000)	(44,750)
	382,208	264,255
	393,797	288,253
NOTE 6: INVESTMENTS		
Shares in Listed Companies	749	749
NOTE 7: OTHER ASSETS		
Prepayment	12,780	17,310
	12,780	17,310
NOTE 8(a): PROPERTY, PLANT & EQUIPMENT		
Building, Barton – at cost	1,067,166	1,067,166
Less: Accumulated Depreciation	359,582	328,157
	707,584	739,009
Motor Vehicles – at cost	45,831	78,831
Less: Accumulated Depreciation	14,032	20,525
	31,799	58,306
Office Equipment – at cost	325,902	323,180
Less: Accumulated Depreciation	303,618	292,653
	22,284	30,527
Building, Darwin – at cost	54,011	54,011
Less: Accumulated Depreciation	16,519	15,169
	37,492	38,842
Total Property, Plant & Equipment	799,159	866,684

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## AUSTRALIAN HOTELS ASSOCIATION - NATIONAL OFFICE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NOTE 8(b): PROPERTY, PLANT & EQUIPMENT RECONCILIATIONS		
Building, Barton		
Carrying amount at beginning	739,009	774,245
Less: Depreciation	<u>(31,425)</u>	(35,236)
Carrying amount at end of year	707,584	739,009
Motor Vehicles		
Carrying amount at beginning	58,306	70,131
Plus: Additions	-	-
Less: Depreciation	(7,593)	(11,825)
Less: Disposals	(18,914)	
Carrying amount at end of year	31,799	58,306
Office Equipment		
Carrying amount at beginning	30,527	17,965
Plus: Additions	2,722	29,830
Less: Depreciation	<u>(10,965)</u>	<u>(17,268)</u>
Carrying amount at end of year	22,284	<u>30,527</u>
Building, Darwin		
Carrying amount at beginning	38,842	40,192
Less: Depreciation	<u>(1,350)</u>	<u>(1,350)</u>
Carrying amount at end of year	<u>37,492</u>	38,841
Total Property, Plant & Equipment	<u>799,159</u>	<u>866,684</u>

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NOTE 9: PAYABLES		
CURRENT		
Sundry Creditors	226,812	121,337
	226,812	121,337
NOTE 10: PROVISIONS		
CURRENT		
Provision for Accrued Annual Leave	19,265	14,152
	19,265	14,152
NOTE 11: OTHER LIABILITIES		
CURRENT		
PAYG Withholdings/FBT Payable	14,365	12,958
ICHM Scholarship Fund	2,000	2,000
AHA-NT (Darwin Property Payment)	45,000	30,000
	61,365	44,958
NON-CURRENT		
ICHM Scholarship Fund	2,000	3,000
	2,000	3,000

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

## NOTE 12: NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Net Cash provided by Operating Activities to Deficit after Income Tax	2006 \$	2005 \$
Deficit after Income Tax	(24,597)	(213,163)
Non Cash Flows in (Loss): Write-downs to recoverable amount Loss on Sale of Non-Current Assets Depreciation	6,640 51,334	41,032 - 65,679
Changes in Assets & Liabilities:		
(Increase)/Decrease in Trade Debtors (Increase)/Decrease in GST Refundable (Increase)/Decrease in Prepayments (Decrease)/Increase in Sundry Creditors Increase/(Decrease) in Provisions (Decrease)/Increase in Other Current Liabilities Increase/(Decrease) in Other Non-Current Liabilities <b>Net Cash (Used in)/Provided by Operating</b>	(117,953) 12,409 4,530 105,475 5,113 16,407 (1,000)	(230,139) 1,296 (2,979) (26,566) 3,758 (24,963)
Activities	58,358	(386,045)

## Credit stand-by and financing facilities

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

## (b) Reconciliation of Cash

Cash at the end of financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash on Hand	1,000	1,000
Cash at Bank and on Deposit	99,694	31,785
-	100,694	32,785

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

## NOTE 13: DIRECTORS & KEY MANAGEMENT PERSONEL PERSONNEL COMPENSATION

(a) Directors' Remuneration	2006	2005
	\$	\$
Remuneration received or receivable by all directors of the association	22.220	82.220
-from the entity or any related party in connection with the management of the association	83,330	83,330
The names of Directors who have held office during the	financial year are:	
Peter Burnett		
Bevan Douglas		
Colin Waller		
Peter Hurley		
Patrick Griffin		
Tom McGuire		
(b) Key Management Personnel The aggregate compensation of the key management:	2006	2005
Short term benefits	240,000	240,000

#### NOTE 14: SEGMENT REPORTING

The Association is the representative body for hotels and other associated hospitality entities in Australia.

## NOTE 15: RELATED PARTIES

Amounts paid to the Queensland Branch for Accommodation Division Administration expenses during the year were \$46,849.

All State Branches receive remuneration for actual expenses incurred and these amounts are disclosed in the relevant expense category of the Income Statement.

## NOTE 16: INFORMATION TO BE PROVIDED TO THE MEMBERS OR REGISTRAR

In accordance with the requirements of the schedule 1B Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274 which reads:

A member of an reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit;

A reporting unit shall, on the application made under subsection (1) by a member of the reporting unit or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time, as prescribed;

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

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2006

#### NOTE 17: CONTINGENT LIABILITIES

Action has been brought by the NSW Branch against the conduct of affairs of the National Body during the years 2002 - 2004 and potentially the conduct of certain officers of the National Body. The National Body has incurred legal fees of \$29,557 during the year in relation to the matter. An estimate to complete this case may or may not exceed \$400,000. In addition a former officer under a termination indemnity may have a claim against the National Body for substantial legal fees pertaining to this claim.

#### NOTE 18: SUBSEQUENT EVENT

During year ending 2006 negotiations by the NSW Branch and the National President were entered into with TVN which has resulted in a \$250,000 one off payment to the National Body. This amount is due in June 2007. This amount will be accounted as and when received.

#### NOTE 19: FINANCIAL INSTRUMENTS

The nature of the financial instruments of the Association are such that no disclosure is made of their accounting policies, terms and conditions as such disclosure will not provide relevant information to the users of these financial statements.

#### (a) Terms, Conditions and Accounting Policies

The Association's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument are as follows:

Recognised Financial Instruments	Notes	Accounting Policies	Terms and Conditions
i) Financial Assets			
Receivables	5	Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full nominal amount is no longer probable	N/A
ii) Financial Liabilit	ies		
Payables	9	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Association.	N/A

#### AUSTRALIAN HOTELS ASSOCIATION - NATIONAL OFFICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2006

#### NOTE 19: FINANCIAL INSTRUMENTS (cont'd)

#### (b) 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 Av Effective Inte Rate		Floating Inte Rate	erest	Non-interest Bearing	
	2006	2005	2006	2005	2006	2005
	%	%	\$	\$	\$	\$
i) Financial A Cash at bank	Assets 4.61	3.50	99,694	31,785	_	
Cash at bank	4.61		99,694	31,785	-	
Receivables			-		382,208	264,255
ii) Financial	Liabilities					
Payables	· –	-	-		226,812	121,337

#### (c) Net Fair Values

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

## (d) 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, net of any provisions for doubtful debts, 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.

#### NOTE 20: ASSOCIATION DETAILS

The registered office and principal place of business of the Association is:

Australian Hotels Association 24 Brisbane Avenue Barton ACT 2600

# **RSM**: Bird Cameron

**Chartered Accountants** 

Level 1, 103-105 Northbourne Avenue Canberra ACT 2601 GPO Box 200 Canberra ACT 2601 T +61 2 6247 5988 F +61 2 6247 3703 www.rsmi.com.au

#### INDEPENDENT AUDIT REPORT

#### TO THE MEMBERS OF AUSTRALIAN HOTELS ASSOCIATION -- NATIONAL BODY

Scope

#### The financial report and Committee of Management' responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, Committee of Management Statement and the Operating Report for Australian Hotels Association – National Body for the year ended 31 December 2006. The Committee of Management is responsible for the preparation and true and fair presentation of the financial report in accordance with the Industrial Relations Act 1996(NSW) and the Workplace Relations Act 1996 (Cth). 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, 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 judgement, 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 accordance with the Industrial Relations Act 1996 (NSW) and the Workplace Relations Act 1996 (Cth), including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the company's and the consolidated entity's financial position, and of their performance as represented by the results of their 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 directors.

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.

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## Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements, the Industrial Relations Act 1996(NSW) and the Workplace Relations Act 1996(Cth).

## **Audit** Opinion

In our opinion, the financial report of Australian Hotels Association – National Body is in accordance with:

- a) the Industrial Relations Act 1996(NSW) and the Sections 253-254 of Schedule 1B of the Workplace Relations Act 1996(Cth), including:
  - i. giving a true and fair view of the Association's financial position as at 31 December 2006 and of their performance for the year ended on that date; and
    - ii. complying with Accounting Standards in Australia and the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996(Cth); and
- b) other mandatory financial reporting requirements in Australia.

Canberra, ACT

RSM Bird Cameron Chartered Accountants

Dated: 90507

Ged Stenhouse Director



Level 1, 103-105 Northbourne Avenue Canberra ACT 2601 GPO Box 200 Canberra ACT 2601 T +61 2 6247 5988 F +61 2 6247 3703 www.rsmi.com.au

#### **Auditor's Disclaimer**

The additional financial data presented in the following pages is in accordance with the books and records of Australian Hotels Association which have been subjected to the auditing procedures applied in our audit of Australian Hotels Association for the year ended 31 December 2006 It will be appreciated that our audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person, (other than to the Australian Hotels Association), in respect of such data, including any errors or omissions therein however caused.

Canberra, ACT

**RSM Bird Cameron** Chartered Accountants

Dated: 9 05 07

Ged Stenhouse Director

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#### CONTENTS

Unaudited Detailed Income Statement for National Office

Unaudited Detailed Income Statement for National Marketing and Convention

Unaudited Detailed Income Statement for WorkChoice Project

Unaudited Detailed Income Statement for NICS

Unaudited Detailed Income Statement for SWEEP

Unaudited Detailed Income Statement for Commercial Cookery

# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NATIONAL OFFICE		
Affiliation Fees	2,400	2,400
Capitation Fees	766,186	766,186
Dividends Received	146	-
Endorsements	1,725	4,669
Hotel News Advertising	67,969	60,570
Interest Received	10,214	12,110
Net Grants Income	83,549	18,254
Net Profit National Marketing & Convention	588,100	451,885
National Industry Skills Execution of Contracts	2,300	5,600
Recovery of PPCA legal fee	702,232	132,338
Rent – 24, Brisbane Avenue, Barton	10,400	10,167
TOTAL REVENUE	2,235,221	1,464,179

## UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NATIONAL OFFICE (CONT'D)		¥
TOTAL REVENUE brought forward	2,235,221	1,464,179
EXPENDITURE		
Accommodation Division President (Remuneration Holder of Office)	8,330	10,000
Accountancy Fees	41,580	39,180
Accrued Annual Leave	5,114	3,757
Accommodation Division Survey/Operational Costs	60,012	41,346
Auditor's Remuneration	11,320	14,500
Bank Charges	5,262	6,601
Body Corporate & Outgoings	23,917	21,790
Depreciation	18,559	29,093
Depreciation – Building	32,775	36,586
Doubtful Debts	77,000	41,032
Fringe Benefits Tax	6,780	8,487
Insurance	30,206	32,440
Industrial Relations	48,316	12,554
Leasing – Office Premises	3,295	-
Legal Costs	855,553	199,002
Light & Power	3,664	2,616
Loss on Sale of Non-Current Assets	6,640	-
Media, Training & Monitoring	27,088	32,690
Office Expenses	13,245	25,284
Postage & Freight	29,484	24,055
President – PA (Remuneration Holder of Office)	27,500	27,500
Presidential Allowance (Remuneration Holder of Office)	27,500	27,500
Printing & Stationery	12,632	9,251
Publications	40,800	121,342
Repairs & Maintenance	1,516	3,886
Representations	108,424	98,379
Research & Special Projects	-	10,500
Salaries, Benefits & On-Costs (Employees)	465,809	506,940
Secretary/Treasurer (Remuneration Holder of Office)	10,000	10,000
Senior Vice President (Remuneration Holder of Office)	10,000	10,000
Staff Recruitment	-	35,837
Subscriptions	67,153	93,254
Telephone	20,695	15,821
Travel & Meetings	159,649	126,119
TOTAL EXPENDITURE	2,259,818	1,677,342
DEFICIT FOR YEAR	(24,597)	(213,163)

# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NATIONAL MARKETING AND CONVENTION		· · · ·
REVENUE		
Corporate Sponsorship	996,778	840,000
Delegate Registration	132,100	95,732
Golf Income	13,365	-
Supplement Income	41,200	-
	1,183,443	935,732
EXPENDITURE		
Audio Visual & Slide Production	17,526	24,825
Consultants (External Contractors)	64,358	33,383
Delegate Transport	3,928	5,363
Entertainment, Theming & Production	20,988	29,280
Equipment Hire	949	919
Food, Beverage, Golf & Theme Parks	184,031	179,371
Ground Transport	5,120	12,664
Insurance	-	-
Marketing Body Corporate	-	1,969
National Awards for Excellence	54,861	46,085
Postage & Freight	860	1,445
Printing & Stationery	8,785	13,605
Speakers	12,121	5,000
Supplement Cost	66,985	-
Telephone	1,537	933
Travel, Accommodation & Consultants	139,247	114,476
VIP Events	11,674	12,713
VIP Gifts	2,373	1,816
TOTAL EXPENDITURE	595,343	483,847
NET SURPLUS FOR YEAR	588,100	451,885

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# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
WORKCHOICE PROJECT GRANT		
REVENUE		
Grant Income	429,772	-
	429,772	-
EXPENDITURE		
Completion of Seminars	368,656	-
Painting	14,130	-
Office Expenses	27,982	
TOTAL EXPENDITURE	410,768	
NET GRANT SURPLUS	19,004	-

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# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
NICS/NSSS PROJECT GRANT		
REVENUE		
Grant Income	142,200	85,200
Interest		-
	142,200	85,200
EXPENDITURE		
Bank Charges	-	-
Consultancy Fees	65,484	75,900
Marketing	-	-
Office Expenses	3,777	-
Printing & Stationery	. –	-
Travel & Accommodation	8,394	
TOTAL EXPENDITURE	77,655	75,900
NET GRANT INCOME	64,545	9,300

# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
SWEEP GRANT		
REVENUE		
Grant Income	-	121,304
Interest		-
	-	121,304
EXPENDITURE		
Management Fees	-	-
Marketing	-	38,229
Office Expenses	-	2,528
Salaries (Employees)	-	66,382
Telephone & Communication	-	207
Travel & Accommodation	<u> </u>	8,101
TOTAL EXPENDITURE	<u> </u>	115,447
NET GRANT INCOME		5,857

# UNAUDITED DETAILED INCOME STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2006

	2006 \$	2005 \$
COMMERCIAL COOKERY GRANT		
REVENUE		
Grant Income	-	3,302
Interest	<b>H</b>	-
		3,302
EXPENDITURE		
Admin Support	•	205
Bank Charges	-	-
Cook/Chef Pilot Initiative	-	-
External Contractors/Salaries Staff	-	-
Travel & Accommodation	·	
TOTAL EXPENDITURE		205
NET GRANT INCOME		3,097

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