



TO: Mr Robert Pfeiffer
Australian Industrial Registry

FAX NO: (03) 9654 6672

FROM: **Shannon Richards**
Assistant General Manager

PAGES: 10 including this

SUBJECT: DOCUMENTS REQUIRED FOR
FINANCIAL REPORTING
OBLIGATIONS

DATE: 10 May 2004

Dear Mr Pfeiffer

Please find attached the documents required by the registry with respect to the Financial Reporting Obligations for the Queensland Hotels Association.

A copy of these will also be forwarded by mail.

Kind regards

Shannon Richards
Queensland Hotels Association

**QUEENSLAND HOTELS ASSOCIATION**

QHA HOUSE, 160 EDWARD STREET, BRISBANE 4000 GPO BOX 343 BRISBANE 4001
Ph: 07 3221 6999 Fax: 07 3221 6649 Email: admin@qha.asn.au **ABN 54 878 166 941**

Monday, 3 May 2004

Mr Robert Pfeiffer
Australian Industrial Registry
Level 35 Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Mr Pfeiffer

Attached are copies of the documents required by the registry with respect to the Financial Reporting Obligations for the Queensland Hotels Association. Should you have any questions, please don't hesitate to contact Michael Hudson, General Manager.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shannon Richards', written over a horizontal line.

SHANNON RICHARDS
Assistant General Manager

AUSTRALIAN HOTELS ASSOCIATION – QUEENSLAND BRANCH**SECRETARY'S CERTIFICATE**

I, ROBERT EDWARD DELLAR, being the Secretary/Treasurer of the Queensland Branch of the Australian Hotels Association, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ending 31 December 2003, that were:

- (i) supplied to members through the union newsletter, QHA Update, published on the twenty-seventh day of February 2004; and
- (ii) presented to a meeting of the Queensland Branch of the Australian Hotels Association on the tenth day of March, 2004.



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ROBERT EDWARD DELLAR

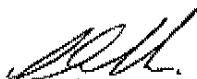
Date: 26-3-04
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Brisbane

AUSTRALIAN HOTELS ASSOCIATION QUEENSLAND BRANCH**STATEMENT BY THE ACCOUNTING OFFICER**

I, ROBERT EDWARD DELLAR, being the officer responsible for keeping the accounting records of the Australian Hotels Association Queensland Branch certify that, as at 31 December 2003, the number of members of the Association was 766.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial position of the Association as at 31 December 2003 and its performance for the year ended on that date;
- (ii) 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 monies are to be credited, in accordance with the Rules of the Association;
- (iii) before any expenditure was incurred by the Association, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Association;
- (iv) with regards to funds of the Association raised by compulsory levies or voluntary contributions from Members, or funds other than the General Fund operated in accordance with the Rules of the Association, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the Association, were made to persons holding office in the Association;
- (vi) the register of Members of the Association was maintained in accordance with the Act; and
- (vii) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.



ROBERT EDWARD DELLAR
ACCOUNTING OFFICER


Date: 26.3.04
Brisbane

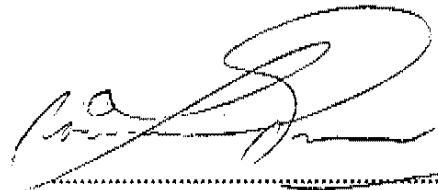
AUSTRALIAN HOTELS ASSOCIATION QUEENSLAND BRANCH**STATEMENT OF THE COMMITTEE OF MANAGEMENT**

We, CHARLES JAMES STEWART and THOMAS HARRINGTON MCGUIRE, being two members of the Committee of Management of the Australian Hotels Association Queensland Branch do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial position of the Association as at 31 December 2003 and its performance for the year ended on that date;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2003 in accordance with the Rules of the Association;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the Association or other documents (not being documents containing information made available to a Member of the Association under subsection 274(2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the Rules of the Association, have not been furnished or made available to Members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the Rules of the Association; and
- (iv) the Association has complied with Sections 279(1) and 279(6) of the Act in relation to the financial accounts in respect of the preceding financial year and the Auditors' Report thereon.

Signed on behalf of the Committee of Management


.....
CHARLES JAMES STEWART
PRESIDENT


.....
THOMAS HARRINGTON MCGUIRE
SENIOR VICE PRESIDENT

Date: 26-3-04
.....
Brisbane

Australian Hotels Association QLD Branch

Financial Statements

For the year ended 31 December, 2003

M A Quinn and Co
Chartered Accountant
1/37 Sunderland Drive
Bunkisia Beach 4507

Phone: (07) 34089644 Fax: 0734089688
Email: maq1@bigpond.com

Australian Hotels Association QLD Branch
Income & Expenditure Statement
For the year ended 31 December, 2003

	2003 \$	2002 \$
Income		
Contributions	136,548.05	129,648.00
Total income	136,548.05	129,648.00
Expenses		
Affiliation Fees & Levies	136,548.05	129,648.00
Total expenses	136,548.05	129,648.00
Profit from ordinary activities before income tax		
Income tax revenue relating to ordinary activities		
Net profit attributable to the association		
Total changes in equity of the association		
Opening retained profits	1.00	1.00
Net profit attributable to the association		
Closing retained profits	1.00	1.00

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Australian Hotels Association QLD Branch
Balance Sheet As At 31 December, 2003

	Note	2003	2002
Non-Current Assets			
Receivables		1.00	1.00
Total Non-Current Assets		<u>1.00</u>	<u>1.00</u>
Total Assets		<u>1.00</u>	<u>1.00</u>
Net Assets		<u>1.00</u>	<u>1.00</u>
 Members' Funds			
Retained profits		1.00	1.00
Total Members' Funds		<u>1.00</u>	<u>1.00</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Australian Hotels Association QLD Branch
Notes to the Financial Statements
For the year ended 31 December, 2003

Note 1: Statement of Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act and the following Australian Accounting Standards:

AAS 3:	Accounting for Income Tax (Tax-effect Accounting)
AAS 5:	Materiality
AAS 8:	Events Occurring After Reporting Date
AAS 17:	Leases

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Income tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based on the operating profit before income tax adjusted for any permanent differences.

Non-member income of the association is only assessable for tax, as member income is excluded under the principle of mutuality.

(b) Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

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. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) 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 entity, 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 useful lives where it is likely that the entity 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 period in which they are incurred.

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE AUSTRALIAN HOTELS ASSOCIATION (QLD BRANCH) UNION OF EMPLOYERS

Scope

We have audited the financial statements, being a special purpose financial report of the association for the year ended 31st December 2003, as set out in the Income and Expenditure Statement, Balance Sheet, Notes to and Forming Part of the Financial Statements and Statement by Management Committee. The Committee is responsible for the financial statements and has determined that the accounting policies used are consistent with the financial reporting requirements of the association and are appropriate to meet the needs of the members.

We have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the Association. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the Members.

The financial statements have been prepared for distribution to Members. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the Members, or for any purpose other than that which it is prepared.

Our audit has been conducted in accordance with Australian Accounting Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material aspects, the financial statements are presented fairly in accordance with accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

We have examined the Books of Accounts and Records of the Queensland Hotels Association Union of Employers, for the year ended 31st December 2003 and have obtained all the information, explanations required from the Officers and Employees of the Association in accordance with Subsection 4 of Section 276 of the Workplace Relations Act 1996.

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

In our opinion: -

- i. The Association kept satisfactory accounting records which disclosed the source and nature of all income and the nature and purpose of the expenditure of the Association, and
- ii. The Accounts and Statements prepared under Section 276 in relation to the year were properly drawn up so as to give a true and fair view of:
 - a) The income and expenditure, and any surplus or deficit of the Association for the year, and
 - b) The assets and liabilities of the Association for the year.

M A QUINN & Co
Chartered Accountant
1/37 Sunderland Drive
Banksia Beach Qld 4507


MICHAEL A QUINN
Principal

Dated 17.3.04



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Our Ref: O24N-QLD: FR2002/773 & FR2003/740

Mr Michael Hudson
General Manager
Queensland Hotels Association, Union of Employers
GPO Box 343
BRISBANE 4001

Dear Mr Hudson,

**Re: Queensland Hotels Association, Union of Employers
Financial returns for years ending 30 June 2002 and 2003
(FR2002/773 & FR2003/740)**

Receipt is acknowledged of the financial documents for the financial years ending 30 June 2002 and 2003. The documents were lodged in the Registry on 19 November 2003 and 10 May 2004 respectively.

The documents have been filed.

In the course of an examination of the financial documents I have identified a number of deficiencies. In the ordinary course of events it has been our practice to advise you in some detail as to the nature of the deficiency and, if the matter was considered not to materially effect the basic obligation to report to members, it has been the practice of the office to ask that you take these matters into account in the preparation of future accounts. However, as you know a number of amendments to the Act came into operation on 12 May 2003. The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. You will recall that a number of explanatory pamphlets were sent to you on 8 May 2003 setting out in detail the relevant changes. In light of those changes it seems pointless to draw your attention to your obligations under the formerly applicable provisions. So, simply for the record, I note that although I have filed the financial documents, the following deficiencies are particularly noted:

Financial year ended 30 June 2002

Financial documents should have been prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements. It is apparent from the dates of the respective documents that signed copies of the documents were at variance with the requirements of the legislation. Subsection 279(6) required the Branch to distribute to members a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts were to be presented.

Financial year ended 30 June 2003

Subsection 279(1) requires the branch to provide to its members a copy of the report of the auditor and a copy of the accounts and statements to which it relates. Subsection 279(6)(a) then requires those documents to be presented to a meeting of members or a committee of management meeting no less than 8 days after circulation. The documents you have submitted indicate that the above signed documents could not have been provided to members, nor presented to a meeting, given the dates stipulated in the submitted documents.

It is strongly recommended that the branch acquaint itself with the new requirements of the RAO Schedule, particularly as the Act now provides for penalties for non-compliance.

Should you wish to discuss this letter or if you require further information, I can be contacted on (03) 86617985.

Yours sincerely,

Daniel Mammone
RIA Team 4
Statutory Services Branch

26 May 2004