



23 July 2018

Mr Thomas McGuire
Branch President
Australian Hotels Association, Queensland Branch

By e-mail: bhogan@gha.org.au

Dear Mr McGuire

**Australian Hotels Association, Queensland Branch
Financial Report for the year ended 31 December 2017 - FR2017/373**

I acknowledge receipt of the amended financial report for the year ended 31 December 2017 for the Australian Hotels Association, Queensland Branch. The financial report was lodged with the Registered Organisations Commission on 23 July 2018.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

Should you wish to discuss 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) 9603 0707 or by email at ken.morgan@roc.gov.au

Yours faithfully

KEN MORGAN
Financial Reporting Advisor
Registered Organisations Commission

AUSTRALIAN HOTELS ASSOCIATION (QUEENSLAND BRANCH)


s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

for the period ended 31 December 2017

I, Thomas Harrington McGuire being the President of the Australian Hotels Association (Queensland Branch) certify:

- That the documents lodged herewith are copies of the full report for the Australian Hotels Association (Queensland Branch) for the period ended 31 December 2017 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009 comprising of
 - o The financial statements for the organisation
 - o Committee of Management meeting minutes from 16 March 2018.
 - o The signed audit report for the financial statements.
 - o The Operating Report for the AHA (Queensland Branch) for the period ending 31 December 2017
- That the Full Report was provided to Members of the reporting unit on 18 March, 2018 fulfilling the at least 21 days prior to the General Meeting of the reporting unit.
- The Full Report was presented to the State Board and General Meeting of the AHA (Queensland Branch) on 5 June 2018 in accordance with s. 266 (2)



Thomas Harrington McGuire
President

Australian Hotels Association (Queensland Hotels Association)

Dated: 18/7/2018

Australian Hotels Association (Queensland Branch)

Financial Statements

For the year ended 31 December 2017

Australian Hotels Association (Queensland Branch)

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Australian Hotels Association (Queensland Branch)

Committees' Report

Your committee members present this report on the Australian Hotels Association (Queensland Branch) for the financial year ended 31 December 2017.

Committee Members

The names of committee members at the date of this report are:

- Tom McGuire
- Brad Fitzgibbons
- Tony Condon
- Richard Deery
- Scott Armstrong
- William Cordwell
- Peter Britain
- John Douglas

Principal Activities

The principal activities of the association during the financial year were: link the Federal and State Hotel Associations to best serve the needs of the paying members.

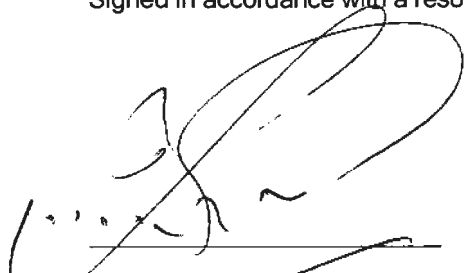
Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit for the year amounted to \$nil (2016: \$nil).

Signed in accordance with a resolution of the Members of the Committee:



Tom McGuire

Chairman

18 July 2018

Australian Hotels Association (Queensland Branch)

Statement of Profit or Loss and Other Comprehensive Income for the year ended 31 December 2017

	2017	2016
	\$	\$
Income		
Capitation fees - QHA Union of Employers	193,871	198,325
Total Income	<u>193,871</u>	<u>198,325</u>
Expenses		
Capitation Levy - AHA (Org code 024N)	<u>(193,871)</u>	<u>(198,325)</u>
Operating profit/(loss)	<u>-</u>	<u>-</u>
Other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income	<u>-</u>	<u>-</u>

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)
Statement of Financial Position as at 31 December 2017

	Note	2017 \$	2016 \$
CURRENT ASSETS			
Trade and other debtors	3	1	1
Total Current Assets		1	1
TOTAL ASSETS		1	1
NET ASSETS		1	1
Equity			
Retained profits		1	1
TOTAL EQUITY		1	1

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Statement of Changes in Equity for the year ended 31 December 2017

	Retained Earnings \$	Total \$
Balance at 1 January 2016	1	1
Profit/(Loss) for the year	-	-
Other comprehensive income	-	-
Balance at 31 December 2016	1	1
Profit/(Loss) for the year	-	-
Other comprehensive income	-	-
Balance at 31 December 2017	1	1

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Statement of Cash Flows for the year ended 31 December 2017

	2017 \$ Inflows (Outflows)	2016 \$ Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	193,871	199,677
Payments to suppliers and employees	<u>(193,871)</u>	<u>(199,677)</u>
Net cash provided by / (used in) operating activities	<u>-</u>	<u>-</u>
Net increase / (decrease) in cash and cash equivalents held	-	-
Cash and cash equivalents at beginning of financial year	<u>-</u>	<u>-</u>
Cash and cash equivalents at end of financial year	<u><u>-</u></u>	<u><u>-</u></u>

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 1: Statement of Significant Accounting Policies

These financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, Australian Hotels Association (Queensland Branch) is a not-for-profit entity.

The financial report has been prepared on an accruals basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

(a) Income tax

Australian Hotels Association (Queensland Branch) is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997.

(b) Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(c) Revenue

All revenue is stated net of the amount of goods and services tax (GST).

Capitation fees and levies are recognised on an accruals basis and recorded as revenue in the year to which they relate.

Entrance fees and periodic subscriptions are recognised on an accruals basis and recorded as revenue in the year to which they relate. There were no such transactions for the year ended 31 December 2017.

(d) Expenses

Expenses incurred as consideration for employers making payroll deductions of membership subscriptions are recognised on an accruals basis and recorded as an expense in the year to which they relate. There were no such transactions for the year ended 31 December 2017.

(e) 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 Tax 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 expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating activities.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

(f) Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard. The accounting policies adopted are consistent with those of the previous financial year.

(g) Future Australian Accounting Standards Requirements

There are no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and none are applicable to the future reporting period that are expected to have a future financial impact on Australian Hotels Association (Queensland Branch).

(h) Critical Accounting Estimates and Judgements

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Australian Hotels Association (Queensland Branch). There were no material accounting estimates or judgements applied for the year ended 31 December 2017 that have not otherwise been disclosed elsewhere in these financial statements.

Note 2: Information to be provided to Members or Commissioner

- (1) A member of a reporting unit, or the Commissioner, may apply to the reporting unit for specified prescribed information in relation 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 entity must comply with an application made under subsection (1) above.
- (4) The Commissioner may only make an application under subsection (1) at the request of a member of the reporting unit concerned, and the Commissioner must provide to a member information received because of an application made at the request of the member.
- (5) A general purpose financial report prepared under section 253, a concise report prepared under section 265 and a report prepared under subsection 270(4) must include a notice drawing attention to subsections (1), (2) and (3) of this section and setting out those subsections.
- (6) Without limiting the information that may be prescribed under subsection (1), the information prescribed must include details (including the amount) of any fees paid by the reporting unit for payroll deduction services provided by a person who is an employer of:
 - (a) the member making the application for information; or
 - (b) the member at whose request the application was made.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 3: Receivables

	2017 \$	2016 \$
Loan - Queensland Hotels Association Union of Employers	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>

Note 4: Going Concern

Australian Hotels Association (Queensland Branch) ability to continue as a going concern is not reliant upon any other entity, nor has Australian Hotels Association (Queensland Branch) agreed to provide financial support to another reporting unit to underpin its ability to operate as a going concern. Australian Hotels Association (Queensland Branch) has not acquired an asset or a liability as a result of amalgamation, restructure, or the development of an alternative reporting structure in the reporting period.

Note 5: Revenue from other reporting units and sources

Apart from membership subscriptions, as disclosed in the face of the income statement as capitation fees, Australian Hotels Association (Queensland Branch) has not raised or received any revenue from compulsory levies, voluntary contributions, donations or grants, or any other financial support from another reporting unit of the organisation.

Note 6: Expenses from other reporting units and sources

Apart from capitation fees paid to the Australian Hotels Association National Office, as disclosed in the face of the income statement, Australian Hotels Association (Queensland Branch) has not incurred any expenses related to employees, paid any fees or levies to an affiliated political party or similar entity, raised or paid any compulsory levies, or paid any grants or donations to support another reporting unit or any other organisation. Australian Hotels Association (Queensland Branch) has not paid any employee expenses, including wages and salaries, superannuation, or other material expenses to any holders of office or employees of Australian Hotels Association (Queensland Branch) in the reporting period.

Australian Hotels Association (Queensland Branch) has not paid any fees or allowances to any persons related to attendance at meetings or conferences, has not incurred any expenses incurred in holding meetings of members or similar events, has not incurred any legal expenses related to litigation or other matters, and has not expended funds on any penalties imposed under the Fair Work (Registered Organisations) Act 2009 with respect to conduct of Australian Hotels Association (Queensland Branch) in the reporting period.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 7: Auditor's remuneration

	2017 \$	2016 \$
Audit fees paid to the auditor of the Association	<u>nil</u>	<u>nil</u>

The auditor is remunerated by the Queensland Hotels Association Union Of Employers (QHA). The total audit fees paid by the QHA for the year ended 31 December 2017 were \$13,900 (2016: \$20,000). Included within this amount is a fee for compilation of financial reports of \$3,950 (2016: \$7,900).

Note 8: Contingent Liabilities

Australian Hotels Association (Queensland Branch) has not declared a liability payable or a receivable or other right to receive cash resulting from a transaction(s) with another reporting entity of the organisation in the reporting period.

Australian Hotels Association (Queensland Branch) has no undeclared liabilities to employers, employees, payables for legal or litigation costs, or employee provisions of any kind, including to office holders and employees in the reporting period.

Note 9: Changes in Equity

Other than the general fund which is reported in the financial statements, Australian Hotels Association (Queensland Branch) has not declared or operated any accounts or funds in respect of compulsory levies, investment accounts, or any other non-disclosed funds or accounts in the reporting period.

Note 10: Cash flow information

A source of cash flow to Australian Hotels Association (Queensland Branch) is a capitation levy revenue stream from the Queensland Hotels Association Union of Employers which is disclosed in the Australian Hotels Association (Queensland Branch) statement of cash flows. No other revenue sources from any other reporting unit or controlled entity have occurred in the reporting period.

Note 11: Employment expenses

Australian Hotels Association (Queensland Branch) has undertaken no recovery of wages activity or any derived revenues from such activity in the reporting period.

Note 12: Related parties

The financial accounts of Australian Hotels Association (Queensland Branch) are administered by the Queensland Hotels Association Union of Employers under informal arrangements. No fees, payments or other remuneration is paid for these services.

Note 13: Events after the reporting period

No matters or circumstances have arisen since the end of the financial reporting period which significantly affected or may significantly affect the operations of Australian Hotels Association (Queensland Branch), the results of those operations, or the state of affairs of the organisation in future financial years.

Australian Hotels Association (Queensland Branch)

Committee of Management Statement for the year ended 31 December 2017

On the 2nd day of March 2018 the Committee of Management of Australian Hotels Association (Queensland Branch) passed the following resolution in relation to the general purpose financial report for the year ended 31 December 2017.

The Committee of Management declares in relation to the financial report, 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 Commissioner;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of Australian Hotels Association (Queensland Branch) for the financial year to which they relate;
- (d) there are reasonable grounds to believe that Australian Hotels Association (Queensland Branch) will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the financial report 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 Australian Hotels Association (Queensland Branch) have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or the Commissioner duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 it has been provided to the member or Commissioner; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period. This declaration is made in accordance with a resolution of the Committee of Management.



Tom McGuire, Chairman

Dated: 18 July 2018

**Independent Auditor's Report to the Members of the
Australian Hotels Association (Queensland Branch)**

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Australian Hotels Association (Queensland Branch) (the association), which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report of Australian Hotels Association (Queensland Branch) is in accordance with the Fair Work (Registered Organisations) Act 2009, including:

- (i) giving a true and fair view of the association's financial position as at 31 December 2017 and of its financial performance for the year then ended; and
- (ii) complying with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of the Fair Work (Registered Organisations) Act 2009 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Committee of Management's Responsibility for the Financial Report

The committee members of the association are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the directors determine is necessary to enable the fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

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Prosperity Advisers Audit Services Pty Ltd
ABN 90 147 151 228

Chartered Accountants
Liability limited by a Scheme approved under
the Professional Standards Legislation.

**Independent Auditor's Report to the Members of the
Australian Hotels Association (Queensland Branch)**

Committee of Management's Responsibility for the Financial Report (Cont'd)

In preparing the financial report, the committee members are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee members.
- Conclude on the appropriateness of the committee member's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Australian Hotels Association (Queensland Branch)

Independent Auditor's Report

Auditor's Responsibility for the Audit of the Financial Report (Cont'd)

We communicate with the committee members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prosperity Audit Services

PROSPERITY AUDIT SERVICES

Luke Malone

LUKE MALONE

Partner

18 July 2018

Brisbane



Australian Government
Registered Organisations Commission

10 July 2018

Mr Thomas McGuire
Branch President
Australian Hotels Association, Queensland Branch

By e-mail: bhogan@qha.org.au

Dear Mr McGuire

Australian Hotels Association, Queensland Branch
Financial Report for the year ended 31 December 2017 - FR2017/373

I acknowledge receipt of the financial report for the year ended 31 December 2017 for the Australian Hotels Association, Queensland Branch (AHA-QLD). The financial report was lodged with the Registered Organisations Commission (ROC) on 7 June 2018.

The financial report has not been filed. I have examined the report and identified a number of matters, the details of which are set out below, that you are required to address before the report can be filed.

The Designated Officers Certificate, Committee of Management Statement, General Purpose Financial Report (GPFR) and Auditor's Statement will require amendments. The amended reports will need to be provided to members, presented to a Committee of Management meeting of AHA-QLD, republished on the AHA-QLD website and lodged with the ROC.

The matters identified should be read in conjunction with the *Fair Work (Registered Organisations) Act 2009* (the RO Act), *Fair Work (Registered Organisations) Regulations 2009* (the RO Regs), the 4th edition of the Reporting Guidelines (RG) made under section 255 of the RO Act and Australian Accounting Standards.

1. Designated Officers Certificate

Name Recognised Under the RO Act

The name recorded for the purpose of registration under the RO Act is the Australian Hotels Association, Queensland Branch. This name is correctly reflected in the AHA-QLD Operating Report, GPFR, Committee of Management Statement and Auditor's Statement. However, the Certificate by Prescribed Designated Officer incorrectly refers to the Australian Hotels Association (Queensland Hotels Association).

The Designated Officers Certificate will need to be re-issued in the correct name.

General Meeting of Members

The Designated Officers Certificate states that “The Full Report was presented to the State Board General Meeting...”. Section 266 of the RO Act requires the report to be presented to a general meeting of the reporting unit, that is, the Australian Hotels Association, Queensland Branch.

In future please ensure that the full report is presented to a general meeting of the Australian Hotels Association, Queensland Branch.

Providing Report to AHA-QLD members

The Designated Officers Certificate states that “...the Full Report was provided to members of the reporting unit **from** 18 March, 2018.” (my emphasis)

To ensure that all members receive a copy of the full report at least 21 days prior to the general meeting, in accordance with the section 265(5) of the RO Act, the Designated Officers Certificate is to state the date by which all members were provided with a copy of the report.

The Designated Officers Certificate will need to be re-issued and re-submitted to the ROC.

2. Committee of Management Statement

Reference to Commissioner

Following the enactment of the *Fair Work (Registered Organisations) Amendment Act 2016*, with effect from 1 May 2017, sections 255 and 272 refer to Commissioner of the ROC instead of the General Manager, Fair Work Commission.

The AHA-QLD Committee of Management statement, at reference (b) and (e)(v) refer to the ‘General Manager’. Please amend these references to ‘Commissioner’ and resubmit to the ROC.

3. General Purpose Financial Report (GPFR)

Accounting judgments and estimates

Australian Accounting Standard *AASB 101 Presentation of Financial Statements* paragraph 122 requires that the notes to the financial statements include a discussion on the significant accounting judgments and estimates applied.

No such discussion has been included in the Notes. Please amend accordingly.

Notice setting out sections 272(1), (2) & (3)

The notice described in Note 2 to the AHA-QLD GPFR is not the current wording required by section 272(5) of the *Fair Work (Registered Organisations) Act 2016*.

Please amend the two references to ‘General Manager’ to ‘Commissioner’.

Disclosure of audit fees

Australian Accounting Standard *AASB 1054 Australian Additional Disclosures* paragraph 10 requires the financial statements to separately disclose amounts paid to the auditor for the audit or review of the financial statements and for all other services performed.

It should be noted that if any of the audit fee relates to other services performed, then a description of the nature of the other services must be provided (refer to *AASB 1054* paragraph 11).

Please amend accordingly.

Difference in figure reported in LGD statement and GPFR

A Loans, Grants and Donations statement for the AHA-QLD was lodged with the ROC as required under subsection 237(1) of the RO Act on 26 March 2018. The figure for donations that exceeded \$1,000 totalled \$37,565.

Note 6 to the GPFR states that the AHA-QLD "...has not incurred any... grants or donations to support another reporting unit or any other organisation." Reporting Guideline 14(e) requires grants and donations expensed. This disclosure is not limited to "support another reporting unit or any other organisation". In any event there is a discrepancy between the GPFR and the LGD.

Please amend accordingly.

Activities under Reporting Guidelines (RG) not disclosed

Items 15 and 17 of the RG state that if the activities identified in items 14 and 16 respectively have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR. I note that for the following RG items no such disclosure has been made:

- Item 14(a) - periodic or membership subscriptions
- Item 16(a) - fees incurred as consideration for employers making payroll deductions of membership subscriptions

4. Auditor's Statement

Should be addressed to members

The Auditor's Statement was not addressed to the members of the reporting unit. Item 22 of ASA700 states "The auditor's report shall be addressed as required by the circumstances of the engagement." Item A21 of ASA700 states "Law, regulation or the terms of the engagement may specify to whom the auditor's report is to be addressed in that particular jurisdiction. The auditor's report is normally addressed to those for whom the report is prepared...".

In this instance the report is prepared for the members of the reporting unit. Accordingly, the Auditor's statement is required to be addressed to the Members of the Australian Hotels Association, Queensland Branch.

Could you arrange for the auditor to amend the Auditor's Statement so it is addressed to the members of the Australian Hotels Association, Queensland Branch and reissue the report to the Members and the ROC.

Should you wish to discuss 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) 9603 0707 or by email at ken.morgan@roc.gov.au

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ken Morgan', is positioned above the printed name.

KEN MORGAN
Financial Reporting Advisor
Registered Organisations Commission

AUSTRALIAN HOTELS ASSOCIATION (QUEENSLAND HOTELS ASSOCIATION)

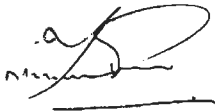
s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

for the period ended 31 December 2017

I, Thomas Harrington McGuire being the President of the Australian Hotels Association (Queensland Hotels Association) certify:

- That the documents lodged herewith are copies of the full report for the Australian Hotels Association (Queensland Hotels Association) for the period ended 31 December 2017 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009 comprising of
 - o The financial statements for the organisation
 - o Committee of Management meeting minutes from 16 March 2018.
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 - o The Operating Report for the AHA (QHA) for the period ending 31 December 2017
- That the Full Report was provided to Members of the reporting unit from 18 March, 2018 fulfilling the at least 21 days prior to the General Meeting of the State Board.
- The Full Report was presented to the State Board General Meeting on 5 June 2018 in accordance with s. 266 (2)



Thomas Harrington McGuire

President

Australian Hotels Association (Queensland Hotels Association)

Dated: 7/6/2018

Australian Hotels Association (Queensland Branch)

Financial Statements

For the year ended 31 December 2017

Australian Hotels Association (Queensland Branch)

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Australian Hotels Association (Queensland Branch)

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Committee Members

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- Brad Fitzgibbons
- Tony Condon
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- Peter Britain
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Principal Activities

The principal activities of the association during the financial year were: link the Federal and State Hotel Associations to best serve the needs of the paying members.

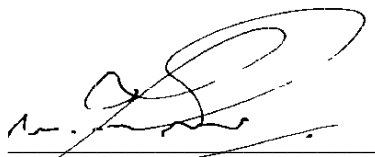
Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit for the year amounted to \$nil (2016: \$nil).

Signed in accordance with a resolution of the Members of the Committee:



Tom McGuire

Chairman

16 March 2018

Australian Hotels Association (Queensland Branch)

Statement of Profit or Loss and Other Comprehensive Income for the year ended 31 December 2017

	2017	2016
	\$	\$
Income		
Capitation fees - QHA Union of Employers	193,871	198,325
Total Income	<u>193,871</u>	<u>198,325</u>
Expenses		
Capitation Levy - AHA (Org code 024N)	<u>(193,871)</u>	<u>(198,325)</u>
Operating profit/(loss)	<u>-</u>	<u>-</u>
Other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income	<u><u>-</u></u>	<u><u>-</u></u>

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Statement of Financial Position as at 31 December 2017

	Note	2017 \$	2016 \$
CURRENT ASSETS			
Trade and other debtors	3	<u>1</u>	<u>1</u>
Total Current Assets		<u>1</u>	<u>1</u>
TOTAL ASSETS		<u>1</u>	<u>1</u>
NET ASSETS		<u>1</u>	<u>1</u>
Equity			
Retained profits		<u>1</u>	<u>1</u>
TOTAL EQUITY		<u>1</u>	<u>1</u>

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Statement of Changes in Equity for the year ended 31 December 2017

	Retained Earnings \$	Total \$
Balance at 1 January 2016	1	1
Profit/(Loss) for the year	-	-
Other comprehensive income	-	-
Balance at 31 December 2016	1	1
Profit/(Loss) for the year	-	-
Other comprehensive income	-	-
Balance at 31 December 2017	1	1

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Statement of Cash Flows for the year ended 31 December 2017

	2017 \$ Inflows (Outflows)	2016 \$ Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	193,871	199,677
Payments to suppliers and employees	<u>(193,871)</u>	<u>(199,677)</u>
Net cash provided by / (used in) operating activities	<u>-</u>	<u>-</u>
Net increase / (decrease) in cash and cash equivalents held	-	-
Cash and cash equivalents at beginning of financial year	<u>-</u>	<u>-</u>
Cash and cash equivalents at end of financial year	<u><u>-</u></u>	<u><u>-</u></u>

The accompanying notes form part of these financial statements.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 1: Statement of Significant Accounting Policies

These financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, Australian Hotels Association (Queensland Branch) is a not-for-profit entity.

The financial report has been prepared on an accruals basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

(a) Income tax

Australian Hotels Association (Queensland Branch) is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997.

(b) Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(c) Revenue

All revenue is stated net of the amount of goods and services tax (GST).

Capitation fees and levies are to be recognised on an accruals basis and recorded as a revenue and/or expense in the year to which it relates.

(d) 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 Tax 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 expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating activities.

(e) Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard. The accounting policies adopted are consistent with those of the previous financial year.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

(f) Future Australian Accounting Standards Requirements

There are no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and none are applicable to the future reporting period that are expected to have a future financial impact on Australian Hotels Association (Queensland Branch).

Note 2: Information to be provided to Members or General Manager

- (1) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit 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 entity must comply with an application made under subsection (1) above.

Note 3: Receivables

	2017	2016
	\$	\$
Loan - Queensland Hotels Association Union of Employers	1	1
	<u>1</u>	<u>1</u>

Note 4: Going Concern

Australian Hotels Association (Queensland Branch) ability to continue as a going concern is not reliant upon any other entity, nor has Australian Hotels Association (Queensland Branch) agreed to provide financial support to another reporting unit to underpin its ability to operate as a going concern. Australian Hotels Association (Queensland Branch) has not acquired an asset or a liability as a result of amalgamation, restructure, or the development of an alternative reporting structure in the reporting period.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 5: Revenue from other reporting units and sources

Apart from membership subscriptions, as disclosed in the face of the income statement as capitation fees, Australian Hotels Association (Queensland Branch) has not raised or received any revenue from compulsory levies, voluntary contributions, donations or grants, or any other financial support from another reporting unit of the organisation.

Note 6: Expenses from other reporting units and sources

Apart from capitation fees paid to the Australian Hotels Association National Office, as disclosed in the face of the income statement, Australian Hotels Association (Queensland Branch) has not incurred any expenses related to employees, paid any fees or levies to an affiliated political party or similar entity, raised or paid any compulsory levies, or paid any grants or donations to support another reporting unit or any other organisation. Australian Hotels Association (Queensland Branch) has not paid any employee expenses, including wages and salaries, superannuation, or other material expenses to any holders of office or employees of Australian Hotels Association (Queensland Branch) in the reporting period.

Australian Hotels Association (Queensland Branch) has not paid any fees or allowances to any persons related to attendance at meetings or conferences, has not incurred any expenses incurred in holding meetings of members or similar events, has not incurred any legal expenses related to litigation or other matters, and has not expended funds on any penalties imposed under the Fair Work (Registered Organisations) Act 2009 with respect to conduct of Australian Hotels Association (Queensland Branch) in the reporting period.

Note 7: Contingent Liabilities

Australian Hotels Association (Queensland Branch) has not declared a liability payable or a receivable or other right to receive cash resulting from a transaction(s) with another reporting entity of the organisation in the reporting period.

Australian Hotels Association (Queensland Branch) has no undeclared liabilities to employers, employees, payables for legal or litigation costs, or employee provisions of any kind, including to office holders and employees in the reporting period.

Note 8: Changes in Equity

Other than the general fund which is reported in the financial statements, Australian Hotels Association (Queensland Branch) has not declared or operated any accounts or funds in respect of compulsory levies, investment accounts, or any other non-disclosed funds or accounts in the reporting period.

Australian Hotels Association (Queensland Branch)

Notes to the Financial Statements for the year ended 31 December 2017

Note 9: Cash flow information

A source of cash flow to Australian Hotels Association (Queensland Branch) is a capitation levy revenue stream from the Queensland Hotels Association Union of Employers which is disclosed in the Australian Hotels Association (Queensland Branch) statement of cash flows. No other revenue sources from any other reporting unit or controlled entity have occurred in the reporting period.

Note 10: Employment expenses

Australian Hotels Association (Queensland Branch) has undertaken no recovery of wages activity or any derived revenues from such activity in the reporting period.

Note 11: Related parties

The financial accounts of Australian Hotels Association (Queensland Branch) are administered by the Queensland Hotels Association Union of Employers under informal arrangements. No fees, payments or other remuneration is paid for these services.

Note 12: Events after the reporting period

No matters or circumstances have arisen since the end of the financial reporting period which significantly affected or may significantly affect the operations of Australian Hotels Association (Queensland Branch), the results of those operations, or the state of affairs of the organisation in future financial years.

Australian Hotels Association (Queensland Branch)

Committee of Management Statement for the year ended 31 December 2017

On the 2nd day of March 2018 the Committee of Management of Australian Hotels Association (Queensland Branch) passed the following resolution in relation to the general purpose financial report for the year ended 31 December 2017.

The Committee of Management declares in relation to the financial report, that, in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of Australian Hotels Association (Queensland Branch) for the financial year to which they relate;
- (d) there are reasonable grounds to believe that Australian Hotels Association (Queensland Branch) will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the financial report 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 Australian Hotels Association (Queensland Branch) have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request by a member of the reporting unit or the General Manager duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 it has been provided to the member or General Manager; and
 - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period. This declaration is made in accordance with a resolution of the Committee of Management.



Tom McGuire, Chairman

Dated: 16 March 2018

Australian Hotels Association (Queensland Branch)

Independent Auditor's Report

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Australian Hotels Association (Queensland Branch) (the association), which comprises the statement of financial position as at 31 December 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report of Australian Hotels Association (Queensland Branch) is in accordance with the Fair Work (Registered Organisations) Act 2009, including:

- (i) giving a true and fair view of the association's financial position as at 31 December 2017 and of its financial performance for the year then ended; and
- (ii) complying with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of the Fair Work (Registered Organisations) Act 2009 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Committee of Management's Responsibility for the Financial Report

The committee members of the association are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the directors determine is necessary to enable the fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

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Liability limited by a Scheme approved under
the Professional Standards Legislation.

Australian Hotels Association (Queensland Branch)

Independent Auditor's Report

Committee of Management's Responsibility for the Financial Report (Cont'd)

In preparing the financial report, the committee members are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee members.
- Conclude on the appropriateness of the committee member's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Australian Hotels Association (Queensland Branch)

Independent Auditor's Report

Auditor's Responsibility for the Audit of the Financial Report (Cont'd)

We communicate with the committee members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prosperity Audit Services

PROSPERITY AUDIT SERVICES

Luke Malone

LUKE MALONE

Partner

16 March 2018

Brisbane

AUSTRALIAN HOTELS ASSOCIATION (QUEENSLAND BRANCH) AND ITS CONTROLLED ENTITIES

OPERATING REPORT 2017 FOR THE PERIOD ENDED 31ST DECEMBER 2017

Introduction

The Committee presents its report on the reporting unit for the financial year ended 31 December 2017.

This Operating Report covers the results of the activities and operations of the Australian Hotels Association (Queensland Branch) and its controlled entities for the Financial Year ended 31 December 2017. It is provided as a standing requirement of the *Fair Work (Registered Organisations) Act 2009*.

Principal objects and activities of the Association

The principal objects and activities of the Association Branch during the reporting year were to:

- Promote and represent the interests and objectives of the members of the Australian Hotels Association (Queensland Branch) and its entities;
- Provide industrial support to members including advice on legal and legislative matters, contractual obligations, regulatory compliance, and industrial award interpretation and application;
- Provide information and advice for members on topical industry issues, policies, and material relevant to hotels;
- Organize and deliver a range of industry and member events relevant to the hotel industry;
- Publish and distribute information, brochures, newsletters and magazines aimed at information and educating members across a diverse range of disciplines and subjects;
- Organize and deliver a range of industry training relevant to the hotel industry; and
- Act as an information and distribution source for the Queensland Branch, and between the AHA National Office and State Branches of the Association to best serve the interests of the members.

The result of these efforts was to advance the business interests of the Queensland hotel industry, and to contribute to Federal and State Government consideration of Australia's liquor licensing, gambling, electronic gaming, industrial relations, vocational and youth training, and occupational health and safety policies and regulations.

There have been no significant changes to the nature of the organisation's business, financial management, or member support activities in the reporting period.

Number of members

As at 31 December 2017, the Association recorded 817 financial members.

Number of employees

The reporting unit employed no employees as at 31 December 2017.

Significant changes in the Association's financial affairs and position

During the reporting year, there were no substantial changes to the financial position or asset holdings of the Association. The full financial position of the Association is accurately reflected in the financial accounts attached to this report.

Members' rights to resign and manner of resignation

The Registered Rules of the Australian Hotels Association (Queensland Branch) provide under Rule 36 that a member of the Association may resign his/her membership by notice in writing if:

- He/she ceases to be an employer in the (hotel) industry or ceases to be engaged therein;
- On giving the (Association) Zone Secretary notice of his/her intention so to do and the payment of all dues to the date of his/her resignation.

The same Rules also provide for the vacation of and/or resignation from elected office by elected members.

Members of the Committee of Management

During the period of the reporting year, the Committee of Management of the Association comprised the following elected officers:

Appointment:

President

Senior Vice President

Incumbent:

Mr Thomas McGuire
Hotelier and Company Director
C/- Colmlie Hotel
Cnr Wynnum and Junction Roads
MORNINGSIDE QLD 4170

Mr Richard Deery
Hotel Owner
Story Bridge Hotel
200 Main Street
KANGAROO POINT QLD 4169

Vice-President
(Accommodation Hotels Division)

Mr John Douglas
Hotel Manager
Brisbane Marriott Hotel
515 Queen Street
BRISBANE QLD 4000
(to 1 Nov 2015)

Vice-President

Mr Scott Armstrong
Hotel Manager
PO Box 600
PALMWOODS QLD 4555

Vice-President

Mr Bradley Fitzgibbons
Hotel Manager
153 Margaret Street
Toowoomba QLD 4350

Secretary/Treasurer

Mr Tony Condon
AHA (Qld Branch)
GPO Box 343
BRISBANE QLD 4001

Election of Delegates

During the reporting year, multi-tier elections were begun in 2017 for Zone representatives, Zone Committee Officers and State Board Delegates, officers of the State Board and delegates to the National Board of the AHA, and for delegates to the National Board of the AHA Accommodation Hotels Division. The final stage of this election was finalised and declared in early 2018.

Trusteeships and/or Directorships

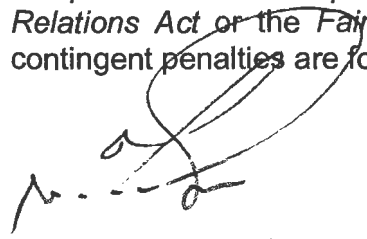
No officer of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organization.

Auditor being an Approved Auditor

The independent Audit Report contained in these reports was provided by Mr Luke Malone of Prosperity Audit Services. It is confirmed that Mr Malone is a Registered Company Auditor, and such information is disclosed in the Independent Audit Report dated 16 / 03 / 2018.

Penalties Imposed

No penalties were imposed on the Association under either the *Workplace Relations Act* or the *Fair Work Act 2009* during the reporting period, and no contingent penalties are foreseeable.



Thomas Harrington McGuire
President

3 / 7 / 2018