

Fair Work Australia

13 August 2010

Mr Paul Jubb President Australian Hotels Association, Tasmanian Branch

email: aha@australianhotels.asn.au

Dear Mr Jubb

# Re: Financial Reports for the Australian Hotels Association, Tasmanian Branch for year ended 30 June 2008 & 2009 – FR2008/322 and FR2009/10088

I acknowledge receipt of the revised financial report documentation for the Australian Hotels Association, Tasmanian Branch (the Branch) for the years ended 30 June 2008 and 2009 in response to correspondence of Fair Work Australia on 2 March 2010. The documentation was lodged with Fair Work Australia on 25 May, 19 July and 9 August 2010.

The financial reports have now been filed.

I have included comments for the 2008 and 2009 reports to assist you when you next prepare a financial report. You are not required to take any further action in respect of the reports lodged.

## Distribution of full reports to members prior to presentation to a General Meeting

The correspondence dated 2 March 2010 requested that both the 2008 and 2009 revised reports were to be circulated to members and presented to an appropriate meeting.

If the full report is to be presented to a General Meeting, the report must be provided to members 21 days before the General Meeting. Once the full report is presented to the meeting, it is to be lodged with Fair Work Australia together with a Designated Officer's Certificate within 14 days.

The revised designated officer's certificates indicated that the reports were distributed to members and presented to a general meeting on 21 May 2010. Could the Branch ensure that future reports are distributed to members, within the requisite timeframe, before presentation to a general meeting.

## **Operating Report**

The Operating Reports indicate that 'this Operating Report covers the results of those activities that were provided for the financial year ended 31 December 2008' for the 2008 report and '31 December 2009' for the 2009 report. Please note that the financial year for the Branch is '30 June 2008' and '30 June 2009' respectively.

## Right of members to resign

Subsection 254(2)(c) of the *Fair Work (Registered Organisations) Act 2009* (the Act) requires the operating report to 'give details' of the right of members to resign from the reporting unit under section 174 of the Act. This requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 32 of the organisation's Rules is applicable.

#### Trustee of superannuation entity

Subsection 254(2)(d) of the Act requires details of any *officer or member* of the reporting unit who is a trustee, or a director of a company that is a trustee, of a superannuation entity or an exempt public sector superannuation scheme to be provided in the operating report *'where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation'.* 

If no officers or members of the reporting unit is a trustee of a superannuation entity, the preferred wording to satisfy the s254(2)(d) is:

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

## Notes to the financial statements

Note 1 of the notes to the financial statements makes reference to 'general purpose report' and the 'Workplace Relations Act 1986'. Please note these references should be 'general purpose financial statement' and 'Workplace Relations Act 1996'. In future reports the appropriate reference will be to the Fair Work (Registered Organisations) Act 2009.

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

Yours sincerely

Kevin Donnellan Tribunal Services and Organisations

Fair Work Australia Email: <u>kevin.donnellan@fwa.gov.au</u>



# TASMANIAN HOSPITALITY ASSOCIATION

25/93 Salamanca Place, Hobart Tas 7000 T: 03 6224 7033 F: 03 6224 7988 PO Box 191, Battery Point Tas 7004 E: aha@australianhotels.asn.au W: www.australianhotels.asn.au

# **Designated Officer's Certificate or other Authorised Officer**

s268 Fair Work (Registered Organisations) Act 2009

I Paul Jubb being the President of the Australian Hotels Association Tasmanian Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report, was provided to members on Friday 21 May, 2010; and
- that the full report was presented to a general meeting of members of the reporting unit on Friday 21 May 2010; in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature:

Paul Jubb Date: 21st May 2010



# TASMANIAN HOSPITALITY ASSOCIATION

25/93 Salamanca Place, Hobart Tas 7000 T: 03 6224 7033 F: 03 6224 7988 PO Box 191, Battery Point Tas 7004 E: aha@australianhotels.asn.au W: www.australianhotels.asn.au

# **Designated Officer's Certificate or other Authorised Officer**

s268 Fair Work (Registered Organisations) Act 2009

I Paul Jubb being the President of the Australian Hotels Association Tasmanian Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report, was provided to members on Monday 17 November, 2008; and
- that the full report was presented to a general meeting of members of the reporting unit on Wednesday 19 May 2010; in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature:

Paul Jubb

Date: 19th May 2010



## Designated Officer's Certificate - 2008 Return of Information s.268 of Schedule 1 Workplace Relations Act 1996

I, Paul Jubb, being the President of the Australian Hotels Association Tasmanian Branch, certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was distributed to members on Monday 17 November, 2008; and
- That the full report was presented to a general meeting of members on the Tuesday March 3 2009, of the reporting unit in accordance with section 266 of the RAO schedule.

Paul Jubb

Dated 19<sup>th</sup> May 2010

#### AUSTRALIAN HOTELS ASSOCIATION — TASMANIAN BRANCH OPERATING REPORT

#### FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2008

This Operating Report covers the results of those activities that were provided for the financial year ended 31 December 2008.

#### 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 were no significant changes in the nature of the Association's financial activities during the year.

### SIGNIFICANT CHANGES

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

#### 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 204.

#### NUMBER OF EMPLOYEES

The number of persons who were, at the end of the reporting period, employees of the Association was 6 comprised of 4 full time and 2 part time staff.

#### AUSTRALIAN HOTELS ASSOCIATION — TASMANIAN BRANCH OPERATING REPORT

## FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2008

#### 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:

Paul Jubb (President) Darren Brown (Vice President) Frank Morgan (Treasurer

Fiona Jones Alan Williams Robert Humphries Peter Grubb Tony Kennedy Don McQuestin Greg Astell Grant Beaumont John Dabner

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Paul Jubb President Dated this 21<sup>st</sup> day of May 2010

#### Regards,

Bruno Palermo (B.Com) Capital3 Accounting

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"Working with business owners to achieve a level of excellence in financial management" www.capital3.com.au

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From: DONNELLAN, Kevin [mailto:Kevin.Donnellan@fwa.gov.au]
Sent: Friday, 4 June 2010 4:58 PM
To: Bruno Palermo
Subject: Australian Hotels Association Documentation - FR2008/322 & FR2009/10088

Hello Bruno, I acknowledge receipt of the attached documentation lodged on 25 May 2010. After a review of the further action required to be taken by the Branch contained in the correspondence of 2 March 2010, I note that the documentation has not been distributed to members and presented to a further meeting of members. Could you indicate if the reports have been redistributed to members and represented to a further meeting of members.

#### Regards

**KEVIN DONNELLAN** Tribunal Services and Organisations

Fair Work Australia Tel: 03 8661 7764 Fax: 03 9655 0410 kevin.donnellan@fwa.gov.au

11 Exhibition St, Melbourne Victoria 3000 GPO Box 1994, Melbourne Victoria 3001

#### www.fwa.gov.au

# Wise Lord & Ferguson

Independent audit report to members of the Australian Hotels Association Tasmanian Branch

## advice to advantage



**Chartered Accountants** 

## Scope

The financial report and Branch Executive's responsibility

The financial report comprises the Income Statement, Balance Sheet, Statement of cash flows, Statement of Changes in Equity, accompanying notes to the financial statements, and the Branch Executive's declaration for the Australian Hotels Association Tasmanian Branch (the Association), for the year ended 30 June 2008.

The Association's Branch Executive is responsible for preparing a financial report that gives a true and fair view of the financial position and performance of the Association, and that complies with Accounting Standards in Australia, in accordance with the *Workplace Relations Act 1996 (Commonwealth)* and the Association's constitution. 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 of the financial report in order to express an opinion on it 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 *Workplace Relations Act 1996 (Commonwealth)*, including compliance with Accounting Standards in Australia, other mandatory financial reporting requirements in Australia, and the Association's constitution, a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations and cash flows.



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001 Tel: (03) 6223 6155 Fax: (03) 6223 8993 Email: email@wlf.com.au Internet: www.wlf.com.au 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 Branch Executive.

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.

We performed procedures to assess whether the substance of business transactions was accurately reflected in the financial report. These and our other procedures did not include consideration or judgement of the appropriateness or reasonableness of the business plans or strategies adopted by the Branch Executive of the Association.

## Independence

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

## Audit opinion

In our opinion, the general purpose financial report of the Australian Hotels Association Tasmanian Branch is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the *Workplace Relations Act 1996*.

J DOYLE PARTNER WISE LORD & FERGUSON

160 Collins Street Hobart TAS 7001

Date: 7th Acrii 2010

## INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

	Notes	<b>2008</b> \$	<b>2007</b> \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>	2	639,350	724,209
Depreciation and Amortisation		12,773	16,292
Employee Expense		364,911	318,142
National Affiliation and Capitation Fees paid to Australian Hotels		34,296	66,390
Promotions – Awards for Excellence		66,853	78,883
Occupancy Costs		45,844	41,395
Public Affairs & Government		-	2,876
Newsletters and Memberships		31,175	35,362
Office and Administration Expenses		23,820	29,913
Bad and Doubtful Debts		(11,664)	18,246
Vehicle Expenses		14,450	10,900
Accounting and Audit Expenses		41,520	25,417
Postage and Freight Expenses		13,788	16,055
Settlement and Court Proceedings		17,345	20,000
Donations/Gifts		13,139	4,334
Bank Fees		3,625	2,775
Training		5,307	3,607
Travel/Meetings		30,214	17,103
Other expenses		21,483	9,782
		728,879	717,472
PROFIT/(LOSS) BEFORE INCOME TAX EXPENSE	3	(89,529)	6,737
INCOME TAX EXPENSE		-	-
NET PROFIT/(LOSS)		(89,529)	6,737

# BALANCE SHEET AS AT THE 30 JUNE 2008

CURRENT ASSETS	Notes	2008 \$	<b>2007</b> \$
Cash and Cash Equivalents	5		
-		12,958	708,859
Trade and Other Receivables	6	77,931	260,136
Inventories	7	4,675	7,435
TOTAL CURRENT ASSETS	-	95,564	976,430
NON-CURRENT ASSETS			
Plant and Equipment	8	52,732	59,483
Loan Tasmanian Hospitality	_	623,023	-
TOTAL NON CURRENT ASSETS	_	675,755	59,483
TOTAL ASSETS	-	771,319	1,035,913
CURRENT LIABILITIES			
Trade and Other Payables	9	217,099	399,484
Provisions	10	18,620	11,300
TOTAL CURRENT LIABILITIES	-	235,719	410,784
TOTAL LIABILITIES	_	235,719	410,784
NET ASSETS	-	535,600	625,129
MEMBERS FUNDS			
Retained Profits		535,600	625,129
TOTAL MEMBERS FUNDS		535,600	625,129

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

	Retained Profits \$	Total Members Funds \$
Balance as at 30 June 2006	618,392	618,392
Profit for the Period Balance as at 30 June 2007	6,737 625,129	6,737 625,129
Loss for the period	(89,529)	(89,527)
Balance as at 30 June 2008	535,600	535,600

# CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

	Notes	<b>2008</b> \$	<b>2007</b> \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		652,026	756,704
Payments to Suppliers and Employees		(731,972)	(705,732)
Interest Received		13,090	36,819
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	11(b)	(66,856)	87,791
CASH FLOW FROM INVESTING ACTIVITIES			
Cash acquired on merger with RCAT		-	43,873
Payments for property, plant and equipment		(6,022)	-
Loan to Tasmanian Hospitality for premises		(623,023)	-
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		(629,045)	43,873
Net increase/(decrease) in Cash Held		(695,901)	131,664
Cash at Beginning of Year		708,859	577,195
Cash at End of Year	11(a)	12,958	708,859
		<del></del>	

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Statement of Compliance**

Australian Hotels Association – Tasmanian Branch (the Association) is an entity incorporated and domiciled in Tasmania. The financial report is a general purpose report, which was prepared in accordance with the requirements of the Workplace Relations Act 1986. The financial statements are presented in Australian dollars. The registered office and principal place of business is Australian Hotels Association – Tasmanian Branch, 25/93 Salamanca Place, Hobart, Tasmania.

The financial report was authorised for issue by the Committee of Management of Australian Hotels Association – Tasmanian Branch on the date the Committee of Management Certificate was signed.

The operations and principal activities of the entity during the year were to provide benefits and support to members.

The financial report has been prepared in accordance with Accounting Standards (including Australian Accounting Interpretations), other pronouncements of the Australian Accounting Standards Board, the requirements of the Workplace Relations Act 1996 and in compliance with other requirements of the law.

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 is a general purpose financial report that has been prepared for distribution to the members to fulfil the financial reporting requirements under the Workplace Relations Act 1996.

#### **Reporting Basis and Conventions**

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

#### (a) **Plant and Equipment**

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and any accumulated impairment losses.

#### Plant and Equipment

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

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### (a) Plant and Equipment (Cont'd)

#### Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line or diminishing value basis over their useful lives to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The depreciation rates used for each class of depreciable assets are:

Class of fixed assets	Depreciation Rate
Plant and Equipment	7.5 – 50% Straight Line or Diminishing Value

#### (b) 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 company are classified as finance leases.

Finance leases are capitalised by recoding an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for 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.

Lease incentives under operating leases are recognised as a liability and amortised on straight-line basis over the life of the term lease.

#### (c) **Employee Benefits**

Provision is made for the company'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 required to settle the obligation.

#### (d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are grouped within short-term borrowings in current liabilities on the balance sheet.

#### (e) Revenue

Interest revenue is recognised as it accrues.

Membership revenue is recognised on an accruals basis, allocated to the financial period it relates to.

Fundraising income and donations are recognised when received by the Association.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### (f) 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 expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

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

#### (g) Trade and Other Receivables

Trade receivables, which generally have a 30-60 day term, are recognised initially at fair value, less an allowance or impairment.

The collectability of debts is assessed at balance date. A provision is raised against this balance to cover any accounts considered doubtful.

#### (h) Trade and Other Payables

Payables represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid. Payables are carried at cost which is the fair value of the consideration to be paid in the future for the goods and services received, the amounts are unsecured and usually paid within 30 days from recognition.

#### (i) **Provisions**

Provisions are recognised when the economic entity has a legal, equitable or constructive obligation to make a future sacrifice of economic benefits to other entities as a result of past transactions or other past events, it is probable that a future sacrifice of economic benefits will be required and a reliable estimate can be made of the amount of the obligation.

#### (j) Interest Bearing Liabilities

All loans and borrowings are initially recognised at cost, being the fair value of the consideration received net of issue costs associated with the borrowing. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains or losses are recognised in the income statement when the liabilities are derecognised as well as through the amortisation process.

#### (k) Income Tax

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

#### (l) Inventory

Inventories are measured at lower of cost and net realisable value. Costs are assigned on a first-in first-out basis.

#### m) Financial Instruments

#### Recognition

Financial Instruments are initially measured at cost, which includes transaction costs, when the related contractual rights or obligations are created. Subsequent to initial recognition these instruments are measured are set out below.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### (m) Financial Instruments (Cont'd)

#### Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

#### Financial Liabilities

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

#### Impairment

At each reporting date, the Association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the assets carrying value over its recoverable amount is expenses to the Income Statement.

#### (n) New and Revised Accounting Standards and Interpretations

Certain new accounting standards and Australian Accounting Interpretations have been published that are not mandatory for the 30 June 2008 reporting period. The Committee of Management have given due consideration to new and revised standards and interpretations issued by the AASB that are not yet effective and do not believe they will have any material impact on the financial statements.

#### (o) Information to be provided to Members or Registrar

In accordance with the requirement of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1), (2) and (3) of section 272 which reads as follows:

- (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).

#### (p) Critical Accounting Estimates and Judgements

The preparation of financial statements requires management to make judgements estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

In particular, information about significant areas of estimation uncertainty and critical judgements in applying accounting policies that have the most significant effect on the amount recognised in the financial statements is described in note 11 where judgements have been made in relation to the value of employee entitlements.

## AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

	\$
Revenues from Operating Activities	
Membership Revenue 553,261	552,117
Commissions 5,831	7,834
Promotions – Awards for Excellence 46,524	49,307
Total Revenue from Operating Activities         605,616	609,258
Revenues from Non-Operating Activities	
Interest Revenue 13,090	36,819
Rental Revenue 5,133	6,160
Special Project Revenue 14,166	2,991
Other 1,345	25,108
Realisation of RCAT integration	43,873
Total Revenues from Ordinary Activities         639,350	724,209
3. EXPENSES	
Depreciation of Non Current Assets	
Plant and Equipment 12,773	16,292
Total Depreciation of Non Current Assets   12,773	16,292
Expenses	
Bad and Doubtful Debts 4,371	18,246
Operating Lease Expense 15,407	27,515
Litigation settlement expense 17,345	20,000
Employee Benefits Expenses 391,971	342,995

#### 4. KEY MANAGEMENT PERSONNEL REMUNERATION

	Short-term employee benefits	Post- employment benefits	Long term benefits	Other	Total
<b>2008</b> Total Income Paid or Payable to all Executives of the Association	110,100	-		-	110,100
<b>2007</b> Total Income Paid or Payable to all Executives of the Association	95,001	8,550		-	103,551

## 5. CASH AND CASH EQUIVALENTS

Cash at Bank and On Hand	6,727	13,043
Deposits at Call	6,231	695,816
-	12,958	708,859

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

Notes	2008 \$	2007 \$
6. TRADE AND OTHER RECEIVABLES	*	Ŧ
Trade Debtors	68,956	275,999
Provision for Doubtful Debts	(4,199)	(15,863)
	64,757	260,136
Other Debtors	5,588	-
Prepaid Expenditure	7,586	-
Trade debtors are non interest bearing and generally on 30 day terms.	//,951	260,136
7. INVENTORIES		
Stationery at Cost	4,675	7,435
	4,675	7,435
		.,
8. PROPERTY, PLANT & EQUIPMENT		
Plant and Equipment at Cost	143,998	137,976
Less: Provision for Depreciation	(91,266)	(78,493)
	52,732	59,483
(a) Movements in Carrying Amounts Movement in the carrying amounts for each class of plant and equipment between the the financial year.	e beginning and	the end of
Plant and Equipment	50 402	25 225
Opening Balance Additions	59,483 6,022	75,775
Disposals	- 0,022	-
Depreciation Expense	(12,773)	(16,292)
Carrying Amount at the End of the Year	52,732	59,483
9. TRADE AND OTHER PAYABLES Trade Creditors	16 600	10 224
Income Received in Advance	16,680 188,997	18,334 345,155
Accrued Expenses	6,100	7,000
Credit Card		2,380
GST Liabilities	5,322	26,615
	217,099	399,484

Trade Creditors and accruals are non interest bearing and are normally settled on 30 day terms. The Association has a credit card facility with a credit card limit of \$10,000.

Income in advance represents membership subscriptions which relate to the period of membership subsequent to 30 June 2008.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

		Notes	2008	2007
10. PR(	DVISIONS		\$	\$
<b>Current</b> Employee E	ntitlements		- 18,620	11,300
Employee			18,620	11,300

#### **Provision for employee entitlements**

A provision has been recognised for employee entitlements relating to annual leave for employees. The measurement and recognised criteria for employee benefits has been detailed in Note 1.

## 11. CASH FLOW INFORMATIONa

#### (a) Reconciliation of Cash

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

Cash at Bank and On Hand Deposits at call	6,727 6,231	13,043 695,816
(b) Reconciliation of Net Profit/(Loss) after tax to the Net Cash Flows from Operations	12,958	708,859
Net Profit/(Loss)	(89,529)	6,737
Non-cash items Depreciation Bad and Doubtful debts Realisation of RCAT Integration	12,773 (11,664) -	16,292 18,246 (43,873)
Changes in Assets and Liabilities (Increase)/Decrease in Receivables (Increase)/Decrease in Inventories (Increase)/Decrease in Prepayments Increase/(Decrease) in Payables Increase/(Decrease) in Accrued Expenses Increase/(Decrease) in GST Liabilities Increase/(Decrease) in Pre Paid Income Increase/(Decrease) in Provisions Net Cash Flow from Operating Activities	201,478 2,760 (7,586) (5,260) 3,144 (21,316) (158,976) 7,320 (66,856)	(51,847) 2,618 1,106 (13,660) - 3,042 147,435 1,695 - 87,791

#### 12. FINANCIAL INSTRUMENTS

#### **Financial Risk Management**

The association's financial instruments consist mainly of deposits with banks, local money market instruments, accounts receivable and payable.

#### (a) Interest Rate Risk

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

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

#### 12. FINANCIAL INSTRUMENTS (Cont'd)

#### **Maturity Analysis**

	Non-inter	est Bearing	0-5	year	Tot	al
Financial Assets:	2008	2007	2008	2007	2008	2007
Cash and cash equivalents	-	-	-	-	12,958	708,859
Receivables	77,931	260,136	-	-	77,931	260,136
Loan to Tasmanian Hospitality	-	-	623,023	-	623,023	-
Total Financial Assets						
-	77,931	260,136	623,023	-	713,912	968,995
Financial Liabilities: Trade and other payables Total Financial Liabilities	28,103	54,329		-	28,103	54,329
= = = =	28,103	54,329		-	28,103	54,329

A 1 percentile movement in the interest rate will create a \$281 movement in interest income.

#### (b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the Balance Sheet and notes to the financial statements.

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

#### (c) Price risk

The Association is not exposed to any material commodity price risk.

#### **Net Fair Values**

The aggregate net fair values are materially consistent with the carrying amounts of financial assets and

#### 13. RELATED PARTY TRANSACTIONS

The Australian Hotels Association – National is a related entity. Affiliation fees paid by Australian Hotels Association – Tasmania Branch were on normal commercial terms. There were no loans during the year to Councillors of the Association or to Councillor Related Entities.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 13. RELATED PARTY TRANSACTIONS (Cont'd)

The councillors of the Committee of Management were:

Don McQuestin Paul Jubb Frank Morgan John Dabner Darren Brown Peter Grubb Phil Capon Geoff Copping Rod Ascui Grant Beaumont Greg Astell Robert Humphries Laurinda Bond Fiona Jones Tony Kennedy Alan Williams

The councillors of the Committee of Management who held office during the financial year received no remuneration.

#### 14. ASSOCIATION DETAILS

The principal place of business of the association is: Australian Hotels Association – Hobart Branch 25/93 Salamanca Place Hobart TAS 7000

The principal activity of the association is the provision of support and benefits to its members. It is incorporated and domiciled in Australia.

#### 15. CAPITAL AND LEASING COMMITMENTS

	2008	2007
	\$	\$
Lease Expenditure Commitments		
Minimum lease payments not later than one year	-	3,072
Later than one year and not later than five years	-	
Aggregate lease expenditure contracted at reporting date	-	3,072

The commitment relates to the Association's rental premises. This lease has expired, and currently the Association is on a monthly tenancy with no fixed end date on the lease.

#### **16. SEGMENT REPORTING**

Australian Hotels Association - Tasmanian Branch operates in one geographical segment being Tasmania.

#### 17. EVENTS SUBSEQUENT TO REPORTING DATE

No significant subsequent events are noted.

#### **18. AUDITORS REMUNERATION**

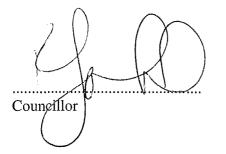
Amounts received or due and receivable Audit services

6,100 7,000

## AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH COMMITTEE OF MANAGMENT STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

In the opinion of the Councillors, the financial report as set out on pages 1-13;

- 1. Presents a true and fair view of the financial position of the Australian Hotels Association-Tasmanian Branch as at 30 June 2008 and its performance for the year ended on that date in compliance with reporting guidelines of the Industrial Registrar, Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- 2. During and since the end of the financial year ended 30 June 2008, the;
  - a) Meeting of the committee of management were held in accordance with the rules of the association.
  - b) Financial affairs have been managed in accordance with the rules of the association and the financial records have been kept and maintained in accordance with the *Workplace Relations Act 1996*.
  - c) Information sought in any request of a member of the Australian Hotels Association-Tasmanian Branch or a Registrar has been kept and maintained in accordance with the *Workplace Relations Act 1996*, and any order for inspection of financial records made by the Commission under Section 273 of the act has been complied with.
- 3. At the date of this statement, there are reasonable grounds to believe that the Australian Hotels Association Tasmanian Branch will be able to pay its debts as and when they fall due.



Councillor

Signed at Hobart on 30 November 2008

From: Bruno Palermo [mailto:Bruno.Palermo@capital3.com.au]
Sent: Tuesday, 25 May 2010 2:56 PM
To: DONNELLAN, Kevin
Subject: Australian Hotels Association Documentation - FR2008/322 & FR2009/10088

Kevin,

Please find attached the following documentation for the Australian Hotels Association, Tasmanian Branch for the Financial years ended 30 June 2008 & 2009:

• Operating Report for both 2008 & 2009 year.

- Designated Officers Certificate for both 2008 & 2009 year.
- Statement of Donations for both 2008 & 2009 years for donations exceeding \$1,000 (Attached Above)
- 2008 Audit Report for the AHA.

Please let me know if you have any further questions.

Regards,

#### Bruno Palermo (B.Com)

Capital3 Accounting

W 03 6234 7247 F 03 6231 2178 SKYPE c3asbp



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## **DONNELLAN**, Kevin

From: Sent: To: Subject:

Attachments:

DONNELLAN, Kevin Tuesday, 23 March 2010 2:38 PM 'aha@australianhotels.asn.au' FR2008/322 & FR2009/10088 - Financial years ended 30 June 2008 & 2009 - Australian Hotels Association, Tasmanian Branch FR2008-322-1.pdf; FR2009-10088-1.pdf

Dear Paul, could you provide me with an update, regarding the progress of the above reports. Regards Kevin

From: DONNELLAN, Kevin
Sent: Tuesday, 2 March 2010 4:40 PM
To: 'aha@australianhotels.asn.au'
Cc: 'Sue Hallam'
Subject: FR2008/322 & FR2009/10088 - Financial years ended 30 June 2008 & 2009 - Australian Hotels Association, Tasmanian Branch

Dear Paul, attached are correspondence regarding the above reports.

Regards

**KEVIN DONNELLAN** Tribunal Services and Organisations

Fair Work Australia Tel: 03 8661 7764 Fax: 03 9655 0410 kevin.donnellan@fwa.gov.au

11 Exhibition St, Melbourne Victoria 3000 GPO Box 1994, Melbourne Victoria 3001

www.fwa.gov.au



FAIR WORK Australia

2 March 2010

Mr Paul Jubb President Australian Hotels Association, Tasmanian Branch

email: aha@australianhotels.asn.au

Dear Mr Jubb

# Re: Financial Report for the Australian Hotels Association, Tasmanian Branch for year ended 30 June 2008 – FR2008/322

I acknowledge receipt of the financial report and Audit Report for the Australian Hotels Association, Tasmanian Branch (the Branch) for the year ended 30 June 2008. The report and Audit Report were lodged with Fair Work Australia on 9 and 16 February 2010 respectively.

The financial report has not been filed.

The following matters require your attention before any action can be taken to file the above report.

## **Timescale Requirements**

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in Fair Work Australia within certain timescale requirements. For your assistance I have attached a diagrammatic summary of the financial reporting process and time-limits contained in fact sheet 9 <u>http://www.fwa.gov.au/documents/organisations/factsheets/RO\_factsheet\_9.pdf</u>.

As you will note from the enclosed diagram the reporting process begins with a meeting of the committee of management. At that meeting a resolution is passed authorising the making of a statement by the committee in which it makes certain declarations with respect to the reporting unit's compliance with various aspects of the *Fair Work (Registered Organisations) Act 2009* (the Act) and the General Manager's Guidelines. This Committee of Management Statement and the General Purpose Financial Report are then audited.

The General Purpose Financial Report, including the Committee of Management Statement and the Operating Report, and the Auditor's Report – known as the full report – are then provided to members. Depending on the rules of the reporting unit, a copy of the full report must be provided to members at least 21 days before they are presented to a general meeting, or, if the rules allow for the full report to be presented to the committee of management, then the documents must be provided within 5 months of the end of the financial year.

The full report, accompanied by a Designated Officer's Certificate, must be lodged with Fair Work Australia within 14 days of its presentation to an appropriate meeting.

From the information available, a report, which included the Committee of Management Statement dated 3 March 2009 and Auditor's Report dated 30 November 2008, was supplied to members on 17 November 2008.

If the dates on the documents are correct, it is apparent that the (albiet incomplete) report could not have been supplied to members on 17 November 2009. Under these circumstances, the reporting unit cannot have discharged its responsibilities in the required sequence.

## **Operating Report**

The financial report did not contain an Operating Report as required by sub-section 254(1) of the Act containing matters outlined in ss254(2) and prescribed information contained in Regulation 159 of the *Fair Work (Registered Organisations) Regulations 2009*.

I have attached the relevant extracts from the above section and regulation for the Branch to compile an Operating Report as required.

## Audit Report

Auditor's Opinion

The Audit Report contained the following opinion:

In our opinion, the financial report of the Australian Hotels Association Tasmanian Branch is in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the *Workplace Relations Act 1996*.

Subsection 257(5) of the Act 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 Act. If the auditor is not of that opinion, the auditor's report must say why. Could the Branch arrange for a revised Audit Report satisfying the requirement of ss275(5) to be lodged with Fair Work Australia. 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 Fair Work (Registered Organisations) Act 2009.

## Notes to financial reports

Loans, Grants and Donations

I note the income and expenditure statement refers to an amount of \$13139 for donations/gifts that were made in the reporting period. Under subsection 237(1) of the Act 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 Fair Work Australia 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 link to a template Statement you may wish to use (if appropriate) -

http://www.fwa.gov.au/documents/organisations/factsheets/RO\_sampledoc\_3.doc.

## Further action required

On the assumption the documentation submitted is dated accurately the Branch will need to:

- obtain a fresh audit report which takes account of the declarations made by the Committee of Management as recorded in their Statement dated 3 March 2009
- having secured a fresh report, it together with the Operating Report and other relevant documents should be circulated to members and presented to an appropriate meeting
- following the meeting the full report together with a Designated Officer's Certificate should be lodged with Fair Work Australia
- if appropriate, a Statement of Loans Grants and Donations should be prepared. This document can be lodged separately.

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

Yours sincerely

K

Kevin Donnellan Tribunal Services and Organisations

Fair Work Australia Email: <u>kevin.donnellan@fwa.gov.au</u>

## 254 Reporting unit to prepare operating report

(1) As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year.

(2) The operating report must:

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

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

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

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

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

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

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

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

(f) contain any prescribed information.

(3) To avoid doubt, the operating report may be prepared by the committee of management or a designated officer.

Note: This section is a civil penalty provision (see section 305).

## Fair Work (Registered Organisations) Regulations 2009

## 159 Prescribed information contained in operating report (s 254(2)(f))

For paragraph 254 (2) (f) of the Act, the following information is prescribed:

(a) the number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for section 230 of the Act and who are taken to be members of the reporting unit under section 244 of the Act;

(b) the number of persons who were, at the end of the financial year to which the report relates, employees of the reporting unit, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis;

(c) the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position.

## DONNELLAN, Kevin

From: Sent: To: Subject: Attachments: Sue Hallam [Sue@australianhotels.asn.au] Tuesday, 16 February 2010 12:54 PM DONNELLAN, Kevin Auditor reports for AHA Tasmania End June 09 Auditors Report.pdf; End June 08 Auditors report.pdf

1

Hi Kevin

Here are the auditor reports for 2008 and 2009. Let me know if you need anything further.

Kind regards

Sue Hallam Office Manager

## **Tasmanian Hospitality Association**



25/93 Salamanca Place, Hobart TAS 7000 PO Box 191 Battery Point TAS 7004

T 03 6224 7033 F 03 6224 7988 M 0439 822 111

(E) <u>sue@australianhotels.asn.au</u>
(W) <u>www.australianhotels.asn.au</u>

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# Wise Lord & Ferguson

# Independent auditor's report

## advice to advantage



# To the Members of the Australian Hotels Association Tasmanian Branch

## Scope

## The financial report and Branch Executive's responsibility

The financial report comprises the Income Statement, Balance Sheet, Statement of cash flows, Statement of Changes in Equity, accompanying notes to the financial statements, and the Branch Executive's declaration for the Australian Hotels Association Tasmanian Branch (the Association), for the year ended 30 June 2008.

The Association's Branch Executive is responsible for preparing a financial report that gives a true and fair view of the financial position and performance of the Association, and that complies with Accounting Standards in Australia, in accordance with the *Workplace Relations Act 1996 (Commonwealth)* and the Association's constitution. 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 of the financial report in order to express an opinion on it 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 *Workplace Relations Act 1996 (Commonwealth)*, including compliance with Accounting Standards in Australia, other mandatory financial reporting requirements in Australia, and the Association's constitution, a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations and cash flows.



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001 Tel: (03) 6223 6155 Fax: (03) 6223 8993 Email: email@wlf.com.au Internet: www.wlf.com.au 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 Branch Executive.

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.

We performed procedures to assess whether the substance of business transactions was accurately reflected in the financial report. These and our other procedures did not include consideration or judgement of the appropriateness or reasonableness of the business plans or strategies adopted by the Branch Executive of the Association.

## Independence

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

#### Audit opinion

In our opinion, the financial report of the Australian Hotels Association Tasmanian Branch is in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the *Workplace Relations Act 1996*.

J DOYLE PARTNER WISE LORD & FERGUSON

160 Collins Street Hobart TAS 7001

Date: 30th Norman 2008

# Designated Officer's Certificate - 2008 Return of Information s.268 of Schedule 1 Workplace Relations Act 1996

I, Paul Jubb, being the President of the Australian Hotels Association Tasmanian Branch, certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was distributed to members on Monday 17 November, 2008; and
- That the full report was presented to a general meeting of members on the Tuesday March 3 2009, of the reporting unit in accordance with section 266 of the RAO schedule.

Paul Jubb

## AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH COMMITTEE OF MANAGMENT STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

In the opinion of the Councillors, the financial report as set out on pages 1-13;

- 1. Presents a true and fair view of the financial position of the Australian Hotels Association-Tasmanian Branch as at 30 June 2008 and its performance for the year ended on that date in compliance with reporting guidelines of the Industrial Registrar, Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- 2. During and since the end of the financial year ended 30 June 2008, the;
  - a) Meeting of the committee of management were held in accordance with the rules of the association.
  - b) Financial affairs have been managed in accordance with the rules of the association and the financial records have been kept and maintained in accordance with the *Workplace Relations Act 1996*.
  - c) Information sought in any request of a member of the Australian Hotels Association-Tasmanian Branch or a Registrar has been kept and maintained in accordance with the *Workplace Relations Act 1996*, and any order for inspection of financial records made by the Commission under Section 273 of the act has been complied with.
- 3. At the date of this statement, there are reasonable grounds to believe that the Australian Hotels Association Tasmanian Branch will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the councillors made on the  $3^{d}$  March 07 November 2008, and is signed for and behalf of the councillors by:

Councillor 3 March 2009 Signed at Hobart on \_\_\_\_ November 2008

Councillor

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

	Notes	<b>2008</b> \$	<b>2007</b> \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>	2	639,350	724,209
Depreciation and Amortisation		12,773	16,292
Employee Expense		364,911	318,142
National Affiliation and Capitation Fees paid to Australian Hotels		34,296	66,390
Promotions – Awards for Excellence		66,853	78,883
Occupancy Costs		45,844	41,395
Public Affairs & Government		-	2,876
Newsletters and Memberships		31,175	35,362
Office and Administration Expenses		23,820	29,913
Bad and Doubtful Debts		(11,664)	18,246
Vehicle Expenses		14,450	10,900
Accounting and Audit Expenses		41,520	25,417
Postage and Freight Expenses		13,788	16,055
Settlement and Court Proceedings		17,345	20,000
Donations/Gifts		13,139	4,334
Bank Fees		3,625	2,775
Training		5,307	3,607
Travel/Meetings		30,214	17,103
Other expenses		21,483	9,782
		728,879	717,472
PROFIT/(LOSS) BEFORE INCOME TAX EXPENSE	3	(89,529)	6,737
INCOME TAX EXPENSE		-	-
NET PROFIT/(LOSS)		(89,529)	6,737

# AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH BALANCE SHEET AS AT THE 30 JUNE 2008

	Notes	2008	2007
CURRENT ASSETS		\$	\$
Cash and Cash Equivalents	5	12,958	708,859
Trade and Other Receivables	6	77,931	260,136
Inventories	7	4,675	7,435
TOTAL CURRENT ASSETS	-	95,564	976,430
	-		
NON-CURRENT ASSETS			
Plant and Equipment	8	52,732	59,483
Loan Tasmanian Hospitality		623,023	-
TOTAL NON CURRENT ASSETS	-	675,755	59,483
TOTAL ASSETS	-	771,319	1,035,913
CURRENT LIABILITIES			
Trade and Other Payables	9	217,099	399,484
Provisions	10	18,620	11,300
TOTAL CURRENT LIABILITIES	-	235,719	410,784
TOTAL LIABILITIES	_	235,719	410,784
NET ASSETS	_	535,600	625,129
MEMBERS FUNDS			
Retained Profits		535,600	625,129
TOTAL MEMBERS FUNDS	-	535,600	625,129
	-		

The accompanying notes form part of these financial statements

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

	Retained Profits \$	Total Members Funds \$
Balance as at 30 June 2006	618,392	618,392
Profit for the Period Balance as at 30 June 2007	6,737 625,129	6,737 625,129
Loss for the period	(89,529)	(89,527)
Balance as at 30 June 2008	535,600	535,600

The accompanying notes form part of these financial statements

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

	Notes	<b>2008</b> \$	<b>2007</b> \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		652,026	756,704
Payments to Suppliers and Employees		(731,972)	(705,732)
Interest Received		13,090	36,819
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	11(b)	(66,856)	87,791
CASH FLOW FROM INVESTING ACTIVITIES			
Cash acquired on merger with RCAT		-	43,873
Payments for property, plant and equipment		(6,022)	-
Loan to Tasmanian Hospitality for premises		(623,023)	-
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		(629,045)	43,873
Net increase/(decrease) in Cash Held		(695,901)	131,664
Cash at Beginning of Year		708,859	577,195
Cash at End of Year	11(a)	12,958	708,859

The accompanying notes form part of these financial statements

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Statement of Compliance**

Australian Hotels Association – Tasmanian Branch (the Association) is an entity incorporated and domiciled in Tasmania. The financial report is a general purpose report, which was prepared in accordance with the requirements of the Workplace Relations Act 1986. The financial statements are presented in Australian dollars. The registered office and principal place of business is Australian Hotels Association – Tasmanian Branch, 25/93 Salamanca Place, Hobart, Tasmania.

The financial report was authorised for issue by the Committee of Management of Australian Hotels Association – Tasmanian Branch on the date the Committee of Management Certificate was signed.

The operations and principal activities of the entity during the year were to provide benefits and support to members.

The financial report has been prepared in accordance with Accounting Standards (including Australian Accounting Interpretations), other pronouncements of the Australian Accounting Standards Board, the requirements of the Workplace Relations Act 1996 and in compliance with other requirements of the law.

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 is a general purpose financial report that has been prepared for distribution to the members to fulfil the financial reporting requirements under the Workplace Relations Act 1996.

#### **Reporting Basis and Conventions**

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

#### (a) **Plant and Equipment**

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and any accumulated impairment losses.

#### **Plant and Equipment**

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

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### (a) Plant and Equipment (Cont'd)

#### Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line or diminishing value basis over their useful lives to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The depreciation rates used for each class of depreciable assets are:

**Class of fixed assets** 

Depreciation Rate

Plant and Equipment

7.5 - 50% Straight Line or Diminishing Value

#### (b) 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 company are classified as finance leases.

Finance leases are capitalised by recoding an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for 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.

Lease incentives under operating leases are recognised as a liability and amortised on straight-line basis over the life of the term lease.

#### (c) Employee Benefits

Provision is made for the company'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 required to settle the obligation.

#### (d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are grouped within short-term borrowings in current liabilities on the balance sheet.

#### (e) Revenue

Interest revenue is recognised as it accrues.

Membership revenue is recognised on an accruals basis, allocated to the financial period it relates to.

Fundraising income and donations are recognised when received by the Association.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

### (f) 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 expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

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

#### (g) Trade and Other Receivables

Trade receivables, which generally have a 30-60 day term, are recognised initially at fair value, less an allowance or impairment.

The collectability of debts is assessed at balance date. A provision is raised against this balance to cover any accounts considered doubtful.

#### (h) Trade and Other Payables

Payables represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid. Payables are carried at cost which is the fair value of the consideration to be paid in the future for the goods and services received, the amounts are unsecured and usually paid within 30 days from recognition.

#### (i) **Provisions**

Provisions are recognised when the economic entity has a legal, equitable or constructive obligation to make a future sacrifice of economic benefits to other entities as a result of past transactions or other past events, it is probable that a future sacrifice of economic benefits will be required and a reliable estimate can be made of the amount of the obligation.

#### (j) Interest Bearing Liabilities

All loans and borrowings are initially recognised at cost, being the fair value of the consideration received net of issue costs associated with the borrowing. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains or losses are recognised in the income statement when the liabilities are derecognised as well as through the amortisation process.

#### (k) Income Tax

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

#### (l) Inventory

Inventories are measured at lower of cost and net realisable value. Costs are assigned on a first-in first-out basis.

### m) Financial Instruments

#### Recognition

Financial Instruments are initially measured at cost, which includes transaction costs, when the related contractual rights or obligations are created. Subsequent to initial recognition these instruments are measured are set out below.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

#### (m) Financial Instruments (Cont'd)

#### Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

#### Financial Liabilities

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

#### Impairment

At each reporting date, the Association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the assets carrying value over its recoverable amount is expenses to the Income Statement.

#### (n) New and Revised Accounting Standards and Interpretations

Certain new accounting standards and Australian Accounting Interpretations have been published that are not mandatory for the 30 June 2008 reporting period. The Committee of Management have given due consideration to new and revised standards and interpretations issued by the AASB that are not yet effective and do not believe they will have any material impact on the financial statements.

#### (o) Information to be provided to Members or Registrar

In accordance with the requirement of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1), (2) and (3) of section 272 which reads as follows:

- (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).

### (p) Critical Accounting Estimates and Judgements

The preparation of financial statements requires management to make judgements estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

In particular, information about significant areas of estimation uncertainty and critical judgements in applying accounting policies that have the most significant effect on the amount recognised in the financial statements is described in note 11 where judgements have been made in relation to the value of employee entitlements.

### AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

2. REVENUE Notes	2008 \$	2007 \$
2. KEVENUE	φ	φ
Revenues from Operating Activities		
Membership Revenue	553,261	552,117
Commissions	5,831	7,834
Promotions – Awards for Excellence	46,524	49,307
Total Revenue from Operating Activities	605,616	609,258
Revenues from Non-Operating Activities		
Interest Revenue	13,090	36,819
Rental Revenue	5,133	6,160
Special Project Revenue	14,166	2,991
Other	1,345	25,108
Realisation of RCAT integration	-	43,873
Total Revenues from Ordinary Activities	639,350	724,209
3. EXPENSES		
Depreciation of Non Current Assets		
Plant and Equipment	12,773	16,292
Total Depreciation of Non Current Assets	12,773	16,292
Expenses		
Bad and Doubtful Debts	4,371	18,246
Operating Lease Expense	15,407	27,515
Litigation settlement expense	17,345	20,000
Employee Benefits Expenses	391,971	342,995

#### 4. KEY MANAGEMENT PERSONNEL REMUNERATION

	Short-term employee benefits	Post- employment benefits	Long term benefits	Other	Total
<b>2008</b> Total Income Paid or Payable to all Executives of the Association	110,100	-	-	-	110,100
<b>2007</b> Total Income Paid or Payable to all Executives of the Association	95,001	8,550	_	_	103,551

### 5. CASH AND CASH EQUIVALENTS

Cash at Bank and On Hand	6,727	13,043
Deposits at Call	6,231	695,816
	12,958	708,859

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

	Notes	<b>2008</b> \$	2007 \$
6. TRADE AND OTHER RECEIVABLES		Φ	φ
Trade Debtors		68,956	275,999
Provision for Doubtful Debts	_	(4,199)	(15,863)
		64,757	260,136
Other Debtors		5,588	-
Prepaid Expenditure	_	7,586	-
	_	77,931	260,136
Trade debtors are non interest bearing and generally on 30 day terms.	_		
7. INVENTORIES			
Stationery at Cost		4,675	7,435
	-	4,675	7,435
8. PROPERTY, PLANT & EQUIPMENT			
Plant and Equipment at Cost		143,998	137,976
Less: Provision for Depreciation		(91,266)	(78,493)
-	-	52,732	59,483
<ul> <li>(a) Movements in Carrying Amounts</li> <li>Movement in the carrying amounts for each class of plant and equipment be the financial year.</li> </ul>	etween the	beginning and	the end of

Plant and Equipment		
Opening Balance	59,483	75,775
Additions	6,022	-
Disposals	-	-
Depreciation Expense	(12,773)	(16,292)
Carrying Amount at the End of the Year	52,732	59,483
9. TRADE AND OTHER PAYABLES		
Trade Creditors	16,680	18,334
Income Received in Advance	188,997	345,155
Accrued Expenses	6,100	7,000
Credit Card	-	2,380
GST Liabilities	5,322	26,615
	217,099	399,484

Trade Creditors and accruals are non interest bearing and are normally settled on 30 day terms. The Association has a credit card facility with a credit card limit of \$10,000.

Income in advance represents membership subscriptions which relate to the period of membership subsequent to 30 June 2008.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

	Notes	2008	2007
10. PROVISIONS		\$	\$
Current		-	
Employee Entitlements		18,620	11,300
	_	18,620	11,300
	=		

#### **Provision for employee entitlements**

A provision has been recognised for employee entitlements relating to annual leave for employees. The measurement and recognised criteria for employee benefits has been detailed in Note 1.

#### 11. CASH FLOW INFORMATIONa

#### (a) Reconciliation of Cash

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

Cash at Bank and On Hand Deposits at call	6,727 6,231	13,043 695,816
	12,958	708,859
(b) Reconciliation of Net Profit/(Loss) after tax to the Net Cash Flows from Operations		
Net Profit/(Loss)	(89,529)	6,737
Non-cash items		
Depreciation	12,773	16,292
Bad and Doubtful debts	(11,664)	18,246
Realisation of RCAT Integration	-	(43,873)
Changes in Assets and Liabilities		
(Increase)/Decrease in Receivables	201,478	(51,847)
(Increase)/Decrease in Inventories	2,760	2,618
(Increase)/Decrease in Prepayments	(7,586)	1,106
Increase/(Decrease) in Payables	(5,260)	(13,660)
Increase/(Decrease) in Accrued Expenses	3,144	-
Increase/(Decrease) in GST Liabilities	(21,316)	3,042
Increase/(Decrease) in Pre Paid Income	(158,976)	147,435
Increase/(Decrease) in Provisions	7,320	1,695
Net Cash Flow from Operating Activities	(66,856)	87,791

#### 12. FINANCIAL INSTRUMENTS

#### **Financial Risk Management**

The association's financial instruments consist mainly of deposits with banks, local money market instruments, accounts receivable and payable.

#### (a) Interest Rate Risk

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

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

#### 12. FINANCIAL INSTRUMENTS (Cont'd)

#### **Maturity Analysis**

	Non-inter	est Bearing	0-5	year	Tot	al
Financial Assets:	2008	2007	2008	2007	2008	2007
Cash and cash equivalents	-	-	-	-	12,958	708,859
Receivables	77,931	260,136	-	-	77,931	260,136
Loan to Tasmanian Hospitality	-	-	623,023	-	623,023	-
Total Financial Assets	77,931	260,136	623,023	-	713,912	968,995
Financial Liabilities: Trade and other payables	28,103	54,329	-	-	28,103	54,329
Total Financial Liabilities	28,103	54,329	-	-	28,103	54,329

A 1 percentile movement in the interest rate will create a \$281 movement in interest income.

#### (b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the Balance Sheet and notes to the financial statements.

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

#### (c) Price risk

The Association is not exposed to any material commodity price risk.

#### **Net Fair Values**

The aggregate net fair values are materially consistent with the carrying amounts of financial assets and

#### 13. **RELATED PARTY TRANSACTIONS**

The Australian Hotels Association - National is a related entity. Affiliation fees paid by Australian Hotels Association - Tasmania Branch were on normal commercial terms. There were no loans during the year to Councillors of the Association or to Councillor Related Entities.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### 13. RELATED PARTY TRANSACTIONS (Cont'd)

The councillors of the Committee of Management were:

Don McQuestin Paul Jubb Frank Morgan John Dabner Darren Brown Peter Grubb Phil Capon Geoff Copping Rod Ascui Grant Beaumont Greg Astell **Robert Humphries** Laurinda Bond **Fiona Jones** Tony Kennedy Alan Williams

The councillors of the Committee of Management who held office during the financial year received no remuneration.

#### 14. ASSOCIATION DETAILS

The principal place of business of the association is: Australian Hotels Association – Hobart Branch 25/93 Salamanca Place Hobart TAS 7000

The principal activity of the association is the provision of support and benefits to its members. It is incorporated and domiciled in Australia.

#### 15. CAPITAL AND LEASING COMMITMENTS

	2008	2007
	\$	\$
Lease Expenditure Commitments		
Minimum lease payments not later than one year	-	3,072
Later than one year and not later than five years	-	-
Aggregate lease expenditure contracted at reporting date	-	3,072

The commitment relates to the Association's rental premises. This lease has expired, and currently the Association is on a monthly tenancy with no fixed end date on the lease.

#### 16. SEGMENT REPORTING

Australian Hotels Association – Tasmanian Branch operates in one geographical segment being Tasmania.

#### 17. EVENTS SUBSEQUENT TO REPORTING DATE

No significant subsequent events are noted.

#### **18. AUDITORS REMUNERATION**

Amounts received or due and receivable Audit services

6,100 7,000

### AUSTRALIAN HOTELS ASSOCIATION - TASMANIAN BRANCH COMMITTEE OF MANAGMENT STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

In the opinion of the Councillors, the financial report as set out on pages 1-13;

- 1. Presents a true and fair view of the financial position of the Australian Hotels Association-Tasmanian Branch as at 30 June 2008 and its performance for the year ended on that date in compliance with reporting guidelines of the Industrial Registrar, Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- 2. During and since the end of the financial year ended 30 June 2008, the;
  - a) Meeting of the committee of management were held in accordance with the rules of the association.
  - b) Financial affairs have been managed in accordance with the rules of the association and the financial records have been kept and maintained in accordance with the *Workplace Relations Act 1996*.
  - c) Information sought in any request of a member of the Australian Hotels Association-Tasmanian Branch or a Registrar has been kept and maintained in accordance with the *Workplace Relations Act 1996*, and any order for inspection of financial records made by the Commission under Section 273 of the act has been complied with.
- 3. At the date of this statement, there are reasonable grounds to believe that the Australian Hotels Association Tasmanian Branch will be able to pay its debts as and when they fall due.

Councillor

.....

Councillor

Signed at Hobart on \_\_\_\_ November 2008