



9 January 2015

Mr Steve Old  
General Manager, Tasmanian Branch  
Australian Hotels Association

Sent by email: [Steve@australianhotels.asn.au](mailto:Steve@australianhotels.asn.au)

Dear Mr Old,

**Australian Hotels Association, Tasmanian Branch - Financial Report for year ended 30 June 2014 - (FR2014/333)**

I refer to the financial report of the Tasmanian Branch of the Australian Hotels Association for the year ended 30 June 2014, lodged with the Fair Work Commission on 23 December 2014.

The financial report has been filed. The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2015 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged. I make the following comments to assist you when you next prepare a financial report. The Fair Work Commission will confirm these matters are addressed prior to filing next year's report.

Disclosure of employee provisions to office holders and other employees

The Reporting Guidelines [items 20(c) and 20(d)] require the statement of financial position or the notes to disclose any liability for various categories of employee benefits in respect of office holders and other employees. Note 8 discloses these liabilities in respect of other employees and includes a statement of non-activity in respect of separation and other provisions for both officeholders and other employees but does not include a statement (or nil balances) in respect of annual and long service leave for office holders. Note 11 simply states that the councillors did not receive remuneration, which is usually taken to refer to expenses not provisions. A statement explicitly referring to provisions in respect of office-holders should be included.

If you have any queries regarding this letter, I may be contacted on (02) 6723 7237 or 0429 462 979 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch



## TASMANIAN HOSPITALITY ASSOCIATION

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### 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 2014; and
- that the full report was presented to a general meeting of members of the reporting unit on Tuesday 9 December 2014; in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature:

A handwritten signature in black ink, appearing to read 'P Jubb', written in a cursive style.

Paul Jubb

Date: 22 December 2014



Australian Hotels  
Association Tasmanian  
Branch

**Financial Statements**

**For the Year Ended  
30 June 2014**



**Wise Lord & Ferguson**  
Chartered Accountants  
*advice to advantage*



# **Australian Hotels Association Tasmanian Branch**

## **OPERATING REPORT**

**For the period ended 30 June 2014**

The Committee of Management presents its report of the Australian Hotels Association Tasmanian Branch for the financial year ended 30 June 2014.

### **Principal activities**

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

- 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;
- Representation of members on industry issues e.g. licensing law and penalty rate reviews;
- 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, Charity Fund Raising etc. in order to recognise their achievements and contribution to the community

It is noted that during the financial year the activities of the Association were suitably carried out. No significant change in the nature of these activities occurred during the year.

The profit/(loss) from ordinary activities amounted to \$111,307 for the period ending 30 June 2014 (2013: \$7,342).

### **Financial Affairs**

No significant changes were noted to the financial affairs of the Branch during the year.

### **Right to Resign**

Resignation from membership and termination of eligibility for membership is regulated by Rule 17 of the Federal Rules.

A member may resign from membership of the Association by written notice addressed to and delivered to the treasurer of the Branch.

### **Superannuation Trustees/Directors**

There are no members of the Committee of Management that are trustees or directors of a superannuation entity or an exempt public sector superannuation scheme.

### **Number of members**

The Association had 414 members at the end of the reporting period (2013: 369).

### **Number of employees**

The Association employed 7 staff, expressed as 5.34 FTE, as at 30 June 2014 (2013: 8 employees, expressed as 6.31 FTE).

### **Payments to employers**

The Association did not make any payments during the financial year to employers as consideration for the employers making payroll deductions of membership subscriptions.

**Australian Hotels Association Tasmanian Branch**

**OPERATING REPORT**

**For the period ended 30 June 2014**

**Names and positions of the Committee of Management for the financial year  
1 July 2013 to 30 June 2014 were:**

**PRESIDENT**

Paul Jubb

**COMMITTEE OF MANAGEMENT**

Darren Brown (*resigned as Vice President and from Committee 20/1/2014*)

Alan Williams (*resigned 20/1/2014*)

Mr Dominic Baker (*Vice President*)

Mr Frank Morgan (*Treasurer*)

Mr Greg Astell (*Councillor, North West*)

Mr Mick Acquarola (*Councillor, North*)

Mr Nick Daking (*Councillor, North appointed 20/1/2014*)

Mr James Harding (*Councillor, North*)

Mr Philip Fuglsang (*Councillor, South appointed 20/1/2014*)

Mr Peter Scollard (*Councillor, South*)

Mr Philip Capon (*Councillor, South & Division President*)

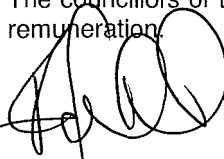
Mr Rohan Birchmore (*Councillor, North*)

Mr Angelo Fraraccio (*Councillor, South*)

Mr John Dabner (*Councillor, North West & Division President*)

Ms Shelly Richards (*Councillor, South appointed 6/7/2013*)

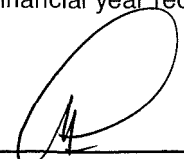
The councillors of the Committee of Management who held office during the financial year received no remuneration.



Paul Jubb  
President

Dated:

10.11.14



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FRANK MORGAN  
TREASURER

## Australian Hotels Association Tasmanian Branch

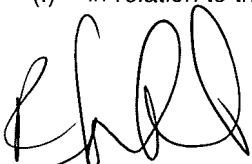
### BRANCH EXECUTIVE DECLARATION

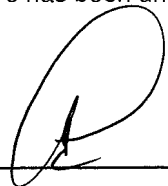
For the period ended 30 June 2014

On the 10 / 11 / 2014 the Branch Executive of the Australian Hotel Association Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 30 June 2014:

The Branch Executive of the Association declares that in relation to the GPRF 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 of FWA;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Australian Hotel Association Tasmanian Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Australian Hotel Association Tasmanian Branch will be able to pay its debt as and when they become due and payable;
- (e) during the financial year to which the GPRF 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 Australian Hotel Association Tasmanian Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the Australian Hotel Association Tasmanian Branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) as far as is practical and reasonable, the financial records of the Australian Hotel Association Tasmanian Branch have been kept in a consistent manner to other national Hotel Association branches; and
  - (v) the information sought in any request of a member of the Australian Hotel Association Tasmanian Branch or the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member of the General Manager of FWA; and
  - (vi) no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009;
- (f) in relation to the recovery of wages activity, no activity of this nature has been undertaken.

  
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Paul Jubb  
Branch President

  
\_\_\_\_\_  
FRANK MORGAN  
TREASURER

Dated: 10.11.14

**Australian Hotels Association Tasmanian Branch**

**STATEMENT OF COMPREHENSIVE INCOME**

**For the period ended 30 June 2014**

	Notes	2014 \$	2013 \$
<b>Income</b>	<b>3</b>	1,164,708	1,255,389
		1,164,708	1,255,389
<b>Expenses</b>			
Employee expenses	<b>4(a)</b>	542,689	496,900
Capitation fees	<b>4(b)</b>	18,436	26,937
Affiliation fees	<b>4(c)</b>	300	300
Administration expenses	<b>4(d)</b>	443,222	709,230
Grants or donations	<b>4(e)</b>	38,651	6,218
Depreciation and amortisation	<b>4(f)</b>	5,430	6,814
Legal costs	<b>4(g)</b>	4,800	1,648
Other expenses	<b>4(h)</b>	873	-
<b>Total expenses</b>		<b>1,054,401</b>	<b>1,248,047</b>
<b>Profit (loss) for the year</b>		<b>110,307</b>	<b>7,342</b>
<b>Other comprehensive income</b>		<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>110,307</b>	<b>7,342</b>

The accompanying notes form part of this Financial Report

**Australian Hotels Association Tasmanian Branch**

**STATEMENT OF FINANCIAL POSITION**

**For the period ended 30 June 2014**

	Notes	2014 \$	2013 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5(a)	136,510	194,972
Trade and other receivables	5(b)	218,383	204,729
Inventory		661	1,620
<b>Total Current Assets</b>		<b>355,554</b>	<b>401,321</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	6	16,577	15,278
Loan Tasmanian Hospitality Property Association		792,987	664,500
<b>Total Non-Current Assets</b>		<b>809,564</b>	<b>679,778</b>
<b>Total Assets</b>		<b>1,165,118</b>	<b>1,081,099</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade payables	7(a)	447,383	446,137
Other payables	7(b)	25,923	64,590
Employee provisions	8	33,900	28,004
<b>Total Current Liabilities</b>		<b>507,206</b>	<b>538,731</b>
<b>Non-Current Liabilities</b>			
Employee provisions	8	19,958	14,721
<b>Total Non-Current Liabilities</b>		<b>19,958</b>	<b>14,721</b>
<b>Total Liabilities</b>		<b>527,166</b>	<b>553,452</b>
<b>Net Assets</b>		<b>637,954</b>	<b>527,647</b>
<b>EQUITY</b>			
Retained profits	9(a)	637,954	527,647
<b>Total Equity</b>		<b>637,954</b>	<b>527,647</b>

The accompanying notes form part of this Financial Report



**Australian Hotels Association Tasmanian Branch**

**STATEMENT OF CHANGES IN EQUITY**

**For the period ended 30 June 2014**

	Retained Earnings	Total Equity
	\$	\$
<b>Opening balance as at 1 July 2012</b>	520,305	520,305
Profit (Loss) for the year	7,342	7,342
<b>Closing balance as at 30 June 2013</b>	527,647	527,647
Profit (Loss) for the year	110,307	111,307
<b>Closing balance as at 30 June 2014</b>	637,954	637,954

The accompanying notes form part of this Financial Report

## Australian Hotels Association Tasmanian Branch

### CASH FLOW STATEMENT

For the period ended 30 June 2014

	Notes	2014 \$	2013 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Receipts from members		1,249,129	1,457,135
Interest		4,541	1,870
<b>Cash used</b>			
Suppliers and Employees		(1,176,916)	(1,357,594)
<b>Net cash from (used by) operating activities</b>	<b>10</b>	<b>76,754</b>	<b>101,411</b>
 <b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Loan reduction to Tasmanian Hospitality Property Association Inc.		-	70,784
<b>Cash used</b>			
Loan (increase) to Tasmanian Hospitality Property Association Inc.		(128,487)	-
Purchase of plant and equipment		(6,729)	-
<b>Net cash from (used by) investing activities</b>		<b>(135,216)</b>	<b>70,784</b>
 <b>Net increase (decrease) in cash held</b>			
		(58,462)	172,195
Cash & cash equivalents at the beginning of the period		194,972	22,777
<b>Cash &amp; cash equivalents at the end of the period</b>	<b>5(a)</b>	<b>136,510</b>	<b>194,972</b>

The accompanying notes form part of this Financial Report

## Australian Hotels Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of Preparation of the Financial Statements

The 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, the Australian Hotel Association Tasmanian Branch is a not-for-profit entity.

The financial report covers the Australian Hotel Association Tasmanian Branch as an individual entity. The Australian Hotel Association Tasmanian Branch is a trade Association in Tasmania governed by the Fair Work (Registered Organisations) Act 2009.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is 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.

##### Statement of Compliance

The financial report complies with Australian Accounting Standards, including International Financial Reporting Standards ('IFRS').

##### Comparative Amounts

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

##### New Australian Accounting Standards

###### *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.

There are no new standards, amendments to standards or interpretations that were issued prior to sign off date that are expected to have a financial impact on the Association in the future reporting period.

##### (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 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.

## Australian Hotels Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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 Association 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 Associations' 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 in income on a monthly basis over the 12 month period to which it relates.

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

## Australian Hotels Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

#### NOTE 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 for 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.

## Australian Hotels Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

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

##### **(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 as set out below.

###### *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 2014 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 General Manager**

In accordance with the requirement of the Fair Work (Registered Organisations) Act 2009, 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 the General Manager, 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).

## Australian Hotels Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

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

##### (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 8 where judgements have been made in relation to the value of employee entitlements.

#### NOTE 2 EVENTS AFTER THE REPORTING PERIOD

There were no events that occurred after 30 June 2014, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Association.

	2014 \$	2013 \$
<b>NOTE 3 REVENUE</b>		
<b>Revenue from Operating Activity</b>		
Membership revenue	707,901	675,719
Commissions	81,566	42,288
Promotions – Awards for Excellence	-	87,715
Australian Hospitality Conference	-	281,121
Corporate sponsorship	11,237	-
THAT Foundation funding	14,679	-
Other functions	43,982	7,200
<b>Total Revenue from Operating Activities</b>	<b>859,365</b>	<b>1,094,043</b>
<b>Revenues from Non-Operating Activities</b>		
Interest revenue	4,541	1,870
Other	6,240	8,216
Grant income	294,562	151,260
<b>Total Revenues from Non-Operating Activities</b>	<b>305,343</b>	<b>161,346</b>
<b>Total Revenue</b>	<b>1,164,708</b>	<b>1,255,389</b>

There has been no revenue received relating to capitation fees, donations or compulsory levies in the current or prior period which require disclosure in accordance with the Fair Work (Registered Organisations) Act 2009.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

	2014	2013
	\$	\$
<b>NOTE 4 EXPENSES</b>		
<b>(a) Employee expenses</b>		
<b>Holders of office</b>		
Wages and salaries	471,070	443,425
Superannuation	41,487	37,693
Leave and other entitlements	15,976	9,029
Executive expenses	14,156	6,753
<b>Total employee expenses holders of office</b>	<b>542,689</b>	<b>496,900</b>
<b>(b) Capitation fees</b>		
Australian Hotels Association	18,436	26,937
<b>Total capitation fees</b>	<b>18,436</b>	<b>26,937</b>
<b>(c) Affiliation fees</b>		
Australian Hotels Association	300	300
<b>Total affiliation fees</b>	<b>300</b>	<b>300</b>
<b>(d) Administration expenses</b>		
Accounting services	16,445	18,519
Auditing services	7,800	10,500
Australian Hospitality Conference expenses	-	300,553
Award for Excellence expenses	-	92,639
Bank charges	3,261	3,350
IT expense	7,712	10,375
DED Benchmarking expenses	44,279	-
Gaming campaign	1,502	15,605
Insurance	7,738	7,592
Meeting expense	3,726	4,114
Motor vehicle expenses	43,526	44,280
Other expenses	38,642	42,586
Other functions and events	63,383	12,928
Postage, printing & stationery	28,851	31,062
Property expenses	37,680	39,774
Publications	13,725	24,350
Skills Tasmania expenses	33,453	27,002
Telephone and internet	6,252	2,805
Training	998	4,059
Travel	19,297	14,695
THAT Foundation expenses	14,679	-
UTAS APIS expenses	73	-
Workforce Futures expenses	50,200	2,442
<b>Total administration expenses</b>	<b>443,222</b>	<b>709,230</b>



## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

	2014	2013
	\$	\$
<b>(e) Grants and donations</b>		
Political Donations and Fundraisers	38,651	6,218
<b>Total grants and donations</b>	<b>38,651</b>	<b>6,218</b>
<b>(f) Depreciation and amortisation</b>		
Plant and equipment	5,430	6,814
<b>Total depreciation and amortisation</b>	<b>5,430</b>	<b>6,814</b>
<b>(g) Legal costs</b>		
Legal and consulting fees	4,800	1,648
<b>Total legal costs</b>	<b>4,800</b>	<b>1,648</b>
<b>(h) Other expenses</b>		
Bad debts	873	-
<b>Total other expenses</b>	<b>873</b>	<b>-</b>

The Australian Hotel Association Tasmanian Branch has not incurred any penalties under the Registered Organisation Act or Registered Organisation Regulations.

There has been no expenditure incurred relating to redundancies, other expenses for non-office holders, affiliation fees to external entities, payroll deductions of membership subscriptions or penalties imposed under the RO Act in the current or prior period which require disclosure in accordance with the Fair Work (Registered Organisations) Act 2009.

#### NOTE 5 CURRENT ASSETS

<b>(a) Cash and cash equivalents</b>		
NAB account	975	194,672
WBC trading account	9,160	-
WBC cash reserve	126,075	-
Cash on hand	300	300
<b>Total cash and cash equivalents</b>	<b>136,510</b>	<b>194,972</b>
<b>(b) Trade and other receivables</b>		
Trade debtors	128,145	193,801
Prepayments	14,998	7,871
Receivables from other reporting units	75,240	3,057
<b>Total current receivables</b>	<b>218,383</b>	<b>204,729</b>
Less provision for doubtful debts	-	-
<b>Total current receivables (net)</b>	<b>218,383</b>	<b>204,729</b>

Trade debtors are non-interest bearing and generally on 30 day terms.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

	2014	2013
	\$	\$
<b>NOTE 6 NON-CURRENT ASSETS</b>		
<b>Plant &amp; Equipment</b>		
Plant & Equipment at cost	80,307	73,578
Less Provision for depreciation	(63,730)	(58,300)
<b>Total cash and cash equivalents</b>	<b>16,577</b>	<b>15,278</b>
 <i>Reconciliation of the opening and closing balances of plant and equipment</i>		
<b>Net book value 1 July</b>	15,278	22,092
Additions	6,729	-
Disposals	-	-
Depreciation expense	(5,430)	(6,814)
<b>Net book value 30 June</b>	<b>16,577</b>	<b>15,278</b>

#### NOTE 7 CURRENT LIABILITIES

<b>(a) Trade payables</b>		
Trade creditors	19,109	23,996
Income Received In Advance	392,540	400,152
Accrued expenses	35,734	21,330
Payables to other reporting units	-	659
<b>Total trade payables</b>	<b>447,383</b>	<b>446,137</b>

Trade payables are non-interest bearing and are usually settled within 30 days. The Association has a credit card facility with a credit card limit of \$30,000.

There are no amounts payable relating to payroll deductions for member subscriptions

<b>(a) Other payables</b>		
Superannuation	3,877	3,068
GST payable	13,252	54,060
PAYG withholding tax	8,794	7,462
<b>Total other payables</b>	<b>25,923</b>	<b>64,590</b>

#### NOTE 8 EMPLOYEE PROVISIONS

<b>Current</b>		
Annual leave	33,900	28,004
	<b>33,900</b>	<b>28,004</b>
 <b>Non-Current</b>		
Long service leave	19,958	14,721
	<b>19,958</b>	<b>14,721</b>

There are no other provisions relating to redundancies or other liabilities for Office holders and other employees of the Association.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

	2014	2013
	\$	\$
<b>NOTE 9 EQUITY</b>		
<b>(a) Retained Profits</b>		
Balance at the beginning of the year	527,647	520,305
Net profit/(loss) attributable to members	110,307	7,342
<b>Balance at end of year</b>	<b>637,954</b>	<b>527,647</b>
<b>NOTE 10 CASH FLOW RECONCILIATION</b>		
<b>Profit/(Loss) for the year</b>	110,307	7,342
<b>Adjustments for non-cash items</b>		
Depreciation	5,430	6,814
<b>Changes in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(13,654)	(55,828)
(Increase)/decrease in inventories	959	1,317
Increase/(decrease) in trade payables	1,246	401
Increase/(decrease) in other payables	(38,667)	134,732
Increase/(decrease) in provisions	11,133	6,633
<b>Net cash from (used by) operating activities</b>	<b>76,754</b>	<b>101,411</b>

#### NOTE 11 RELATED PARTY DISCLOSURES

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

The Branch Executive of the Australian Hotel Association Tasmanian Branch during the financial year were:

Mr Paul Jubb (*President*)  
 Mr Darren Brown (*resigned as Vice President and from Committee 20/1/2014*)  
 Mr Alan Williams (*resigned 20/1/2014*)  
 Mr Dominic Baker (*Vice President*)  
 Mr Frank Morgan (*Treasurer*)  
 Mr Greg Astell (*Councillor, North West*)  
 Mr Mick Acquarola (*Councillor, North*)  
 Mr Nick Daking (*Councillor, North appointed 20/1/2014*)  
 Mr James Harding (*Councillor, North*)  
 Mr Philip Fuglsang (*Councillor, South appointed 20/1/2014*)  
 Mr Peter Scollard (*Councillor, South*)  
 Mr Philip Capon (*Councillor, South & Division President*)  
 Mr Rohan Birchmore (*Councillor, North*)  
 Mr Angelo Fraraccio (*Councillor, South*)  
 Mr John Dabner (*Councillor, North West & Division President*)  
 Ms Shelly Richards (*Councillor, South appointed 6/7/2013*)

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

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

	2014	2013
	\$	\$
<b>NOTE 11 RELATED PARTY DISCLOSURES CONT.</b>		
The following related party transactions occurred during the reporting period. All transaction were at normal commercial terms. There were no related party transactions in the prior period.		
Customs House Hotel	\$3,319	
Sporties Hotel	\$1,100	
The Globe Hotel	\$1,100	

The following cash flows occurred between the Australian Hotels Association – Tasmanian Branch and other related reporting units for the period.

#### Net Cash flows (to)/from other reporting units

Australian Hotels Association	(27,500)	(17,330)
Australian Hotels Association - ACT	(133)	-
Australian Hotels Association - SA	(59)	1,540
Australian Hotels Association - NSW	1,652	(13,665)
Australian Hotels Association - NT	1,375	-
Australian Hotels Association - VIC	1,250	(1,309)
Queensland Hotels Association	(658)	-

#### NOTE 12 REMUNERATION OF AUDITORS

##### Value of the services provided by Wise Lord & Ferguson

Financial statement audit services	7,800	10,500
<b>Total remuneration of auditors</b>	<b>7,800</b>	<b>10,500</b>

Other services relates to the preparation of the financial statements in the Fair Work Australia model financial statements format.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

#### NOTE 13 FINANCIAL INSTRUMENTS

The entity's principle financial assets comprise cash, trade debtors and loans whilst its principle financial liabilities comprise trade payables and income received in advance.

The entity has exposure to the following risks from its use of financial instruments:

##### (a) Liquidity risk and maturity analysis

2014

	0-6 months	6-12 months	1-5 years	> 5 years	Total
<b>Financial Assets:</b>					
Cash and cash equivalents	136,510	-	-	-	136,510
Trade debtors and receivables from other reporting units (a)	203,385	-	-	-	203,385
Loan to Tasmanian Hospitality Property Association	-	-	-	792,987	792,987
	<u>339,895</u>	<u>-</u>	<u>-</u>	<u>792,987</u>	<u>1,132,882</u>
<b>Total Financial Assets</b>					
<b>Financial Liabilities:</b>					
Trade creditors, accruals, other payables and payables to other reporting units (a)	68,095	-	-	-	68,095
	<u>68,095</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>68,095</u>
<b>Total Financial Liabilities</b>					

2013

	0-6 months	6-12 months	1-5 years	> 5 years	Total
<b>Financial Assets:</b>					
Cash and cash equivalents	194,972	-	-	-	194,972
Trade debtors and receivables from other reporting units (a)	196,858	-	-	-	196,858
Loan to Tasmanian Hospitality Property Association	-	-	-	664,500	664,500
	<u>391,830</u>	<u>-</u>	<u>-</u>	<u>664,500</u>	<u>1,056,330</u>
<b>Total Financial Assets</b>					
<b>Financial Liabilities:</b>					
Trade creditors, accruals, other payables and payables to other reporting units (a)	110,575	-	-	-	110,575
	<u>110,575</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>110,575</u>
<b>Total Financial Liabilities</b>					

(a) Australian Hospitality Association – Tasmanian Branch has ability to convert the loan to AHPA to cash to meet cash flow requirements of the entity when required.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

2014	2013
\$	\$

#### NOTE 13 FINANCIAL INSTRUMENTS CONT.

##### (b) Interest rate risk

Interest rate risk is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates.

The majority of the Associations financial assets are held in interest bearing assets that are expected to mature within three months or in financial assets that reset to the prevalent market interest rate on a monthly or quarterly basis. As a result the Association is subject to limited exposure to interest rate risk due to fluctuations in the prevailing levels of market interest rates.

An increase / (decrease) in interest rates of 1% will have a corresponding effect on revenue of \$1,362 (2013, \$1,947).

#### NOTE 14 ASSOCIATION DETAILS

The principal place of business of the Association is:

25/93 Salamanca Place  
Hobart TAS 7000

#### NOTE 15 SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1) to (3) of section 272 which read as follows:

- (1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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).

#### NOTE 16 CAPITAL AND LEASING COMMITMENTS

##### Lease Expenditure Commitments

Minimum lease payments not later than one year	20,547	31,494
Later than one year and not later than five years	38,970	22,687
Aggregate lease expenditure contracted at reporting date	<u>59,517</u>	<u>54,181</u>

The commitment relates to the Association's motor vehicle leases which began in August 2012.

## Australian Hotel Association Tasmanian Branch

### NOTES TO THE FINANCIAL STATEMENTS

For the period ended 30 June 2014

#### NOTE 17 KEY MANAGEMENT PERSONNEL REMUNERATION

	Short-term employee benefits	Post- employment benefits	Long term benefits	Other	Total
<b>2014</b>					
Total Income paid or payable to all Executives of the Association	150,100	-	-	-	150,100
<b>2013</b>					
Total Income paid or payable to all Executives of the Association	140,100	-	-	-	140,100

#### NOTE 18 SEGMENT REPORTING

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

#### NOTE 19 EVENTS SUBSEQUENT TO REPORTING DATE

No significant subsequent events are noted

#### NOTE 20 RELIANCE AND PROVISION OF FINANCIAL SUPPORT

The Australian Hotels Association – Tasmanian Branch does not place any reliance on financial support from another reporting unit of the organisation to operate as a going concern. No financial report was received from another reporting unit during the financial period.

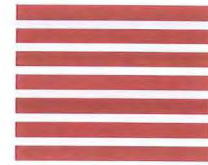
The Australian Hotels Association – Tasmanian Branch has not entered into any agreement to provide financial support to another reporting unit of the organisation to assist it to operate as a going concern.

#### NOTE 21 RECOVERY OF WAGES

There was no recovery of wages activity for the 2014 or 2013 financial year.

#### NOTE 22 ACQUISITION OF ASSETS AND LIABILITIES

There were no assets or liabilities acquired either during the 2013 or 2014 financial years as a result of a business combination or due to either a restructure, an amalgamation or from a determination or revocation of the General Manager under the *Fair Work (Register Organisations) Regulations 2009*



**Wise Lord & Ferguson**  
Chartered Accountants  
*advice to advantage*

## **Independent auditor's report to the members of the Australian Hotels Association Tasmanian Branch**

We have audited the accompanying financial report of the Australian Hotels Association Tasmanian Branch, which comprises the Statement of Financial Position as at 30 June 2014, and the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes, operating report and the Committee of Management declaration.

### *The Committee of Management's Responsibility for the Financial Report*

The Association's Committee of Management is 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*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances. In Note 1, the directors also state that the financial report, comprising the financial statements and notes, complies with International Financial Reporting Standards as issued by the International Accounting Standards Board.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards and International Standards on Auditing. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001  
Tel: (03) 6223 6155 Email: [email@wlf.com.au](mailto:email@wlf.com.au) Internet: [www.wlf.com.au](http://www.wlf.com.au)

**Partners:** Harvey Gibson, Danny McCarthy, Douglas Thomson, Joanne Doyle, Stuart Clutterbuck,  
Ian Wheeler, Dean Johnson, Marg Marshall, Paul Lyons, Alicia Leis, Nick Carter  
**Managers:** Melanie Richardson, Simon Jones, Trent Queen, Rachel Burns, Nathan Brereton,  
Melissa Johnson, Donna Powell, Rebecca Meredith, Naomi Norman  
**Consultant:** Peter Beven



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

*Independence*

In conducting our audit we have met the independence requirements of the Australian professional accounting bodies.

*Auditor's Opinion*

In our opinion:

- a) the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the *Fair Work (Registered Organisations) Act 2009*.
- b) there are reasonable grounds to believe that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate.



**J DOYLE**  
PARTNER  
WISE LORD & FERGUSON  
Registered Company Auditor  
Fellow of the Institute of Chartered Accountants in Australia  
Membership Number 217468  
Holder of Public Practice Certificate

160 Collins Street  
Hobart TAS 7001

Date : 11 November 2014



24 July 2014

Mr Steve Old  
General Manager  
Australian Hotels Association-Tasmanian Hospitality Association  
Sent by email: [aha@australianhotels.asn.au](mailto:aha@australianhotels.asn.au)

Dear Mr Old,

**Re: Lodgement of Financial Report - [FR2014/333]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Tasmanian Hospitality Association of the Australian Hotels Association (the reporting unit) ended on 30 June 2014.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2015 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines, that apply to all financial reports prepared on or after 30 June 2014, are also available on the website. For your convenience, our webinar video and slides on the Reporting Guidelines have also been placed on the website.

The Fair Work Commission has also developed a model set of financial statements. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Financial Reporting](#).

The financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) can be emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). A sample statement of loans, grants or donations is available at [sample documents](#).

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) .

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,  or  (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

\* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

# The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.