



FAIR WORK  
AUSTRALIA

10 December 2009

Mr F Wubbeling  
President  
Victorian Branch  
Australian Principals Federation  
Unit2, 13-21 Vale Street  
NORTH MELBOURNE VIC 3051

By email: [apf@apf.net.au](mailto:apf@apf.net.au)

Dear Mr Wubbeling

**Fair Work (Registered Organisations) Act 2009 – (RO Act)  
Financial report for year ended 30 June 2008 – FR2008/218  
Financial report for year ended 30 June 2009 – FR2009/10155**

I acknowledge receipt of your letter dated 7 December 2009 that clarified the relevant body that had received and approved the Australian Principals Federation (APF) – Victorian Branch financial reports for the years ended 30 June 2008 and 2009 was the APF Victorian Branch Council.

From the information provided in your letter of 7 December 2009, it also appears that the resolutions in the 2008 and 2009 Committee of Management Statements were passed by the APF Victorian Branch Council since Mr Cotching, the Vice President of the APF Victorian Branch Council, had signed the Statements on 11 September 2009.

The financial reports have been filed.

Although the reports have been filed there are a number of issues that will require attention in future financial reports. No further action is necessary in respect of the financial reports already lodged and filed.

**1. Employee benefits to office holders and to employees to be separately disclosed**

Guideline 11 of the General Manager reporting guidelines require expense items relating to 'employee benefits to holders of office' and 'employee benefits to employees' to be disclosed as separate amounts. The expense entry in the income statement of 'wages & salaries APF' should be provided as separate amounts – salary to employees and salary to holders of office. Separate amounts should also be stated in the balance sheet entry of 'employee benefits' and note 6 to the accounts. In future, please ensure separate disclosures appear in the financial accounts.

**2. Auditor's report to cover all parts of the general purpose financial report (GPFR)**

The auditor's report states that they have "*audited the financial report of the Australian Principals Federation Victorian Branch...The financial report includes the financial statements of the Federation.*" It is unclear whether the committee of management statement was included as part of the audit. Under sub-section 253(2)(c) the Committee of Management Statement forms part of

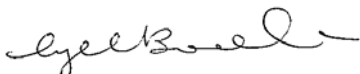
the GPFR and must be considered by the auditor in forming the audit opinion. I am forwarding a copy of this letter to your auditor for future action.

**3. Reproduction of s272(1), (2) and (3) in notes to the financial statements**

It is a requirement of s272(5) of the RO Act that sub-sections 272(1), (2) and (3) be reproduced in the GPFR. This is usually contained in the notes to the financial statements.

If you have any queries regarding this letter please do not hesitate to contact me on (03) 8661 7989 (Wed – Fri) or via email at [cynthia.lobooth@fwa.gov.au](mailto:cynthia.lobooth@fwa.gov.au) .

Yours sincerely,



Cynthia Lo-Booth  
Tribunal Services and Organisations

Cc: Mark Costigan  
Mark Costigan & Associates  
Chartered Accountants  
PO Box 206  
LILYDALE VIC 3140



**Australian Principals Federation**  
ABN: 57 322 696 251

**APF**

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**Victorian Branch**

7 December 2009

The General Manager  
Fair Work Australia  
11 Exhibition Street  
Melbourne Vic 3000  
Attention: Ms Cynthia Lo-Booth

Dear Sir,

**Re: Your correspondence concerning APF financial reports for year ended 30 June 2008 – FR2008/218 and year ended 30 June 2009 – FR2009/10155**

I acknowledge receipt of your letter dated 4 December 2009 relating to the above reports which were lodged with your office on 23 October 2009 and I now seek to clarify the details as requested in your letter.

On 11 September 2009 at a regular meeting of the Australian Principals Federation Victorian Branch Council, which is the Committee of Management of the APF Victorian Branch, received and approved financial reports you have named FR2008/218 and FR2009/10155 and which are the financial reports for the respective financial years ended 30 June 2008 and 2009 relating to the APF Victorian Branch. The statement sent to your office was signed by Mr Christopher Cotching who is Vice President of APF Victorian Branch Council and was presiding during my six week leave of absence overseas. If required minutes of that Victorian Branch Council could be provided.

The Federal Council of the APF, chaired by Acting President David Finnerty during my absence, subsequently met but also on 11 September 2009, to consider the financial reports and letters it was authorised and required to approve as the Committee of Management of the Federal Office.

It is acknowledged that the original APF documentation provided to Fair Work Australia did not make it sufficiently clear which committee of management approved the relevant resolutions and I apologise for the confusion and unnecessary work that it may have caused your office.

I will happily provide any additional documents should you require them.

Yours sincerely,

Fred Wubbeling  
President



FAIR WORK  
AUSTRALIA

4 December 2009

Mr F Wubbeling  
President  
Victorian Branch  
Australian Principals Federation  
Unit2, 13-21 Vale Street  
NORTH MELBOURNE VIC 3051

By email: [apf@apf.net.au](mailto:apf@apf.net.au)

Dear Mr Wubbeling

**Fair Work (Registered Organisations) Act 2009 – (RO Act)  
Financial report for year ended 30 June 2008 – FR2008/218  
Financial report for year ended 30 June 2009 – FR2009/10155**

I acknowledge receipt of the financial reports for the Victorian Branch of the Australian Principals Federation (APF) for years ended 30 June 2008 and 2009. The documents were lodged with Fair Work Australia on 23 October 2009.

I note that the General Manager of Fair Work Australia (FWA) has been served with an application that was filed in the Federal Court of Australia in *Australian Education Union v Tim Lee & Anor* (VID669/2009). Consistent with earlier correspondence from the General Manager dated 24 August 2009, the financial reports have been examined by FWA in order to determine their compliance with the requirements of the RO Act.

In order to finalise the 2008 and 2009 financial reports for the Victorian Branch of the APF, I require the following additional information:

**Committee of management statement**

The preamble of the committee of management statement states:

*“On 11 September 2009 the Committee of Management of The Australian Principals Federation passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2009.”*

It is unclear which committee of management passed the relevant resolution contained in the statement. The declarations must be made by the committee of management of the reporting unit to which the financial report relates, that is by the committee of management of the Victorian Branch.

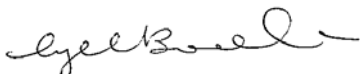
If the resolutions were passed by the Federal committee of management, new committee of management statements for 2008 and 2009 will have to be prepared, the general purpose financial reports will have to be audited again, the financial documents along with the operating report, new committee of management statement and new auditor's report will have to be re-circulated to the Victorian Branch members and re-presented to the Victorian Branch committee of

management. New designated officer's certificates will then have to be prepared and re-lodged with the financial documents.

You are requested to provide written clarification as to whether the Federal committee of management or the Victorian Branch committee of management passed the resolutions contained in the committee of management statements in relation to the general purpose financial report for the Victorian Branch of the APF for year ended 30 June 2008 and 2009.

If you have any queries regarding this letter please do not hesitate to contact me on (03) 8661 7989 (Wed – Fri) or via email at [cynthia.lobooth@fwa.gov.au](mailto:cynthia.lobooth@fwa.gov.au) .

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth', with a stylized flourish at the end.

Cynthia Lo-Booth  
Tribunal Services and Organisations



*Australian Principals Federation*

**APF**

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**Certificate of Secretary or Other Authorised Officer**  
**2007-08 Australian Principals Federation**  
**Vic Branch**

I, Frederik Wubbeling, being the President of the Australian Principals Federation certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on 8 October 2009; and
- that the full report was presented to a meeting of the Committee of Management held on 22 October 2009

Signature:

(APF Victorian Branch President)

Date:

22 October 2009

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2008**

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**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**OPERATING REPORT FOR THE FINANCIAL YEAR 2008**

**Principal Activities**

The core business of the organisation and therefore the principal activity has been to provide effective advice and support to members as well as representing and advocating for them with the employer in relation to matters such as salary, contractual issues, retirement, Work Cover, complaints resolution, disciplinary action of employer and performance management.

Considerable activity in the State Branch took place around the effort to negotiate a certified agreement with the representatives of the Victorian Government, in reporting to members concerning progress.

On 4 June 2008 members undertook a strongly supported statewide stop work for 4 hours after a secret ballot conducted by the AEC as required by the industrial legislation at the time. More than 90% of voting members supported the strike. An agreement was not concluded in the reporting period.

**Significant Changes**

There was a marked decline in the Victorian membership of the APF which is a concern and presents a challenge to the organisation. The underlying cause is open to conjecture but undoubtedly a major factor is the aging demographic of the membership with resignations due to retirement outweighing rate of recruitment.

**Right to Resign**

A members' right to resign is regulated by Schedule 1 of the Workplace Relations Act 1996 and is covered by Rule 12 which provides *inter alia* that a member may resign by written notice addressed and delivered to the President

**Trustee of Superannuation Entity**

The APF has no officers or members who are trustees of a superannuation entity or of an exempt public sector superannuation scheme or as a director of a company that is a trustee of such an entity or scheme.

**Number of Members**

The number of financial members of the APF Victorian Branch as at 30 June 2008 was 1,194.

**Number of Employees**

The APF had 4.6 (EFT) employees in the reporting period.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**OPERATING REPORT FOR THE FINANCIAL YEAR 2008**

**Committee of Management (APF Council)**

For the period 1 July 2007 to 21 December 2007, the individuals listed below held office of the Australian Principals Federation -Victorian Branch Council unless otherwise stated. AEC Election for positions was declared on 21 December 2007

<b>Name</b>	<b>Sector</b>	<b>Constituency</b>
Kevin Mackay	Primary	Statewide Victorian
David Finnerty	Secondary	Statewide Victorian
Robert Cherry	Primary	Barwon South West Region
Alison Murphy	Secondary	Barwon South West Region
Wendy Inman	Primary	Gippsland Region
Valerie Jones	Secondary	Gippsland Region
John Cunningham	Primary	Grampians Region
Philip Scambler	Secondary	Grampians Region
David Hinton	Primary	Hume Region
John Pryor	Secondary	Hume Region
Position vacant	Primary	Loddon Mallee Region
John Cortese	Secondary	Loddon Mallee Region
Christopher Cotching	Primary	Eastern Metropolitan Region
Fred Wubbeling	Secondary	Eastern Metropolitan Region
Mark Thompson	Primary	Northern Metropolitan Region
John Atkinson	Secondary	Northern Metropolitan Region
Aileen Hall	Primary	Southern Metropolitan Region
Karin Liedke	Secondary	Southern Metropolitan Region
Peter Kearney	Primary	Western Metropolitan Region
Michael Janson	Secondary	Western Metropolitan Region

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**


**OPERATING REPORT FOR THE FINANCIAL YEAR 2008**

**Committee of Management (APF Council) (continued)**

For the period 21 December 2007 to 30 June 2008, the individuals listed below held office of the Victorian Branch Council unless otherwise stated

Name	Sector	Constituency
Fred Ackerman	Primary	Statewide Victorian
David Finnerty	Secondary	Statewide Victorian
Robert Cherry	Primary	Barwon South West Region
Position vacant Barry Rowland elected 16/04/08	Secondary	Barwon South West Region
Wendy Inman	Primary	Gippsland Region
Valerie Jones (resigned 30/06/08)	Secondary	Gippsland Region
Andrew Dalgleish	Primary	Grampians Region
Peter Dredge	Secondary	Grampians Region
Position vacant Elizabeth Lloyd elected 16/04/08	Primary	Hume Region
John Pryor	Secondary	Hume Region
Sally Rule elected 16/04/08	Primary	Loddon Mallee Region
Position vacant John Cortese elected 16/04/08	Secondary	Loddon Mallee Region
Christopher Cotching	Primary	Eastern Metropolitan Region
Fred Wubbeling	Secondary	Eastern Metropolitan Region
Mark Thompson (resigned 11/02/08) Loretta Piazza elected 16/04/08)	Primary	Northern Metropolitan Region
Position vacant Branko Lukic elected 16/04/08	Secondary	Northern Metropolitan Region
Rod Kendall	Primary	Southern Metropolitan Region
Karin Liedke	Secondary	Southern Metropolitan Region
Peter Kearney	Primary	Western Metropolitan Region
Michael Janson (resigned 14/04/08) Position vacant	Secondary	Western Metropolitan Region

Name:  
Position Held:  
11 September 2009

  
ACTING PRESIDENT

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

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

<b>INCOME</b>	<b>2008</b>	<b>2007</b>
	<b>\$</b>	<b>\$</b>
Subscriptions		
- Primary Members	170,267	232,175
- Secondary Members	90,423	123,681
- WA members	-	9,886
- Direct Payments	77,417	1,751
	-----	-----
	338,107	367,493
Reimbursements	74,242	103,824
Interest Received	6,501	10,056
Sponsorships	8,835	-
	-----	-----
	427,685	481,373
	-----	-----
<b>LESS EXPENDITURE</b>		
Occupancy and Office Expenses	125,750	126,830
APF Office Expenses	32,446	32,705
Wages & Salaries APF	301,506	351,565
Motor Vehicle Expenses	16,038	16,555
Finance Expenses	5,584	8,930
Consultancies	1,634	309
Meeting Expenses	16,355	25,774
	-----	-----
	499,313	562,668
	-----	-----
<b>OPERATING (LOSS) PROFIT FOR THE YEAR</b>	<b>(71,628)</b>	<b>(81,295)</b>
	=====	=====

The above income statement should be read in conjunction with the accompanying notes.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**BALANCE SHEET  
AS AT 30 JUNE 2008**

	NOTE	2008 \$	2007 \$
<b>CURRENT ASSETS</b>			
Cash	3	88,728	192,386
Receivables		36,741	41,215
		-----	-----
<b>TOTAL CURRENT ASSETS</b>		<b>125,469</b>	<b>233,601</b>
		-----	-----
<b>NON-CURRENT ASSETS</b>			
Plant & equipment	4	121,281	138,134
		-----	-----
<b>TOTAL NON-CURRENT ASSETS</b>		<b>121,281</b>	<b>138,134</b>
		-----	-----
<b>TOTAL ASSETS</b>		<b>246,750</b>	<b>371,735</b>
		-----	-----
<b>CURRENT LIABILITIES</b>			
Creditors and borrowings	5	31,369	37,304
Employee benefits	6	6,723	17,596
		-----	-----
<b>TOTAL CURRENT LIABILITIES</b>		<b>38,092</b>	<b>54,900</b>
		-----	-----
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	6	10,010	35,220
		-----	-----
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>10,010</b>	<b>35,220</b>
		-----	-----
<b>TOTAL LIABILITIES</b>		<b>48,102</b>	<b>90,120</b>
		-----	-----
<b>NET ASSETS</b>		<b>\$ 198,648</b>	<b>\$ 281,615</b>
		=====	=====
<b>MEMBERS' EQUITY</b>			
Reserves	7	114,873	126,212
Retained Profits		83,775	155,403
		-----	-----
		<b>\$ 198,648</b>	<b>\$ 281,615</b>
		=====	=====

The above balance sheet should be read in conjunction with the accompanying notes

**THE AUSTRALIAN PRICIPALS FEDERATION  
VICTORIAN BRANCH**

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

	NOTE	2008 \$	2007 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Subscriptions		265,164	367,493
Reimbursements		74,242	103,824
Payments to suppliers and employees		(257,855)	(466,639)
Interest received		6,501	10,056
Sponsorship		8,835	-
		-----	-----
Net cash provided by (used in) operating activities	8	(96,887)	14,734
		-----	-----
CASH FLOWS FROM INVESTING ACTIVITIES:			
Fixed asset purchases		(6,771)	(19,390)
		-----	-----
		(6,771)	(19,390)
		-----	-----
Net increase (decrease) in cash held		(103,658)	(4,656)
Cash at the beginning of the financial year		192,386	197,042
		-----	-----
Cash at the end of the financial year	3	\$88,728	\$192,386
		=====	=====

The above cash flow statement should be read in conjunction with the accompanying notes

**THE AUSTRALIAN PRICIPALS FEDERATION  
VICTORIAN BRANCH**

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

<b>2008</b>	<b>Retained Profits</b> \$	<b>Reserves</b> \$	<b>Total</b> \$
Beginning of the financial year	155,403	126,212	281,615
Movement for the year	(71,628)	(11,339)	(82,967)
End of the financial year	----- 83,775 =====	----- 114,873 =====	----- 198,648 =====
<b>2007</b>	<b>Retained Profits</b> \$	<b>Reserves</b> \$	<b>Total</b> \$
Beginning of the financial year	236,698	84,773	321,471
Movement for the year	(81,295)	41,439	(39,856)
End of the financial year	----- 155,403 =====	----- 126,212 =====	----- 281,615 =====

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is for the entity Australian Principals Federation Victorian Branch, as an individual entity. This organisation is registered under the Workplace Relations Act 1996 and domiciled in Australia. In accordance with the Act the Federation is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Federation is not subject to the Corporations Act 2001.

**(a) Basis of Preparation**

This general purpose financial report has been prepared in accordance with Australian Accounting Standards, including Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and the requirements imposed by the reporting guidelines of Part 3 of Chapter 8 of the Workplace Relations Act 1996.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

**(b) Revenue Recognition**

Revenue is measured at the fair value of the consideration received or receivable. Revenue is recognised for major activities as follows:

**(i) Subscriptions**

Subscriptions are recognised on receipt from members.

**(ii) Reimbursements**

Reimbursements are recognised on receipt from associations in which business agreements are held. The Federation receives reimbursements from these associations for office expenses incurred.

**(iii) Interest income**

Interest income is recognised on a time proportion basis taking into account the interest rates applicable to the financial assets.

**(iv) Donations and Sponsorships**

Donations and sponsorships are recognised on receipt of the funds.

**(c) Income Tax**

The Federation is exempt from the payment of income tax pursuant to Section 50-30 of the Income Tax Assessment Act 1997.



**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) Impairment of assets**

Assets are reviewed for impairment whenever events or changes in circumstances indicated that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

**(e) Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, high liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**(f) Receivables**

Receivables are recognised initially at fair value and subsequently measured at amortised cost, less provision for doubtful debts. Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off.

**(g) Plant and Equipment**

Plant and equipment is stated at historical cost less depreciation. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probably that future economic benefits associated with the item will flow to the Federation and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(g) Plant and Equipment (continued)**

Depreciation is calculated on the straight line basis to write off the net cost of each fixed asset during its expected useful life. The principal annual rates in use are:

Motor Vehicles	25%
Office Furniture and Equipment	10% - 25%
Professional Library	10%

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount (note 1 (d)).

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the income statement.

**(h) Creditors and Borrowings**

These amounts represent liabilities for good and services provided to the Federation prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition. The legal fund amounts represent monies collected from members for legal support and industrial representation.

**(i) Employee benefits**

**(i) Wages and Salaries and Annual Leave**

Liabilities for wages and salaries and annual leave are recognised in current provisions in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled. Liabilities for non-accumulating sick leave are recognised when the leave is taken and measured at the rates paid or payable.

**(ii) Long Service Leave**

A liability for long service leave is recognised in the provision for employee benefits, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on national government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash outflows.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(j) New accounting standards and interpretations**

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2008 reporting periods. The Federation has assessed the impact of these new standards and interpretations and is not expecting a significant impact on the financial statements.

	<b>2008</b>	<b>2007</b>
	\$	\$
<b>2. EXPENSES</b>		
Operating (loss) profit includes the following specific expenses:		
Depreciation of plant and equipment	13,309	20,223
Provisions – employee entitlements	(6,122)	21,624
	-----	-----
	7,187	41,847
	=====	=====
<b>3. CASH</b>		
Cash on Hand	129	146
General Cheque Account	32,443	37,189
Term Deposits	56,156	155,051
	-----	-----
	\$88,728	\$192,386
	=====	=====

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE 2008**

	<b>2008</b>	<b>2007</b>
	\$	\$
<b>4. PLANT &amp; EQUIPMENT</b>		
Motor Vehicles - Cost	38,261	38,261
Less Accumulated Depreciation	(17,074)	(10,011)
	-----	-----
	21,187	28,250
	-----	-----
Office Furniture & Equipment - Cost	282,533	275,762
Less Accumulated Depreciation	(183,897)	(167,498)
	-----	-----
	98,636	108,264
	-----	-----
Professional Library - Cost	2,925	2,925
Less Accumulated Depreciation	(1,467)	(1,305)
	-----	-----
	1,458	1,620
	-----	-----
	\$121,281	\$138,134
	=====	=====
<b>5. CREDITORS &amp; BORROWINGS</b>		
Sundry Creditors and Accruals	27,198	32,596
GST Outstanding	4,171	4,708
	-----	-----
	\$31,369	\$37,304
	=====	=====
<b>6. EMPLOYEE BENEFITS</b>		
Current Annual Leave	6,723	17,596
Non Current Long Service Leave	10,010	35,220
	-----	-----
	\$16,733	\$52,816
	=====	=====

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2008**

	<b>2008</b>	<b>2007</b>
	\$	\$
<b>7. RESERVES</b>		
(a) Legal Fund	\$ 114,873	\$ 126,212
	=====	=====
(b) Movements		
Balance 1 July	126,212	84,773
Member's subscriptions received	63,158	88,741
Legal fees paid	(74,497)	(47,302)
	-----	-----
Balance 30 June	\$ 114,873	\$ 126,212
	=====	=====
(c) The legal fund contains member's subscriptions received to cover legal fees such as registration and member issues.		
 <b>8. CASH FLOW INFORMATION</b>		
	<b>2008</b>	<b>2007</b>
	\$	\$
Reconciliation of Net Cash Provided by Operating Activities with Net Income		
Net Income/(loss)	(71,628)	(81,295)
Non-cash flows in net income		
Depreciation	23,624	20,395
Changes in assets and liabilities		
Decrease/(increase) in receivables	4,474	(13,271)
Increase/(decrease) in sundry creditors	(5,935)	24,888
Increase/(decrease) in legal fund	(11,339)	41,439
Increase/(decrease) in provisions	(36,083)	22,578
	-----	-----
Net Cash provided (used in) by operating activities	(96,887)	\$14,734
	=====	=====

**THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2008**

**9. REMUNERATION OF AUDITORS**

During the year the following fees were paid or payable for services provided by the auditor of the entity:

<i>Audit services</i>		
Mark Costigan & Associates	3,960	2,915
Audit and review of financial reports and other audit work under the <i>Corporations Act 2001</i>		
 <i>Other Services</i>		
Mark Costigan & Associates	1,760	-
Reconciliation of wages and salary packages and preparation of payment summaries.	-----	-----
	\$5,720	\$2,915
	=====	=====

**2008**

\$

**2007**

\$

**10. RELATED PARTY TRANSACTIONS**

**(a) Key management personnel compensation (President)**

Short-term employee benefits	132,722	131,688
Other Long-term employee benefits	7,669	4,373
	-----	-----
	\$ 140,391	\$ 136,061
	=====	=====

**(b) Transactions with related parties**

There are no transactions between the Federation and committee members for the supply of goods or services other than in the normal relationship between the Federation and a member. Transactions between the Federation and committee members are on the same terms and conditions available to all other members.

**THE AUSTRALIAN PRICIPALS FEDERATION  
VICTORIAN BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2008**


On 11 September 2009 the Committee of Management of The Australian Principals Federation passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008.

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of Registrar; and
  - (v) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
- (f) in relation to recovery of wages activity:
  - (i) there has been no such activity undertaken by the reporting unit.

For Committee of Management

Name:  
Position Held:  
11 September 2009

  
ACTING PRESIDENT

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF THE AUSTRALIAN PRINCIPALS FEDERATION  
VICTORIAN BRANCH**

**Report on the Financial Report**

We have audited the financial report of the Australian Principals Federation Victorian Branch for the year ended 30 June 2008. The financial report includes the financial statements of the Federation. The Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Federation.

**Committee Members' Responsibility for the Financial Report**

The committee members' of the Australian Principals Federation Victorian Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. 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.

**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. 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 the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control 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 control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee members', as well as evaluating the overall presentation of the financial report.

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 complied with the independence requirements of the Workplace Relations Act 1996.

## **Auditor's Opinion**

In our opinion, the general purpose financial report of the Australian Principals Federation Victorian Branch presents fairly the financial position of the Australian Principals Federation Victorian Branch as at 30 June 2008 and the results of its operations and its cash flows for the financial year then ended, in accordance with any of the following that apply in relation to the reporting unit:

- (a) the Australian Accounting Standards; and
- (b) the requirements imposed by Part 3 of Chapter 8 of the Workplace Relations Act 1996.

## **MARK COSTIGAN & ASSOCIATES Chartered Accountants**



**Mark A. Costigan**  
**Registered Company**  
**Member of the Institute of Chartered Accountants in Australia holding a current Public Practice Certificate**

**Lilydale Victoria**  
**11 September 2009**