



Fair Work Australia

10 December 2009

Mr Noel Strickland
President
Western Australian Branch
Australian Principals Federation
440 Vincent Street West
LEEDERVILLE WA 6007

By email: apf@apf.net.au

Dear Mr Strickland

Fair Work (Registered Organisations) Act 2009 (RO Act) Financial report for year ended 30 June 2009 (FR2009/10156)

I acknowledge receipt of the financial report for the Western Australian Branch of the Australian Principals Federation (APF) for year ended 30 June 2009. The document was lodged with Fair Work Australia on 23 October 2009. I also acknowledge receipt of the section 271 application and advise that application will be dealt with in separate correspondence.

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.

The financial report has 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.

Some of these issues are relevant to the actions of your auditor. A copy of this letter should be forwarded to your auditor for future action.

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

The auditor's report states that the auditor has "*audited the financial report of the Australian Principals Federation Western Australian 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.

2. Audit Fees

It is a requirement under AASB101(126) that the auditor's fees be disclosed in the financial report. Note 9 of the notes to the accounts did not provide an amount for the audit services of Darelle Pola.

3. Expense items under Guideline 11 to be separately disclosed

Guideline 11(b) of the reporting guidelines of the General Manager require capitation fees to be disclosed as a separate amount in the profit and loss statement and notes to the accounts.

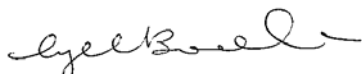
From the information contained in the profit and loss statement of the Federal Office of the APF for year ended 30 June 2009, the Federal Office received capitation fees of \$7,059 from the Western Australian Branch of the APF. However, there is no corresponding entry of this capitation fee paid by the Western Australian Branch in the profit and loss statement. If the Western Australian Branch pays a capitation fee to the APF Federal Office this should appear in the accounts of both reporting units.

4. 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 .

Yours sincerely,



Cynthia Lo-Booth
Tribunal Services and Organisations



Australian Principals Federation

APF

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North Melbourne Vic 3051
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Certificate of Secretary or Other Authorised Officer
2008-09 Australian Principals Federation
WA Branch

I, Noel Strickland, being the President of the Australian Principals Federation WA Branch 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 13 October 2009 and
- that the full report was presented to the Committee of Management held on 19 October 2009

Signature:

(APF WA Branch President)

Date:

19 October 2009

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIAN BRANCH**

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2009**

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**AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIAN BRANCH**

OPERATING REPORT FOR THE FINANCIAL YEAR 2009

Principal Activities

As all activities undertaken in the industrial arena for the principal class in WA occurs in the WA Industrial Relations Commission the APF WA Branch has operated as conduit to its members for Federal issues. The APF has a joint membership agreement with the Western Australian Principals' Federation which is seeking registration in the WAIRC.

Significant Changes

Membership has continued to grow.

Right to Resign

A members' right to resign is regulated 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 members of the APF WA Branch in the reporting period was 705.

Number of Employees

The APF WA Branch had no employees in the reporting period.

**AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIAN BRANCH**

OPERATING REPORT FOR THE FINANCIAL YEAR 2009

Committee of Management (APF WA Branch Council)

For the entirety of the financial year, 1 July 2008 to 30 June 2009, the individuals listed below held office of the Australian Principals Federation – Western Australian Branch Council unless otherwise stated.

Name	Sector	Constituency
Noel Strickland	Primary	Statewide Western Australia
Rosemary Simpson	Primary	Statewide Western Australia
Bevan Ripp	Primary	Statewide Western Australia
Kevin Brennan (resigned 26/6/09)	Primary	Statewide Western Australia
Clive Reardon	District High	Statewide Western Australia
Peter Fitzgerald	District High	Statewide Western Australia
Ken Austin	District High	Statewide Western Australia
Ron Bamford	Secondary	Statewide Western Australia
Neil Hunt	Secondary	Statewide Western Australia
Vacant Position	Primary	Statewide Western Australia
Vacant Position	Secondary	Statewide Western Australia
Vacant Position	Secondary	Statewide Western Australia
Vacant Position	District High	Statewide Western Australia



Name: Noel Strickland
Position Held: President
15 September 2009

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2009**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is for the entity Australian Principals Federation Western Australia Branch, a branch of the Australian Principals Federation Federal Office which is registered under the Fair Work (Registered Organisations) Act 2009 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 Par 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

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 recognized for major activities as follows:

(i) Subscriptions

Subscriptions are recognized on receipt of the funds

(ii) Interest Income

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

(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
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2009**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Impairment of assets

The Australian Principals Federation WA Branch does not hold any assets.

(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 recognized 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

The Australian Principals Federation WA Branch does not hold any Plant or Equipment.

(h) Creditors and Borrowings

The Australian Principals Federation WA Branch does not have any creditors or borrowings.

(i) Employee benefits

The Australian Principals Federation WA Branch does not have any employees.

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
2. EXPENSES		
Operating profit (loss) includes the following specific expenses:		
Bank Charges	93.17	
	<u>93.17</u>	0
3. CASH		
General Cheque Account	758.23	
	<u>758.23</u>	0
4. PLANT & EQUIPMENT	<u>0</u>	0
5. CREDITORS & BORROWINGS	<u>0</u>	0
6. EMPLOYEE BENEFITS	<u>0</u>	0
7. RESERVES	<u>0</u>	0
8. CASH FLOW INFORMATION		
Reconciliation of Net Cash Provided by Operating Activities with Net Income	758.23	
Net Cash provided (used in) by operating activities	<u>\$758.23</u>	

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2009**

2009
\$

2008
\$

9. REMUNERATION OF AUDITOR

During the following year the following fee will be payable for services provided by the auditor or the entity:

Audit Services

Darelle Pola

Audit and review of financial reports and other audit work under the *Corporations Act 2001*

10. RELATED PARTY TRANSACTIONS

(a) 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 PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009**

On 8 September 2009 the Committee of Management of the Australian Principals Federation WA Branch passed resolutions in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2009.

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, 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 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 organization, including the rules of the Branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organization, including the rules of the 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



Noel Strickland
President
15 September 2009

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

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

Report on the financial Report

I have audited the financial report of the Australian Principals Federation Western Australian Branch for the year ended 30 June 2009. 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 Western Australian 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 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.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. I conducted the audit in accordance with Australian auditing Standards. These Auditing Standards require that I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting the audit, I have complied with the independence requirements of the Fair Work (Registered Organisations) Act 2009.

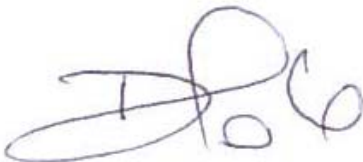
As lead auditor for the audit of the Australian Principals Federation Western Australian Branch for the year ended 30 June 2009, I declare that, to the best of my knowledge and belief, there have been:

- (a) No contraventions of the auditor independence requirements of the Corporations Act 2001 in relations to the audit; and
- (b) No contraventions of any applicable code of professional conduct in relation to the audit.

Auditor's Opinion

In my opinion, the general purpose financial report of the Australian Principals Federation Western Australian Branch presents fairly the financial position of the Australian Principals Federation Victorian Branch as at 30 June 2009 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 Fair Work (Registered Organizations) Act 2009



Darelle Pola
BComm, ASA CPA
17 September 2009

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
INCOME		
Subscriptions	776.00	0
Bank Interest	75.40	0
TOTAL INCOME	851.40	0
LESS EXPENDITURE		
Bank Fees	93.17	0
TOTAL EXPENDITURE	93.17	0
OPERATING (LOSS) PROFIT FOR THE YEAR	758.23	0

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

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
CURRENT ASSETS		
Cash	758.23	0
TOTAL CURRENT ASSETS	758.23	0
TOTAL ASSETS	758.23	0
CURRENT LIABILITIES	0	0
NET ASSETS	758.23	0

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

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2009**

CASH FLOW FROM OPERATING ACTIVITIES:

Net Income	\$758.23	
Net Cash flows from Operating Activities		\$758.23
Cash Flow from Investing Activities		
Net Cash Flows from Investing Activities		\$0.00
Cash Flow from Financing Activities		
Net Cash Flows from Financing Activities		\$0.00
Net Increase/Decrease for the period		\$758.23
Cash at the Beginning of the period		\$0.00
Cash at the End of the period		\$758.23

The above Cash Flow statement should be read I conjunction with the accompanying notes.

**THE AUSTRALIAN PRINCIPALS FEDERATION
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2009**

	2009	2008
	\$	\$
Total equity at the beginning of the financial year	-	-
Operating Profit for the year	758.23	0
Total equity at the end of the financial year	758.23	-

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

