



FAIR WORK  
COMMISSION

11 February 2016

Mr Ron Bamford  
President, Western Australian Branch  
Australian Principals' Federation

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

Dear Mr Bamford

**Re: Lodgement of Financial Statements and Accounts – Australian Principals' Federation, Western Australian Branch - for year ended 30 June 2015 (FR2015/260)**

I refer to the financial report for the Western Australian Branch of the Australian Principals' Federation. The report was lodged with the Fair Work Commission on 7 January 2016.

The financial report has been filed based on a primary review. This involved confirming whether 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.

You are not required to take any further action in respect of the report lodged, but I make the following comments to assist you when you next prepare a financial report. The FWC will confirm these matters have been addressed prior to filing next year's report. Please note that the financial report for the year ending 30 June 2016 may be subject to an advanced compliance review.

Various issues

These consist of those issues raised in my email to Ms Stefani dated 8 February 2016, and subsequently discussed with you today.

Documents must be lodged with the FWC within 14 days of General Meeting

Section 268 of the RO Act requires that the full report and a designated officer's certificate must be lodged with the FWC within 14 days of presentation to the (second) meeting of the committee of management. The Designated Officer's Certificate signed on 16 December indicates that this meeting occurred on 25 November 2015. If this is correct the full report should have been lodged with the FWC by 9 December 2015. However, the full report was not lodged until 7 January 2016.

If these dates are correct, the Branch should have applied to the General Manager to allow a later day for lodgement, in accordance with section 268 of the RO Act.<sup>1</sup>

Please note that in future financial years if the Branch cannot lodge within the 14 day period prescribed, a written request for an extension of time, signed by a relevant officer, including any reason for the delay, must be made prior to the required date for lodgement, i.e. prior to the expiry of the 14 day period.

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<sup>1</sup> Note that section 268 is a civil penalty provision.

## Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or 0429 462 979 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

cc. Ms Angela Stefani, Executive Officer

**From:** KELLETT, Stephen  
**Sent:** Thursday, 11 February 2016 2:13 PM  
**To:** 'apf@apf.net.au'  
**Cc:** 'AStefani@apf.net.au'  
**Subject:** Attention Mr Ron Bamford - financial reporting - APF WA - y/e 30 June 2015 - filing

Dear Mr Bamford,

Thank you for your advice and for the opportunity to clarify the various issues. Please see attached my letter in relation to the above.



APF WA FR2015 260  
(primary final).pdf

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

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(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

**From:** BAMFORD Ron [Canning Vale College] [mailto:Ron.Bamford@education.wa.edu.au]  
**Sent:** Thursday, 11 February 2016 11:36 AM  
**To:** KELLETT, Stephen  
**Cc:** Angela Stefani  
**Subject:** RE: Financial reporting - APF, WA Branch - FR2015/260 - clarification

Hi Stephen,

Thank you for our conversation this morning regarding the e-mail below. It was great to have someone with an understanding of state versus federal industrial representation.

As discussed, I will make the recommended changes in the 2015-6 GPFR.

**Ron Bamford**  
**President**



**Australian Principals Federation**  
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**Docklands Vic 3008**

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**From:** KELLETT, Stephen  
**Sent:** Monday, 8 February 2016 12:33 PM  
**To:** 'AStefani@apf.net.au'  
**Subject:** Financial reporting - APF, WA Branch - FR2015/260 - clarification

Dear Ms Stefani,

I'm currently examining the financial report for the WA Branch which you lodged with the FWC on 7 January. Before filing the report I would appreciate the opportunity of discussing some issues of disclosure, which are as follows:

- (1) Capitation fees [RG 14(b)] /Subscription [RG14(a)] income
- (2) Capitation fees [RG 16(b)] /affiliation fees [RG 16(c)] expense
- (3) Related Party disclosures [AASB 1024]
- (4) Reporting unit cash flow disclosures [RG 24]
- (5) Reporting unit-related disclosures [RG 19]

These disclosures appear to me to require some modification, for future reports, in light of the relationship between the federal WA Branch and the state-registered union, the Principals Federation of Western Australia ('the PFWA), and considering that the WA Branch is a reporting unit within the APF and has or can have transactions with the APF Federal Office, another reporting unit within the APF. I set out some preliminary remarks which I hope will be helpful for our discussion. If I have mischaracterised any of the disclosures, your advice will be helpful.

(1) I've examined FWC correspondence (see example - 2013 letter attached) in relation to previous reports, and the rules of the PFWA (see attached) and the federal organisation. If my understanding is correct, the PFWA, pursuant to a joint agreement, collects subscription income from those members who are also members of the federal WA Branch and pays such subscription income to the APF on behalf of the member [see PFWA rule 8(b)(ii); see federal rule 7A]. The report discloses a nil balance for subscriptions, and \$5,730 for "capitation fees". Bearing in mind the definitions of "membership subscriptions" and "capitation fee" in Reporting Guidelines 14(a) and 14(b) respectively, I consider this means that the federal WA Branch report should disclose this transaction as "subscription" income, and not "capitation fee".

(2) According to federal rule 27A, the WA Branch must pay capitation to the Federal Office. The report however discloses a nil balance for capitation fees, and \$3,820 for "affiliation fees". Bearing in mind the definitions of "capitation fee" expense and "affiliation fee" expense in Reporting Guidelines 16(b) and 16(c) respectively, I consider this means that the federal WA Branch should disclose this transaction as "Capitation fees" expense and not "affiliation fees".

(3) The Operating report states that there is no relationship with any other organisation apart from the joint membership agreement with the PFWA. However, the financial report at Note 8 makes no specific reference to the PFWA as a related party. Although Note 11 mentions the administration arrangements with the PFWA in accordance with Reporting Guideline 31, I'd be inclined to consider that AASB 1024 would require the Related Party Note in the financial report to include a disclosure as to the existence of the related party relationship with the PFWA.

(4) As a consequence of the payment of capitation by the federal WA Branch to the Federal Office of the APF, I consider that the statement of cash flows or the notes should separately disclose the cash flow to the Federal Office, identified as such, in order to comply with Reporting Guideline 24.

(5) As a consequence of the relationship of the federal WA Branch, as a reporting unit within the APF, with the Federal Office, I consider that, notwithstanding the disclosure at Note 10 that the Branch does not receive from or provide any other support to another reporting unit of the organisation – which I think answers to Reporting Guidelines 10, 11, and 14(e) – the report should have explicitly disclosed that there were no receivables from and no payables to another reporting unit within the organisation at Note 10, in order to comply with Reporting Guideline 19.

I attach a copy of the Reporting Guidelines, for your convenient reference, and look forward to speaking with you regarding the above.



s253-Reporting-Guid  
elines-4th-edition.pdf



Rules - Principals'  
Federation of Westerr



FWC Letter  
FR2013-373.pdf

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

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**From:** Angela Stefani [<mailto:AStefani@apf.net.au>]  
**Sent:** Thursday, 7 January 2016 1:34 PM  
**To:** Orgs  
**Subject:** On CMS FR2015/260 APF WA Branch - GPFR 2015

Attached please find GPFR for APF WA Branch 2015

**Angela Stefani**  
**Executive Officer**



*Australian Principals Federation*

**Australian Principals Federation**  
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Signed\_WA\_15\_GPF  
A.pdf



Authorization  
Certificate WA GPFR



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**Certificate for the period ended 30<sup>th</sup> June 2015 – WA Branch  
s.268 Fair Work (Registered Organisations) Act 2009**

I, Ron Bamford, being the President of the Australian Principals Federation WA Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Principals Federation WA Branch for the period ended 30<sup>th</sup> June 2015 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 27<sup>th</sup> October 2015  
and
- that the full report was presented to the *Committee of Management* of the reporting unit on 25<sup>th</sup> November 2015 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Ron Bamford  
President –WA Branch  
Date: 16<sup>th</sup> December 2015



**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

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**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**OPERATING REPORT FOR THE FINANCIAL YEAR 2015**

**Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

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. These activities have not changed.

**Significant changes in financial affairs**

The APF has a joint membership agreement with the Principals' Federation of Western Australian (PFWA) which is seeking registration in the WA Industrial Relations Commission. This agreement replaced one with the Western Australian Principals' Federation which ceased operation in 15th August 2011. The new Principals' Federation of Western Australian did not carry over the full membership from the previous organisation and therefore the membership dropped from significantly. With registration, membership is slowly climbing.

As required by regulation all officers that are concerned with financial decision making of the branch, received accredited training by the Australian Institute of Company Directors within 6 months of taking up their appointment.

**Related parties**

Apart from the joint membership agreement with the PFWA, APF (WA) does not have any relationships with any other organisation.

**Right to resign**

A members' right to resign is regulated by Section 174 of the Fair Work (Registered Organisations) Act 2009 and is covered by Rule 12 which provides *inter alia* that a member may resign by written notice addressed and delivered to the President.

**Officers and employees who are superannuation fund trustee(s) or director of a company that is superannuation fund trustee**

The APF WA Branch 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 452.

**Number of Employees**

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

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**OPERATING REPORT FOR THE FINANCIAL YEAR 2015**

**Committee of Management (APF WA Branch Council)**

For the Financial Year 1 July 2014 to 30 June 2015 the individuals listed below held office of the Australian Principals Federation – Western Australian Branch Council. All committee of management members have as their constituency the state of Western Australia. Table 1: For the period 1 July 2014 to 31 December 2014 and Table 2: For the period 1 January 2015 to 30 June 2015.

**Table 1**

Name	Position	Sector
Noel Strickland	Vice President	Primary
Denise Hilsz	Councillor	Primary
Kim Fraser	Executive Member (Primary)	Primary
Bevan Ripp	Councillor	Primary
Adrian Lister	Treasurer	District High
James Milne	Councillor	District High
Edward De Ruiter	Executive Member (District High)	District High
Trevlyn Geiles	Councillor	District High
Ron Bamford	President	Secondary
Nick Jakowyna	Executive Member (Secondary)	Secondary
Neil Hunt	Councillor	Secondary
Leslie Wintle	Councillor	Secondary

**Table 2**

Name	Position	Sector
Vacant	Vice President	Primary
Vacant	Councillor	Primary
Kim Fraser	Executive Member (Primary)	Primary
Bevan Ripp	Councillor	Primary
Adrian Lister	Treasurer	District High
James Milne	Councillor	District High
Edward De Ruiter	Executive Member (District High)	District High
Trevlyn Geiles	Councillor	District High
Ron Bamford	President	Secondary
Nick Jakowyna	Executive Member (Secondary)	Secondary
Neil Hunt	Councillor	Secondary
Leslie Wintle	Councillor	Secondary

**Officers and employees who are directors of a company or member of a board**

The APF Federal Council has no officers or employees who are directors of a company or member of a board.



Ron Bamford  
President  
9 September 2015

**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2015**

On 9 September 2015 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 2015.

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of 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 RO Act; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - (v) where information has been sought in any request of a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
  - (vi) where any order of inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.



Ron Bamford  
President  
9 September 2015

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2015**

	NOTE	2015 \$	2014 \$
<b>INCOME</b>			
Subscriptions		-	-
Capitation Fees	3	5,730	6,150
Levies		-	-
Interest		3	-
Grants or Donations		-	-
Other Revenue		-	-
		-----	-----
		5,733	6,150
		-----	-----
<b>LESS EXPENDITURE</b>			
Employee Expenses		-	-
Capitation Fees		-	-
Affiliation Fees	4	3,820	4,100
Administration Expenses		67	30
Grants or Donations		-	-
Depreciation		-	-
Legal Costs		-	-
Audit Fees		1,100	1,210
Travel & Entertainment		-	1,236
Meeting Expenses		-	-
Fees and Allowances		-	-
Penalties under the RO Act		-	-
		-----	-----
		4,987	6,576
		-----	-----
Other Comprehensive Income		-	-
Other Comprehensive Income for the Year		-	-
		-----	-----
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>746</b>	<b>(426)</b>
		=====	=====

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

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2015**

	NOTE	2015 \$	2014 \$
<b>CURRENT ASSETS</b>			
Cash	5	2,004	2,468
		-----	-----
<b>TOTAL ASSETS</b>		2,004	2,468
		-----	-----
<b>CURRENT LIABILITIES</b>			
Creditors		-	1,210
GST Liabilities		-	-
Employee Benefits		-	-
		-----	-----
<b>TOTAL LIABILITIES</b>		-	1,210
		-----	-----
<b>NET ASSETS</b>		2,004	1,258
		=====	=====
<b>MEMBERS' EQUITY</b>			
Retained Profits/(Accumulated Losses)		2,004	1,258
		=====	=====

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

**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2015**

	2015 \$	2014 \$
Total equity at the beginning of the financial year	1,258	1,684
Operating Profit (Loss) for the year	746	(426)
Total equity at the end of the financial year	<u>2,004</u>	<u>1,258</u>

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



**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2015**

	NOTE	2015 \$	2014 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from capitation fees		5,730	6,150
Interest received		3	-
Payments to suppliers		(6,197)	(5,366)
		-----	-----
Net cash provided by (used in) operating activities	6	(464)	784
		-----	-----
<b>Net increase (decrease) in cash held</b>		(464)	784
Cash at the beginning of the financial year		2,468	1,684
		-----	-----
<b>Cash at the end of the financial year</b>	5	2,004	2,468
		=====	=====

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

**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**RECOVERY OF WAGES ACTIVITY  
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
<b>Cash assets in respect of recovered money at beginning of year</b>	-	-
<b>Receipts</b>		
Nil	-	-
<b>Payments</b>		
Nil	-	-
	-----	-----
<b>Cash assets in respect of recovered money at end of year</b>	-	-
	=====	=====
Number of workers to which the monies recovered relates	-	-
<b>Aggregate payables to workers attributable to recovered monies but not yet distributed</b>		
Payable balance	-	-
Number of workers the payable relates to	-	-

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

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Preparation**

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 Principals Federation Western Australia Branch is a not-for profit entity.

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 fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

**(b) Comparative Amounts**

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

**(c) Revenue Recognition**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from capitation fees is accounted for on an accrual basis and is recorded in the year to which it relates.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

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

**(d) Income Tax**

The Australian Principals Federation Western Australia Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office;  
and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

**(e) 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.

**(f) Cash and cash equivalents**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(g) Creditors and Borrowings**

These amounts represent liabilities for goods 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.

**(h) Contingent Liabilities and Contingent Assets**

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

**(i) Significant accounting judgments and estimates**

No assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities with the next reporting period.

**(j) 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.

**(k) Future Australian Accounting Standard Requirements**

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2015 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.

**2. EVENTS AFTER THE REPORTING PERIOD**

There were no events that occurred after 30 June 2015, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of The Australian Principals Federation Western Australia Branch.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

<b>3.</b>	<b>INCOME</b>	<b>2015</b>	<b>2014</b>
		\$	\$
	<b>Capitation Fees</b>		
	Principals Federation Western Australia	5,730	6,150
		-----	-----
		5,730	6,150
		=====	=====
<b>4.</b>	<b>EXPENSES</b>		
	Operating profit (loss) includes the following specific expenses:		
	<b>Affiliation Fees</b>		
	Federal Office	3,820	4,100
		-----	-----
		3,820	4,100
		=====	=====
<b>5.</b>	<b>CASH</b>		
	Cheque Account	2,004	2,468
		=====	=====
<b>6.</b>	<b>CASH FLOW INFORMATION</b>		
	Reconciliation of Net Cash Provided by Operating Activities with Net Income:		
	Net Income/(loss)	746	(426)
	Changes in assets and liabilities:		
	Increase/(decrease) in creditors	(1,210)	1,210
	Increase/(decrease) in GST liabilities	-	-
		-----	-----
	Net Cash provided by (used in) operating activities	(464)	784
		=====	=====

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

7. REMUNERATION OF AUDITORS	2015 \$	2014 \$
During the year the following fees were paid or payable for services provided by the auditor of the entity:		
<i>Audit services</i>		
Complete Audit Pty Ltd Audit and review of financial reports and other audit work	1,100	-
Mark Costigan & Associates Audit and review of financial reports and other audit work	-	1,210
	-	1,210

**8. RELATED PARTY TRANSACTIONS**

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.

**9. ACQUISITION OF ASSETS AND LIABILITIES**

No asset or liability has been acquired throughout the year as a result of:

- (a) an amalgamation under Part 2 of Chapter 3, of the RO Act
- (b) a restructure of the branches of the organization
- (c) a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure
- (d) a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1).

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

**10. ADDITIONAL DISCLOSURES**

There are been none of the following throughout the year or at year end:

- Expenses incurred as consideration for employers making payroll deductions of membership subscriptions
- Compulsory levies
- Payables incurred as consideration for employers making payroll deductions of membership subscriptions
- Legal costs payable
- No other fund required by the rules

Apart from the income disclosed, the Western Australian Branch does not receive any other kind of financial support from another reporting unit. The Branch does not provide any financial support to any other reporting unit.



**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

**11. ADMINISTRATION OF FINANCIAL AFFAIRS**

Name of entity providing service: Principals' Federation of Western Australia

Terms and conditions: Employees of the above entity undertake administration tasks free of charge.

**12. SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

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

Information to be provided to members or the General Manager of Fair Work Australia:

- (a) 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.
- (b) 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.
- (c) A reporting unit must comply with an application made under subsection (1).

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

**13. FINANCIAL INSTRUMENTS**

(a) Interest Rate Risk

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

	Weighted Average Effective Interest Rate Within 1 Year		No interest 1 to 5 years		Floating Interest Rate		Fixed Interest Rate Maturing				Total	
							Within 1 year		1 to 5 years			
	2015 %	2014 %	2015 \$	2014 \$	2015 \$	2014 \$	2015 \$	2014 \$	2015 \$	2014 \$	2015 \$	2014 \$
<b>Financial Assets</b>												
Cash at Bank	0.1	0.1	-	-	2,004	2,468	-	-	-	-	2,004	2,468
Total			-	-	2,004	2,468	-	-	-	-	2,004	2,468
<b>Financial Liabilities</b>												
Creditors			-	1,210	-	-	-	-	-	-	-	1,210
GST Liabilities			-	-	-	-	-	-	-	-	-	-
			-	1,210	-	-	-	-	-	-	-	1,210

(b) Credit Risk

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

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

(c) Net Fair Values

Net fair value approximates the carrying value of assets and liabilities

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015**

<b>13. FINANCIAL INSTRUMENTS (Cont.)</b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>

**Net income and expenses from financial assets**

No items to disclose.

**Net income and expenses from financial liabilities**

No items to disclose.

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

We have audited the accompanying financial report of the Australian Principals Federation Western Australia Branch for the year ended 30 June 2015. The financial report includes the statement of comprehensive income, statement of financial position, statement of changes in equity, cash flow statement, recovery of wages activity, notes to and forming part of the financial statements and the committee of management statement.

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

The committee of the Australian Principals Federation Western Australia Branch are responsible for the preparation and fair presentation of the financial report in appropriate to meet the requirements of the Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the committee determine are necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### **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 Federation's preparation of the financial report that gives a true and fair view, 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 Federation'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 applicable independence requirements of the Accounting Professional and Ethical Standards Board.

Complete Audit Pty Ltd  
A.B.N. 94 158 992 744  
Authorised Audit Company 423442  
Liability limited by a scheme  
approved under Professional  
Standards Legislation

Director: Danielle Ewart B.Bus CA  
Registered Company Auditor  
Suite 1, 329 Main Street Lilydale  
PO Box 206 Lilydale 3140  
0408 310 882  
danielle@completeaudit.com.au

# Complete Audit



Chartered  
Accountants

## Auditor's Opinion

In our opinion,

- (a) the financial report presents fairly, in all material aspects, the financial position of the Australian Principals Federation Western Australia Branch as at 30 June 2015, and its financial performance and its cash flows for the year then ended in accordance with:
  - i. the Australian Accounting Standards: and
  - ii. the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) act 2009.
- (b) committee's use of the going concern basis of accounting in the preparation of the financial report is appropriate.

## Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist The Australian Principals Federation Western Australia Branch to meet the requirements of the Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009. As a result, the financial report may not be suitable for another purpose.

A handwritten signature in black ink, appearing to read 'Danielle Ewart'.

Signed by Danielle Ewart

For and on behalf of Complete Audit Pty Ltd

Complete Audit Pty Ltd is an Authorised Audit Company

Member of the Institute of Chartered Accountants in Australia holding a current Public Practice Certificate

Lilydale, Victoria

9 September 2015

Complete Audit Pty Ltd  
A.B.N. 94 158 992 744  
Authorised Audit Company 423442  
Liability limited by a scheme  
approved under Professional  
Standards Legislation

Director: Danielle Ewart B.Bus CA  
Registered Company Auditor  
Suite 1, 329 Main Street Lilydale  
PO Box 206 Lilydale 3140  
0408 310 882  
21  
danielle@completeaudit.com.au



9 December 2015

Mr Ron Bamford  
President  
Australian Principals Federation-Western Australian Branch  
Sent via email: [apf@apf.net.au](mailto:apf@apf.net.au)

Dear Mr Bamford,

**Lodgement of Financial Report - Reminder to lodge on or before 15 January 2016**

The Fair Work Commission's (the FWC) records disclose that the financial year of the Australian Principals Federation-Western Australian Branch (the reporting unit) ended on the 30 June 2015.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the completion of the financial reporting process is six months and 14 days after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). For your reporting unit that requires lodgement of its financial report on or before **15 January 2016, and in any event no later than 14 days after the relevant meeting.**

The FWC encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$51,000 per contravention on the organisation and up to \$10,200 per contravention on the individual officer.

We encourage you to lodge the full financial report directly to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). That is the official email address for electronic lodgements of material related to registered organisations matters.

Should you seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at [Sam.Gallichio@fwc.gov.au](mailto:Sam.Gallichio@fwc.gov.au).

Yours sincerely,

Sam Gallichio  
Adviser  
Regulatory Compliance Branch



28 July 2015

Ron Bamford  
President  
Australian Principals Federation-Western Australian Branch  
Sent via email: [apf@apf.net.au](mailto:apf@apf.net.au)

Dear Bamford,

**Re: Lodgement of Financial Report - [FR2015/260]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Principals Federation-Western Australian Branch (the reporting unit) ended on 30 June 2015.

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 under s.268 of the RO Act, namely 15 January 2016 (being the expiry date of 6 months and 14 days from the end of the financial year).

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 supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

I request that 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) be emailed, rather than posted, 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	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement)</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <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>	/ /	<p>(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,</p> <p>or</p> <p>(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.</p>
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.