



18 December 2017

Mr Neil Spence  
President, Western Australian Branch  
Australian Principals Federation

Sent via email:

Dear Mr Spence

**Re: – Australian Principals Federation, Western Australian Branch - financial report for year ending 30 June 2017 (FR2017/276)**

I refer to the financial report of the Western Australian Branch of the Australian Principals Federation. The documents were lodged with the Registered Organisations Commission ('the ROC') on 8 December 2017.

The financial report has been filed. The financial report was 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. However I make the following comments to assist you when preparing the next report. Please note that the financial report for the period ending 30 June 2018 may be subject to an advanced compliance review.

Partial compliance with previous requests

While we filed the previous two years' financial reports, we raised certain issues for the reporting unit to address in the preparation of future financial reports. One of these issues has not yet been addressed, namely, either disclosure of any receivables from, or payables to, other reporting units within the organisation, as required by Reporting Guideline 18, or a nil activity disclosure, as required by Reporting Guideline 19, as applicable.

The ROC aims to assist reporting units in complying with their obligations under the RO Act and Reporting Guidelines by providing advice about errors or omissions identified in financial reports. Please ensure the appropriate disclosure is included in next year's report.

Revenue recognition

As a result of the reporting unit correctly describing its revenue from the Principals Federation of Western Australia as membership subscriptions, which is consistent with the Reporting Guidelines, the reference in Note 1(c) Revenue recognition to "revenue from capitation fees" must be amended in future reports to "revenue from membership subscriptions".

Related party disclosures

I note the reference to the PFWA under the heading "Related Parties" in the Operating report. If the Branch considers that the PFWA is a related party for the purposes of Australian Accounting

Standards *AASB 124 Related Party Disclosures*, that relationship should also be noted within the general purpose financial report (e.g. under Note 8 "Related Party Transactions").

### Reporting Requirements

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

Please note that new Reporting Guidelines will apply to organisations and branches with financial years *commencing* on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

If you have any queries regarding this letter, please contact me via email at [stephen.kellett@roc.gov.au](mailto:stephen.kellett@roc.gov.au).

Yours faithfully

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  
Financial Reporting  
Registered Organisations Commission

**From:** Joan Weston [<mailto:info@pfa.org.au>]  
**Sent:** Friday, 8 December 2017 12:51 PM  
**To:** ROC - Registered Org Commission  
**Cc:** Angela Stefani; Neil Spence  
**Subject:** On CMS FR2017/276 APF WA Branch Financial reports

[FR2017/276](#)

Please find attached the Authorisation Certificate and the Financial Statements for the Australian Principals Federation WA Branch.

Please do not hesitate to contact me if there are any issues with the attached files.

Joan Weston  
Business Manager



***Australian Principals Federation Western Australian Branch***

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PO Box 3496 Success WA 6964**



Signed 2017 WA  
Financial Statements.Certificate for ROC.p



Authorisation



*Australian Principals Federation*

**APF WA Branch**

315 Lyon Road  
Banjup WA 6164  
Phone: 0403 262 049  
Email: [info@pfa.org.au](mailto:info@pfa.org.au)

PO Box 3496  
Success WA 6964

**Certificate for the period ended 30<sup>th</sup> June 2017 – Australian Principals Federation  
Western Australian Branch  
s.268 Fair Work (Registered Organisations) Act 2009**

I, Neil Spence, being the President of the Australian Principals Federation Western Australian Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Principals Federation Federal Office for the period ended 30<sup>th</sup> June, 2017 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 16<sup>th</sup> November 2017 and
- that the full report was presented to the *Committee of Management* of the reporting unit on 7<sup>th</sup> December 2017 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Neil Spence  
President – Western Australian Branch  
Date: 8<sup>th</sup> December 2017.

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2017**

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**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**OPERATING REPORT FOR THE FINANCIAL YEAR 2017**

**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 gained registration in the WA Industrial Relations Commission in December 2014. Due to changes in membership payment processes to the PFWA in 2017 membership of the PFWA and hence APF WA Branch dropped significantly. With a new electronic membership payment process the membership of both organisations 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 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.

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

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

**Number of Members**

The number of members of the APF WA Branch in the reporting period was 436 (2016: 346).

**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 2017**

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

For the period of the financial year, 1 July 2016 to 31 December 2016, the individuals listed below (**Table 1**) held office of the Australian Principals Federation – WA Branch Council unless otherwise stated. For the period 1 January 2017 to 30 June 2017, the individuals listed below (**Table 2**) held office of the Australian Principals Federation – WA Branch Council unless otherwise stated. AEC Elections for all positions were declared on 19 September 2016.

**Table 1**

<b>First Name</b>	<b>Last Name</b>	<b>Sector</b>
Lee	Cottrill	Secondary
Ron	Bamford	Secondary
Neil	Hunt	Secondary
Kya Louise	Graves	Secondary
Adrian	Lester	District High
Gregory	Hunt	District High
Fiona	Gaze	District High
Trevlyn	Geiles	District High
Peter	Beckingham	Primary
Chris	Partington*	Primary
Bev	Ripp	Primary
Neil	Spence	Primary

**Table 2**

<b>First Name</b>	<b>Last Name</b>	<b>Sector</b>
Kya- Louise	Graves	Secondary
Trevlyn	Geiles	Secondary
Leigh	Cottrill	Secondary
Neil	Hunt	Secondary
Fiona	Gaze	District High
Adrian	Lister	District High
Gregory	Hunt	District High
Bevan	Ripp	Primary
Peter	Beckingham	Primary
Chris	Partington	Primary
Neil	Spence	Primary



Neil Spence  
President  
8 September 2017



**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2017**

On 8 September 2017 the Committee of Management of The Australian Principals Federation Western Australia Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2017.

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.



Neil Spence  
President  
8 September 2017

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2017**

	NOTE	2017 \$	2016 \$
<b>INCOME</b>			
Membership Subscription	3	5,685	7,140
Capitation Fees		-	-
Levies		-	-
Interest		2	3
Grants or Donations		-	-
Other Revenue		-	-
		-----	-----
		5,687	7,143
		-----	-----
<b>LESS EXPENDITURE</b>			
Employee Expenses		-	-
Capitation Fees	4	3,790	4,760
Affiliation Fees		-	-
Administration Expenses		25	37
Grants or Donations		-	-
Depreciation		-	-
Legal Costs		-	-
Audit Fees		1,100	1,100
Travel & Entertainment		-	1,039
Meeting Expenses		-	100
Fees and Allowances		-	-
Penalties under the RO Act		-	-
		-----	-----
		4,915	7,036
		-----	-----
Other Comprehensive Income			
Other Comprehensive Income for the Year		-	-
		-----	-----
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		772	107
		=====	=====

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 2017**

	NOTE	2017 \$	2016 \$
CURRENT ASSETS			
Cash	5	2,883	2,111
<b>TOTAL ASSETS</b>		----- 2,883	----- 2,111
CURRENT LIABILITIES			
Creditors		-	-
GST Liabilities		-	-
Employee Benefits		-	-
<b>TOTAL LIABILITIES</b>		----- -	----- -
<b>NET ASSETS</b>		----- 2,883	----- 2,111
MEMBERS' EQUITY			
Retained Profits/(Accumulated Losses)		=====	=====
		2,883	2,111
		=====	=====

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 2017**

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Total equity at the beginning of the financial year	2,111	2,004
Operating Profit (Loss) for the year	772	107
	-----	-----
Total equity at the end of the financial year	2,883	2,111
	=====	=====

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

**THE AUSTRALIAN PRICIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2017**

	NOTE	2017 \$	2016 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from membership subscription from PFWA		5,685	7,140
Interest received		2	3
Payment of capitation fees to Federal Office		(3,790)	(4,760)
Payments to other suppliers		(1,125)	(2,276)
		-----	-----
Net cash provided by (used in) operating activities	6	772	107
		-----	-----
<b>Net increase (decrease) in cash held</b>		772	107
Cash at the beginning of the financial year		2,111	2,004
		-----	-----
<b>Cash at the end of the financial year</b>	5	2,883	2,111
		=====	=====

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 2017**

**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 2017**

**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 2017**

**1. 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 2017 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 2017, 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 2017**

<b>3. INCOME</b>	<b>2017</b>	<b>2016</b>
	\$	\$
<b>Membership Subscriptions</b>		
Principals Federation Western Australia (PFWA)	5,685	7,140
	-----	-----
	5,685	7,140
	=====	=====
 <b>4. EXPENSES</b>		
Operating profit (loss) includes the following specific expenses:		
<b>Capitation Fees</b>	3,790	4,760
Federal Office	-----	-----
	3,790	4,760
	=====	=====
 <b>5. CASH</b>		
Cheque Account	2,883	2,111
	=====	=====
 <b>6. CASH FLOW INFORMATION</b>		
Reconciliation of Net Cash Provided by Operating Activities with Net Income:		
Net Income/(loss)	772	107
Changes in assets and liabilities:		
Increase/(decrease) in creditors	-	-
Increase/(decrease) in GST liabilities	-	-
	-----	-----
Net Cash provided by (used in) operating activities	772	107
	=====	=====

**THE AUSTRALIAN PRINCIPALS FEDERATION  
WESTERN AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2017**

<b>7. REMUNERATION OF AUDITORS</b>	<b>2017</b>	<b>2016</b>
	\$	\$
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	1,100
	=====	=====

**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 Commissioner under subsection 245(1) of the RO Act of an alternative reporting structure
- (d) a revocation by the Commissioner 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 2017**

**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.

**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 Commissioner:

- (a) A member of a reporting unit, or the Commissioner, 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 2017**

**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			
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
	%	%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>												
Cash at Bank	0.1	0.1	-	-	2,883	2,111	-	-	-	-	2,883	2,111
Total			-	-	2,883	2,111	-	-	-	-	2,883	2,111
<b>Financial Liabilities</b>												
Creditors			-	-	-	-	-	-	-	-	-	-
GST Liabilities			-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-

(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 2017**

<b>13. FINANCIAL INSTRUMENTS (Cont.)</b>	<b>2017</b>	<b>2016</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.



**CHARTERED ACCOUNTANTS**  
AUSTRALIA + NEW ZEALAND

**COMPLETE AUDIT**

Suite 1, 329 Main Street Lilydale

PO Box 206 Lilydale 3140

Phone: 0408 310 882

Email: [danielle@completeaudit.com.au](mailto:danielle@completeaudit.com.au)

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

**Opinion**

We have audited the financial report of the Australian Principals Federation Western Australia Branch, which comprises the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity, statement of cash flows for the year ended 30 June 2017, notes to the financial statements, including a summary of significant accounting policies; and the committee of management statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Australian Principals Federation Western Australia Branch as at 30 June 2017, and its financial performance and its cash flows for the year then ended on that date in accordance with:

- i. the Australian Accounting Standards: and
- ii. any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

We declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

**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.



**CHARTERED ACCOUNTANTS**  
AUSTRALIA + NEW ZEALAND

COMPLETE AUDIT

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### **Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of Management is responsible for the other information. The other information obtained at the date of the auditor's report is in the Operating Report accompanying the financial report.

Our opinion of the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Committee of Management for the Financial Report**

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



**CHARTERED ACCOUNTANTS**  
AUSTRALIA + NEW ZEALAND

# COMPLETE AUDIT

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- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Reporting Unit audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during my audit.

## **Report on the Recovery of Wages Activity Financial Report**

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines. The Committee of Management have stated in their statement that no revenue has been derived from undertaking recovery of wages activity during the reporting period, and therefore no opinion can be provided in relation to recovery of wages activity.

**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**

**Registered Auditor under section 255A of the Fair Work (Registered Organisations) Act 2009 Registration Number AA2017/218**

**Lilydale Victoria**

**8 September 2017**