



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401

Mr Steven Lowe  
General Manager - Finance  
Australian Trainers' Association  
PO Box 585  
FLEMINGTON VIC 3001

Dear Mr Lowe,

**Re: Australian Trainers' Association - Financial documents - Workplace Relations Act 1996  
FR2003/567**

I have received your letter dated 9 September 2003 together with the financial documents of the South Australian Branch of the abovenamed organisation (the ATA) for the year ended 30 June 2003. The documents were received in this office on 11 September 2003.

The documents have been filed.

I note that the auditor has included the following qualification in his report which reads in part:

“The Association has a deficiency of net assets of \$39,239. The financial report has been prepared on a going concern basis, which assumes the ability of the Association to continue in business during the foreseeable future. This is dependent upon the continuing financial support of the Association's Federal Branch, the Australian Trainers' Association and the establishment of a profitable trading base. . . . In our opinion, knowledge of the significant uncertainty affecting the Association's ability to continue as a going concern is necessary for a proper understanding of the report.”

The same or a similar qualification has been made in previous years. The qualification is understood to be a concern about the South Australian Branch's ability to continue financially and its dependency on the federal body for continuing financial support. The South Australian Branch under the rules of the ATA is an administrative arm (it is not a separate legal entity) of the federal body. The federal body under the rules has certain powers over its various branches. I note under rule 22 entitled “Accounts” all monies received by the ATA must be banked in account/s of the federal body. Rule 23 provides that the federal fund shall consist of all monies received by the ATA. It would appear from the rules concerning the control of funds of the ATA that the auditors “qualification” would not come under the category of a deficiency, failure or shortcoming as contemplated by s.280(2) of the Act. Accordingly, it is not intended to take any further action about this matter.

Yours sincerely,

Paul Herrod  
for Deputy Industrial Registrar  
12 September 2003



# AUSTRALIAN TRAINERS' ASSOCIATION

AN ORGANISATION UNDER THE WORKPLACE RELATIONS ACT 1996  
A.B.N. 86 182 142 206

September 9<sup>th</sup>, 2003

FR 2003/567

*Recd 11/9/03*

The Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Sir/Madam,

Please find enclosed a signed set of financial statements for the Australian Trainers Association S.A. Branch for the year ended 30th June, 2003.

Yours faithfully,

STEVEN LOWE  
General Manager - Finance

Enc

400 Epsom Road, Flemington, Victoria 3031  
P.O. Box 585, Flemington, Victoria 3031

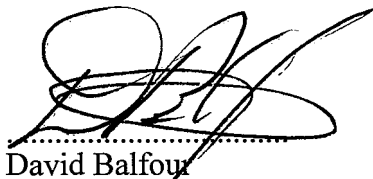
Telephone: +61 3 9372 1688 Facsimile: +61 3 9372 1699  
Email: [ata@austrainers.com.au](mailto:ata@austrainers.com.au) Website: [www.austrainers.com.au](http://www.austrainers.com.au)

AUSTRALIAN TRAINERS ASSOCIATION

SOUTH AUSTRALIA BRANCH

CERTIFICATE BY PRESCRIBED OFFICER TO  
SECTION 280(1) OF THE WORKPLACE RELATIONS ACT 1996.

I, David Balfour, President of the Australian Trainers' Association, South Australia Branch, do hereby certify that the attached financial statements are true copies of documents presented to the Annual General Meeting held on the 29<sup>th</sup> August, 2003.



David Balfour

Dated, this 29<sup>th</sup> day of August, 2003.

**AUSTRALIAN TRAINERS' ASSOCIATION**

**SOUTH AUSTRALIA BRANCH**

**INDEX**

	<b>PAGE</b>
Accounting Officer's Certificate	2
Committee of Management's Certificate	3
Auditor's Report	4-5
Balance Sheet	6
Income & Expenditure Statement	7
Statement of Cash Flows	8
Notes to and Forming Part of the Financial Statements	9-14

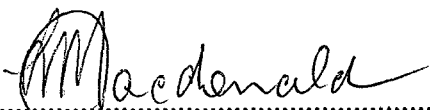
**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Ray M. Paech being the officer responsible for keeping the accounting records of the Australian Trainers' Association, South Australia Branch, certify that as at 30th June 2003 the number of members of the Association was 152 (2002: 144).

In my opinion -

- (i) the financial statements set out on pages 6 to 14 show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
- (ii) a record has been kept of all moneys paid by, or collected from members and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited;
- (iii) before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the Rules of the Association;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding an office in the Association;
- (vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996;
- (vii) the association is able to pay its debts as and when they fall due.

  
.....  
Leon MacDonal

Signed at Adelaide

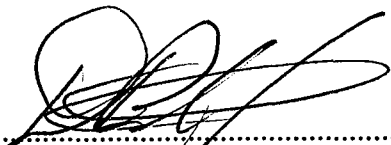
Dated, this 7<sup>th</sup> day of August, 2003


**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, David Balfour and Leon MacDonald being two Members of the Committee of Management of the Association's South Australia Branch, do state, on behalf of the Committee and in accordance with a Resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management the financial statements set out on pages 6 to 14 of the Annual Financial Report show a true and fair view of the financial affairs of the Association as at 30 June 2003;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003 in accordance with the Rules of the Association;
- (iii) to the knowledge of any Member of the Committee, there have been no instances where records of the Association or other documents (not being documents containing information made available to a member of the Association under Sub-Section 274 (2) of the Act), or copies of those records or documents, or copies of the Rules of the Association, have not been furnished, or made available, to Members in accordance with the Workplace Relations Act 1996, and Regulations or the Rules of the Association;
- (iv) the Association has complied with Sub-Section's 279 (1) and 279 (6) of the Act in relation to the Accounts and Statements in respect of the year ended 30th June 2002, and the Auditors' Report thereon;
- (v) this annual statement was submitted to the members of the association at its annual general meeting.

  
.....  
David Balfour

  
.....  
Leon MacDonald

Signed at Adelaide

Dated, this 7<sup>th</sup> day of August, 2003

# INDEPENDENT AUDIT REPORT

## Independent Audit Report to the members of Australian Trainers' Association – South Australia Branch.

### Scope

We have audited the attached financial report, being a special purpose financial report, of Australian Trainers' Association – South Australian Branch for the year ended 30 June 2003 as set out on pages 6 to 14. The Members of the Committee are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Workplace Relations Act 1996 and the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Association. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the Association's financial position, and performance as represented by the results of its operations and its cash flows. (These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.)

The audit opinion expressed in this report has been formed on the above basis.

### Qualification

The Association has a deficiency of net assets of \$39,239. The financial report has been prepared on a going concern basis, which assumes the ability of the Association to continue in business during the foreseeable future. This is dependent upon the continuing financial support of the Association's Federal Branch, the Australian Trainers Association and the establishment of a profitable trading base. Without such financial support there is significant uncertainty whether it will be able to continue as a going concern. If the Association is unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the normal course of business and at amounts different from those stated in the financial report. The financial report does not disclose this fact and does not include any adjustments relating to the recoverability and classification of recorded asset amounts or to the amounts and classification of liabilities that might be necessary should the Association not continue as a going concern. In our opinion, knowledge of the significant uncertainty affecting the Association's ability to continue as a going concern is necessary for a proper understanding of the financial report.

## AUDITOR'S REPORT

### Independent Audit Report to the members of Australian Trainers' Association – South Australia Branch.

#### Qualified Audit Opinion

In our opinion, except for the effects on the financial report of the matter referred to in the qualification paragraph:

- (i) satisfactory accounting records were kept by the organisation in respect of the financial year; including records of the sources and nature of the income of the organisation (including income from members) and records of the nature and purposes of the expenditure of the organisation;
- (ii) the attached accounts set out on pages 6 to 14, which have been prepared from the accounting records and in accordance with Section 273 of the Workplace Relations Act 1996, and Australian Accounting Standards and other mandatory professional reporting requirements, are properly drawn up so as to give a true and fair view of:
  - (a) the financial affairs of the Association as at 30th June 2003; and
  - (b) the income and expenditure, and the loss, of the Association for the year ended on that date; and
  - (c) the cash flows for the year ended on that date.
- (iii) all information and explanations required to be provided in accordance with Section 276 (2) of the Workplace Relations Act 1996, by officers and employees was provided.

*C.W. Stirling*

C.W. Stirling & Co.  
Chartered Accountants

.....  
*for A. Phillips*  
Partner John A. Phillips  
Registered Company Auditor

Signed at Melbourne

Dated, this 8<sup>th</sup> day of August, 2003



**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**BALANCE SHEET  
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash	3	16,088	15,342
Receivables	4	<u>316</u>	<u>68</u>
<b>TOTAL CURRENT ASSETS</b>		<u>16,404</u>	<u>15,410</u>
<b>NON-CURRENT ASSETS</b>			
Plant & equipment	5	<u>1,386</u>	<u>1,780</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>1,386</u>	<u>1,780</u>
<b>TOTAL ASSETS</b>		<u>17,790</u>	<u>17,190</u>
<b>CURRENT LIABILITIES</b>			
Payables	6	317	280
Other	7	<u>15,988</u>	<u>15,324</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>16,305</u>	<u>15,604</u>
<b>NON-CURRENT LIABILITIES</b>			
Payables	6	<u>40,724</u>	<u>44,158</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>40,724</u>	<u>44,158</u>
<b>TOTAL LIABILITIES</b>		<u>57,029</u>	<u>59,762</u>
<b>NET ASSETS</b>		<u>(39,239)</u>	<u>(42,572)</u>
<b>MEMBERS' FUNDS</b>			
Accumulated Funds	8	<u>(39,239)</u>	<u>(42,572)</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2003**

	<b>2003</b>	<b>2002</b>
	\$	\$
<b>INCOME</b>		
Grants from Federal Branch	2,446	3,455
Grants Received	-	1,250
Fees Received	<u>20,907</u>	<u>39,610</u>
	23,353	44,315
<b>EXPENDITURE</b>		
Administration Fee	1,200	3,740
Advertising	132	-
Annual Leave	-	962
Auditor's Remuneration	300	300
Bank Charges	-	68
Conferences	2,014	3,605
Depreciation	394	537
General Expenses	469	475
Long Service Leave – Employees	-	208
Loss on Disposal of Fixed Assets	-	142
Postage	415	114
Printing & Stationery	42	191
Repairs & Maintenance	-	284
Salaries & Wages – Employees	12,500	24,681
Staff Amenities	17	37
Superannuation Contributions – Employees	1,125	1,902
Telephone	1,326	2,370
Workcover Insurance	<u>86</u>	<u>155</u>
	20,020	39,771
<b>PROFIT FOR THE YEAR</b>	<b>3,333</b>	<b>4,544</b>
<b>Accumulated Profit/(Losses) at Beginning of the Financial Year</b>	<u>(42,572)</u>	<u>(47,116)</u>
<b>Accumulated Profit/(Losses) at the End of the Financial Year</b>	<u><b>(39,239)</b></u>	<u><b>(42,572)</b></u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b>Cash Flows from Operating Activities:</b>			
Receipts from Activities		82	12,706
Interest Earned		664	-
Payments to suppliers & employees		<u>-</u>	<u>(12,160)</u>
<b>Net Cash Provided by (Used in) Operating Activities</b>	10	<u>746</u>	<u>546</u>
Net Increase (Decrease) in Cash Held		746	546
Cash at Beginning of Financial Year		<u>15,342</u>	<u>14,796</u>
<b>CASH AT END OF FINANCIAL YEAR</b>	3	<u><u>16,088</u></u>	<u><u>15,342</u></u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**1 STATEMENT OF ACCOUNTING POLICIES**

These financial statements are a special purpose financial report prepared solely for distribution to the members for the purpose of fulfilling the requirements of the Workplace Relations Act 1996. The committee has determined that the entity is not a reporting entity.

The statements have been prepared in accordance with the requirements of the following applicable Accounting Standards and other mandatory professional reporting requirements:

AAS 1:	Profit & Loss Account
AAS 4:	Depreciation of Non-Current Assets
AAS 5:	Materiality
AAS 8:	Events Occuring After Reporting Date
AAS 22:	Related Party Disclosures
AAS 28:	Statement of Cash Flows

No other applicable Accounting Standards or other mandatory professional reporting requirements have been applied.

The statements are also prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these statements:

**Income Tax**

No provision for income tax is made as the Association, being an organisation of employers registered under the Workplace Relations Act 1996, is exempt from income tax under Section 50-15 Item 3.1 (b) of the Income Tax Assessment Act 1997.

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**Property, Plant and Equipment**

Property, plant and equipment are brought to account at cost or at independent or directors' valuation, less where applicable any accumulated depreciation or amortisation. The carrying amount of property, plant & equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of expected net cash flows, which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

Depreciation is provided for on all tangible fixed assets other than freehold land, at rates calculated so as to allocate their cost against revenue over their useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Office Furniture & Equipment	15-25%

**Employee Benefits**

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred. The Association has no legal obligation to provide benefits to employees on retirement.

**Cash**

For the purpose of the Statement of Cash Flows, cash includes cash on hand, at bank and on deposits.

**Revenue**

Revenue is recognized upon the receipt of fees and grants from customers. Interest Revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

**Comparatives**

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

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**2 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which read as follows:

- “(1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.”

	<b>2003</b>	<b>2002</b>
	\$	\$
<b>3 CASH</b>		
Petty Cash	100	18
Term Deposit – Distress Fund	<u>15,988</u>	<u>15,324</u>
	<u>16,088</u>	<u>15,342</u>
 <b>4 RECEIVABLES</b>		
<b>CURRENT</b>		
Sundry Debtors	<u>316</u>	<u>68</u>
 <b>5 PLANT &amp; EQUIPMENT</b>		
Office Furniture & Equipment - at Cost	6,093	6,093
Less: Accumulated Depreciation	<u>4,707</u>	<u>4,313</u>
<b>Total property, plant &amp; equipment</b>	<u>1,386</u>	<u>1,780</u>

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	2003 \$	2002 \$
<b>6 PAYABLES</b>		
<b>CURRENT</b>		
Sundry Creditors	<u>317</u>	<u>280</u>
<b>NON-CURRENT</b>		
Loan – A.T.A. Federal	<u>40,724</u>	<u>44,158</u>
<b>7 OTHER LIABILITIES</b>		
<b>CURRENT</b>		
A.T.A. – South Australia Branch Distress Fund (Refer Note 9)	<u>15,988</u>	<u>15,324</u>
<b>8 MEMBERS' FUNDS</b>		
Accumulated Losses – At Beginning	(42,572)	(47,116)
Profit for the Year	<u>3,333</u>	<u>4,544</u>
Accumulated Profit/(Losses) – At End	<u>(39,239)</u>	<u>(42,572)</u>
<b>9 AUSTRALIAN TRAINERS' ASSOCIATION –SOUTH AUSTRALIAN BRANCH DISTRESS FUND</b>		
<p>A special fund was transferred from the South Australian Trainers Association upon merger with the Australian Trainers' Association – South Australian Branch. The Distress Fund provides relief for hardship cases such as trauma and sickness along with certain cases whereby feed assistance was provided for those trainers unable to support the upkeep of their livestock. Summarised below are the Fund transactions to 30th June 2003.</p>		
Balance Brought Forward	15,324	14,670
Interest Earned	<u>664</u>	<u>654</u>
Balance at End	<u>15,988</u>	<u>15,324</u>

**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

	<b>2003</b>	<b>2002</b>
	\$	\$
<b>10 NOTES TO THE STATEMENT OF CASH FLOWS</b>		
<b>Reconciliation of Net Cash provided by Operating Activities to Operating Profit after Income Tax</b>		
Operating Profit/(Loss)	3,333	4,544
<b>Non Cash Flows in Operating Profit:</b>		
Depreciation	394	537
Loss on Disposal of Fixed Assets	-	142
<b>Changes in Assets &amp; Liabilities:</b>		
Decrease/(Increase) in Current Assets	(248)	1,534
Increase/(Decrease) in Current Liabilities	700	(3,411)
Increase/(Decrease) in Non-Current Liabilities	<u>(3,433)</u>	<u>(2,800)</u>
<b>Net Cash Provided by Operating Activities</b>	<u><u>746</u></u>	<u><u>546</u></u>

**11 FINANCIAL REPORTING BY SEGMENTS**

The Branch carries on business as an Employer's Association operating predominantly in South Australia.

**12 ASSOCIATED ENTITIES**

The Associated Entities are:

- (i) Australian Trainers' Association – Federal

Transactions between the parties consist of the provision of management and accounting functions.



**AUSTRALIAN TRAINERS' ASSOCIATION  
SOUTH AUSTRALIA BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**13 DISCLOSURES IN RELATION TO OFFICEHOLDERS**

**(a) Committee Members:**

The following individuals were Committee members:-

D. Balfour  
L.M. MacDonald  
S. Gower  
L.J. Smith  
R.A. Paech  
J.V. Hall  
K. Byrnes  
R.B. Morgan - Resigned  
J. Smith - Resigned

**(b) Remuneration to Committee Members:**

No committee member received any remuneration for the year ended 30 June 2003.

**14 MATTERS SUBSEQUENT TO REPORTING DATE**

At the date of signing these Financial Statements, no other matter or circumstance which has arisen since 30th June 2003 has significantly affected or may significantly affect:

- (i) The operation of the Association;
- (ii) the results of those operations; or
- (iii) the state of affairs of the Association subsequent to 30th June 2003.



**AUSTRALIAN INDUSTRIAL REGISTRY**

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2003/567-[245V-SA]**

Mr J V Hall  
Secretary  
Australian Trainers' Association  
South Australian Branch  
Box 229  
PLYMPTON SA 5038

Dear Mr Hall

**Re: Australian Trainers' Association-South Australian Branch - Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7775 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Ruth Hansen  
E-mail: ruth.hansen@air.gov.au  
21 August, 2003