



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) 9654 6672

Mr Steven Lowe
General Manager - Finance
Australian Trainers' Association
P.O. Box 585
FLEMINGTON VIC 3031

Dear Mr Lowe,

**Re: Australian Trainers' Association - Financial documents for year ended 30 June 2003
- FR2003/570**

Receipt is acknowledged of the financial documents of the Western Australian Branch of the abovenamed organisation for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 17 October 2003.

The documents have been filed.

New Legislation

As you may be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

Schedule 1B of the RAO legislation establishes a **Registration and Accountability of Organisations Schedule** (the RAO Schedule) within the *Workplace Relations Act 1996* (the WR Act), which pertains to registered organisations. Many of the provisions relating to registered organisations currently in the WR Act are replicated in the new RAO Schedule, with some amendments. Other matters are substantially changed by the RAO Schedule, particularly the financial reporting requirements.

The Western Australian Branch has correctly completed and lodged its financial documents for the financial year ended 30 June 2003 under the WR Act. However, the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the new RAO Schedule.

Accordingly, it is recommended that, in preparation of the financial documents for the year commencing 1 July 2003, the new requirements be brought to the attention of the Association's auditor.

Should you have any queries concerning this matter, I may be contacted on (03) 8661990.

Yours sincerely

Paul Herrod
Research, Information and Advice Branch
14 November 2003

AUSTRALIAN TRAINERS' ASSOCIATION



Facsimile Transmission

TO: Paul Harrod FROM: Steve Lowe

FAX: 03 9654 6672

DATE: November 11, 2003 PAGES (inc. header): 2

SUBJECT: Australian Trainers' Association – WA Branch

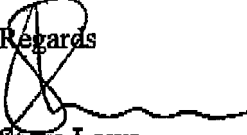
COMMENTS:

Dear Paul

Please find attached Certified Officer's Certificate as discussed.

Also, the financial statements were distributed to members on the 17th September, 2003

If you require any further information please do not hesitate to contact me.

Regards

Steve Lowe
General Manager - Finance



Location: 400 Epsom Road, Flemington, VIC, 3031
Postal Address: PO Box 585, Flemington, VIC, 3031
Telephone: (03) 9372 1688 **Facsimile:** (03) 9372 1699

*Dates on Certificates & Auditor's Report altered at the A&M for some inexplicable reason
Paul Harrod
12/11/03.*

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AUSTRALIAN TRAINERS ASSOCIATION

WESTERN AUSTRALIA BRANCH

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

I, Colin Webster, President of the Australian Trainers Association, Western Australia Branch, do hereby certify that the attached financial statements are true copies of documents presented to the Annual General Meeting held on the 7th October, 2003.


.....
Colin Webster

Dated, this 7th day of October, 2003





FR 2003/570

AUSTRALIAN TRAINERS' ASSOCIATION

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

Rec'd
17/10/03
H.

October 15, 2003

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 W.A. Branch for the year ended 30th June 2003.

Yours faithfully,

STEVEN LOWE
General Manager - Finance

Enc

**A u s t r a l i a n
T r a i n e r s '
A s s o c i a t i o n**

Western Australia Branch

Financial Statements

For The Year Ended

30th June 2003

AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH

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**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, Colin Webster being the officer responsible for keeping the accounting records of the Australian Trainers' Association, Western Australia Branch, certify that as at 30 June 2003 the number of members of the Association was 151 (2002: 156).

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.


.....
Colin Webster

PRESIDENT.

Signed at Perth

Dated, this ~~12th day of September 2003~~


~~12~~ 7 OCT 2003

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Colin Webster and Ross Price being two Members of the Committee of Management of the Association's Western 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 30 June 2002, and the Auditors' Report thereon;
- (v) this annual statement was submitted to the members of the association at its annual general meeting.


.....
Colin Webster

PRESIDENT.


.....

Ross Price

VICE PRESIDENT.

Signed at Perth

Dated, this ~~12th~~ day of ~~September~~ 2003

- 7 OCT 2003

INDEPENDENT AUDIT REPORT

Independent Audit Report to the members of Australian Trainers' Association – Western Australia Branch

Scope

We have audited the attached financial report, being a special purpose financial report, of Australian Trainers' Association – Western Australia 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.

Audit Opinion

In our opinion:

- (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

INDEPENDENT AUDIT REPORT

**Independent Audit Report to the members of
Australian Trainers' Association – Western Australia Branch.**

- (b) the income and expenditure, and the surplus, 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 Co

C.W. Stirling & Co.
Chartered Accountants

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

Signed at Melbourne

this 13th day of October
Dated, this ~~15th~~ day of September, 2003

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

**BALANCE SHEET
AS AT 30 JUNE 2003**

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	3	2,781	3,084
Receivables	4	494	280
Investments	5	<u>177,391</u>	<u>173,032</u>
TOTAL CURRENT ASSETS		<u>180,666</u>	<u>176,396</u>
NON-CURRENT ASSETS			
Plant & equipment	6	<u>231</u>	<u>286</u>
TOTAL NON-CURRENT ASSETS		<u>231</u>	<u>286</u>
TOTAL ASSETS		<u>180,897</u>	<u>176,682</u>
CURRENT LIABILITIES			
Payables	7	<u>-</u>	<u>67</u>
TOTAL CURRENT LIABILITIES		<u>-</u>	<u>67</u>
TOTAL LIABILITIES		<u>-</u>	<u>67</u>
NET ASSETS		<u>180,897</u>	<u>176,615</u>
MEMBERS' FUNDS			
Accumulated Funds	8	<u>180,897</u>	<u>176,615</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

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

	2003	2002
	\$	\$
INCOME		
Grants from Federal Branch	755	780
Interest Received	<u>7,859</u>	<u>6,339</u>
	8,614	7,119
EXPENDITURE		
Advertising	-	99
Auditor's Remuneration	300	300
Bank Charges	185	122
Conferences	2,592	2,738
Depreciation	55	67
Donation	1,000	-
Printing & Stationery	<u>200</u>	<u>200</u>
	<u>4,332</u>	<u>3,526</u>
SURPLUS FOR THE YEAR	4,282	3,593
Accumulated Surplus at Beginning of the Financial Year	<u>176,615</u>	<u>173,022</u>
Accumulated Surplus at the End of the Financial Year	<u>180,897</u>	<u>176,615</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

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

	Note	2003 \$	2002 \$
Cash Flows from Operating Activities:			
Receipts from Customers		980	1,617
Interest Received		7,859	6,339
General Administration Expenses & Direct Expenses		<u>(4,783)</u>	<u>(3,974)</u>
Net Cash Provided by (Used in) Operating Activities	9	<u>4,056</u>	<u>3,982</u>
Net Increase (Decrease) in Cash Held		4,056	3,982
Cash at Beginning of Financial Year		<u>176,116</u>	<u>172,134</u>
CASH AT END OF FINANCIAL YEAR	9	<u><u>180,172</u></u>	<u><u>176,116</u></u>

The accompanying notes form part of this financial report.

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN 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:

ASS 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.

Investments

Investments brought to account are at cost or at valuation. The carrying amount of investments is reviewed annually to ensure it is not in excess of the recoverable amount of the investments.

Interest is brought to account as earned.

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN 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	7.5-20%

Cash

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

Revenue

Revenue from sale of goods is recognised upon the delivery of goods to 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
WESTERN 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.”

	2003	2002
	\$	\$
3 CASH		
Cheque Account	2,045	2,550
Passbook Account	<u>736</u>	<u>534</u>
	<u><u>2,781</u></u>	<u><u>3,084</u></u>
 4 RECEIVABLES		
CURRENT		
ATA Federal	255	280
Other Debtors	<u>239</u>	<u>-</u>
	<u><u>494</u></u>	<u><u>280</u></u>

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

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

	2003	2002
	\$	\$
5 INVESTMENTS		
CURRENT		
Challenge Bank Term Deposit	124,201	122,093
National Australia Bank Term Deposit	<u>53,190</u>	<u>50,939</u>
	<u><u>177,391</u></u>	<u><u>173,032</u></u>
6 PLANT & EQUIPMENT		
Office Furniture & Equipment - at Cost	2,540	2,540
Less: Accumulated Depreciation	<u>2,309</u>	<u>2,254</u>
Total property, plant & equipment	<u><u>231</u></u>	<u><u>286</u></u>
7 PAYABLES		
CURRENT		
Sundry Creditors	<u>-</u>	<u>67</u>
8 MEMBERS' FUNDS		
Accumulated Funds - At Beginning	176,615	173,022
Surplus for the Year	<u>4,282</u>	<u>3,593</u>
Accumulated Funds - At End	<u><u>180,897</u></u>	<u><u>176,615</u></u>

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

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

	2003	2002
	\$	\$
9 NOTES TO THE STATEMENT OF CASH FLOWS		
Reconciliation of Cash		
Cash at the end of financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
Cheque Account	2,045	2,550
Passbook Account	736	534
Challenge Bank Term Deposit	124,201	122,093
National Australia Bank Term Deposit	<u>53,190</u>	<u>50,939</u>
	<u>180,172</u>	<u>176,116</u>
Reconciliation of Net Cash provided by Operating Activities to Operating Profit after Income Tax		
Operating Profit	4,282	3,593
Non Cash Flows in Operating Profit:		
Depreciation	55	67
Changes in Assets & Liabilities:		
Decrease/(Increase) in Current Assets	(214)	255
Increase/(Decrease) in Current Liabilities	<u>(67)</u>	<u>67</u>
Net Cash Provided by Operating Activities	<u>4,056</u>	<u>3,982</u>

**AUSTRALIAN TRAINERS' ASSOCIATION
WESTERN AUSTRALIA BRANCH**

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

10 FINANCIAL REPORTING BY SEGMENTS

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

11 ASSOCIATED ENTITIES

The Associated Entities are:

- (i) Australian Trainers' Association – Federal

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

12 DISCLOSURES IN RELATION TO OFFICEHOLDERS

- (a) **Committee Members:**

The following individuals were Committee members:-

C.H. Webster
R.W. Price
J.W. Price
S. Wallace
J.G. Pike
S.A. Edwards
L.J. Pike - Deceased

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

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

13 MATTERS SUBSEQUENT TO REPORTING DATE

At the date of signing these Financial Statements, no other matter or circumstance which has arisen since 30 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 30 June 2003.