



FAIR WORK
COMMISSION

16 July 2014

Ms Barbara Connolly
Executive Director
Building Service Contractors Association of Australia, New South Wales Division
PO Box 554
CROWS NEST NSW 1585

Dear Ms Connolly

Re: Lodgment of Financial Statements and Accounts - Building Service Contractors Association of Australia, NSW Division – for year ending 31 December 2013 (FR2013/501)

I acknowledge receipt of the financial report of the Building Service Contractors Association of Australia, New South Wales Division ('the reporting unit') for the year ended 31 December 2013. The documents were lodged with the Fair Work Commission on 30 June 2014.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

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 whether 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.

Please note that the financial report for the year ending 31 December 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45¹ of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

Disclosure of employee provisions to office holders and other employees

The Reporting Guidelines require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 21(c) and 21 (d))². Note 6 discloses annual and long service leave liabilities for other employees but does not disclose provision for separation/redundancy. There is also no

¹ Renumbered as paragraph 39 of the new Reporting Guidelines applicable to 2014

² Renumbered as paragraphs 20(c) and 20(d) of the new Reporting Guidelines

statement in relation to provisions for office-holders equivalent to the statement at the bottom of the Statement of Income and Expenditure in relation to expenses for office-holders.

Activities under Reporting Guideline not disclosed

Item 22³ of the Reporting Guidelines states that if any activities identified in items 21⁴ have not occurred in the reporting period, a statement to this effect (or a nil balance) must be included in the notes to the GPFR.

If you have any queries regarding this letter, please contact me on (02) [REDACTED] or via email at 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 line extending to the right from the end of the name.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

³ Now renumbered paragraph 21 of the new Reporting Guidelines

⁴ Now renumbered paragraph 20 of the new Reporting Guidelines

PO Box 554 Crows Nest NSW 1585
 Cleaning: Security:
 Tel: 02 9437 4411 02 9439 0142
 Fax 02 9906 8146 02 9906 8146
 Email: bscaansw@bscaa.com

30 June 2014

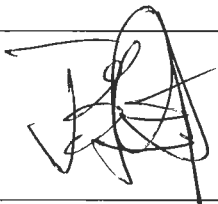
BUILDING SERVICE CONTRACTORS ASSOCIATION OF AUSTRALIA NSW DIVISION

Section 268 Fair Work (Registered Organisations) Act 2009

DESIGNATED OFFICER CERTIFICATE

I Jamie Halfhide being the Vice President / Secretary of the Building Service Contractors Association of Australia NSW Division certify:

- that the documents lodged herewith are copies of the full report for the Building Service Contractors Association of Australia NSW Division for the period ended 31 December 2013 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 4 June 2014 [A screen shot of the notice to members placed on the website and a copy of the email sent to all members both 4 June 2014 are attached]; and
- that the full report was presented to the Annual General Meeting of the reporting unit on 26 June 2014 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009* [a copy of the AGM invitation attached].

Date	30 June 2014
Signature of prescribed designated officer	
Name of prescribed designated officer	Jamie Halfhide
Office Held	Vice President/Secretary

Representing
Contractors for:

- Cleaning
- Facilities Management
- Grounds Maintenance
- Security



Mitchell & Partners
CHARTERED ACCOUNTANTS

BUILDING SERVICE CONTRACTORS ASSOCIATION OF AUSTRALIA
NSW DIVISION
A.B.N. 13 033 709 955

FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2013

All mail to: G.P.O. Box 5460 Sydney NSW 2001 Australia

Level 7 | 10 Barrack Street Sydney | NSW 2000 Australia | TELEPHONE: 02 9392 8686 | FACSIMILE: 02 9299 8195 | EMAIL: reception@mitchellpartners.com.au



beyond accounting



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scheme approved under the
Professional Standards Legislation

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

Financial Report for the Year Ended 31 December 2013

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OPERATING REPORT

This Operating Report covers the activities of the Building Service Contractors Association Of Australia NSW Division (the Association) for the financial year ended 31st December 2013, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the Association

The principal activity of the Association during the financial year was the provision of services to members in the contract cleaning and security industries.

The Association negotiates with industry stakeholders to improve the working conditions for its members and enhance the image of both industries. The Executive Committee meets on a monthly basis to review and monitor the activities of the Division to ensure they achieve the set objectives and remain relevant to Members.

Members are kept up to date by way of regular postal and emailed information on industrial relations and other issues concerning their industry. Networking opportunities are provided by quarterly members meeting.

2. Operating result

The profit of the association for the financial year amounted to \$46,405(2012:\$ 86,063).

3. Membership of the Association

At the end of the financial year the number of members was 62 for the cleaning division and 161 for the security division.

4. Members Right to Resign

All members of the Association have the right to resign from the Association in accordance with Rule 9 of the Association rules, and Chapter 6 Part 3 Section 174 of Fair Work (Registered Organisations) Act 2009, by providing written notice addressed and delivered to the BSCCA NSW office. Detail of Rule 9 is as follows:-

9. - RESIGNATION OF MEMBERSHIP

- 9.1 A BSCAA NSW member may resign from membership by written notice addressed and delivered to the Executive Director.
- 9.2 Where a BSCAA NSW member ceases to be eligible to become a member of BSCAA NSW a notice of resignation of membership takes effect on whichever of the following is later:
- (a) on the day the notice is received by BSCAA NSW; or
 - (b) on the day specified in the notice of resignation, which is a day not earlier than the day when the BSCAA NSW member ceases to be eligible to become a BSCAA NSW member.
- 9.3 Where a BSCAA NSW member resigns membership for reasons other than set out in Rule 9.2 notice of resignation takes effect on whichever of the following is later:
- (a) at the end of 2 weeks after the notice is received by BSCAA NSW; or
 - (b) on the day specified in the notice.
- 9.4 Any dues payable but not paid by a former BSCAA NSW member in relation to a period before that former BSCAA NSW member's resignation from BSCAA NSW took effect, may be sued for and recovered in the name of BSCAA NSW in a court of competent jurisdiction, as a debt due to BSCAA NSW.
- 9.5 A notice delivered to the Executive Director is taken to have been received by BSCAA NSW when it was delivered.
- 9.6 A notice of resignation that has been received by BSCAA NSW is not invalid because it was not addressed and delivered in accordance with Rule 9.1.
- 9.7 A resignation from membership of BSCAA NSW is valid even if it is not effected in accordance with these Rules if the BSCAA NSW member is informed in writing by or on behalf of BSCAA NSW that the resignation has been accepted.

5. Members of the Committee of Management

The following persons were members of the Committee of Management;

Jamie Halfhide
Alex Pavlakis Resigned 27 June 2013
Aimee Bleasdale
Adam Atkin
Tony Carmona
Ravindra Naidoo
Martin Stack
Lemi Stipcevic
George Tsivis
Raelene Verran
Roderick Gesterkamp

6. Superannuation Trustees

No Officer or member of the Association is:

- (1) a trustee of a superannuation entity or an exempt public sector superannuation scheme;
or
- (2) A director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

Where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

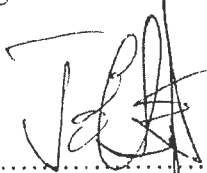
7. Employees of the Association

The Association had 2 full time employees during the year.

8. Significant Changes

There were no significant changes in the Association's state of affairs during the year.

Signed in accordance with the resolution by the Committee of Management



.....
Jamie Halfhide (Vice President and Secretary)

Dated this 4th day of June 2014

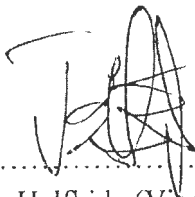
Committee of Management Statement

On 30 MAY 14 the Committee of Management of the Building Service Contractors Association of Australia NSW Division, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2013:

The Committee of Management declares in relation to the GPFR that in its opinion:

- a. the financial statements and notes comply with the Australian Accounting Standards;
- b. the financial statements and notes comply with the reporting guidelines of the Fair Work Australia;
- 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 kept and maintained in accordance with the rules of the organisation including the rules of the branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) where the organisation consists of 2 or more reporting units; the financial records of the reporting unit have been kept as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) no information has been sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the Fair Work (Registered Organisations) Act 2009;
 - (vi) no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
- f. in relation to recovery of wages activity;
there was no recovery of wages activity during the year.

For the Committee of Management:



.....
Jamie Halfhide (Vice President and Secretary)

Dated this 4th day of June 2014

Building Service Contractors Association Of Australia NSW Division
ABN 13 033 709 955

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2013

	Note	2013	2012
INCOME			
Members' subscriptions		215,983	262,810
Members meeting income		5,650	4,522
Excellence Awards (including sponsorship)		36,109	35,856
Insurance Commission		2,561	1,873
Interest Income		9,253	9,025
Sundry income		218	86
Administration Fee from National office		30,000	40,000
Sitting fee LSL Board		-	4,030
Prior year adjustment		(1,677)	-
		298,098	358,202
EXPENDITURE			
Advertising		255	9,204
Audit		2,000	2,000
Bank charges		1,990	2,859
Computer expenses		1,138	1,556
Depreciation		5,264	3,764
Loss on disposal of Depreciable Asset		1,259	1,696
Excellence Awards		35,617	35,941
Industrial Advocacy		2,850	3,300
Insurance		4,248	4,808
Members meetings		10,387	6,913
National Office expenses		339	2,709
Postages		2,302	2,724
Printing & stationary		5,962	5,633
Provision for annual leave/long services leave		5,376	422
Provision for impairment		(25,000)	-
Rent & outgoing		22,802	20,370
Security expenses		5,257	814
Subscription expenses		3,571	3,503
Salary **		119,452	80,055
Salary sacrifice super **		20,917	35,890
Superannuation **		13,045	10,105
Sundry expenses		2,545	2,147
Telephone		7,894	5,514
Temporary staff		526	29,226
Travel		689	986
Website development		1,008	-
		251,693	272,139
Operating Surplus		46,405	86,063

** paid to Employees other than office holders

There was NIL salary, superannuation, annual leave or other employee expenses paid to holders of office of the entity

Building Service Contractors Association Of Australia NSW Division
ABN 13 033 709 955

BALANCE SHEET AS AT 31 DECEMBER 2013

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Cash and cash equivalents	2	328,897	272,559
Trade and other receivables	3	3,400	5,371
TOTAL CURRENT ASSETS		<u>332,297</u>	<u>277,930</u>
NON CURRENT ASSETS			
Plant and equipment	4	6,291	11,705
TOTAL NON CURRENT ASSETS		<u>6,291</u>	<u>11,705</u>
TOTAL ASSETS		<u>338,588</u>	<u>289,635</u>
CURRENT LIABILITIES			
Trade and other payables	5	17,558	20,386
Other provisions	6	31,156	25,780
TOTAL CURRENT LIABILITIES		<u>48,714</u>	<u>46,166</u>
TOTAL LIABILITIES		<u>48,714</u>	<u>46,166</u>
NET ASSETS		<u>289,874</u>	<u>243,469</u>
MEMBERS' FUNDS			
Accumulated surplus		289,874	243,469
TOTAL MEMBERS' FUNDS		<u>289,874</u>	<u>243,469</u>

The accompanying notes form part of these financial statements.

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2013

	Accumulated Surplus \$	Financial Assets Reserve \$	General Reserves \$	Total \$
Balance at 31 December 2010	57,363	-	-	57,363
Operating surplus	100,043	-	-	100,043
Balance at 31 December 2011	157,406	-	-	157,406
Operating surplus	86,063	-	-	86,063
Balance at 31 December 2012	243,469	-	-	243,469
Operating surplus	46,405	-	-	46,405
Balance at 31 December 2013	289,874	-	-	289,874

The accompanying notes form part of these financial statements.

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2013

	Note	2013	2012
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		223,605	290,882
Other operating receipts		31,102	62,347
Excellence Awards (including sponsorship)		36,109	24,020
Payments to suppliers and employees		(267,622)	(265,613)
Interest received		9,253	9,025
Net cash provided by operating activities	7	<u>32,447</u>	<u>120,661</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Loan repayment from National Office		25,000	-
Purchase of property, plant and equipment		(1,109)	(4,992)
Net cash used in investing activities		<u>23,891</u>	<u>(4,992)</u>
Net increase in cash held		56,338	115,669
Cash and cash equivalents at beginning of financial year		<u>272,559</u>	<u>156,890</u>
Cash and cash equivalents at end of financial year	2	<u>328,897</u>	<u>272,559</u>

The accompanying notes form part of these financial statements.

RECOVERY OF WAGES ACTIVITY*

for the year ended 31 December 2013

	2013	2012
	\$	\$
Cash assets in respect of recovered money at beginning of year	-	-
Receipts		
Amounts recovered from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	-	-
Payments		
Deductions of amounts due in respect of membership for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	-	-
Cash asset's in respect of recovered money at end of year	-	-
Number of workers to which the monies recovered relates	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed		
Payable balance	-	-
Number of workers the payable relates to	-	-
Fund or account operated for recovery of wages <i>[Insert fund or account name. If invested in assets include value of each asset]</i>	-	-

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

Note 1: Summary of Significant Accounting Policies

Basis of Accounting

The financial report is a general purpose financial report that has been prepared in accordance *the Fair Work (Registered Organisations) Act 2009* and applicable Accounting Standards, Urgent Issues Group Consensus Views and other Authoritative Pronouncements of the Australian Accounting Standards Board.

The report is also prepared under the historical cost convention and except where stated does not take into account changing money values or current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous year unless otherwise stated, have been adopted in the preparation of this report;

a. **Income Tax**

The income of the Building Service Contractors Association of Australia NSW Division is exempt from Income Tax Section 50 of the *Income Tax Assessment Act*, being a registered union of employers *Fair Work (Registered Organisations) Amendment Act 2012*.

b. **Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

c. **Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

d. **Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting year.

e. **Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

f. **Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Revenue from the provision of membership subscriptions is recognised when invoices are raised.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

Note 1: Summary of Significant Accounting Policies

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

g. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

NOTE 2: CASH AND CASH EQUIVALENT	2013	2012
	\$	\$
Cash on hand	400	400
Cash at bank	80,571	111,120
Cash on deposit	247,926	161,039
	<u>328,897</u>	<u>272,559</u>
NOTE 3: TRADE AND OTHER RECEIVABLES		
Trade receivable	3,400	2,769
Other receivable	-	2,602
BSCAA – National Office	33,424	58,434
Provision for doubtful debts	(33,434)	(58,434)
GST receivable	-	-
	<u>3,400</u>	<u>5,371</u>
NOTE 4: PLANT AND EQUIPMENT		
Plant and equipment – at cost	31,579	31,843
Less accumulated depreciation	(25,288)	(20,138)
	<u>6,291</u>	<u>11,705</u>
NOTE 5: TRADE AND OTHER PAYABLE		
Trade creditor	1,761	-
Accrual	7,700	10,700
PAYG withholding	5,382	4,982
GST payable	1,065	2,924
Super payable	-	577
Salary sacrifice	-	673
BSCAA - WA	-	530
Others	1,650	-
	<u>17,558</u>	<u>20,386</u>
NOTE 6: PROVISION		
Employees other than office holders:		
Annual leave	4,911	2,084
Long service leave	26,245	23,696
	<u>31,156</u>	<u>25,780</u>

Building Service Contractors Association Of Australia NSW Division

ABN 13 033 709 955

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

	2013	2012
	\$	\$
NOTE 7: CASH FLOW STATEMENT		
A. Reconciliation of Net Cash Provided by operating activities to Operating surplus/(deficit)	46,405	86,063
Depreciation	5,264	3,764
Loss on disposal of depreciable asset	1,259	1,696
Provision for impairment	(25,000)	-
Provision for employee entitlement	5,376	422
Increase in Debtors	1,971	28,072
Increase in Creditors	(2,828)	644
	<hr/>	<hr/>
	32,447	120,661

NOTE 8: SEGMENT REPORTING

The Association operates predominantly in one business and geographical segment, being a Association of employees providing industrial and workplace relations services to its members in New South Wales.

NOTE 9:RECOVERY OF WAGES ACTIVITIES

There was no recovery of wages activities during the year.

NOTE 10:FINANCIAL INSTRUMENT

Interest Rate Risk

The Association'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 average interest rates on those financial assets is not material.

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 value of those assets, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of those financial statements.

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

Net Fair Values

Assets and liabilities have been valued at their net fair value at balance date. This value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying value exceeds fair net values have not been written down as the company intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.

Building Service Contractors Association Of Australia NSW Division
ABN 13 033 709 955

NOTE 11: ASSOCIATION DETAIL

The registered office of the Association is: Building Service Contractors Association Of Australia NSW Division, Suite 3,139 Alexander St, Crows Nest NSW 2065.

NOTE 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 reads as follows:

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

- (1) 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.
- (2) 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.
- (3) A reporting unit must comply with an application made under subsection (1).

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF BUILDING SERVICE CONTRACTORS ASSOCIATION OF AUSTRALIA NSW DIVISION**

Scope

We have audited the accompanying general purpose financial report of the Building Service Contractors Association of Australia NSW Division for the year ended 31 December 2013 comprising Profit and Loss Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Committee of Management Statement and Notes to and Forming Part of the Financial Statements.

The Association's Committee is responsible for the preparation and true and fair presentation of the financial report and the information they contain. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

Our audit has been conducted in accordance with Australian Auditing Standards ASA (700) in order to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial report is presented fairly in accordance with statutory requirements so as to present a view which is consistent with our understanding of the Association's financial position and as represented by the results of its operations and cash flows.

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

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Audit opinion

In Our opinion the GPFR is presented fairly in accordance with the following that apply in relation to Building Service Contractors Association of Australia NSW Division:

- a) the Australian Accounting Standards;
- b) in relation to recovery of wages activity;
 - i. that the scope of the audit encompassed recovery of wages activity;
 - ii. that the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the General Manager, including:
 - (1) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
 - (2) any donations or other contributions deducted from recovered money; and
- c) any other requirements imposed by these Reporting Guidelines or Part 3 of Chapter 8 of the RO Act.

Mitchell & Partners
Chartered Accountants
Bun Kiem Lee



(member of The Institute of Chartered Accountants in Australia)
Registered Company Auditor
holds a current Public Practice Certificate.

Date: *4 June* 2014

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

All mail to: G.P.O. Box 5460 Sydney NSW 2001 Australia

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NSW Annual General Meeting - x
bscaa.com/nsw/nsw-annual-general-meeting-26-june-2014/


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New South Wales

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NSW Annual General Meeting 26 June 2014

posted on 4-06-2014

The BSCAA NSW Annual General Meeting will be held on the 26 June 2014 at the ECCO Waterfront Restaurant, Drummoyne. Special guest speakers include Lalka Hussein - Proclaim, Bridget Gardiner - Green SASH, Joe Taylor - Staples Australia and Bruce Whiteley - Daniels Associates.

The BSCAA NSW Financial Report year ended 31 December 2013 is now available for all members to view in the *Members Only* section

The AGM invitation and Agenda are attached and we invite all members to attend.

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Helen Thurtell

From: Helen Thurtell <admin@bscaansw.com.au>
Sent: Wednesday, 4 June 2014 2:50 PM
To: 'Helen Thurtell'
Subject: BSCAA NSW - Notice of Annual General Meeting 26 June 2014
Attachments: AGM Invitation and Agenda.pdf

Good Afternoon,

The BSCAA NSW Annual General Meeting will be held on the 26 June 2014 at the ECCO Waterfront Restaurant, Drummoyne at which the audited Financial reports for the NSW Division year ended 31 December 2013 will be presented.

The Financial Reports have been posted on the website for members information.

The AGM Invitation and Agenda is attached and we look forward to seeing you at that function.

Barbara Connolly

Executive Director
BSCAA NSW Division

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BSCAA NSW AGM

Thursday 26 June 2014 at 12.00 noon

Luncheon Meeting—\$90/head

Two course meal including drinks

**ECCO Waterfront Restaurant
2 St Georges Crescent, Drummoyne 2047**

Limited parking on site



REGISTRATION

rsvp

Thursday 19 June 2014

Company:

Attendees:

Bookings essential & payment must be received prior to the meeting.

A Tax Invoice will be issued after receipt of payment.

BSCAA NSW DIVISION
ABN: 13 033 709 955

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Annual General Meeting

A G E N D A

1. Apologies
2. Vice President's Report 2013/2014
3. Audited financial report 2013
4. Election of Officers
5. General Business

Guest Speakers

Laika Hussein - Proclaim

Laika is a qualified lawyer who previously practiced for the Director of Public Prosecutions. She has been at Proclaim since 2007 and currently manages a portfolio of liability claims across industry sectors.

Bridget Gardiner - Green SASH™

The Green SASH™ program is coming. Established by Fresh Green Clean as a separate Not-for-Profit company, Green SASH™ will set industry benchmarks for green cleaning via self-evaluation tools and a certification program for buildings being cleaned to high standards of safety, sustainability and hygiene.

Joe Taylor - Staples Australia

Head of the facilities solutions division within Staples covering the cleaning, janitorial and safety categories, Joe will be talking about the industry trends in procurement contracts and large businesses and how that relates to the cleaning market and supply of Janitorial.

Bruce Whiteley - Daniels Associates

Equitable online training update.

Payment options:

- Cheque enclosed
- Direct credit (please identify) **BSB 08 2212 A/c 89 383 2014**
- Credit Card Visa Mastercard

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