



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2002/838-[108N]

Mr A Peter
Federal Secretary
Club Managers' Association, Australia
PO Box 845
AUBURN NSW 2144

Dear Mr Peter

**Re: Club Managers' Association, Australia
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 31 December, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year 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 (02) 8374 6618 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

Belinda Penna
E-mail: belinda.penna@air.gov.au

17 February 2003



RG/32669:01026904.sl



18 June 2003

Deputy Industrial Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

CLUB MANAGERS ASSOCIATION AUSTRALIA

Please find enclosed the following documents for the above named Association:

- Certificate of the Secretary
- Financial Statements for the Year Ended 31 December 2002

Please note that there was no single donation exceeding \$1,000 in the financial year ended 31 December 2002.

The salary expenses in the Income and Expenditure Statement were all paid to employees. No holder of office was paid any remuneration by the entity for the financial year.

If you have any queries in relation to the above please contact our office.

Yours Sincerely

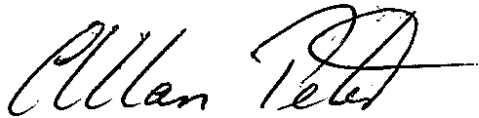
GROSVENOR SCHILIRO

R C GROSVENOR

Partner

CLUB MANAGERS ASSOCIATION AUSTRALIA
CERTIFICATE OF SECRETARY
Industrial Relations Act 1988 – Section 280(1)(b)
Industrial Relations Regulation – 114

I Allan Peter, Federal Secretary of the Club Managers Association Australia hereby, certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates supplied to members in the general meeting of members held on 27 March 2003 and presented to the executive meeting of members of the organization for approval on 1 May 2003 in respect of the financial year of the organization ending 31st December, 2002.



ALLAN PETER
SECRETARY

DATED AT SYDNEY THIS 30 DAY OF MAY, 2003



Please address all business correspondence to the Federal Secretary

The Club Managers' Association Australia

is registered as an industrial organisation of employees in the terms of the Federal Workplace Relations Act, 1996, and The Club Managers' Association is a registered Trade Union in the terms of the New South Wales Industrial Relations Act 1996.

The CMAA is affiliated with the Australian Council of Trade Unions (ACTU) and the CMA is affiliated to the NSW State Branch of the ACTU, The Labor Council of NSW.

Registered Office

67-73 St. Hilliers Road Auburn NSW 2144

Phone (02) 9643 2300 Fax (02) 9643 2400

P.O.Box 845 Auburn NSW, 1835

Email - cmaa@cmaa.asn.au

Website - cmaa.asn.au

Office Hours

Monday to Friday 9am to 5pm

Seven day telephone answering service in operation



CMAA ANNUAL REPORT



Financial Statements

for the year ended 31st December 2002

The CMAA Executive



Clockwise from left:
 Jim Henry, Federal President;
 Greg Pickering, Federal Vice
 President; Allan Peter,
 Federal Secretary;
 Terry Condon, Executive
 Officer; Craig Fantom,
 Federal Executive Member;
 David Graham, Federal
 Executive Member

CLUB MANAGERS' ASSOCIATION AUSTRALIA

OFFICE BEARERS

Federal President
 Jim Henry, OAM,
 ACCM

Federal Vice
 President
 Greg Pickering,
 ACCM

Federal Secretary
 Allan Peter,
 ACCM

Federal Executive
 Members
 Craig Fantom,
 ACCM
 David Graham

Federal Councillors
 Ian Todd, ACCM
 Mario Machado,
 ACCM
 Danny Munk,
 ACCM
 Michael Wiesel

Ian Munro
 Brad Whittaker,
 ACCM
 Greg Mitchell,
 ACCM
 Chris Keen, ACCM
 Peter Constance
 Granr Duffy, ACCM
 John Rafferty, ACCM
 Wally Day
 Dominic
 Connaughton,
 ACCM
 Roy Anderson,
 ACCM
 Les Clarke, ACCM

Executive Officer
 Terry Condon,
 CCM

Administration
 Officer
 Gerry Sarlemyn

Industrial Relations
 Advocate
 Peter Cooper

Education Manager
 Ralph Kober B.Ed.

Student Services
 Co-ordinators
 Narell Thrower
 Peter Schmidt

Accounts Officer
 Priscilla San Luis

Receptionist
 Carol Quirke

Training
 Administrator
 Kerrie Treasure

Office Assistant
 Maria Hudson

Life Members
 Harry Walker
 (decd.)
 Norm Robinson
 (decd.)
 Arthur Justice
 (decd.)
 Len Ewart (decd.)

Lou O'Neill (decd.)
 Peter Cameron (decd.)
 Bob Harbutt (decd.)
 Keith Nolan
 Les Evennett
 John Milne
 Fred Chubb, CCM
 Alan McDougall,
 MBE
 George Elliot, CCM
 Peter Strachan,
 ACCM
 Hans Sarlemyn,
 ACCM
 Jim Henry, OAM,
 ACCM
 Terry Condon,
 CCM
 Lew Cooper
 Barry Stevenson
 Greg Pickering,
 ACCM
 John Allan, ACCM
 Allan Peter, ACCM

SPONSORS OF THE CLUB MANAGERS CAREER DEVELOPMENT CENTRE

Centre SPONSOR: **maxgaming**



PAYNTER DIXON



BARRINGTONS

CROWN
 COMMERCIAL



STARGAMES



	2002	2001
EXPENSES		
Catering	93,582	75,141
Bank Charges	1,562	1,411
Bursary Expenses	92,308	38,302
Donations	54,389	40,071
Function Expenses	125,033	77,838
Other Expenses	8,904	15,956
Postage	4,512	284
Printing & Stationery	2,588	981
Travelling & Meeting	43,852	38,386
	<u>426,730</u>	<u>288,370</u>
	<u>(7,746)</u>	<u>63,632</u>

Club Managers' Association Australia

Financial Statements for the year ended 31st December 2002

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Message from the Federal President



Dear Members,

Once again I am pleased to submit the Financial Statements for the year ended 31 December, 2002, which, for another year, show the Club Managers Association Australia to be in a strong financial position.

The success achieved by the Club Managers Association Australia this year could not have been attained without many factors successfully coming together.

Firstly, the contribution that you, the members make by participating in the many activities organised at the Career Development Centre factor strongly in the outcome. And, of course, the Board of Management Studies and staff whose expertise in sourcing comprehensive career advancement courses to assist club managers is unrivalled, I continue to offer my praise and congratulations.

A fundamental factor in the continuing success of the Career Development Centre is the sponsorship received from members of the trade. Their support is vital to the continuing education and training of club managers and ensures the ongoing success of the club industry.

To the Editor of Club Management in Australia, Andrew Dettre and Sales Manager, Judy Rayner, I offer our thanks for their specialised talents and the proficient manner in which they produce your Association's publication. This professional publication contains relevant information and stories that portray the essence of our industry.

A Federal Association requires many dedicated people to function successfully. I therefore extend my sincere appreciation to the Federal Executive, Federal Council and Zone Committees who work tirelessly for the success of the Club Managers Association Australia.

And to the people who ensure that all these factors merge together successfully, Executive Officer, Terry Condon, Administration Manager, Gerry Sarlemyn and all the staff at our Auburn headquarters, I extend my sincere appreciation and gratitude.

Jim Henry, OAM, ACCM
Federal President

	2002	2001
EXPENSES		
Accountancy Fees	1,700	1,600
Administration Fees	70,000	66,000
Audit Fees	1,600	1,600
Catering	19,598	51,733
Bank Charges	2,305	1,718
Conference Expenses	95,105	40,670
Conference - Other Activities	60,890	29,850
Printing & Stationery	4,117	10,336
Travelling & Meeting	9,702	20,596
	<u>265,017</u>	<u>224,103</u>
	<u>28,787</u>	<u>17,015</u>

ZONE OPERATIONS

INCOME

Bursary Funds	60,045	67,600
Auction	-	7,285
Course Fees	1,025	2,845
Functions	278,998	221,450
Donations & Sponsors	44,248	15,042
Interest Received	1,139	1,779
Raffles	32,233	33,207
Sundry Income	1,296	2,794
	<u>418,984</u>	<u>352,002</u>

	2002	2001
General Expenses	26,248	18,833
Insurance	3,594	14,043
Lease	21,702	19,318
Lecture Expenses	157,789	350,496
Legal Fees	1,501	4,478
Light & Power	5,723	5,405
Motor Vehicle Expenses	6,366	5,829
Payroll Tax	3,000	2,900
Plaques	928	6,006
Postage	12,310	18,329
Printing & Stationery	49,136	50,242
Provision for Annual & Sick Leave	5,309	-
Rent - Office	93,347	81,643
Repairs & Maintenance	11,696	6,467
Salaries	252,311	238,684
Staff Amenities	2,704	1,595
Staff Training	6,995	1,159
Superannuation	18,857	16,342
Telephone	27,457	42,507
Temporary Staff	3,091	6,751
Training Materials	40,389	-
Travelling & Meeting	9,856	6,153
	<u>1,615,956</u>	<u>1,377,172</u>
	<u>(30,155)</u>	<u>276,758</u>

**CLUB MANAGEMENT DEVELOPMENT
AUSTRALIA (CONFERENCES)**

INCOME

Conference Fees	210,410	204,441
Luncheon Fees	32,118	5,405
Hiring Charges	51,276	31,272
	<u>293,804</u>	<u>241,118</u>

Independent Audit Report to the members of Club Managers Association Australia

Scope

We have audited the accounts of the Club Managers Association Australia for the year ended 31st December, 2002 as set out on the attached pages. The Federal Executive is responsible for the preparation and presentation of the accounts and the information they contain. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the organisation.

Our audit has been conducted in accordance with Australian Auditing Standards 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 accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian accounting concepts and standards and the Workplace Relations Act 1996 so as to present a view of the organisation which is consistent with our understanding of its financial position and the results of its operations.

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

Audit Opinion

In our opinion:

- (a) satisfactory accounting records have been kept by the organisation so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the organisation (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the organisation;
- (b) the accounts and statements prepared under section 273 of the Workplace Relations Act 1996 have been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the organisation as at the 31st December, 2002; and
 - (ii) the income and expenditure, and any surplus or deficit of the organisation for the year; and

(c) the accounts have been prepared in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards.

Where necessary we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

Grosvenor Schiliro
Chartered Accountants

R.C. Grosvenor

R.C. Grosvenor
Partner
Registered Company Auditor

Dated at Sydney this 27th day of February, 2003

	2002	2001
Publication & Printing	228,172	258,716
Telephone	825	787
Travelling & Meeting	-	796
	<u>482,594</u>	<u>504,275</u>
	<u>50,780</u>	<u>(17,393)</u>

CLUB MANAGEMENT DEVELOPMENT
AUSTRALIA (COURSES)

INCOME

Commissions	11,719	34,535
Course Fees	734,292	1,034,962
Premises Rental	168,635	93,263
Industry Sponsorship	585,984	418,693
Subscription Fees	61,521	61,532
Sundry Income	23,650	10,945
	<u>1,585,801</u>	<u>1,653,930</u>

EXPENSES

Accountancy Fees	6,500	6,400
Administration Fees	210,000	105,600
Advertising & Promotion	16,533	30,065
Audit Fees	3,000	3,000
Catering	128,023	93,768
Bank Charges	3,377	5,304
Bursary Expenses	16,266	-
Cleaning	7,854	8,178
Commission	-	957
Computer Expenses	26,468	24,584
Course Development Expenses	21,835	45,690
Depreciation	133,269	80,740
Divisional Charges-Sponsors	282,469	36,301
Editorial & Advertising	-	5,424
Entertainment	53	33,981

	2002	2001
INDUSTRY LUNCHEONS		
INCOME		
Divisional Charges	26,650	840
Registration Fees	2,341	6,028
	<u>28,991</u>	<u>6,868</u>
EXPENSES		
Accountancy Fees	1000	1,000
Administration Fees	22,000	22,200
Catering	6,928	4,695
Entertainment	-	757
Other Expenses	-	162
Printing & Stationery	286	341
	<u>30,214</u>	<u>29,155</u>
	<u>(1,223)</u>	<u>(22,287)</u>

CLUB MANAGEMENT MAGAZINE

INCOME		
Advertising Revenue	359,741	353,051
Divisional Charges	41,970	4,498
Subscription Fees	131,663	129,333
	<u>533,374</u>	<u>486,882</u>
EXPENSES		
Accountancy Fees	1,400	1,300
Administration Fees	20,000	22,200
Audit Fees	400	400
Circulation Audit	675	660
Commission	91,690	91,330
Editorial & Advertising	82,206	75,207
Other Expenses	1,853	14
Postage	54,728	48,853
Printing & Stationery	645	4,012

Club Managers Association Australia Statement of the Federal Executive

We, Greg Pickering and Allan James Peter, being two members of the Federal Executive of the Club Managers Association Australia, do state on behalf of the Federal Executive and in accordance with a resolution passed by the Executive, that

- the accompanying balance sheet is drawn up so as to give a true and fair view of the state of affairs of the organisation as at 31st December, 2002;
- the accompanying income and expenditure statement is drawn up so as to give a true and fair view of the result of the organisation for the year ended 31st December, 2002;
- meetings of the Federal Executive were held in accordance with the rules of the organisation;
- to the knowledge of the Federal Executive there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the organisation;
- statements in respect of the immediately preceding year, complied with the provisions of sec 279 (1) and 279 (6) of the Workplace Relations Act 1996.

Signed for and on behalf of the Federal Executive

Greg Pickering

Greg Pickering

Officer

Allan James Peter

Allan James Peter

Officer

Dated at Sydney this 27th day of February, 2003

Club Managers' Association Australia Statement by the Accounting Officer

I, Allan James Peter being the Officer responsible for keeping the accounting records of the Club Managers Association Australia, certify that as at 31st December, 2002 the number of members of the organisation was 2520.

In my opinion:

- (1) the attached accounts show a true and fair view of the financial affairs of the organisation at 31st December, 2002;
- (2) 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 to which those moneys are to be credited, in accordance with the rules of the organisation;
- (3) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (4) 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;
- (5) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation were made to persons holding office in the organisation;
- (6) the register of members of the organisation was maintained in accordance with the provisions of the Act.
- (7) the attached accounts have been prepared in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards.

Allan James Peter

Allan James Peter
Accounting Officer

Dated at Sydney this 27th day of February, 2003

	2002	2001
Presidential Card	17,362	42,558
Printing & Stationery	37,287	37,402
Rent - Office	90,107	81,644
Repairs & Maintenance	9,916	9,222
Salaries	453,491	423,446
Staff Amenities	2,863	5,259
Staff Training	2,159	3,557
Superannuation	29,397	26,237
Telephone	32,256	31,317
Travelling & Meeting	45,530	69,072
	<u>1,112,809</u>	<u>1,297,319</u>
	<u>12,934</u>	<u>(351,578)</u>

EXHIBITIONS

INCOME

Display Fees	302,924	502,587
Divisional Charges	52,800	47,440
Sundry Income	-	100
	<u>355,724</u>	<u>550,127</u>

EXPENSES

Accountancy Fees	1,000	1,000
Administration Fees	150,000	22,200
Catering	13,273	25,022
Bank Charges	219	1,719
Commission	39,636	69,580
Editorial & Advertising	1,265	2,428
Entertainment	2,455	3,783
Exhibition Expenses	96,011	222,284
Other Expenses	3,656	38,200
Postage	794	3,475
Printing & Stationery	2,245	2,473
	<u>310,554</u>	<u>392,164</u>
	<u>45,170</u>	<u>157,963</u>

	2002	2001
EXPENSES		
Accountancy Fees	1,100	1,200
Affiliation Fees	8,795	9,496
Audit Fees	8,000	7,500
Auditors Remuneration - Other	9,300	16,500
Catering	2,589	9,907
Bank Charges	4,902	5,304
Bursary Expenses	6,848	1,211
Cleaning	7,855	7,549
Computer Expenses	18,570	23,219
Consultancy Fees	3,098	11,914
CMA Merchandise	2,475	33
Depreciation	68,032	118,435
Donations	12,011	27,433
Editorial & Advertising	-	1,869
Fringe Benefit Tax	16,922	23,212
General Expenses	18,396	21,790
CMAA - Victoria	-	15,018
CMAA - Queensland	-	4,658
Industry Sponsorship Expenses	35,715	54,804
Insurance	39,007	23,070
Lease	4,062	3,082
Legal Fees	16,989	12,000
Legal & Business Pubs	8,299	5,447
Light & Power	5,723	5,406
Luncheon Costs	1,661	422
Long Service Leave Provision	11,282	12,671
Prov'n for Annual & Sick Leave	22,485	35,949
Motor Vehicle Expenses	15,387	15,969
Other Expenses	17,206	61,213
Photography	-	212
Payroll Tax	11,131	8,892
Postage	14,602	22,220

Club Managers' Association Australia Balance Sheet as at 31st December 2002

	2002	2001
MEMBERS' FUNDS		
Balance at Beginning of Year	1,444,139	1,320,030
Surplus / (Deficit)	98,547	124,109
TOTAL MEMBERS' FUNDS	<u>1,542,686</u>	<u>1,444,139</u>
MEMBERS' FUNDS ACCUMULATION FUND	<u>1,542,686</u>	<u>1,444,139</u>
REPRESENTED BY PROPERTY PLANT AND EQUIPMENT		
Structural Improvements - Cost	562,800	562,800
Less Prov'n for Depreciation	333,205	220,645
	<u>229,595</u>	<u>342,155</u>
Office Equipment - at Cost	156,156	153,429
Less Prov'n for Depreciation	87,372	77,561
	<u>68,784</u>	<u>75,868</u>
Library - at Cost	8,619	8,619
Less Prov'n for Depreciation	8,041	7,858
	<u>578</u>	<u>761</u>
Office Machines - at Cost	596,663	570,703
Less Prov'n for Depreciation	433,363	381,293
	<u>163,300</u>	<u>189,410</u>
Mobile Telephones - at Cost	16,895	15,492
Less Prov'n for Depreciation	11,622	10,055
	<u>5,273</u>	<u>5,437</u>
Motor Vehicles - At Cost	162,266	162,266
Less Prov'n for Depreciation	82,636	59,814
	<u>79,630</u>	<u>102,452</u>
	<u>547,160</u>	<u>716,083</u>

	2002	2001
CURRENT ASSETS		
Cash in Hand	300	300
Cash at Bank	173,119	10,484
Career Development Fund	-	3,891
Cash at Bank - Zones	339,620	341,289
Cash Management Account	52,902	-
Commercial Bills	133,060	122,779
Zone GST Receivable	12,322	3,672
Sundry Debtors	5,426	20,991
Trade Debtors	184,961	100,389
Less Provision for Doubtful Debts	(5,000)	(5,000)
Fixed Term Deposit – SMAA Legal Fund	77,626	28,073
Prepayments	78,677	80,502
Expansion Fund	525,813	372,070
Stock on Hand - at Cost	21,609	15,900
GST on acquisitions	-	22,653
	<u>1,600,435</u>	<u>1,117,993</u>
TOTAL ASSETS	2,147,595	1,834,076
CURRENT LIABILITIES		
Accrued Expenses	107,932	150,878
Advertising Commissions	33,988	16,820
Prepaid Members' Subscriptions	157,389	113,575
Unearned Income	164,133	7,764
Loans Related Companies (Unsecured) at Call	-	192
Prov'n for Annual and Sick Leave	139,784	100,708
GST on Supplies	1,683	-
	<u>604,909</u>	<u>389,937</u>
NET ASSETS	1,542,686	1,444,139

	2002	2001
Rent - Office	183,455	163,287
Repairs & Maintenance	21,612	15,689
Salaries	705,802	662,130
Staff Amenities	5,567	6,854
Staff Training	9,154	4,717
Superannuation	48,254	42,578
Telephone	60,538	74,611
Temporary Staff	3,092	6,750
Training Materials	40,389	-
Travelling & Meeting	108,939	135,004
TOTAL EXPENSES	3,771,873	3,874,359
NET SURPLUS	98,547	124,109

Divisionalised Income and Expenditure Statement for the year ended 31st December 2002

ADMINISTRATION

INCOME

Expansion Fund	130,734	130,755
Administration Fees	471,999	238,200
Commissions	3,238	3,034
Dividends	837	126
Industry Sponsorship	8,000	58,500
Interest Received	27,740	39,463
Profit on Sale of Non Current Assets	930	3,035
Legal Fund	61,521	61,532
Subscription Fees	407,581	407,648
Sundry Income	13,163	3,448

1,125,743 945,741

	2002	2001
Divisional Charges-Sponsors	282,469	36,301
Donations	66,399	67,505
Editorial & Advertising	83,471	84,927
Entertainment	2,507	38,522
Exhibition Expenses	96,011	222,285
Function Expenses	125,033	77,838
Fringe Benefit Tax	16,923	23,211
General Expenses	44,644	40,624
CMAA - Victoria	-	15,018
CMAA - Queensland	-	4,658
Industry Sponsorship Expenses	35,715	54,803
Insurance	42,601	37,113
Lease	25,765	22,399
Lecture Expenses	157,788	350,497
Legal Fees	18,490	16,478
Legal & Business Pubs	8,299	5,447
Light & Power	11,446	10,811
Luncheon Costs	1,661	423
Long Service Leave Provision	11,281	12,671
Prov'n for Annual & Sick Leave	27,795	35,949
Merchandise	2,475	33
Motor Vehicle Expenses	21,753	21,797
Other Expenses	31,619	115,546
Photography	-	213
Payroll Tax	14,131	11,792
Plaques	928	6,006
Postage	86,946	93,160
Presidential Card	17,361	42,559
Printing & Stationery	96,304	105,786
Publication & Printing	228,172	258,716

Notes to and Forming Part of the Financial Statements

Note 1 - Summary of Significant Accounting Policies

The accounts have been prepared in accordance with the accounting standards issued by the Australian Accounting bodies. The accounts are prepared in accordance with the historical cost convention and do not take into account changing money values, or except where stated, current valuations of non-current assets. The accounting policies have been consistently applied unless otherwise stated.

(a) Property Plant & Equipment

Property plant and equipment are included at cost or at independent valuation. All fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

(b) Inventories

Inventories are valued at the lower of cost and net realisable value. Costs are assigned on a first in first out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

Note 2 - Auditors Remuneration

	2002	2001
Fees received and/or receivable for the year:		
Audit Services	13,000	12,500
Other Services	22,675	29,600
	<u>35,675</u>	<u>42,100</u>

Note 3 - Notice required under Workplace Relations Act

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of Section 274, which reads 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.

Aggregated Income and Expenditure Statement for the year ended 31st December 2002

	2002	2001
INCOME		
Expansion Fund	130,734	130,755
Advertising Revenue	359,740	353,051
Bursary Funds	60,045	67,600
Auction	-	7,285
Commissions	14,957	37,569
Conference Fees	210,410	204,441
Course Fees	735,317	1,037,807
Display Fees	302,923	502,587
Divisional Charges	121,420	52,779
Dividends	837	125
Functions	278,998	221,451

	2002	2001
Premises Rental	168,635	93,262
Luncheon Fees	32,118	5,405
Hiring Charges	51,276	31,272
Industry Sponsorship	593,984	477,193
Donations & Sponsors	44,248	15,042
Interest Received	28,879	41,243
Profit on Sale of Non Current Assets	930	3,035
Raffles	32,233	33,207
Registration Fees	2,341	6,028
Legal Fund	61,522	61,531
Subscription Fees	600,765	598,513
Sundry Income	38,108	17,287
TOTAL INCOME	3,870,420	3,998,468

EXPENSES		
Accountancy Fees	12,700	12,500
Advertising & Promotion	16,533	30,065
Affiliation Fees	8,795	9,495
Audit Fees	13,000	12,500
Auditors Remuneration - Other	9,300	16,500
Catering	263,992	260,266
Bank Charges	12,364	15,456
Bursary Expenses	115,423	39,513
Circulation Audit	675	660
Cleaning	15,708	15,726
Commission	131,327	161,868
Computer Expenses	45,038	47,804
Consultancy Fees	3,097	11,914
Conference Expenses	95,105	40,669
Conference - Other Activities	60,890	29,850
Course Development Expenses	21,836	45,690
Depreciation	201,301	199,175



AUSTRALIAN INDUSTRIAL REGISTRY

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Telephone: (02) 8374 6666
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Mr Allan Peter
Federal Secretary
Club Managers' Association Australia
PO Box 845
AUBURN NSW 1835

Dear Mr Peter

**Re: Lodgement of Financial Statements and Accounts for the year ending
31 December 2002 (FR2002/838)**

Receipt is acknowledged of the abovementioned documents, which were lodged in the Registry on 19 June 2003, under cover of a letter from Grosvenor Schiliro & Associates.

The documents have been filed.

Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

19 June 2003