



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2003/720-[108N]

Mr Allan J Peter
Federal Secretary
Club Managers' Association, Australia
PO Box 845
Auburn NSW 1835

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, 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 31 December, 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 31 December, 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 accounting, auditing and reporting obligations 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
9 January 2004



Australian Government
Australian Industrial Registry

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80 William Street, East Sydney, NSW 2011
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Fax: (02) 9380 6990

Ref: FR2003/720 -[108N]

Mr Allan J Peter
Federal Secretary
Club Managers' Association, Australia
PO Box 845
AUBURN NSW 1835

Dear Mr Peter

Re: Club Managers' Association, Australia
Outstanding Financial Documents - *Workplace Relations Act 1996*

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December, 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 31 December, 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.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 2 November, 2004* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the

documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2003/720**.

Yours sincerely

Belinda Penna

Belinda Penna

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

12 October, 2004



21 October 2004

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:

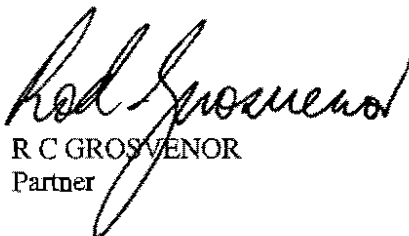
- Certificate of the Secretary
- Financial Statements for the Year Ended 31 December 2003

Please note that there was no single donation exceeding \$1,000 in the financial year ended 31 December 2003.

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 18 March 2004 and presented to the executive meeting of members of the organization for approval on 29TH APRIL 2004 in respect of the financial year of the organization ending 31 December 2003.



**ALLAN PETER
SECRETARY**

DATED AT SYDNEY THIS 20 DAY OF OCTOBER, 2004

CMAA ANNUAL REPORT



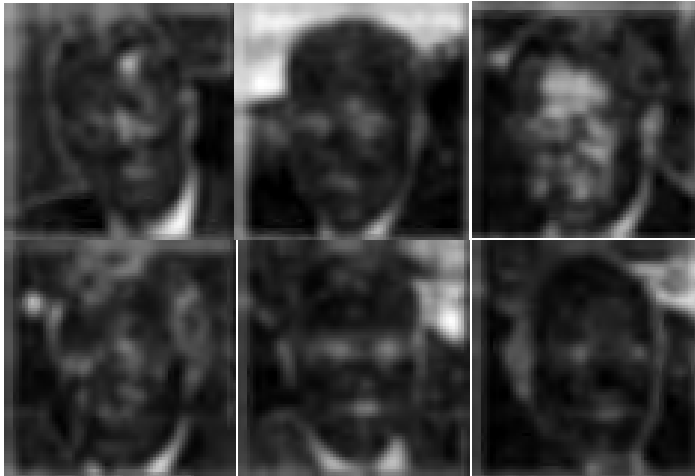
AUSTRALIA

EDITION 1

Simple Circle Projection

Financial Statements
for the year ended 31st December 2003

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
 Grant 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 (decd.)
 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

Club Managers' Association Australia

Financial Statements for the year ended 31st December 2003

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Message from the Federal President



Dear Members,

I submit the Financial Statements for the year ended 31 December, 2003 with a sense of accomplishment as the Club Managers Association Australia continues to reflect a strong financial position.

The healthy result achieved by the Club Managers Association Australia this year was due to the successful coming together of many elements.

Central to this success is the contribution you, the members, make through your participation in the many activities organised at the Career Development Centre. I acknowledge and praise the Board of Management Studies and staff for their outstanding contribution to this accomplishment. Their expertise in sourcing comprehensive career advancement courses to assist club managers is unrivalled.

The support received from members of the trade by way of their sponsorship is a key element to the on-going success of the Career Development Centre and I sincerely thank them all. This vital contribution to the education and training of club managers is of paramount importance to the health of the club industry.

Club Management in Australia continues to enjoy success by relaying critical information and relevant issues vital to our industry. I offer our thanks to the Editor, Andrew Dettre and Judy Rayner for the professional manner in which they produce your Association's publication.

It is with sincere thanks that I acknowledge our Federal Executive, Federal Council and Zone Committees who have worked diligently to pursue the aims of the Club Managers Association Australia.

And to conclude, I extend my recognition and appreciation to that team of people who bring all these components together so successfully, our Executive Officer, Terry Condon, Administration Officer, Gerry Sarlemyn and all the staff at our Auburn headquarters.

A handwritten signature in black ink, appearing to read 'Jim Henry'.

Jim Henry, OAM, ACCM
Federal President

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, 2003 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, 2003; 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 18th day of March, 2004

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

- (a) 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, 2003;
- (b) 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, 2003;
- (c) meetings of the Federal Executive were held in accordance with the rules of the organisation;
- (d) 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;
- (e) 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 18th day of March, 2004

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, 2003 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, 2003;
- (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 18th day of March, 2004

Club Managers' Association Australia

Balance Sheet as at 31st December 2003

	2003	2002
MEMBERS' FUNDS		
Balance at Beginning of Year	1,542,686	1,444,139
Surplus / (Deficit)	246,454	98,547
TOTAL MEMBERS' FUNDS	1,789,140	1,542,686
MEMBERS' FUNDS		
ACCUMULATION FUND	1,789,140	1,542,686
REPRESENTED BY		
PROPERTY PLANT AND EQUIPMENT		
Structural Improvements - Cost	566,086	562,800
Less Prov'n for Depreciation	445,766	333,205
	120,320	229,595
Office Equipment - at Cost	156,805	156,156
Less Prov'n for Depreciation	96,097	87,372
	60,708	68,784
Library - at Cost	8,619	8,619
Less Prov'n for Depreciation	8,183	8,041
	436	578
Office Machines - at Cost	609,428	596,663
Less Prov'n for Depreciation	476,439	433,363
	132,989	163,300
Mobile Telephones - at Cost	16,895	16,895
Less Prov'n for Depreciation	12,943	11,622
	3,952	5,273
Motor Vehicles - At Cost	192,591	162,266
Less Prov'n for Depreciation	46,656	82,636
	145,935	79,630
	464,340	547,160

	2003	2002
CURRENT ASSETS		
Cash in Hand	300	300
Cash at Bank	188,618	173,119
Cash at Bank - Zones	350,305	339,620
Cash Management Account	-	52,902
Commercial Bills	348,463	133,060
Zone GST Receivable	(1,513)	12,322
Sundry Debtors	-	5,426
Trade Debtors	203,242	184,961
Less Provision for Doubtful Debts	(5,000)	(5,000)
Fixed Term Deposit – CMAA Legal Fund	97,264	77,626
Prepayments	73,999	78,677
Expansion Fund	694,475	525,813
Stock on Hand - at Cost	14,397	21,609
	1,964,550	1,600,435
TOTAL ASSETS	2,428,890	2,147,595
CURRENT LIABILITIES		
Accrued Expenses	78,847	107,932
Advertising Commissions	36,152	33,988
Prepaid Members' Subscriptions	189,306	157,389
Unearned Income	212,377	164,133
Prov'n for Annual and Long Service Leave	123,068	139,784
GST on Supplies	-	1,683
	639,750	604,909
NET ASSETS	1,789,140	1,542,686

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

	2003	2002
Fees received and/or receivable for the year:		
Audit Services	15,550	13,000
Other Services	<u>29,845</u>	<u>22,675</u>
	<u>45,395</u>	<u>35,675</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 2003

	2003	2002
INCOME		
Advertising Revenue	401,770	359,740
Bursary Funds	21,275	60,045
Commissions	7,837	14,957
Conference Fees	234,020	210,410
Course Fees	913,542	735,317
Display Fees	459,049	302,923
Divisional Charges	142,859	121,420
Dividends	-	837
Donations & Sponsors	34,909	44,248
Expansion Fund	133,464	130,734
Functions	439,350	278,998

	2003	2002
Hiring Charges	91,136	51,276
Industry Sponsorship	593,000	593,984
Interest Received	64,548	28,879
Legal Fund	62,807	61,522
Luncheon Fees	91,840	32,118
Premises Rental	31,288	168,635
Profit on Sale of Non Current Assets	2,677	930
Raffles	23,920	32,233
Registration Fees	-	2,341
Subscription Fees	613,329	600,765
Sundry Income	11,357	38,108
TOTAL INCOME	4,373,977	3,870,420

EXPENSES

Accountancy Fees	14,900	12,700
Advertising & Promotion	23,014	16,533
Affiliation Fees	8,105	8,795
Annual leave	(30,046)	27,795
Audit Fees	15,550	13,000
Auditors Remuneration - Other	13,700	9,300
Badges	2,884	-
Bank Charges	14,480	12,364
Bursary Expenses	97,541	115,423
Catering	133,471	263,992
Circulation Audit	700	675
Cleaning	15,300	15,708
Commission	160,639	131,327
Computer Expenses	33,501	45,038
Consultancy Fees	4,463	3,097
Conference Expenses	171,280	95,105
Conference - Other Activities	42,774	60,890
Course Development Expenses	13,908	21,836
Depreciation	189,109	201,301

	2003	2002
Divisional Charges-Sponsors	250,167	282,469
Donations	82,855	66,399
Editorial & Advertising	81,617	83,471
Entertainment	6,364	2,507
Exhibition Expenses	106,968	96,011
Function Expenses	331,771	125,033
Fringe Benefit Tax	55,265	16,923
General Expenses	41,728	44,644
Industry Sponsorship Expenses	53,865	35,715
Insurance	53,423	42,601
Lease	32,988	25,765
Lecture Expenses	255,027	157,788
Legal Fees	3,165	18,490
Legal & Business Pubs	16,342	8,299
Light & Power	11,706	11,446
Luncheon Costs	86	1,661
Long Service Leave	13,329	11,281
Loss on Sale of Non Current Assets	6,238	-
Merchandise	1,123	2,475
Motor Vehicle Expenses	25,330	21,753
Other Expenses	55,383	31,619
Payroll Tax	13,370	14,131
Plaques	6,193	928
Postage	94,119	86,946
Presidential Card	25,752	17,361
Printing & Stationery	106,424	96,304
Publication & Printing	209,565	228,172
Rent - Office	205,027	183,455
Repairs & Maintenance	23,098	21,612

	2003	2002
Research Project	7,400	-
Salaries	755,442	705,802
Staff Amenities	3,045	5,567
Staff Training	1,728	9,154
Superannuation	49,158	48,254
Telephone	55,698	60,538
Temporary Staff	-	3,092
Training Materials	42,019	40,389
Travelling & Meeting	119,472	108,939
TOTAL EXPENSES	4,127,523	3,771,873
NET SURPLUS	246,454	98,547

Divisionalised Income and Expenditure Statement for the year ended 31st December 2003

ADMINISTRATION

INCOME

Administration Fees	472,000	471,999
Commission	4,425	3,238
Dividend	-	837
Expansion Fun	133,464	130,734
Industry Sponsorship	-	8,000
Interest Received	63,356	27,740
Legal Fund	62,806	61,521
Profit on Sale of Non Current Assets	2,677	930
Subscription Fees	416,093	407,581
Sundry Income	1,819	13,163
	1,156,640	1,125,743

	2003	2002
EXPENSES		
Accountancy Fees	1,550	1,100
Affiliation Fees	8,104	8,795
Annual Leave	2,701	22,485
Audit Fees	10,250	8,000
Auditors Remuneration - Other	13,700	9,300
Badges	2,884	-
Bank Charges	4,534	4,902
Bursary Expenses	12,690	6,848
Catering	5,006	2,589
Cleaning	7,250	7,855
Computer Expenses	14,986	18,570
Consultancy Fees	4,463	3,098
CMA Merchandise	1,123	2,475
Depreciation	66,154	68,032
Donations	23,821	12,011
Fringe Benefit Tax	55,265	16,922
General Expenses	13,436	18,396
Industry Sponsorship Expenses	53,865	35,715
Insurance	53,423	39,007
Lease	9,010	4,062
Legal Fees	2,256	16,989
Legal & Business Pubs	16,342	8,299
Light & Power	5,853	5,723
Luncheon Costs	87	1,661
Long Service Leave	13,329	11,282
Loss of Sale of Non Current Asset	6,238	-
Motor Vehicle Expenses	16,188	15,387
Other Expenses	11,274	17,206
Payroll Tax	13,371	11,131
Postage	16,503	14,602

	2003	2002
Presidential Card	25,751	17,362
Printing & Stationery	33,880	37,287
Rent - Office	92,793	90,107
Repairs & Maintenance	7,979	9,916
Research Project	7,400	-
Salaries	529,495	453,491
Staff Amenities	1,353	2,863
Staff Training	804	2,159
Superannuation	28,209	29,397
Telephone	31,007	32,255
Travelling & Meeting	60,831	45,530
	<u>1,285,158</u>	<u>1,112,809</u>
	<u>(128,518)</u>	<u>12,934</u>

EXHIBITIONS**INCOME**

Display Fees	459,049	302,924
Divisional Charges	66,550	79,450
Registration Fees	-	2,341
	<u>525,599</u>	<u>384,715</u>

EXPENSES

Accountancy Fees	2,300	2,000
Administration Fees	172,000	172,000
Bank Charges	226	219
Catering	31,838	20,201
Commission	59,652	39,636
Editorial & Advertising	1,360	1,265
Entertainment	6,000	2,455
Exhibition Expenses	106,969	96,011
Other Expenses	18,981	3,656
Postage	313	794
Printing & Stationery	4,134	2,531
	<u>403,773</u>	<u>340,768</u>
	<u>121,826</u>	<u>43,947</u>

	2003	2002
CLUB MANAGEMENT MAGAZINE		
INCOME		
Advertising Revenue	401,770	359,741
Divisional Charges	76,309	41,970
Subscription Fees	134,429	131,663
	612,508	533,374
EXPENSES		
Accountancy Fees	1,600	1,400
Administration Fees	20,000	20,000
Audit Fees	400	400
Circulation Audit	700	675
Commission	100,987	91,690
Editorial & Advertising	80,257	82,206
Other Expenses		1,853
Postage	54,675	54,728
Printing & Stationery	1,752	645
Publication & Printing	209,565	228,172
Telephone	1,109	825
	471,045	482,594
	141,463	50,780

CLUB MANAGEMENT DEVELOPMENT

AUSTRALIA (COURSES)

INCOME

Commissions	3,412	11,719
Course Fees	913,542	734,292
Industry Sponsorship	593,000	585,984
Premises Rental	31,288	168,635
Subscription Fees	62,806	61,521
Sundry Income	7,800	23,650
	1,611,848	1,585,801

	2003	2002
EXPENSES		
Accountancy Fees	7,650	6,500
Administration Fees	210,000	210,000
Advertising & Promotion	22,651	16,533
Advertising and Entertainment	361	-
Annual Leave	(32,747)	5,309
Audit Fees	3,200	3,000
Bank Charges	4,304	3,377
Bursary Expenses	17,495	16,266
Catering	75,163	128,023
Cleaning	8,050	7,854
Computer Expenses	18,515	26,468
Course Development Expenses	13,908	21,835
Depreciation	122,956	133,269
Divisional Charges-Sponsors	250,167	282,469
Entertainment	364	53
General Expenses	28,292	26,248
Insurance	-	3,594
Lease	23,977	21,702
Lecture Expenses	255,027	157,789
Legal Fees	909	1,501
Light & Power	5,853	5,723
Motor Vehicle Expenses	9,141	6,366
Payroll Tax	-	3,000
Plaques	6,192	928
Postage	17,503	12,310
Printing & Stationery	54,928	49,136


	2003	2002
Rent - Office	112,234	93,347
Repairs & Maintenance	15,119	11,696
Salaries	225,947	252,311
Staff Amenities	1,692	2,704
Staff Training	924	6,995
Superannuation	20,949	18,857
Telephone	22,524	27,457
Temporary Staff	-	3,091
Training Materials	42,015	40,389
Travelling & Meeting	10,875	9,856
	1,576,138	1,615,956
	35,710	(30,155)

CLUB MANAGEMENT DEVELOPMENT

AUSTRALIA (CONFERENCES)

INCOME

Conference Fees	234,020	210,410
Hiring Charges	91,136	51,276
Luncheon Fees	91,840	32,118
	416,996	293,804

	2003	2002
EXPENSES		
Accountancy Fees	1,800	1,700
Administration Fees	70,000	70,000
Audit Fees	1,700	1,600
Catering	14,353	19,598
Bank Charges	4,340	2,305
Conference Expenses	171,280	95,105
Conference - Other Activities	42,775	60,890
 Printing & Stationery	10,872	4,117
Travelling & Meeting	21,867	9,702
	<hr/>	<hr/>
	338,987	265,017
	<hr/>	<hr/>
	78,009	28,787
	<hr/>	<hr/>

ZONE OPERATIONS**INCOME**

Bursary Funds	21,275	60,045
Course Fees	-	1,025
Functions	439,350	278,998
Donations & Sponsors	34,909	44,248
Interest Received	1,191	1,139
Raffles	23,920	32,233
Sundry Income	1,739	1,296
	<hr/>	<hr/>
	522,384	418,984



	2003	2002
EXPENSES		
Bank Charges	1,076	1,562
Bursary Expenses	67,356	92,308
Catering	7,111	93,582
Donations	59,033	54,389
Function Expenses	331,770	125,033
Other Expenses	25,128	8,904
Postage	5,126	4,512
Printing & Stationery	857	2,588
Travelling & Meeting	25,905	43,852
Telephone	1,058	-
	<hr/>	<hr/>
	524,420	426,730
	<hr/>	<hr/>
	(2,036)	(7,746)
	<hr/>	<hr/>

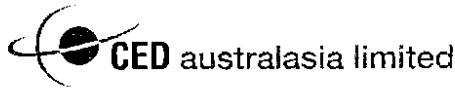
SPONSORS OF THE CLUB MANAGERS CAREER DEVELOPMENT CENTRE

Centre SPONSOR:



maxgaming

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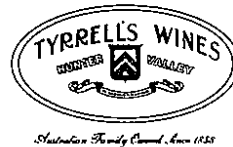
KONAMI
AUSTRALIA



BARRINGTONS



STARGAMES





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





Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9360 6990

Mr Allan J Peter
Secretary
Club Managers' Association Australia
PO Box 845
AUBURN NSW 1835

Dear Mr Peter

**Re: Lodgement of Financial Statements and Accounts for the Club Managers' Association
Australia for the year ending 31 December 2003 (FR2003/720)**

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 22 October 2004.

Thank you for your attention to this matter. The documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/108n/financial.

I would like to take this opportunity to remind you that information about the new financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which now apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

29 October 2004