



Australian Government
Australian Industrial Registry

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

Ref: FR2005/602

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

Dear Mr Peter

Financial Return - year ending 31 December, 2005

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

Legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation is divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2005/602**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or **where the reporting unit has no financial affairs in the financial year**, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



For Deputy Industrial Registrar
27 January 2006

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	<i>as soon as practicable after end of financial year</i>
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<i>within a reasonable time of having received the GPFR</i>
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	<i>within 6 months of end of financial year</i>
	/ /	<i>within 6 months of end of financial year</i>
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	<i>within 14 days of meeting</i>

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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 Industrial Registrar;
- (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* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*², referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*³, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]*³ of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



18th July 2006

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:

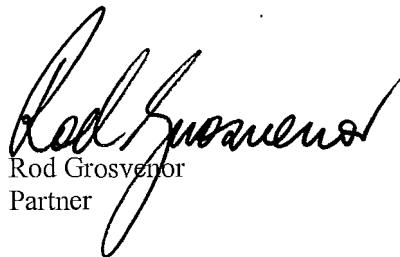
- Certificate of the Secretary
- Financial Statements for the Year Ended 31 December 2005

Please note that there was no single donation exceeding \$1,000 in the financial year ended 31 December 2005.

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.

Should you have any queries in respect of the above, please do not hesitate to contact us.

Yours faithfully


Rod Grosvenor
Partner



RG:32669:56155:ry

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 28 February 2006 and presented to the executive meeting of members of the organization for approval on 28 February 2006 in respect of the financial year of the organization ending 31 December 2005.


ALLAN PETER
SECRETARY

DATED AT SYDNEY THIS 28.. DAY OF February 2006

17 JUL 2006

BY:

CLUB MANAGERS' ASSOCIATION

ABN 99 607 400 758

FINANCIAL NSW REPORT

FOR THE YEAR ENDED 31 DECEMBER 2005

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**CLUB MANAGERS' ASSOCIATION
INDEPENDENT AUDIT REPORT**

Scope

We have audited the financial report of Club Managers' Association for the year ended 31 December 2005 as set out on page 2 to 21. The management of the organisation is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it 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 financial report 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 whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards, other mandatory professional reporting requirements and the *Industrial Relations Act 1996* so as to present a view of the organisation which is consistent with our understanding of its Balance Sheet and the results of its operations.

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

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion:

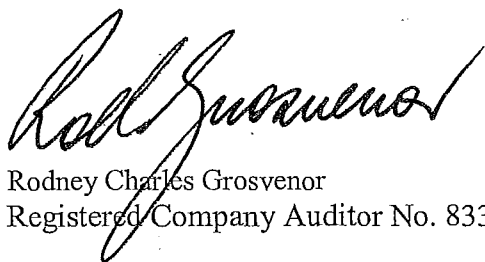
- (a) satisfactory accounting records have been kept by the organisation so far as appears from our examination of these books, including:
 - (i) records of the sources and nature of the income of the organisation (including income from members); and
 - (ii) records of the nature and purposes of the expenditure of the organisation;
- (b) the accounts and statements prepared under sec 510 of the *Industrial Relations Act 1991* have been properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the organisation as at 31 December 2005; and
 - (ii) the income and expenditure and any surplus or deficit of the organisation for the year; and
- (c) the financial report has been prepared in accordance with Statement of Accounting Concepts and applicable Australian Accounting Standards.

**CLUB MANAGERS' ASSOCIATION
INDEPENDENT AUDIT REPORT**

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

We also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, we must report particulars and that those particulars, if any, which form part of this report, are attached.

**Grosvenor Schiliro
Chartered Accountants**



Rodney Charles Grosvenor
Registered Company Auditor No. 83358

Dated this 28 day of Feb 2006

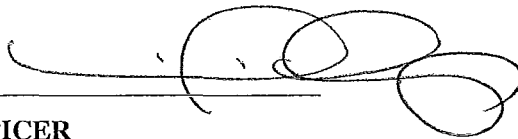


**CLUB MANAGERS' ASSOCIATION
CERTIFICATE BY THE COMMITTEE OF MANAGEMENT**

In accordance with a resolution of the Committee of Management we state that in our opinion:

- (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 31 December 2005;
- (b) the accompanying Income Statement is drawn up so as to give a true and fair view of the result of the organisation for the year ended 31 December 2005;
- (c) meetings of the Committee of Management were held in accordance with the rules of the organisation;
- (d) to the knowledge and belief of the Committee of Management there have been no instances where records of the organisation that should be made available have been withheld from members;
- (e) statements in respect of the immediately proceeding year, complied with the provisions of sec 279 (1) and 279 (6) of the Industrial Relations Act 1996.

SIGNED FOR AND ON BEHALF OF THE COMMITTEE OF MANAGEMENT



OFFICER



OFFICER

DATED THIS 23 DAY OF February 2006 AT SYDNEY.

**CLUB MANAGERS' ASSOCIATION
CERTIFICATE BY THE ACCOUNTING OFFICER**

I, Allan Peter being the Officer responsible for keeping the accounting records of The Club Managers' Association, certify that as at 31 December 2005 the number of members of the organisation was 2397.

In my opinion:

- (1) the attached accounts show a true and fair view of the financial affairs of the organisation at 31 December 2005;
- (2) a record has been kept of all moneys paid by, or collected from members and all money 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 Act;
- (7) the attached accounts have been prepared in accordance with applicable Australian Accounting Standards.



ALLAN PETER
Accounting Officer

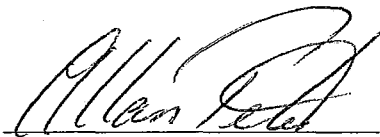
DATED THIS 28 DAY OF February 2006 AT SYDNEY.

**CLUB MANAGERS' ASSOCIATION AUSTRALIA - NSW BRANCH
STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS**

BY THE OFFICERS

I, Allan Peter, Secretary of Club Managers' Association state, in respect of the financial year ended 31 December 2005 that:

No loans, grants or donations of an amount exceeding \$1,000 were made by Club Managers' Association during the financial year.

A handwritten signature in cursive script, appearing to read "Allan Peter", written over a horizontal line.

OFFICER

DATED THIS 28 DAY OF February 2006 AT SYDNEY

CLUB MANAGERS' ASSOCIATION
INCOME STATEMENT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

	NOTE	2005 \$	2004 \$
Revenue from rendering of services		3,670,711	4,323,647
Total revenue	3	<u>3,670,711</u>	<u>4,323,647</u>
Administration		847,797	1,186,138
Exhibitions		309,538	213,342
Club Management Magazines		347,781	447,268
CMDA Courses		1,610,054	1,501,547
CMDA Conferences		258,006	239,538
Zone operations		84,358	532,219
Profit from continuing operations		<u>213,177</u>	<u>203,595</u>
Profit attributable to members of the entity		<u>213,177</u>	<u>203,595</u>

The Income Statement is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION
BALANCE SHEET
AS AT 31 DECEMBER 2005

	NOTE	2005 \$	2004 \$
CURRENT ASSETS			
Cash and cash equivalent	6	806,870	395,051
Trade and other receivables	7	231,949	154,779
Other financial assets	8	1,184,218	1,311,910
Others	9	202,353	74,657
TOTAL CURRENT ASSETS		<u>2,425,390</u>	<u>1,936,397</u>
NON-CURRENT ASSETS			
Property plant and equipment	10	281,515	376,361
TOTAL NON CURRENT ASSETS		<u>281,515</u>	<u>376,361</u>
TOTAL ASSETS		<u>2,706,905</u>	<u>2,312,758</u>
CURRENT LIABILITIES			
Trade and other payables	11	495,470	399,327
Provisions	12	122,949	78,634
TOTAL CURRENT LIABILITIES		<u>618,419</u>	<u>477,961</u>
NON CURRENT LIABILITIES			
Provisions	12	54,294	13,782
TOTAL NON CURRENT LIABILITIES		<u>54,294</u>	<u>13,782</u>
TOTAL LIABILITIES		<u>672,713</u>	<u>491,743</u>
NET ASSETS		<u>2,034,192</u>	<u>1,821,015</u>
EQUITY			
Accumulated surplus	13	2,034,192	1,821,015
TOTAL EQUITY		<u>2,034,192</u>	<u>1,821,015</u>

The Balance Sheet is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

	NOTE	2005 \$	2004 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		4,217,871	4,633,240
Payments to suppliers and employees		(3,841,380)	(4,624,481)
Interest received		74,592	75,520
NET CASH PROVIDED BY OPERATING ACTIVITIES	18(i)	<u>451,083</u>	<u>84,279</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds on disposal of plant and equipment		17,000	-
Payments for plant and equipment		(56,264)	(56,730)
NET CASH USED IN INVESTING ACTIVITIES		<u>(39,264)</u>	<u>(56,730)</u>
NET INCREASE/DECREASE IN CASH AND CASH EQUIVALENTS		411,819	27,549
CASH AND CASH EQUIVALENT AT THE BEGINNING OF THE FINANCIAL YEAR		395,051	367,502
CASH AND CASH EQUIVALENT AT THE END OF THE FINANCIAL YEAR	18(ii)	<u>806,870</u>	<u>395,051</u>

The Statement of Cash Flows is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION
STATEMENT OF CHANGES IN EQUITY
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

RETAINED EARNINGS	2005	2004
	\$	\$
Accumulated surplus at beginning of financial year	1,821,015	1,617,420
Operating surplus (deficit) for the year	213,177	203,595
Accumulated surplus at the end of financial year	<u>2,034,192</u>	<u>1,821,015</u>

The Statement of Changes in Equity is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 1 Statement of significant accounting policies

The significant policies, which have been adopted in the preparation of this financial report are:

(a) Basis of preparation

The financial report is a general purpose financial report, which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996 and regulations there-under.

All amounts are presented in Australian dollars

Accounting Standards include Australian equivalents to International Financial Reporting Standards ('A-IFRS'). Compliance with the A-IFRS ensures that the financial statements and notes of the entity comply with International Financial Reporting Standards ('IFRS'). The entity financial statements and notes also comply with IFRS except for the disclosure requirements in IAS 32 'Financial Instruments: Disclosure and Presentation' as the Australian equivalent Accounting Standard, AASB 132 'Financial Instruments: Disclosure and Presentation' does not require such disclosures to be presented by the entity where its separate financial statements are presented together with the financial statements of the entity.

The entity changed its accounting policies on 1 January 2005 to comply with the Australian equivalents to International Financial Reporting Standards ('A-IFRS'). The transition to A-IFRS is accounted for in accordance with Accounting Standard AASB 1 'First - time Adoption of Australian Equivalents to International Financial Reporting Standards', with 1 January 2004 as the date of transition. The transition from superseded policies to A-IFRS has not affected the entity's financial position, financial performance and cash flows.

It has been prepared on an accruals basis and is based on historical costs and except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair value of the consideration given in exchange for assets.

These accounting policies have been consistently applied unless otherwise stated.

(b) Revenue recognition

Rendering of services

Revenue from the rendering of services is recognised when the fee in respect of services provided is receivable.

Interest revenue

Interest revenue is recognised as it accrues.

Sale of non-current assets

The gross proceeds of non-current-asset sales are included as revenue of the Association when the asset is sold. The gain or loss on disposal is brought to account at the date an unconditional contract of sale is signed and is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 1 Statement of significant accounting policies (continued)

(c) Property, plant and equipment

Acquisition

Purchased items of property, plant and equipment are recorded at cost.

Carrying amount

The form of future economic benefits comprising property plant and equipment is the service the assets provide rather than the generation of net cash inflows. Accordingly, the carrying amount of these assets is assessed relative to the expected future economic benefits rather than by reference to the assets recoverable amount.

Disposal of assets

The gain or loss on disposal of assets is calculated as the difference between the carrying amount of the asset at the time of disposal and the proceeds on disposal and is included in the results in the year of disposal.

Depreciation and amortisation

Items of property plant and equipment are depreciated/amortised using the straight-line method (SL) over their estimated useful lives or diminishing value (DV) method.

The depreciation rates used for each class of asset for the current and previous years are as follows:

Structural improvements	20% SL
Office equipment	15 – 40% DV
Library	25% DV
Mobile telephones	30% DV
Motor vehicles	22.50% DV

Assets are depreciated or amortised from the date of acquisition

(d) Payables

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Association. Trade accounts payable are normally settled within 30 days.

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 1 Statement of significant accounting policies (continued)

(e) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by Club Managers' Association to an employee superannuation fund and are charged as expenses when incurred.

(f) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST excluded.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to, the ATO are classified as operating cash flows and are included in cash receipts in the course of operations.

(g) Income Tax

No provision has been made in the financial statements for income tax as income of the union is exempt from income tax by virtue of section 50-15 of the Income Tax Assessment Act 1997

(h) Impairment of Assets

At each reporting date, the entity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where the asset does not generate cash flows that are independent from other assets, the entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

CLUB MANAGERS' ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 1 Statement of significant accounting policies (continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

Where the future economic benefits of an asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use shall be determined as the depreciated replacement cost of the asset.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised in profit or loss immediately, unless the relevant asset is carried at fair value, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised in profit or loss immediately, unless the relevant asset is carried at fair value, in which case the reversal of the impairment loss is treated as a revaluation increase.

Note 2 Notice to Members

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) of Sections 282(3), which reads –

- (1) A member of an organisation, or industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation,
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

	2005 \$	2004 \$
Note 3 Profit from operations		
The profit from operations includes the following sales revenue:		
CMA trade shows	440,147	396,131
Club Management Magazines	467,025	480,690
CMDA Courses	1,584,983	1,717,023
CMDA Conferences	248,359	250,936
CMAA Zones Functions	176,236	152,061
CMAA Subscriptions and sponsorships	675,750	631,953
Other revenue	78,211	82,528
Total revenue from ordinary activities	<u>3,670,711</u>	<u>3,711,322</u>

Attributable to:

Continuing operations	3,670,711	3,711,322
	<u>3,670,711</u>	<u>3,711,322</u>

Note 4 Operating surplus/(deficit) from operating Activities

(a) Operating surplus/(deficit) from operating activities has been arrived at after charging/(crediting) the following items:

Depreciation of:		
Structural improvements	51,471	64,388
Office machines	6,676	6,341
Library	80	105
Office equipment	26,264	37,929
Mobile telephones	473	65
Motor vehicles	29,698	32,836
Total depreciation	<u>114,662</u>	<u>141,664</u>

Note 5 Auditors' remuneration

Audit services		
Auditors of the Association	16,000	16,000
Other services		
Auditors of the Association	22,000	32,800

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

	2005 \$	2004 \$
Note 6 Cash and cash equivalent		
Cash on hand	500	500
Cash at bank	544,387	225,969
Cash at bank – Zones	261,983	168,582
	<u>806,870</u>	<u>395,051</u>

Note 7 Trade and other receivables		
Trade debtors	226,270	158,595
Less: Provision for doubtful debts	(5,541)	(3,816)
Interest Receivables	2,284	-
GST Receivables	8,937	-
	<u>231,949</u>	<u>154,779</u>

Note 8 Other financial assets		
Current		
Fixed term deposit – SMAA legal fund	-	62,576
Fixed term deposit	71,658	-
Expansion fund	112,560	1,249,334
Community First term deposit	1,000,000	-
	<u>1,184,218</u>	<u>1,311,910</u>

Note 9 Other current assets		
Prepayments & Training materials	202,353	74,657
	<u>202,353</u>	<u>74,657</u>

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

	2005	2004
	\$	\$
Note 10 Property plant and equipment		
Structural improvements – at cost	580,341	580,341
Less: Accumulated depreciation	561,626	510,154
	<u>18,715</u>	<u>70,187</u>
Office equipment - at cost	153,162	158,423
Less: Accumulated depreciation	103,549	102,438
	<u>49,613</u>	<u>55,985</u>
Library – at cost	8,619	8,619
Less: Accumulated amortisation	8,368	8,288
	<u>251</u>	<u>331</u>
Office machines - at cost	413,773	649,377
Less: Accumulated depreciation	315,284	514,368
	<u>98,489</u>	<u>135,009</u>
Mobile telephones - at cost	5,178	3,460
Less: Accumulated depreciation	2,289	1,710
	<u>2,889</u>	<u>1,750</u>
Motor vehicles – at cost	205,721	192,591
Less: Accumulated depreciation	94,163	79,492
	<u>111,558</u>	<u>113,099</u>
Total plant and equipment net book value	<u>281,515</u>	<u>376,361</u>

	Structural improvements	Office equipment	Library	Office Machines	Mobile Telephones	Motor vehicles
Carrying amount at the beginning of year	70,187	55,985	331	135,009	1,750	113,099
Additions		1,500		3,500	1,780	47,957
Disposals	-	(1,196)	-	(13,756)	(177)	(19,800)
Depreciation Expense	(51,472)	(6,676)	(80)	(26,264)	(464)	(29,698)
Carrying amount at end of year	<u>18,715</u>	<u>49,613</u>	<u>251</u>	<u>98,489</u>	<u>2,889</u>	<u>111,558</u>

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 11 Trade and other payables

Current

Trade creditors	76,641	51,489
Accrued expenses	45,067	15,050
Advertising commissions	20,418	1,383
Prepaid members' subscriptions	159,483	213,967
Unearned income	193,861	117,438
	<u>495,470</u>	<u>399,327</u>

Note 12 Provisions

Employee benefits

Aggregate employee benefits including on-costs:

Current

Employee benefits	122,949	78,634
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Non-Current

Employee benefits	54,294	13,782
Total	<u>177,243</u>	<u>92,416</u>

Number of employees

Average number of employees during the year	10	10
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Note 13 Accumulated surplus reconciliation

Accumulated surplus at beginning of financial year	1,821,015	1,617,420
Operating surplus (deficit) for the year	213,177	203,595
Accumulated surplus at the end of financial year	<u>2,034,192</u>	<u>1,821,015</u>

Note 14 Commitments

Non-cancellable operating lease expense commitments

Future operating lease rentals not provided for in the financial statements and payable:

Within one year	248,949	232,614
One year or later and no later than five years	328,449	250,775
Later than five years		-
	<u>577,398</u>	<u>483,389</u>

The Association leases property and equipment under non-cancellable operating leases expiring from one to five years. Leases generally provide the Association with a right of renewal at which time all terms are renegotiated.

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 15 Additional financial instruments disclosure

The Association's activities expose it to credit, liquidity and cash flow risks from its operations. The Association is not materially exposed to any one entity. Financing facilities and operating cash flows are managed to ensure that the Association is not exposed to any adverse liquidity risks. Adequate standby facilities are maintained to provide strategic liquidity to meet unexpected and material cash outflows in the ordinary course of business.

(a) Interest rate risk

The Association's exposure to interest rate risk and the effective weighted average interest rates for classes of financial assets and financial liabilities is set out below:

	Note	Weighted average interest rate	Floating interest rate	Fixed interest maturing in:			Non- interest bearing	Total
		%	\$	1 year or less	1 to 5 years	More than 5 years	\$	\$
2005								
<i>Financial Assets</i>								
Cash assets	6	5.25	806,870	-	-	-	-	806,870
Receivables	7			-	-	-	231,949	231,949
Other financial assets	8	5.25	1,184,218	-	-	-	-	1,184,218
			1,991,088	-	-	-	231,949	2,223,037
<i>Financial liabilities</i>								
Payables	11		-	-	-	-	495,470	495,470
Interest Bearing			-	-	-	-	-	-
			-	-	-	-	495,470	495,470
2004								
<i>Financial Assets</i>								
Cash assets	6	5.06	395,051	-	-	-	-	395,051
Receivables	7			-	-	-	154,779	154,779
Other financial assets	8	5.06	1,311,910	-	-	-	-	1,311,910
			1,706,961	-	-	-	154,779	1,861,740
<i>Financial liabilities</i>								
Payables	11		-	-	-	-	399,327	399,327
Interest Bearing			-	-	-	-	-	-
			-	-	-	-	399,327	399,327

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 15 Additional financial instruments disclosure (continued)

(b) Credit risk exposures

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted.

Recognised financial instruments

The credit risk on financial assets, of the Association, which have been recognised on the Balance Sheet, is the carrying amount, net of any provision for doubtful debts.

The Association minimises concentrations of credit risk by undertaking transactions with a large number of customers and counterparties.

(c) Net fair value of financial assets and liabilities

The Association's financial assets and liabilities included in assets and liabilities in the Statement of Financial Position are carried at amounts that approximate net fair value. These include bank term deposits, receivables, other financial assets, and trade creditors and borrowings.

Note 16. Related parties
Federal Executives

Number of Executives whose income from Club Managers Association Australia or any related parties was within the following bands:

\$0 - \$9,999	5	5
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No member of the Federal executive received any income from Club Managers' Association during the year.

The name of each person holding the position of Executive of the Club Managers' Association during the year ended 31 December 2005 were:

Jim Henry Craig Fantom Allan Peter Bill Clegg Danny Munk

Note 17 Organisation Details

The registered and business office of the organisation is:

Club Managers' Association
67-73 St. Hilliers Road
Auburn
Sydney NSW 2144

CLUB MANAGERS' ASSOCIATION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2005

Note 18 Notes to the statement of cash flows

(i) Reconciliation of operating surplus for the year to net cash provided by operating activities

	Note	2005 \$	2004 \$
Operating surplus for the year		213,177	203,595
Add: Non-cash items			
Depreciation	4	114,662	141,664
Loss on disposal of assets		19,477	3,045
Net cash provided by operating activities before change in assets and liabilities		347,316	348,304
Change in assets and liabilities during the financial year:			
Decrease/(increase) in net receivables	7	(77,170)	41,950
Decrease/(increase) in other current assets	8,9	(4)	(157,969)
Increase/(decrease) in payables	11	96,114	(117,354)
Increase/(decrease) in provisions	12	84,827	(30,652)
Net cash provided by operating activities		451,083	84,279

(ii) Reconciliation of cash

For the purposes of the Statement of cash flows, cash includes cash on hand and at bank and short-term deposits at call, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the Statement of cash flows is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2005 \$	2004 \$
Cash at bank and on hand	6	806,870	395,051
		806,870	395,051

Note 19 Segment Reporting

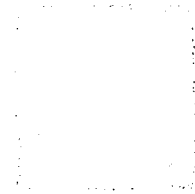
The Association operates in one segment being a trade union in Australia



Australian Government
Australian Industrial Registry

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Mr Allan Peter
Federal Secretary
Club Managers Association Australia
67-73 St Hilliers Road
AUBURN NSW 2144



Dear Mr Peter

Re: Lodgement of Financial Return – Club Managers’ Association Australia - for year ending 31 December 2005 (FR2005/602)

I refer to the abovementioned financial statements lodged in the Registry on 19 July 2006 which have been under consideration by the Registry. In the normal course of events, I would have corresponded with you regarding the return much sooner and I sincerely apologise for the delay.

For the record, the return did not comply with the requirements of the RAO Schedule and Industrial Registrar’s Guidelines in the following respects:

1. In a number of places the wording either reflected or referred to sections of the former NSW State Act, the *Industrial Relations Act 1991*, rather than to Schedule 1B of the *Workplace Relations Act 1996*.
2. The *Committee of Management Statement* required by the Industrial Registrar’s Guidelines and the *Operating Report* required by s254 of the RAO Schedule were omitted, and in their place superseded documents relating to the pre-RAO Act (2003) were included.

These departures have since been rectified in the subsequent returns for 2006 and 2007. Accordingly the documents have now been filed.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett' with a long horizontal stroke extending to the right.

Stephen Kellett
for Deputy Industrial Registrar.

28 April 2008