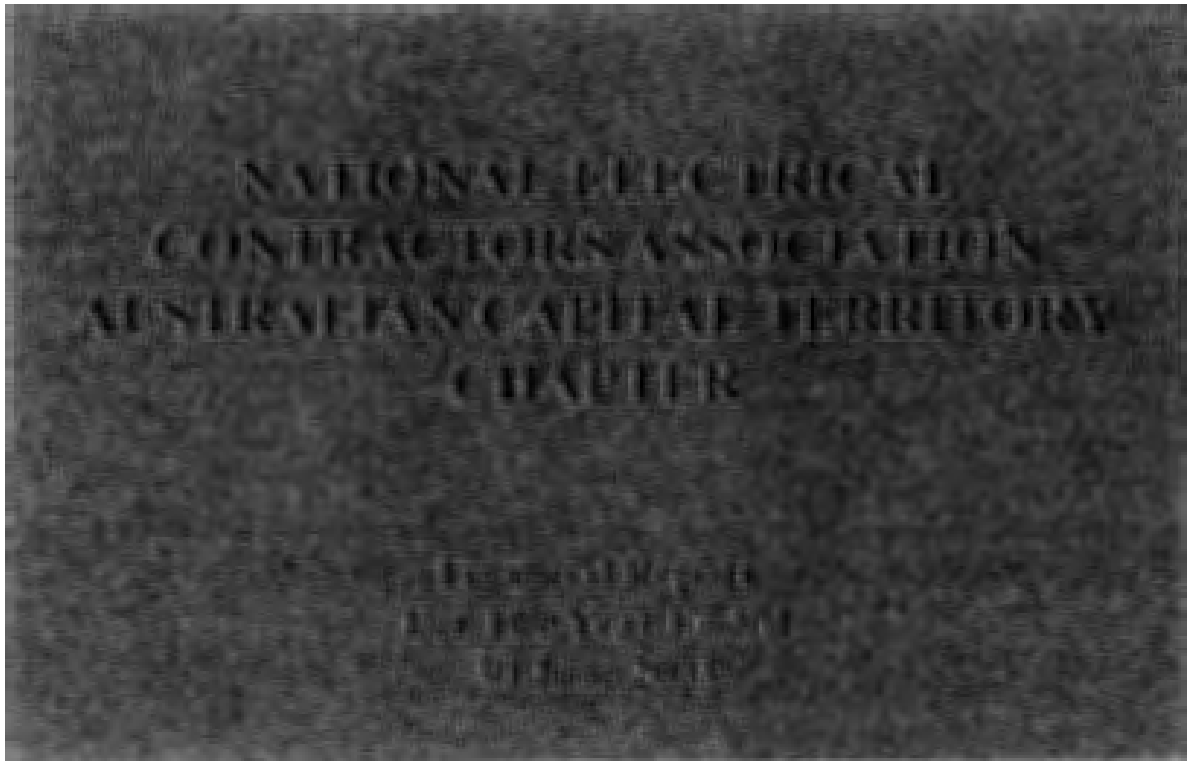


FR2003/539.



**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
– AUSTRALIAN CAPITAL TERRITORY CHAPTER**

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**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

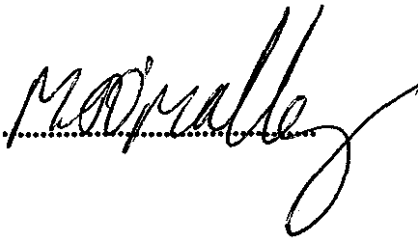
EXECUTIVE COMMITTEE'S CERTIFICATE

We, Michael O'Malley and Peter Glynn, being two members of the Executive Committee, of the National Electrical Contractors Association Australian Capital Territory Chapter, do state on behalf of the Executive Committee and in accordance with a resolution passed by the Executive Committee, that:

1. in the opinion of the Executive Committee, the accounts show a true and fair view of the financial affairs of the Australian Capital Territory Chapter to which the accounts relate;
2. in the opinion of the Executive Committee, meetings of the Executive Committee were held during the financial year in accordance with the rules of the organisation;
3. to the knowledge of any member of the Executive Committee, there have been, during the financial year to which these accounts relate, 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 Act, the Regulations or the rules of the organisation; and
4. in relation to the report prepared in accordance with section 276 of the Act by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act to which that report relates, the organisation has complied with subsection 279(1) and subsection 279(6) of the Act.

DATED this 23rd day of July 2003

MICHAEL O'MALLEY - PRESIDENT

.....

PETER JAMES GLYNN - SECRETARY

.....

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

ACCOUNTING OFFICER'S CERTIFICATE

I, PETER JAMES GLYNN am the officer responsible for keeping the accounting records of the National Electrical Contractors Association Australian Capital Territory Chapter.

As at 30 June 2003 there were 62 members of the National Electrical Contractors Association Australian Capital Territory Chapter.

In my opinion,

1. the accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
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 or accounts 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. no payment was made out of a fund referred to in subparagraph 107(b)(xiii) or (xv) of the regulations of the Workplace Relations Act 1996; for a purpose other than the purpose 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.

DATED this 23rd day of July 2003

PETER JAMES GLYNN cpa, fcis


.....

SECRETARY

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003**

| | Note | 2003 \$ | 2002 \$ |
|---|-------------|--------------------------|--------------------------|
| Revenue from operating activities | 4 | 68,152 | 71,340 |
| Other expenses from ordinary activities | 5 | (66,331) | (68,663) |
| Profit/(loss) from ordinary activities before income tax expense | | <u>1,821</u> | <u>2,677</u> |
| Income tax expense relating to ordinary activities | 3 (b) | <u>-</u> | <u>-</u> |
| Net profit/(loss) attributable to members | | <u>1,821</u> | <u>2,677</u> |
| Total changes in equity of the association | | <u>1,821</u> | <u>2,677</u> |

The accompanying notes form a part of the financial report.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2003**

| | Note | 2003 \$ | 2002 \$ |
|----------------------------------|-------|----------------|---------------|
| CURRENT ASSETS | | | |
| Cash assets | 10(a) | 46,855 | 43,475 |
| Other financial assets | 6 | 57,028 | 53,966 |
| Other | 7 | - | 675 |
| Total Current Assets | | <u>103,883</u> | <u>98,116</u> |
| Total Assets | | <u>103,883</u> | <u>98,116</u> |
| CURRENT LIABILITIES | | | |
| Income received in advance | | 4,980 | 1,785 |
| Payables | 8 | 28,823 | 28,072 |
| Total Current Liabilities | | <u>33,803</u> | <u>29,857</u> |
| Total Liabilities | | <u>33,803</u> | <u>29,857</u> |
| NET ASSETS | | <u>70,080</u> | <u>68,259</u> |
| EQUITY | | | |
| Retained profits | 9 | 70,080 | 68,259 |
| TOTAL EQUITY | | <u>70,080</u> | <u>68,259</u> |

The accompanying notes form part of the financial report.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
 – AUSTRALIAN CAPITAL TERRITORY CHAPTER**

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

| | Note | 2003 \$ | 2002 \$ |
|--|-------|----------------|----------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Cash receipts in the course of operations | | 74,758 | 78,945 |
| Cash payments in the course of operations | | (71,979) | (69,530) |
| Interest received | | 3,663 | 2,204 |
| Net cash provided by/(used in) operating activities | 10(b) | <u>6,442</u> | <u>11,619</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Payments for investments | | (3,062) | (1,701) |
| Net cash used in investing activities | | <u>(3,062)</u> | <u>(1,701)</u> |
| Net increase/(decrease) in cash held | | 3,380 | 9,918 |
| Cash at the beginning of the financial year | | 43,475 | 33,557 |
| Cash at the end of the financial year | 10(a) | <u>46,855</u> | <u>43,475</u> |

The accompanying notes form part of the financial report.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
– AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003**

1. CORPORATE INFORMATION

The National Electrical Contractors Association, Australian Capital Territory Chapter, is an association that is established and domiciled in Australia.

The registered office and principal place of business of the National Electrical Contractors Association, Australian Capital Territory Chapter, is located at:

Level 3, 100 Dorcas St
South Melbourne VIC 3205

During the year, the principal activities of the National Electrical Contractors Association, Australian Capital Territory Chapter, were the provision of professional advice to electrical contractors.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which read as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

3. STATEMENTS OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies that have been adopted in the preparation of the financial report are:

a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standard Board and the Workplace Relations Act 1996. The financial report has been prepared on an accruals basis and is based on historical cost or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003 (Cont'd)**

3. STATEMENTS OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

b) Taxation

No provision for income tax is necessary as "Associations of Employers" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

c) Trade Receivables

Trade receivables are recognised and carried at original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written-off as incurred.

d) Trade and Other Payables

Liabilities for trade creditors and other payables are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the Association.

e) Cash and Cash Equivalents

Cash on hand and in banks and short-term deposits are stated at the lower of cost and net realisable value. For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks, and money market investments readily convertible to cash within 2 working days.

f) Revenue Recognition

Operating Revenue

Operating revenue comprises revenue earned from the provision of products or services to members. Operating revenue is recognised when the goods are provided or when the fee in respect of services provided is receivable.

Interest Income

Interest income is recognised as it accrues.

g) Comparatives

Where necessary, comparative information has been reclassified to achieve consistency with current financial year amounts and other disclosures.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003 (Cont'd)**

| | 2003 \$ | 2002 \$ |
|--|---------------|---------------|
| 4. REVENUE FROM ORDINARY ACTIVITIES | | |
| Operating activities | | |
| Member subscriptions | 36,764 | 39,232 |
| Insurance Commission | 473 | 232 |
| | <u>37,237</u> | <u>39,464</u> |
| Non-operating activities | | |
| Interest from other corporations | 3,663 | 2,204 |
| Other | 27,252 | 29,672 |
| | <u>30,915</u> | <u>31,876</u> |
| Total revenue | <u>68,152</u> | <u>71,340</u> |
| 5. AUDITORS' REMUNERATION | | |
| Audit services: | | |
| Auditors of the association | 1,000 | 1,500 |
| Other services: | | |
| Auditors of the association | - | - |
| | <u>1,000</u> | <u>1,500</u> |
| 6. OTHER FINANCIAL ASSETS | | |
| Term Deposit | <u>57,028</u> | <u>53,966</u> |

Term deposit at 30 June 2003 matures within 4 months and pays interest at a rate of 4.20% (2002 : 4.15%).

Credit risk is minimised as short term deposits are held with large banks which have acceptable credit ratings determined by a recognised rating agency.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003 (Cont'd)**

| | 2003 \$ | 2002 \$ |
|--|---------------|---------------|
| 7. OTHER | | |
| Prepayments | <u>-</u> | <u>675</u> |
| 8. PAYABLES | | |
| Trade creditors and accruals | 28,600 | 26,012 |
| Goods and Services Tax | <u>223</u> | <u>2,060</u> |
| | <u>28,823</u> | <u>28,072</u> |
| 9. RETAINED PROFITS | | |
| Balance at the beginning of the financial year | 68,259 | 65,582 |
| Net profit/(loss) attributable to members | <u>1,821</u> | <u>2,677</u> |
| Balance at the end of the financial year | <u>70,080</u> | <u>68,259</u> |
| 10. NOTES TO THE STATEMENT OF CASH FLOWS | | |
| (a) Reconciliation of Cash | | |
| Cash at end of the financial year as shown in the statement of cash flows is reconciled to the related items as follows: | | |
| Cash at bank | <u>46,855</u> | <u>43,475</u> |
| (b) Reconciliation of Cash Flows from Operations with Operating Profit/(Loss) | | |
| Operating profit/(loss) | 1,821 | 2,677 |
| Net cash provided by operating activities before change in assets and liabilities | <u>1,821</u> | <u>2,677</u> |
| Change in assets and liabilities during the financial year: | | |
| (Increase)/Decrease in receivables | - | 2,445 |
| (Increase)/Decrease in other assets | 675 | 140 |
| (Decrease)/Increase in payables | 751 | 4,572 |
| (Decrease)/Increase in other liabilities | 3,195 | 1,785 |
| Net cash provided by operating activities | <u>6,442</u> | <u>11,619</u> |

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003 (Cont'd)**

11. REMUNERATION OF EXECUTIVES

No members of the council received remuneration apart from reimbursement of expenses.

12. RELATED PARTIES DISCLOSURE

The names of the persons who have held office as Councilors during the year are:

| | |
|------------|-----------|
| M O'Malley | S Patrick |
| P Glynn | J Wells |
| N Lamb | B Moore |
| S Buckley | |

Councilors and their related entities

Members of the Council and their related entities are able to use the services provided by the National Electrical Contractors Association. Such services are made available on terms and conditions no more favourable than those available to all other members.

13. SEGMENT REPORTING

The association operates predominantly in one business and geographical segment, being in the electrical and electronic industry sector providing benefits to the members of the association throughout the Australian Capital Territory.

**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

**NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2003 (Cont'd)**

14. FINANCIAL INSTRUMENTS

a) Interest Rate Risks

The Association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

| Financial Assets | Weighted Average Effective Interest Rate | | Floating Interest Rate | | Fixed Interest Rate Maturing | | | | Non-Interest Bearing | | Total | |
|------------------------------------|---|-----------|---------------------------|---------------|------------------------------|---------------|--------------|------------|-------------------------|---------------|----------------|---------------|
| | 2003 % | 2002 % | 2003 \$ | 2002 \$ | Within 1 Year | | 1 to 5 Years | | 2003 \$ | 2002 \$ | 2003 \$ | 2002 \$ |
| | | | | | 2003 \$ | 2002 \$ | 2003 \$ | 2002 \$ | | | | |
| Cash | 1.15% | 1.15% | 46,855 | 43,475 | - | - | - | - | - | - | 46,855 | 43,475 |
| Other Financial assets | 4.2% | 4.15% | - | - | 57,028 | 53,966 | - | - | - | - | 57,028 | 53,966 |
| Total Financial Assets | | | 46,855 | 43,475 | 57,028 | 53,966 | - | - | - | - | 103,883 | 97,441 |
| Trade & other Creditors | | | - | - | - | - | - | - | 28,823 | 28,072 | 28,823 | 28,072 |
| Total Financial Liabilities | | | - | - | - | - | - | - | 28,823 | 28,072 | 28,823 | 28,072 |

b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of the financial statements.

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

c) Net Fair Values

The net fair values of assets and liabilities approximate their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form.

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

15. SUBSEQUENT EVENTS

Since 30 June 2003, there has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely to affect significantly the operations of the Association, the results of those operations, or the state of affairs of the Association, in subsequent financial years.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
– AUSTRALIAN CAPITAL TERRITORY CHAPTER**

SCOPE

We have audited the financial report of National Electrical Contractors Association, Australian Capital Territory Chapter, for the year ended 30 June 2003 as set out on pages 1 to 11. The Executive Committee is responsible for the preparation and presentation of the financial report. We have conducted an audit of the financial report in order to express an opinion on it to the members of the Australian Capital Territory Chapter.

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 financial report, 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 financial report is presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations and its cash flows.

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

AUDIT OPINION

In our opinion:

- a) There were kept by the Australian Capital Territory Chapter in respect to the year ended 30 June 2003, satisfactory accounting records detailing the sources and nature of the income of the organisation (including income from members) and the nature and purposes of the expenditure; and
- b) the attached financial statements, prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - i) the financial affairs of the Australian Capital Territory Chapter as at 30 June 2003;
 - ii) the statement of financial performance and cash flows of the Australian Capital Territory Chapter for the financial year ended on that date; and
 - iii) in accordance with Australian Accounting Standards and other mandatory professional reporting requirements.
- c) All information and explanations required by Section 276(2) of the Workplace Relations Act 1996 to be provided by officers or employees of the Association were provided.

Bentleys MRI
**BENTLEYS MRI
CHARTERED ACCOUNTANTS**

Scott Phillips
**SCOTT PHILLIPS
PARTNER
REGISTERED COMPANY AUDITOR**

Dated in Melbourne on *31st OCTOBER* 2003

DISCLAIMER

The additional financial information presented on page 14 is in accordance with the books and records of National Electrical Contractors Association Australian Capital Territory Chapter which have been subjected to the auditing procedures applied to our audit of the Association for the year ended 30 June 2003. It will be appreciated that our audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

In accordance with our Firm policy, we advise that neither the Firm nor any member or employee of the Firm undertakes responsibility arising in any way whatsoever to any person (other than the Association) in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.

Bentleys MRI

**BENTLEYS MRI
CHARTERED ACCOUNTANTS**

Scott Phillips

**SCOTT PHILLIPS
PARTNER
REGISTERED COMPANY AUDITOR**

Dated in Melbourne on *31st OCTOBER* 2003



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Partners
John J Templeton FCA
Theo J Eversteyn FCA
Adrian J Beckwith FCA
Greg R Lay FCA
Geoffrey J Kelly FCA
Stirling L Home CA
Martin A Phelan CA
Bruno A Secatore CA
Mark J Fine FCA
Scott W Phillips CA
Peter R Vince FCA

Associate
Philip W A Herbert FCPA
Consultant
Tom Linardos FCA

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**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AUSTRALIAN CAPITAL TERRITORY CHAPTER**

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

| | 2003 | 2002 |
|--|---------------|---------------|
| | \$ | \$ |
| INCOME | | |
| Subscriptions | 36,764 | 39,232 |
| Commission | 473 | 232 |
| Annual General Meeting/Excellence Awards | 27,252 | 29,672 |
| Interest | 3,663 | 2,204 |
| Total Income | 68,152 | 71,340 |
| EXPENDITURE | | |
| Annual General Meeting/Excellence Awards | 21,676 | 24,791 |
| Accounting | 3,500 | 3,500 |
| Audit Fees | 1,000 | 1,500 |
| Affiliation Fees | 8,827 | 8,888 |
| Bank Charges | 133 | 126 |
| Donations | 1,000 | - |
| Insurance | 708 | 324 |
| Legal Fees | 3,239 | 3,743 |
| Management Services | 25,000 | 25,000 |
| Postage | 45 | 63 |
| Sundry Expenses | (95) | (34) |
| Travel & Accommodation | 1,298 | 762 |
| Total Expenditure | 66,331 | 68,663 |
| OPERATING PROFIT/(LOSS) | 1,821 | 2,677 |



National office | **national electrical and communications association**
Level 3, 100 Dorcas Street South Melbourne 3205 Australia
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email necanat@neca.asn.au

4 August 2004

Mr Robert Pfeiffer
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

By email: robert.Pfeiffer@air.gov.au

Dear Sir

National Electrical Contractors Association – ACT Branch Financial Documents for Year Ended 30 June 2003, Secretary's Certificate

The following certification is submitted in respect of the financial documents lodged in the year ending 30 June 2003.

- I herewith advise that I am the appropriate person to provide this certification.
- The documents lodged with the Registry were copies of the reports, accounts and statements presented to the meeting of members as required in subsection 279(6) of the Act.
- The accounts were considered by a meeting of members held on 3 November 2003.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Peter Glynn', written over a faint, illegible typed name.

PETER GLYNN
Secretary

Ref: L040804-2
File: