



FAIR WORK  
COMMISSION

2 December 2015

Mr Oliver Judd  
Secretary  
National Electrical Contractors Association, Australian Capital Territory Chapter

Sent via email: [act@neca.asn.au](mailto:act@neca.asn.au)

Dear Mr Judd

**Re: Lodgement of Financial Statements and Accounts – The National Electrical Contractors Association, Australian Capital Territory Chapter - for year ended 30 June 2015 (FR2015/116)**

I refer to the financial report for the Australian Capital Territory Chapter of the National Electrical Contractors Association. The report was lodged with the Fair Work Commission on 24 November 2015.

The financial report has been filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2016 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged but I make the following comment to assist you when preparing the next report.

Disclosure of grants or donations

Reporting Guideline 16(e) requires, that where grants or donations have been paid, the total amount paid is to be disclosed as follows:

- (i) grants that were \$1,000 or less;
- (ii) grants that exceeded \$1,000;
- (iii) donations that were \$1,000 or less; and
- (iv) donations that exceeded \$1,000

Note 8 disclosed a single grant of \$5,000 paid. There was however no disclosure in relation to grants of \$1,000 or less and no disclosure with respect to donations expense. The purpose of this Reporting Guideline is, in part, to enable a reconciliation between total amounts disclosed in statements of loans, grants and donations lodged under section 237<sup>1</sup> and amounts disclosed in the financial report. Reporting Guideline 17 requires, where an activity has not occurred, a statement to this effect or a nil balance.

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<sup>1</sup> It is noted that this amount corresponded to the amount disclosed in the statement lodged on 24 September 2015

### Disclosure of payables in respect of legal costs

Reporting Guideline 20(b) requires disclosure in relation to payables in relation to legal costs by litigation and other legal matters. Reporting Guideline 21 states that if any activities identified in RG 20 have not occurred in the reporting period, a statement to this effect<sup>2</sup> must be included in the GPFR. I note the reference in paragraph 1 of the attached statement on page 31 that all liabilities “have been recorded in the accounts” but FWC would expect a nil balance disclosure in the Notes to the financial report.

### Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or 0429 462 979 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

Yours sincerely



Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

---

<sup>2</sup> Or a nil balance as per the Model financial statements

**From:** KELLETT, Stephen  
**Sent:** Wednesday, 2 December 2015 6:55 PM  
**To:** 'pamela.renneberg@neca.asn.au'  
**Subject:** FW: Attention Mr Oliver Judd - Financial report y/e 30 June 2015 - filing

Dear Ms Renneberg,

Please see attached a copy of my letter to Mr Judd, in relation to the above.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

**From:** KELLETT, Stephen  
**Sent:** Wednesday, 2 December 2015 4:35 PM  
**To:** 'act@neca.asn.au'  
**Subject:** Attention Mr Oliver Judd - Financial report y/e 30 June 2015 - filing

Dear Mr Judd,

Please see attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



s253-Reporting-Guid NECA ACT FR2015  
elines-4th-edition.pdf 116 (primary final).px

**From:** Pamela Renneberg [<mailto:pamela.renneberg@neca.asn.au>]  
**Sent:** Tuesday, 24 November 2015 4:16 PM  
**To:** Orgs  
**Subject:** ON CMS FR2015/116 NECA ACT - FINANCIAL RETURN 2015

Please see attached information for National Electrical Contractors Association ACT Chapter.



Ltr+all  
documents-NECA AC

Regards  
Pamela

**Pamela Renneberg**  
Executive Secretary



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2016. Dont get left  
behind!



national  
electrical and  
communications  
association

**ACT CHAPTER**

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ABN 86 870 297 399

24 November 2015

Tribunal Services and Organisations  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Sir

I enclose the following documents for your consideration:

- Designated Officer's Certificate pursuant to the Fair Work Act 2009.
- Financial statements of the National Electrical Contractors Association (ACT Chapter) for the year ending on 30 June 2015.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Oliver Judd', is written over a faint, larger version of the signature.

Oliver Judd  
**Secretary**  
**ACT Chapter**



national  
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**Designated Officer's Certificate**  
s.268 of the Fair Work Act 2009

I, Oliver Rupert Judd being the Secretary of the National Electrical Contractors Association (ACT Chapter) certify:

- That the documents lodged herewith are copies of the full report referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on 26 October 2015, and
- That the full report was presented to a general meeting of members of the reporting unit on 19 November 2015, in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

**Signature:** .....

A handwritten signature in blue ink, written over a dotted line. The signature is cursive and appears to read 'O. R. Judd'.

**Date:**

24 November 2015



## **AGENDA**

### **ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the National Electrical Contractors Association ACT Chapter will be held at **4.00 pm on Thursday 19 November 2015 at NECA ACT Office, 1/2 Yallourn Street, Fyshwick**

1. Apologies.
2. Confirmation of Minutes of the Annual General Meeting held on 4 December 2014.
3. Presentation of the audited Financial Report and Balance Sheet for the twelve months ended 30 June 2015.
4. General Business.

**OLIVER JUDD**  
**SECRETARY**

**THE NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2015**



**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

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**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION - ACT CHAPTER**

**Report on the Financial Report**

We have audited the accompanying financial report of National Electrical Contractors Association - ACT Chapter (the association) which comprises the statement of financial position as at 30 June 2015 and the income statement, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory information and the statement by members of the committee.

**Executive Committee's Responsibility for the Financial Report**

The executive committee of the Association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 and for such internal control as the executive committee determines is necessary to enable the preparation of the financial report that is free of material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

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

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION - ACT CHAPTER**

**Declaration by Auditor**

Jeff Matchett (Registered Auditor 4295) is a member of the audit firm Byrons Chartered Accountants. Jeff Matchett is a member of the Institute of Chartered Accountants in Australia and holds a current Public Practice Certificate.

**Auditor's Opinion**

In our opinion, the financial report of National Electrical Contractors Association -ACT Chapter is in accordance with Part 3 of Chapter 8 of Fair Work (Registered Organisations) Act 2009 including:

- I. presents fairly, in all material respects, the Entity's financial position as at 30 June 2015 and of its performance and cash flows for the year ended; and
- II. complying with Australian Accounting Standards and;
- III. the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009; and
- IV. there is no recovery of wages activity; and
- V. the management's use of the going concern basis of accounting in the preparation of the Association's financial statements is appropriate.



Jeff Matchett  
Partner  
Byrons Chartered Accountants  
Dated: 26/10/15

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

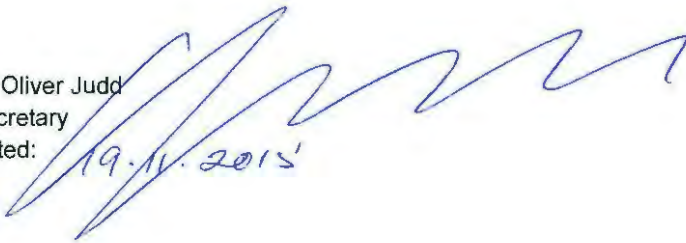
*s.268 Fair Work (Registered Organisations) Act 2009*

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**  
Certificate for the period ended 30 June 2015

I, Oliver Judd being the secretary of the National Electrical Contractors Association – ACT Chapter certify:

- that the documents lodged herewith are copies of the full report for the National Electrical Contractors Association – ACT Chapter for the period ended 30 June 2015 referred to in s.268 of *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on <sup>26/10/15</sup>; and
- that the full report was presented to a general meeting of members of the reporting unit on <sup>19/11/2015</sup> in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Mr Oliver Judd  
Secretary  
Dated:



19.11.2015

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**OPERATING REPORT  
For the period ended 30 June 2015**

The committee presents its report on the reporting unit for the financial year ended *30 June* 2015.

**Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year.**

The principal activities of the Association during the financial year were to represent the interests of the member in the electro technology industry.

These activities included Industrial Relations advice, representation in bargaining, WHS advice, lobbying and membership, benefits such as training, events and discounted services. There was no significant change with these activities; the operating result of the entity was a profit amounting to \$10,000.

**Significant changes in financial affairs**

No significant change in the financial affairs of the reporting unit.

**Right of members to resign**

A member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purposes in the rules of the organisation or a branch of the organisation in accordance with Rule 11, Resignation from Membership, of the Federal Rules of National Electrical Contractors Association - ACT Chapter. Rule 11 conforms to Section 174, Resignation from Membership of the *Fair Work (Registered Organisation Act 2009)*.

**Officers & members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee**

To the best of our knowledge and belief, no officer or member of the organisation, by virtue of their office or membership of NECA, is;

- (i) A trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) A director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

**Number of members**

As at 30 June 2015 there were 111 members of the National Electrical Contractors Association - ACT Chapter.

**Number of employees**

As at 30 June 2015 there were no full time employees, part time employees or contractors under the National Electrical Contractors Association - ACT Chapter.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**OPERATING REPORT**  
For the period ended 30 June 2015


**Names of Committees of Management members and period positions held during the financial year**

B Skinner – President	1 July 2014 – 30 June 2015
R Donnelly	1 July 2014 – 30 June 2015
O Judd – Secretary	1 July 2014 – 30 June 2015
P Hart – Vice President	1 July 2014 – 30 June 2015
G Bawden	1 July 2014 – 30 June 2015
S Buckley -- Treasurer	1 June 2015 – 30 June 2015
J O'Malley	1 July 2014 – 31 May 2015
S Patrick	Resigned

Mr B. Skinner  
President  
Dated:

  
20/10/2015

Mr O Judd  
Secretary  
Dated:

  
20/10/2015

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**COMMITTEE OF MANAGEMENT STATEMENT**  
For the period ended 30 June 2015

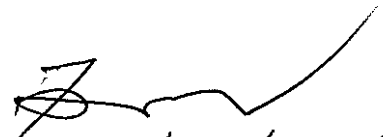
On the 20/10/15 the Committee of Management of the National Electrical Contractors Association - ACT Chapter passed the following resolution in relation to the general purpose financial report (GPRF) for the year ended 30 June 2015:

The Committee of Management declares that in their 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 General Manager;
- (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; and
- (e) during the financial year to which the GPRF 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 RO Act; and
  - IV. where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - V. where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; and
  - VI. where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

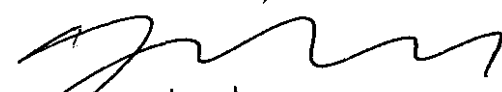
This declaration is made in accordance with a resolution of the Committee of Management.

Mr B. Skinner  
President  
Dated:



20/10/2015

Mr O Judd  
Secretary  
Dated:



20/10/2015

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
<b>Revenue</b>			
Membership Subscription		124,835	132,194
Interest	3A	4,720	5,872
Other Revenue	3B	103,254	87,362
<b>Total Revenue</b>		<b>232,809</b>	<b>225,428</b>
<b>Total Income</b>			
		<b>232,809</b>	<b>225,428</b>
<b>Expenses</b>			
Capitation Fees	4A	29,744	27,725
Administration Expenses	4B	18,065	25,719
Legal Costs	4C	-	4,600
Audit Fees	9	6,100	6,342
Other Expenses	4D	168,900	151,558
<b>Total Expenses</b>		<b>222,809</b>	<b>215,944</b>
<b>Profit (Loss) for the Year</b>			
		<b>10,000</b>	<b>9,484</b>
<b>Other Comprehensive Income</b>			
Items that will not be subsequently reclassified to profit or loss		-	-
<b>Total Comprehensive Income for the Year</b>		<b>10,000</b>	<b>9,484</b>

The accompanying notes form part of these financial statements.



**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2015**

	Note	2015	2014
		\$	\$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	5A	243,691	214,152
Trade and Other Receivables	5B	91,777	136,459
Other Assets	5C	11,639	10,549
<b>TOTAL CURRENT ASSETS</b>		<u>347,107</u>	<u>361,160</u>
<b>TOTAL ASSETS</b>		<u>347,107</u>	<u>361,160</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade	6A	14,687	7,047
Other Payables	6B	144,013	175,707
Employee Provisions	7A	-	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>158,700</u>	<u>182,754</u>
<b>TOTAL LIABILITIES</b>		<u>158,700</u>	<u>182,754</u>
<b>NET ASSETS</b>		<u>188,407</u>	<u>182,754</u>
<b>EQUITY</b>			
General Funds		-	-
Retained Earnings (accumulated deficit)		188,407	178,406
<b>TOTAL EQUITY</b>		<u>188,407</u>	<u>178,406</u>

The accompanying notes form part of these financial statements.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2015**

	Note	Retained earnings	Total
		\$	\$
<b>Balance at 1 July 2013</b>		<b>168,922</b>	<b>168,922</b>
Adjustment for Errors		-	-
Adjustment for changes in Accounting Policies		-	-
Profit (Loss) for the Year		9,485	9,485
Other Comprehensive Income for the Year		-	-
Transfer to/from		-	-
Transfer from Retained Earnings		-	-
<b>Balance at 30 June 2014</b>		<b>178,407</b>	<b>178,407</b>
Adjustment for Errors		-	-
Adjustment for changes in Accounting Policies		-	-
Profit (Loss) for the Year		10,000	10,000
Other Comprehensive Income for the Year		-	-
Transfer to/from		-	-
Transfer from Retained Earnings		-	-
<b>Balance at 30 June 2015</b>		<b>188,407</b>	<b>188,407</b>

The accompanying notes form part of these financial statements.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**STATEMENT OF CASH FLOW FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Cash Received</b>			
Receipts from other Reporting units/Controlled entity(s)	7B	44,709	45,025
Interest		4,720	5,872
Other		124,809	126,704
<b>Cash Used</b>			
Suppliers		(47,300)	(56,183)
Payment to other Reporting units/Controlled entity(s)	7B	(156,478)	(164,211)
<b>NET CASH FROM (USED BY) OPERATING ACTIVITIES</b>	<b>7A</b>	<b>29,540</b>	<b>(42,793)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>29,540</b>	<b>(42,793)</b>
Cash and Cash Equivalents at the beginning of the Reporting Period		214,151	256,945
<b>CASH &amp; CASH EQUIVALENT AT THE END OF THE REPORTING PERIOD</b>		<b>243,691</b>	<b>214,152</b>

The accompanying notes form part of these financial statements.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

**Note 1: Summary of Significant Accounting Policies**

**1.1 Basis of preparation of the financial statements**

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the National Electrical Contractors Association ACT Chapter (NECA – ACT Chapter) is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

**1.2 Comparative figures**

When required by Accounting Standards comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**1.3 Significant accounting judgements and estimates**

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**1.4 New Australian Accounting Standards**

***Adoption of New Australian Accounting Standard Requirements***

No accounting standard has been adopted earlier than the application date stated in the standard.

***Future Australian Accounting Standards Requirements***

New standards, amendments to standards or interpretations that were issued prior to the sign off date and are applicable to the future reporting period that are expected to have a future financial impact on National Electrical Contractors Association New South Wales Chapter include:

AASB 9: Future Instruments (December 2010) and associated Amending Standards (applicable for annual reporting periods commencing on or after 1 January 2017).

These Standards will be applicable retrospectively (subject to the provisions on hedge accounting) and include revised requirements for the classification and measurement of financial instruments, revised recognition and de-recognition requirements for financial instruments, and simplified requirements for hedge accounting.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

The key changes that may affect the company on initial application of AASB 9 and associated Amending Standards include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to the hedging of non-financial items. Should the entity elect to change its hedge accounting policies in line with the new hedge accounting requirements of ASB 9, the application of such accounting would be largely prospective.

Although the directors anticipate that the adoption of AASB 9 may have an impact on the company's financial instruments, including hedging activity, it is impracticable at this stage to provide a reasonable estimate of such impact.

### **1.5 Revenue**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

**1.6 Government grants**

Government grants are not recognised until there is reasonable assurance that the National Electrical Contractors Association ACT Chapter will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the National Electrical Contractors Association ACT Chapter recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the National Electrical Contractors Association ACT Chapter should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the National Electrical Contractors Association ACT Chapter with no future related costs are recognised in profit or loss in the period in which they become receivable.

**1.7 Capitation fees and levies**

Capitation fees and levies are to be recognised on an accrual basis and recorded as a revenue and/or expense in the year to which it relates.

**1.8 Borrowing costs**

All borrowing costs are recognised in profit and loss in the period in which they are incurred.

**1.9 Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

**1.10 Financial instruments**

Financial assets and financial liabilities are recognised when a National Electrical Contractors Association ACT Chapter entity becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

**1.11 Financial assets**

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

***Fair value through profit or loss***

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

***Held-to-maturity investments***

Financial assets with fixed or determinable payments and fixed maturity dates that the reporting unit has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

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***Available-for-sale***

Listed shares and listed redeemable notes held by the reporting unit that are traded in an active market are classified as available-for-sale and are stated at fair value. The reporting unit also has investments in unlisted shares that are not traded in an active market but that are also classified as available-for-sale financial assets and stated at fair value. Gains and losses arising from changes in fair value are recognised in other comprehensive income and accumulated in the investments revaluation reserve, with the exception of impairment losses, interest calculated using the effective interest method, and foreign exchange gains and losses on monetary assets, which are recognised in profit or loss. Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously accumulated in the investments revaluation reserves is reclassified to profit or loss.

Dividends on available-for-sale equity instruments are recognised in profit or loss when the reporting unit right to receive the dividends is established. The fair value of available-for-sale monetary assets denominated in a foreign currency is determined in that foreign currency and translated at the spot rate at the end of the reporting period. The foreign exchange gains and losses that are recognised in profit or loss are determined based on the amortised cost of the monetary asset. Other foreign exchange gains and losses are recognised in other comprehensive income.

***Loan and receivables***

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

***Effective interest method***

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

***Impairment of financial assets***

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015**

***Derecognition of financial assets***

The reporting unit derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

**1.12 Financial liabilities**

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

***Fair value through profit or Loss***

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

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***Other financial liabilities***

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

***Derecognition of financial liabilities***

The reporting unit derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

**1.13 Contingent liabilities and contingent assets**

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

There are no contingent liabilities or contingent assets.

**1.14 Impairment for non-financial assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the National Electrical Contractors Association ACT Chapter were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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**1.15 Taxation**

National Electrical Contractors Association ACT Chapter is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office;
- and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

**1.16 Fair value measurement**

The National Electrical Contractors Association ACT Chapter measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 16A.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the National Electrical Contractors Association ACT Chapter. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The National Electrical Contractors Association ACT Chapter uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximizing the use of relevant observable inputs and minimising the use of unobservable inputs.

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All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorized within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities.
- Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable.
- Level 3 – Valuation techniques for which the lowest level input that is significantly to the fair value measurement is unobservable.

For assets and liabilities that are recognised in the financial statements on a recurring basis, the National Electrical Contractors Association – ACT Chapter determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the National Electrical Association – ACT Chapter has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

**1.17 Going Concern**

National Electrical Contractors Association ACT Chapter operations are administered by National Electrical Contractors Association NSW Chapter. There is no agreement in place and a monthly fee of \$5,500 is charged. It does not rely on its support to continue on a going concern basis.

**1.18 Financial Support to other reporting unit of the organisation**

In accordance with an agreement reached at the national level of the organisation with the Chapters at the commencement of the reporting period, the ACT Chapter has, during the reporting period, made grants totalling \$4590 to the QLD Chapter of the organisation. The terms of the grants are paid on a monthly invoice basis conditional upon the QLD Chapter maintaining the delivery of NECA services to its QLD members.

**NOTE 2: EVENTS AFTER THE REPORTING PERIOD**

There were no events that occurred after 30 June 2015, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of National Electrical Contractors Association – ACT Chapter.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015

<b><u>NOTE 3: INCOME</u></b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Note 3A: Interest		
Deposits	4,720	5,872
Loans	-	-
<b>TOTAL INTERESTS</b>	<b>4,720</b>	<b>5,872</b>
Note 3B: Other Revenue		
Events	97,246	25,159
Referral fees	6,008	7,030
Sponsorship	-	55,173
<b>TOTAL OTHER REVENUE</b>	<b>103,254</b>	<b>87,362</b>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**NOTE 4: EXPENSES**

	2015	2014
	\$	\$
<b>Note 4A: Capitation fees</b>		
NECA - National	29,744	27,725
<b>TOTAL CAPITATION FEE</b>	<b>29,744</b>	<b>27,725</b>
 <b>Note 4B: Administration expenses</b>		
Consultancy	6,073	5,990
Bank fees	1,346	1,419
Advertising	573	296
Share of CEO termination costs	-	3,556
Meetings	218	2,184
Subscription - membership	511	
Printing and stationary	9,344	12,274
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>18,065</b>	<b>25,719</b>
 <b>Note 4C: Legal Costs</b>		
Other legal matters	-	4,600
<b>TOTAL LEGAL COSTS</b>	<b>-</b>	<b>4,600</b>
 <b>Note 4D: Other expenses</b>		
Excellence/apprentice awards	90,299	86,474
Insurance	249	494
Administration fee to NECA NSW Chapter	73,352	60,000
Support levy to NECA QLD Chapter	5,000	4,590
<b>TOTAL OTHER EXPENSES</b>	<b>168,900</b>	<b>151,558</b>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**NOTE 5: CURRENT ASSETS**

	2015	2014
	\$	\$
Note 5A: Cash and Cash Equivalents		
Cash at Bank	51,990	27,248
Cash Management Account	191,701	186,904
<b>TOTAL CASH AND CASH EQUIVALENTS</b>	<b>243,691</b>	<b>214,152</b>

Note 5B: Trade and Other Receivables

Trade Receivables	90,958	136,055
Other Debtors	819	404
<b>TOTAL TRADE AND OTHER RECEIVABLES (NET)</b>	<b>91,777</b>	<b>136,459</b>

Note 5C: Other Current Assets

Prepayments	170	-
Deferred Costs	11,469	10,549
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>11,639</b>	<b>10,549</b>

**NOTE 6: CURRENT LIABILITIES**

Note 6A: Trade Payables

Trade Creditors and Accruals	-	87
<b>SUBTOTAL TRADE CREDITORS</b>	<b>-</b>	<b>87</b>

Payable to other Reporting Unit(s)

NECA National	-	927
NECA NSW Chapter	14,687	6,033
<b>SUBTOTAL PAYABLES TO TOHER REPORTING UNIT(S)</b>	<b>14,687</b>	<b>6,960</b>

**TOTAL TRADE PAYABLES**

	<b>14,687</b>	<b>7,047</b>
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Note 6B: Other Payables

Prepayments received/unearned revenue	130,695	155,123
GST Payable	7,818	11,830
Other	5,500	8,754
<b>TOTAL OTHER PAYABLES</b>	<b>144,013</b>	<b>175,707</b>



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**NOTE 7: CASH FLOW**

	2015	2014
	\$	\$
Note 7A: Cash Flow Reconciliation		
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and Cash Equivalent as per:		
Cash flow statement	243,691	214,152
Balance sheet	243,691	214,152
DIFFERENCE	-	-
Reconciliation of profit/(deficit) to net cash from operating activities:		
Profit/(deficit) for the year	10,000	9,484
Changes in Assets/Liabilities		
(Increase)/decrease in net receivables	43,763	(65,241)
(Increase)/decrease in prepayments	(170)	494
Increase/(decrease) in supplier payables	7,640	(9,460)
Increase/(decrease) in other payables	(31,693)	21,929
Increase/(decrease) in employee provisions	-	-
Increase/(decrease) in other provisions	-	-
NET CASH FROM (USED BY) OPERATING ACTIVITIES	29,540	(42,793)
Note 7B: Cash Flow Information		
Cash Inflows		
NECA – QLD Chapter (other reporting unit)	-	-
NECA – NSW Chapter (other reporting unit)	44,709	40,615
ECA Training Ltd (related party)	-	4,410
TOTAL CASH INFLOWS	44,709	45,025
Cash Outflows		
NECA – National (other reporting units)	55,294	62,120
NECA – VIC Chapter (other reporting unit)	862	211
NECA – QLD Chapter (other reporting unit)	5,500	5,049
NECA – NSW Chapter (other reporting unit)	94,519	92,466
ECA Training (related party)	-	182
NECA Legal (related party)	303	4,183
NECA TAS	-	-
TOTAL CASH OUTFLOWS	156,478	164,211

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**NOTE 8: RELATED PARTY DISCLOSURES**

**2015**                      **2014**

**\$**                              **\$**

Note 8A: Related party transactions for the reporting period

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

Revenue received from NECA – NSW Chapter includes the following:

Sponsorship	40,644	36,923
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Expenses paid to from NECA – NSW Chapter includes the following:

Administration fee	60,000	60,00
Advertisement	9,343	12,274
Other	24,449	4,512

Revenue received from NECA National includes the following:

Capitation fee	29,774	27,725
Other	2,249	3,556
Event	17,616	-
Loan	2,000	-

Expenses paid to NECA – VIC Chapter includes the following:

Events	203	192
Other	580	-

Expenses paid to NECA – QLD Chapter includes the following:

QLD Grant	5,000	4,590
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Expenses paid to ECA Training Pty Ltd includes the following:

Events	-	166
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Expenses paid to NECA Legal Pty Ltd includes the following:

Legal consulting	275	4,375
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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**Terms and Conditions of transactions with related parties**

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year end are unsecured and interest free settlement occurs in cash. There have been no guarantees provided or received for any related party receivables and payables. For the year ended 30 June 2015, the National Electrical Contractors Association – ACT Chapter has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2014:\$NIL). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

**NOTE 9: REMUNERATION OF AUDITORS**

	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
Value of the services provided		
Financial statement audit services	6,100	6,342
Other Services	-	-
Total remuneration of auditors	<u>6,100</u>	<u>6,342</u>

No other services were provided by the auditors of the financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30 JUNE 2015**

**NOTE 10: ADMINISTRATION OF FINANCIAL AFFAIRS BY A THIRD PARTY**

Name of Entity providing service:	National Electrical Contractors Associations – NSW Chapter (NECA – NSW)
Terms and Conditions:	NECA – NSW will manage all of NECA – ACT Chapters operations for which it will charge an administration fee of \$5,500 per month. If at the end of the financial year NECA – ACT has in excess of \$10,000 in profits, NECA – NSW will appropriate the excess.
Nature of expenses/consultancy service:	Administration and Membership Services

**Detailed breakdown of revenues collected and/or expenses incurred**

	2015	2014
	\$	\$
EXPENSES		
Administration expenses	73,352	60,000
<b>TOTAL EXPENSES</b>	<b>73,352</b>	<b>60,000</b>

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**NOTE 12: SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

In accordance with the requirements for the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or General Manager:

- (1) A member of a reporting unit, or the General Manager, may apply to the reporting for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

**NOTE 13: BUSINESS COMINATIONS**

No Business combinations occurred during the financial year.

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CERTIFICATE BY MEMBERS OF THE EXECUTIVE COMMITTEE

I, Mr. B. Skinner – ~~Vice~~ President of and I, Mr. O. Judd – Secretary of, certify that:

- a) We are members of the Executive Committee of the Association
- b) We attended the annual general meeting of the Association
- c) We are authorised by the attached resolution of the Executive Committee to sign this certificate
- d) The annual statement was submitted to the members of the Association at its annual general meeting

Dated:

20.11.2015



Mr. B. Skinner – President



Mr. O. Judd – Secretary

**NATIONAL ELECTRICAL CONTRACTORS  
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**STATEMENT CONCERNING LIABILITIES AND CERTAIN OTHER MATTER**

To Byrons Chartered Accountants,

In connection with your examination of the financial statements of National Electrical Contractors Association ACT Chapter as at 30 June 2015 and for the period then ended, this representation letter is provided for the purpose of forming an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view which is consistent with your understanding of National Electrical Contractors Association ACT financial position, the results of its operations and its cash flows.

We acknowledge our responsibility for the preparation of the financial statements including adequate disclosure. We also acknowledge our responsibility for the implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and error.

We confirm that to the best of our knowledge and belief, the following representations made to you during your audit:

**1. Liabilities**

As at the above date all liabilities – including amounts payable or accrued for purchase, salaries and wages, taxed, expenses, and loans have been recorded in the accounts.

**2. Contingent Liabilities and Other claims**

The terms 'contingent liabilities' and 'claims' apply, but are not limited to such items as discounted or assigned debts; accommodation endorsements; guarantees; warranties; sureties; open balance on letters of credit; unsatisfied judgements; additional taxes of which there is present knowledge based upon either formal or informal advice; and pending or prospective claims for injuries, damages, defective goods, patent infringements, additional payments, refunds, and penalties, arising from alleged violation of laws or regulations of governmental agencies;

At the above date there were no contingent liabilities or other claims.

**3. Contractual obligations and other commitments**

At the above date there were no commitments to buy or sell securities; repurchase agreements, purchase commitments or sales commitments at prices involving prospective loss, bonus or profit – sharing arrangements, or other undertakings which were not in the ordinary course or business or which might have an adverse effect upon this company.

**4. Capital expenditure**

There have been no commitments into for capital expenditure as at the above date.

**5. Pledged assets**

At the above date no assets were pledged or assigned as collateral to liabilities.

**6. Ownership of Assets**

As at the above date the company has the equitable interest in or beneficial ownership of all the assets, including land and investments, as shown in the financial statements and all assets that have been disposed of during the year have been properly recorded in the books of accounts.

**7. Subsequent Happenings**

Since the above date there have been no happenings which have had or may have an important effect upon the financial position or the results of operations as shown in the financial statements and all assets that have been disposed of during the year have been properly recorded in the books of accounts.

**NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION – ACT CHAPTER  
ABN 86 870 297 399**

**STATEMENT CONCERNING LIABILITIES AND CERTAIN OTHER MATTER**

**8. Accounts Receivable**

All accounts receivable (debtors) are fully collectable except for those covered by provision for doubtful accounts.

**9. Fraud**

There have been no irregularities involving management or employees who have a significant role in the accounting and internal control systems or that could have a material effect on the financial statements.

We have disclosed to you all significant facts relating to any frauds or suspected frauds known to us that may have affected as a result of fraud.

We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.

We have disclosed to you all known incidences of possible or actual non-compliance with laws and regulations whose effects should be considered when preparing the financial report.

**10. Related Parties**

We confirm the completeness of the information provided regarding the identification of related parties, and balances and transactions with related parties.

**11. Minutes**

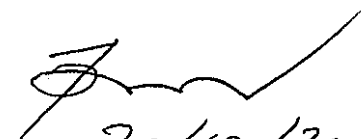
We have made available to you all books of account and supporting documentation and all minutes of meetings of shareholders, the board of directors and committees of directors. Where minutes have not been prepared for recent meetings, a summary of decisions taken at those meeting have been made available to you.

**12. Inventory**

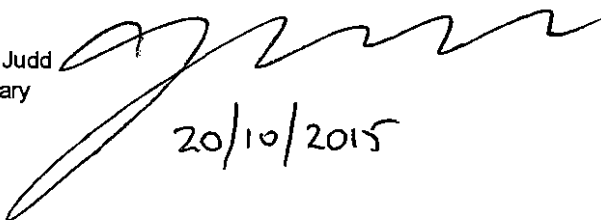
We have no plans to abandon lines of product or other plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realizable value.

The financial statements are free of material misstatements, including omissions.

Mr. B. Skinner  
President  
Dated:

  
20/10/2015

Mr. O. Judd  
Secretary  
Dated:

  
20/10/2015





25 August 2015

Mr Oliver Judd  
Secretary  
National Electrical Contractors Association, Australian Capital Territory Chapter  
Sent via email: [act@neca.asn.au](mailto:act@neca.asn.au)

Dear Mr Judd,

**Re: Lodgement of Financial Report - [FR2015/116]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the National Electrical Contractors Association, Australian Capital Territory Chapter (the reporting unit) ended on 30 June 2015.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, namely 15 January 2016 (being the expiry date of 6 months and 14 days from the end of the financial year).

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). A sample statement of loans, grants or donations is available at [sample documents](#).

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you wish to seek any clarification in relation to the above, please contact me on (03) 8661 7796 or via email at [Sam.Gallichio@fwc.gov.au](mailto:Sam.Gallichio@fwc.gov.au).

Yours sincerely,

Sam Gallichio  
Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /	<p>(a) if the report is to be presented to 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,</p> <p>or</p> <p>(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.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

\* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

# The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.