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Ms Roslyn Grimes-Harvey
President
The Restaurant and Catering Association of Victoria
PO Box 18193
MELBOURNE VIC 8003

Dear Ms Grimes-Harvey,

The Restaurant and Catering Association of Victoria
Financial Report for the Year Ended 31<sup>st</sup> December 2005 - FR2005/633
Schedule 1B of the Workplace Relations Act 1996 (RAO Schedule)

Thank you for the financial report of The Restaurant and Catering Association of Victoria for the year ended 31<sup>st</sup> December 2005. The documents were lodged in the Industrial Registry on 3<sup>rd</sup> April 2006. Please excuse the delay in responding to you, our attention in recent months has been diverted to the new 'Workchoices' legislation.

The documents have been filed.

I make the following two minor comments to assist you in preparing financial documents in the future. You do not need to take any further action in respect of the documents which have been lodged.

## **Auditor's Report**

I note that Mr Peter Sexton has again prepared your organisation's Auditor's Report but that he has moved to a new audit firm. In the report which he prepared for the financial year ended 31<sup>st</sup> December 2004 Mr Sexton identified himself as "Registered Company Auditor – 85044". A similar identification does not appear, however, on this year's report from WHK Greenwoods Audit & Assurance.

As Mr Sexton is clearly aware, section 256 of the RAO Schedule and Regulation 4 of the RAO Regulations require the auditor to be an 'approved auditor'. Regulation 4 defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants and holds a current Public Practice Certificate.

A copy of this letter has been forwarded to Mr Sexton of WHK Greenwoods Audit & Assurance

## **Operating Report – Periods during which Committee of Management Held Office**

There is a minor difference between the Operating Reports which were lodged for the financial years ended 31<sup>st</sup> December 2004 and 31<sup>st</sup> December 2005. In the Operating Report which was prepared for 2004 there were two members of the Committee of Management who were identified as not having held office for the entire financial year. In the Operating Report which was prepared for 2005, however, there is no statement regarding the periods of time for which the members of the Committee of Management held office. I presume, therefore, that they each held office for the entire financial year.

In the event that all of the members of the Committee of Management held office for the entire financial year, you are requested to make a statement to that effect. This is necessary in order to meet the requirements of Regulation 159(c) of the RAO Regulations, which requires the Operating Report to detail the period for which each member of the Committee of Management held office.

Please do not hesitate to contact me by email at <a href="mailto:robert.pfeiffer@air.gov.au">robert.pfeiffer@air.gov.au</a> or on (03) 8661 7817 if you wish to discuss this letter.

A copy of the financial report has been placed on the website maintained by the Industrial Registry at http://www.e-airc.gov.au/269V.

Yours sincerely,

Robert Pfeiffer

Statutory Services Branch

17 July 2006



31 March 2006

Industrial Registrar Australian Industrial Registry Level 35 Nauru House 80 Collins Street MELBOURNE VIC 3000

Major Sponsor



Dear Sir,

Re: Lodgement of Reports Relating to the Financial Year Ended 31 December 2005 – The Restaurant and Catering Association of Victoria - FR 2005/663

As per the requirements of Schedule 1B of the *Workplace Relations Act 1996* the following documents are submitted to the Australian Industrial Registry:

- General Purpose Financial Report
- Auditors Report
- Operating Report by the Committee of Management
- Certificate of Secretary or other Authorised Officer

Please do not hesitate to contact our Director, Wendy Jones on 9654 5866 or at wendyj@restaurantcatervic.asn.au should you require any additional information or clarification.

Yours sincerely

Roslyn Grimes-Harvey President

Corporate Partners





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## Certificate of Secretary or other Authorised Officer

## S268 of Schedule 1B Workplace Relations Act 1996

I, Roslyn Grimes-Harvey, being the President of The Restaurant and Catering Association of Victoria certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members of the Management Committee on 28 February 2006 at the first meeting. The full report was posted onto the website of The Restaurant and Catering Association of Victoria (www.restaurantcatervic.asn.au) on 1 March 2006 and members advised in writing of its availability and
- that the full report was presented to a general meeting (the second meeting) of members of The Restaurant and Catering Association of Victoria on 29 March 2006 in accordance with section 266 of the RAO Schedule.

Signed:

Roslyn Grimes-Harvey

President

Dated this:

31st day

of

March

2006

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2005

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## Operating Report by the Committee of Management

Your committee members submit the financial report of The Restaurant & Catering Association of Victoria for the financial year ended 31 December 2005.

#### Committee Members

Dur-e Dara OAM

Rod Barby

John Chalker

Lorraine Cudia Hendrik Karsten

Roslyn Grimes-Harvey Aaron Lewis

Mike Hester Deepak Prakash

Nino Pangrazio Leslye Thies

Matthew Putna Ashley Wigg

Lachlan McKenzie

Brett Willis

#### **Principal Activities**

The principal activity of the association during the financial year was representing the interests of its members in the restaurant and catering industry.

#### **Operating Result**

The profit from ordinary activities amounted to \$133,905.

#### After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations, or the state of affairs of the association in future financial years.

#### Significant Changes

The completion of the scheduled sale of shares in the subsidiary - Hospitality Training Victoria Pty Ltd to Reflective Practitioners was completed in 2005. The Restaurant and Catering Association of Victoria retains 30 shares in Hospitality Training Victoria.

#### Number of Members

The association had 544 members and 383 subscribers - total 927 (2004 - 284 members and 519 subscribers - total 803) at financial year end.

#### Number of Employees

The association had 3 (2004: 3) employees at financial year end.

#### **Trustees of Superannuation Entities**

Roslyn Harvey-Grimes was a director of Harvey Superannuation Fund, a private superannuation fund, during the reporting period.

No Officer or Member of the Committee of Management was a:

- trustee of a superannuation entity or an exempt public sector superannuation scheme; or (i)
- a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme. (ii)

Members Right to Resign

A member has the right to resign from the association in accordance with Rule 10. Resignation or Termination of Membership (c) (1)-(6) of The Restaurant and Catering Association of Victoria

Signed in accordance with a resolution of the Members of the Committee:

Dur-e Dara OAM
President
Date: 28/2/06

Matthew Putna Treasurer

28/2/06

#### COMMITTEE OF MANAGEMENT STATEMENT

On 28 February 2006 the Committee of Management of The Restaurant & Catering Association of Victoria passed the following resolution in relation to the general purpose financial report (GPFR) of The Restaurant & Catering Association of Victoria for the financial year ended 31 December 2005.

The Committee of Management declares in relation to the GPFR that in its opinion:

- a) the financial statements and notes comply with the Australian Accounting Standards
- b) the financial statements and notes comply with the reporting guidelines of the Industrial Registry
- the financial statements and notes gives a true and fair view of the financial performance, financial position and cash flows
  of the association for the financial year to which they relate
- d) there are reasonable grounds to believe that the association will be able to pay its debts as and when they become due and payable
- e) during the financial year to which the GPFR relates and since the end of the year:
  - i. meetings of the committee of management were held in accordance of the rules of the association
  - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the association
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedules and RAO Regulations

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- iv. no requests have been made from any members of the association or a Register under section 272 of the RAO Schedule; and
- v. no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

Signed in accordance with a resolution of the Members of the Committee of Management

Dur-e Dara

President

Dated this 28 day of February

2006

## INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2005

	Notes	2005 \$	2004 \$
Revenue from ordinary activities	2	589,702	563,699
Employee benefits expense		(179,701)	(150,179)
Transport costs		(2,416)	(17,563)
Depreciation and amortisation expenses	3	(3,780)	(1,754)
Advertising		(1,258)	(612)
Professional fees and services		(9,540)	(11,731)
Office administration		(51,440)	(40,130)
Amenities and occupation		(86,327)	(84,364)
Events, affiliations and levies		(44,242)	(65,443)
Write off of HTV loan		-	(85,826)
Project Costs		(36,871)	-
Other expenses from ordinary activities		(40,222)	(37,276)
Share of net profits (losses) of associates and joint ventures accounted for using the equity method		<u> </u>	23,391
Surplus from ordinary activities		133,905	92,212

## BALANCE SHEET AS AT 31 DECEMBER 2005

	Notes	2005 \$	2004 \$
CURRENT ASSETS	<del></del>		
Cash assets	4	321,133	160,457
Receivables	. 5	20,185	<u>34,572</u>
TOTAL CURRENT ASSETS		341,318	195,029
NON-CURRENT ASSETS			
Receivables	5	21,345	20,272
Investments accounted for using the equity method		-	23,391
Plant and equipment	6	6,363	10,143
TOTAL NON-CURRENT ASSETS		27,708	53,806
TOTAL ASSETS		369,026	248,835
CURRENT LIABILITIES			
Payables	7	49,283	41 <b>,9</b> 93
Provisions	8	10,298	
TOTAL CURRENT LIABILITIES	•	59,581	49,903
NON-CURRENT LIABILITIES			
Other	9	7,440	<u>7,440</u>
TOTAL NON-CURRENT LIABILITIES		7,440	7,440
TOTAL LIABILITIES		67,021	57,343
NET ASSETS		<u>302,005</u>	191,492
EQUITY			
Retained surpluses		302,005	191,492
TOTAL EQUITY	10	302,005	191,492

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2005

2005	\$	
Surplus as at beginning of period	191,492	
Prior period adjustments	<del></del> _	
Surplus restated as at 31 December 2004	191,492	
Changes		
Profit / (loss)	133,905	
Current year adjustment - discontinued equity accounting of investment in		
associated company	(23,392)	
Sub-total	<u>110,513</u>	
Surplus as at 31 December 2005	302,005	
2004	<b>\$</b>	
2004 Surplus as at beginning of period	\$ 99,280	
Surplus as at beginning of period		
Surplus as at beginning of period Prior period adjustments	99,280	
Surplus as at beginning of period Prior period adjustments Surplus restated as at 31 December 2003	99,280	
Surplus as at beginning of period Prior period adjustments Surplus restated as at 31 December 2003 Changes	99,280	
Surplus as at beginning of period Prior period adjustments Surplus restated as at 31 December 2003  Changes Profit / (loss) Share of net profits of associates accounted for using the equity accounting	99,280	

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2005

	Notes	2005 \$	2004 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		298,140	261,520
Other receipts	•	233,769	281,894
Payments to suppliers and employees		(442,340)	(449,116)
Interest received		11,107	4,356
Net cash provided by operating activities	11(b)	100,676	98,654
CASH FLOW FROM INVESTING ACTIVITIES			
Dividend proceeds		45,000	-
Proceeds from sales of shares in subsidiary		15,000	45,000
Payment for property, plant and equipment			(10,333)
Net cash provided by investing activities		60,000	34,667
Net increase in cash held		160,676	133,321
Cash at beginning of financial year		160,457	27,136
Cash at end of financial year	11 (a)	321,133	160,457

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

#### Note 1: Statement of Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with the requirements of the Workplace Relations Act 1996, applicable Accounting Standards and other mandatory professional reporting requirements. The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non current assets. The accounting policies have been consistently applied unless otherwise stated.

#### Statement of Compliance

This is the first financial report prepared based on Australian International Reporting Standards (AIFRS). Compliance with AIFRS ensures that the report complies with International Financial reporting Standards (IFRS). There were no adjustments required to the opening balance sheet as a result of adopting AIFRS and consequently no reconciliations have been necessary.

The following is a summary of the material accounting policies adopted by the Association in the preparation of these financial statements:

#### (a) Plant and Equipment

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

#### Depreciation

The depreciable amount of plant and equipment is depreciated on a diminishing basis where furniture and fittings are depreciated on a straight-line basis over their useful lives to Restaurant & Catering Association of Victoria commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

#### Class of Asset

Plant and Equipment

40%

Furniture, Fixtures and Fittings

20%

The assets' residual value and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

#### (b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

#### (c) Revenue

Subscriptions from members are accounted for on a receipts rather than an accruals basis as allowed under the Workplace Relations Act 1996.

NOTE 2: REVENUE		
Operating activities		
- commissions received	12.150	10 102
- proceeds from sale of shares	12,150 15,000	10,103 45,000
- share of associated company's operating profit before income tax	15,000	23,391
- dividends	45,000	23,391
- interest	11,107	4,356
- membership income and other revenue	506,445	504,240
	589,702	587,090
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES		
Profit (losses) from ordinary activities has been determined after:		
(a) Expenses		
Depreciation of non-current assets		
- plant and equipment	3,780	1,754
Bad and doubtful debts:	<del></del>	
- bad debts	<del>-</del> -	677
Remuneration of the auditors for		
- audit or review services	<u>8,580</u>	7,659
Affiliation fees or subscriptions to political parties or industrial bodies	1,553	1,500
Grants or donations	-	900
Legal costs	-	-
Employee benefits to holders of office	-	-
Employee benefits to employees (other than holders of office)	179,701	150,179
Conferences – fees / allowance for attendance	6,583	-
Conference expenses	•	-
(b) Significant Revenues and Expenses:		
Write off of HTV long term loan balance	-	(85,826)
Profit on sale of shares in Hospitality Training Victoria Pty Ltd		45,000
NOTE 4: CASH ASSETS		
Cash on hand	200	200
Cash at bank	320,933	160,257
	<u>321,133</u> _	160,457
NOTE 5: RECEIVABLES		
CURRENT		
Trade debtors	20,096	33,731
Sundry debtors	<del></del>	841
	20,096	34,572
NON-CURRENT		
Rent bond	<u>21,345</u>	20,272

2005 \$

Note

2004 \$

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005 \$	2004 \$
NOTE 6: PLANT AND EQUIPMENT			
PLANT AND EQUIPMENT			
(a) Plant and equipment			
At cost		17,389	17,389
Less accumulated depreciation	•	(12,129)	(8,604)
		5,260	8,785
(b) Furniture, fixtures and fittings			
At cost		26,254	26,254
Less accumulated depreciation		(25,151)	(24,896)
		1,103	1,358
Total plant and equipment		6,363	10,143
Total plant and equipment			
NOTE 7: PAYABLES			
CURRENT			
Unsecured liabilities			
Trade creditors		4,457	9,570
Sundry creditors and accruals		44,826	32,423
•		49,283	41,993
NOTE 8: PROVISIONS			
CURRENT			
Employee benefits		10,298	7,910
Employee beaches			
NOTE 9: OTHER LIABILITIES			
NON-CURRENT			
Bond refundable - Tourism Alliance Victoria Ltd			<u>7,440</u>

### NOTE 10: RELATED PARTY TRANSACTIONS

During the year the organisation paid the following amounts to the entitees related to Committee members:

- (a) EQ Cafe Bar, an associated entity of Dur-e Dara, \$415 for a members function.
- (b) The Grand, an associated entity of Roslyn Grimes-Harvey, \$2,330 for food and beverages.
- (c) Zinc at Federation Square, an associated entity of Roslyn Grimes-Harvey, \$10,500 for catering.

All payments were made on arm lengths basis on normal commercial terms and conditions.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

Cash at bank         320,933         160,257           321,133         160,457           (b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax         133,905         92,212           Profit from ordinary activities after income tax         133,905         92,212           Non-cash flows in profit from ordinary activities         3,780         1,754           Write-downs to recoverable amount         -         85,826           Share of associated Association's net profit after dividends         -         (23,391)           Changes in assets and liabilities         (Increase) / decrease in receivables         13,314         (64,918)           Increase / (decrease) in payables         7,289         6,493           Increase / (decrease) in provisions         2,388         72.89		Note	2005	2004 \$	
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:       200       200         Cash on hand       320,933       160,257         Cash at bank       321,133       160,457         (b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax       133,905       92,212         Profit from ordinary activities after income tax       133,905       92,212         Non-cash flows in profit from ordinary activities       3,780       1,754         Write-downs to recoverable amount       -       85,826         Share of associated Association's net profit after dividends       -       (23,391)         Changes in assets and liabilities       (13,314       (64,918)         Increase / (decrease in receivables       7,289       6,493         Increase / (decrease) in provisions       2,388       72.89	NOTE 11: CASH FLOW INFORMATION				
Flows is reconciled to the related items in the statement of financial position as follows:  Cash on hand  Cash at bank  Cash at bank  (b) Reconcilitation of cash flow from operations with profit from ordinary activities after income tax  Profit from ordinary activities after income tax  Profit from ordinary activities after income tax  Non-cash flows in profit from ordinary activities  Depreciation  3,780  1,754  Write-downs to recoverable amount  Changes in assets and liabilities  (Increase) / decrease in receivables  Increase / (decrease) in payables  7,289  6,493  Increase / (decrease) in provisions	(a) Reconciliation of cash		·		
Cash at bank         320,933         160,257           321,133         160,457           (b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax         133,905         92,212           Profit from ordinary activities after income tax         133,905         92,212           Non-cash flows in profit from ordinary activities         3,780         1,754           Write-downs to recoverable amount         -         85,826           Share of associated Association's net profit after dividends         -         (23,391)           Changes in assets and liabilities         (Increase) / decrease in receivables         13,314         (64,918)           Increase / (decrease) in payables         7,289         6,493           Increase / (decrease) in provisions         2,388         728	Flows is reconciled to the related items in the statement of financial position				
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax  Profit from ordinary activities after income tax  Profit from ordinary activities after income tax  Non-cash flows in profit from ordinary activities  Depreciation  3,780  1,754  Write-downs to recoverable amount  - 85,826  Share of associated Association's net profit after dividends  Changes in assets and liabilities  (Increase) / decrease in receivables  Increase / (decrease) in payables  7,289  6,493  Increase / (decrease) in provisions  231,133  160,457  133,905  92,212  133,780  1,754  485,826  13,314  (64,918)  Increase / (decrease) in payables  7,289  6,493  Increase / (decrease) in provisions	Cash on hand		200	200	
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax  Profit from ordinary activities after income tax  Non-cash flows in profit from ordinary activities  Depreciation  3,780  1,754  Write-downs to recoverable amount  Share of associated Association's net profit after dividends  Changes in assets and liabilities  (Increase) / decrease in receivables  Increase / (decrease) in payables  7,289  6,493  Increase / (decrease) in provisions  2,388  728	Cash at bank		320,933	160,257	
activities after income tax  Profit from ordinary activities after income tax  Non-cash flows in profit from ordinary activities  Depreciation  3,780  1,754  Write-downs to recoverable amount  Share of associated Association's net profit after dividends  Changes in assets and liabilities  (Increase) / decrease in receivables  Increase / (decrease) in payables  7,289  6,493  Increase / (decrease) in provisions			321,133	<u>160,457</u>	
Non-cash flows in profit from ordinary activities  Depreciation 3,780 1,754  Write-downs to recoverable amount - 85,826  Share of associated Association's net profit after dividends - (23,391)  Changes in assets and liabilities  (Increase) / decrease in receivables 13,314 (64,918)  Increase / (decrease) in payables 7,289 6,493  Increase / (decrease) in provisions 2,388 728					
Depreciation       3,780       1,754         Write-downs to recoverable amount       -       85,826         Share of associated Association's net profit after dividends       -       (23,391)         Changes in assets and liabilities       (Increase) / decrease in receivables       13,314       (64,918)         Increase / (decrease) in payables       7,289       6,493         Increase / (decrease) in provisions       2,388       728	Profit from ordinary activities after income tax		133,905	92,212	
Write-downs to recoverable amount       -       85,826         Share of associated Association's net profit after dividends       -       (23,391)         Changes in assets and liabilities       (Increase) / decrease in receivables       13,314       (64,918)         Increase / (decrease) in payables       7,289       6,493         Increase / (decrease) in provisions       2,388       728	Non-cash flows in profit from ordinary activities				
Share of associated Association's net profit after dividends  Changes in assets and liabilities  (Increase) / decrease in receivables  Increase / (decrease) in payables  Total (decrease) in provisions  Total (23,391)  (64,918)  (64,918)  (64,918)  (64,918)  (64,918)  (64,918)  (7,289)  (64,938)  (7,289)  (7,289)  (7,280)  (7,280)  (8,493)	Depreciation		3,780	1,754	
Changes in assets and liabilities       13,314       (64,918)         Increase / (decrease) in payables       7,289       6,493         Increase / (decrease) in provisions       2,388       728	Write-downs to recoverable amount		-	85,826	
(Increase) / decrease in receivables       13,314       (64,918)         Increase / (decrease) in payables       7,289       6,493         Increase / (decrease) in provisions       2,388       728	Share of associated Association's net profit after dividends		-	(23,391)	
Increase / (decrease) in payables         7,289         6,493           Increase / (decrease) in provisions         2,388         728	Changes in assets and liabilities				
Increase / (decrease) in provisions 2,388 728	(Increase) / decrease in receivables		13,314	(64,918)	
	Increase / (decrease) in payables		7,289	6,493	
•	Increase / (decrease) in provisions		2,388	728	
	Cash flows from operations		<u>160,676</u>	98,654	

## NOTE 12: FINANCIAL INSTRUMENTS

## (a) Interest Rate Risk

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 classes of financial assets and financial liabilities, is as follows:

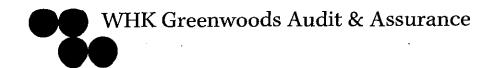
## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2005

	Weighted Average Effective Interest Rate		Fixed Interest Rate Maturing Within 1 Year		Floating Into	erest Rate	Non Interest Bearing	
	2005 %	2004 %	2005 S	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$
Financial Assets:			_	•	. •	J	<b>U</b>	•
Cash	2.10	4.06	21,345	20,272	320,932	160,257	<b>20</b> 0	200
Receivables	-	•	<u> </u>	<del></del> -	<del></del>		20,096	34,572
Total Financial Assets			21,345	20,272	320,932	160,257	21,196	34,772
Financial Liabilities:								
Trade and sundry creditors	-	-				<u> </u>	49,283	41,993
Total Financial Liabilities				<del></del>	<del></del>		49,283	41,993
		Total						
	2005	5	2004					
Financial Assets:	\$		\$					
Cash	321	,133	160,457					
Receivables	20	<u>.096</u>	<del>-</del>					
Total Financial Assets	341	,229	160,457					
Financial Liabilities:								
Trade and sundry creditors	49	.283	41,993					
Total Financial Liabilities	49	.283	41,993					

## NOTE 13: INFORMATION TO BE PROVIDED TO MEMBERS OR THE REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of subs-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 an application made under sub-section 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 sub-section (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.



#### INDEPENDENT AUDIT REPORT TO THE MEMBERS

#### Scope

We have audited the financial report of The Restaurant & Catering Association of Victoria for the financial year ended 31 December 2005 comprising the Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, accompanying notes to the financial statements, and the Committee of Management Statements of The Restaurant & Catering Association of Victoria, for the year ended 31 December 2005.

The Committee of Management is responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### Audit Approach

We conducted an independent audit in order to express an opinion to the members of the Association. Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance 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 whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia 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.

#### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional and ethical pronouncements and section 256 of the RAO Schedule to the Workplace Relations Act 1996.

#### **Audit Opinion**

In our opinion, the general purpose financial report of The Restaurant & Catering Association of Victoria presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia as well as the requirements of section 256 to the RAO Schedule of the Workplace Relations Act 1996.

WHK Greenwoods Audit & Assurance

Peter Sexton

Partner

Dated: 2 March 2006

Auditors

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