



26 September 1999

**Industrial Registrar**  
Australian Industrial Registry  
GPO Box 1994S  
Melbourne VIC 3001

Dear Madam/Sir

Please find attached the Financial Return for the Screen Producers Association of Australia for the year ended 30 June 2000. Included in this Return are the following documents:

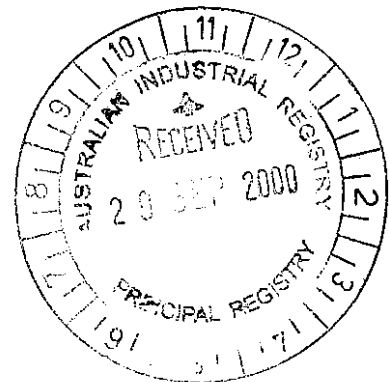
- Secretary's certificate
- Audited financial statement as at 30 June 2000
- Statement by the Accounting Officer
- Statement of the Committee of Management

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nick Herd', is written in a cursive style.

**Nick Herd**  
Executive Director

attach



LEVEL 7  
235 PYRMONT STREET  
PYRMONT NSW 2009  
AUSTRALIA

**TELEPHONE 02 9518 6366**

FACSIMILE 02 9518 6311

email spaa@spaa.org.au

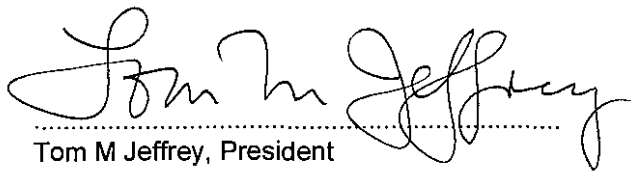
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**SECRETARY'S CERTIFICATE**

I, TOM M JEFFREY, being the President, of the Screen Producers Association of Australia, do hereby state that the attached financial documents are copies of the organisation's audited accounts and financial statements for the year ending on the 30th day of June 2000 that will be:

- distributed to members free of charge by mailing on the 29 August 2000
- presented at the Annual General Meeting of the organisation on the 7th day of September



.....  
Tom M Jeffrey, President

29 August 2000  
Date

# INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

## Scope

I have audited the financial statements of the Screen Producers Association of Australia ('the Association') for the year ended 30 June 2000, as set out on pages 2 to 6. The Association's Committee of Management is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Consensus Views) and statutory requirements so as to present a view of the Association which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

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

## Audit Opinion

In my opinion, the financial statements of the Screen Producers Association of Australia are properly drawn up:


- (a) so as to give a true and fair view of:
  - i) the state of affairs of the Association at 30 June 2000 and of the profit of the Association for the year ended on that date; and
  - ii) the other matters required by Division 11 of the Workplace Relations Act 1996;
- (b) in accordance with applicable accounting standards.

I am also of the opinion that there were kept by the Association in relation to the financial year, satisfactory accounting records, including:

- (a) records of the sources and nature of the income of the Association (including income from members) and;
- (b) records of the nature and purposes of the expenditure of the Association; and

all such documents and records were made available to me during the course of the audit, and all information required to be provided by officers or employees of the Association was provided.

SYDNEY, *29 August* 2000

  
ROBERT E CORBEN FCPA  
Registered Company Auditor  
497 Avro Street  
BANKSTOWN AIRPORT NSW 2200

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA****BALANCE SHEET AS AT 30 JUNE 2000**

	Note	2000	1999
<b>CURRENT ASSETS</b>			
Cash	2	105,319	134,526
Receivables	3	268,135	192,685
Other	4	36,037	61,540
<b>TOTAL CURRENT ASSETS</b>		<u>409,491</u>	<u>388,751</u>
<b>NON-CURRENT ASSETS</b>			
Equipment & Furniture	5	63,457	54,344
<b>TOTAL NON-CURRENT ASSETS</b>		<u>63,457</u>	<u>54,344</u>
<b>TOTAL ASSETS</b>		<u>472,948</u>	<u>443,095</u>
<b>CURRENT LIABILITIES</b>			
Creditors	6	122,764	99,403
Provision for Holiday Pay		15,269	22,052
<b>TOTAL CURRENT LIABILITIES</b>		<u>138,033</u>	<u>121,455</u>
<b>TOTAL LIABILITIES</b>		<u>138,033</u>	<u>121,455</u>
<b>NET ASSETS</b>		<u>334,487</u>	<u>321,640</u>
<b>ACCUMULATED FUNDS</b>			
Retained Profits	6	334,915	321,640
<b>TOTAL ACCUMULATED FUNDS</b>		<u>334,915</u>	<u>321,640</u>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**PROFIT AND LOSS ACCOUNT  
YEAR ENDED 30 JUNE 2000**

	2000	1999
OPERATING PROFIT	13,275	3,620
RETAINED PROFITS at the beginning of the financial year	321,640	318,020
RETAINED PROFITS at the end of the financial year	<u>334,915</u>	<u>321,640</u>

# SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2000

	2000	1999
Cash flows from operating activities		
Receipts from members and others	798,619	776,471
Payments to suppliers & employees	801,896	(852,369)
Interest received	7,210	8,052
Net cash from operating activities (Note 2)	<b>3,933</b>	<b>(67,846)</b>
Cash flows from investing activities		
Payment for property, plant & equipment	(33,140)	(14,180)
Net cash used in investing activities	<b>(33,140)</b>	<b>(14,180)</b>
Net increase/(decrease) in cash held	(29,207)	(82,026)
Cash at the beginning of the year	134,526	216,552
Cash at the end of the year (Note 1)	<b>105,319</b>	<b>134,526</b>
Notes to the Statement of Cash Flows		
1 Reconciliation of Cash		
Bank – General account	104,782	134,507
Cash on hand	537	19
	<b>105,319</b>	<b>134,526</b>
2 Reconciliation of Net Cash provided by Operating Activities to Operating Profit		
Operating Profit	13,275	3,620
Depreciation	18,275	20,003
Loss on sale of assets	5,752	-
Change in assets and liabilities		
(Increase)/Decrease in debtors	(75,450)	(81,637)
(Increase)/Decrease in prepayments	25,503	(37,956)
Increase/(Decrease) in holiday pay provided	(6,783)	4,135
(Decrease)/Increase in creditors	23,361	23,989
	<b>3,933</b>	<b>(67,846)</b>

# SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

### 1. ACCOUNTING METHODS

In accordance with generally accepted accounting principles for organizations, membership contributions have been accounted for on an accruals basis where it is known that the contributions will be paid. Otherwise, these accounts have been prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Bodies. In particular:

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful life.
- (c) Provisions for employee benefits in the form of long service and annual leave have been made for the estimated accrued entitlement of all employees on the basis of their terms of employment, except where no employee was eligible for long service or annual leave as at year end.
- (d) No provisions for income tax is necessary as "employer associations" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act.
- (e) Expenses in the Revenue and Expenditure Account are reported as Fixed Expenses and Variable Expenses for the year ended 30 June 2000.

	2000	1999
<b>2. CASH</b>		
Bank – General Account	104,782	134,507
Cash on Hand	537	19
	<b>105,319</b>	<b>134,526</b>
 <b>3. RECEIVABLES (CURRENT)</b>		
Trade Debtors	316,334	220,802
Less provision for doubtful debts	(52,000)	(32,000)
Sundry Debtor	3,801	3,883
	<b>268,135</b>	<b>192,685</b>
 <b>4. OTHER ASSETS (CURRENT)</b>		
Prepayments	32,062	9,485
Deposits	3,294	6,500
Other	681	45,555
	<b>36,037</b>	<b>61,540</b>

# SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2000

	2000	1999
<b>5. PLANT &amp; EQUIPMENT</b>		
Furniture & equipment at cost	101,812	118,968
Less accumulated depreciation	(59,699)	(66,487)
Leasehold Improvements at cost	21,372	11,725
Less accumulated depreciation	(28)	(9,862)
	<b>63,457</b>	<b>54,344</b>
 <b>6. ACCOUNTS PAYABLE</b>		
Sundry Creditors	2,046	1,907
Trade Creditors	73,573	70,738
Commercial Division Fighting Fund	21,147	21,147
SPAA/ADSA Documentary Council	25,998	5,611
	<b>122,764</b>	<b>94,403</b>

### 7. COMMITMENTS

Operating lease expenditure contracted for, including premises, is payable as follows:

	2000	1999
Not later than 1 year	52,360	43,269
Later than 1 year, but not later than 2 years	55,964	44,134
Later than 2 years, but not later than 5 years	28,848	-
	<b>137,172</b>	<b>87,403</b>

8. In accordance with section 274(4) of the Workplace Relations Act 1996, please note that:

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



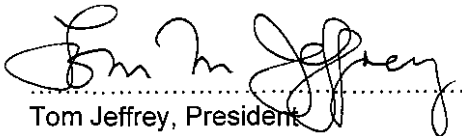
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**STATEMENT OF THE COMMITTEE OF MANAGEMENT**

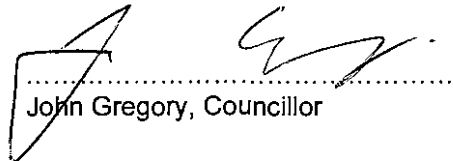
In accordance with the resolution of the Committee of Management dated 28 July 2000 we state that in the opinion of the Committee:

- (a) the accompanying Balance Sheets is drawn up so as to give a true and fair view of the state of affairs of the association as at the end of the financial year;
- (b) the accompanying Statement of Income and Expenditure is drawn up so as to give a true and fair view of the results of the association for the year ended 30 June 2000;
- (c) meetings of the Committee were held in accordance with the rules of the association;
- (d) to the knowledge and belief of all the members of the Committee there have been no instances where records, other documents or rules of the association that should have been furnished or made available have been withheld from members, and
- (e) the association has, in relation to the Auditor's Report on the accounts and statement in respect of the immediately preceding year, complied with the provisions of section 279(1) and 279(6) of the Workplace Relations Act 1996.

Signed on behalf of the Committee of Management.

  
Tom Jeffrey, President

Date... 29 August 2000

  
John Gregory, Councillor

Date... 29 AUGUST 2000

## SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

### STATEMENT BY THE ACCOUNTING OFFICER

I, TOM M JEFFREY, being the officer responsible for keeping the accounting records of the Screen Producers Association of Australia, certify that as at 30 June 2000 the number of members of the organisation was 520.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation at 30 June 2000;
- (ii) a record has been kept of all monies paid by, or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) no payments were made out of funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Act.



**Tom M Jeffrey**  
Pymont

Dated 28 July 2000

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**INCOME AND EXPENDITURE ACCOUNT**

**DISCLAIMER**

The additional financial data presented in the following pages is in accordance with the books and records of Screen Producers Association of Australia ("My Client") which have been subjected to the auditing procedures applied in my statutory audit of the association for the year ended 30 June 2000. It will be appreciated that my statutory audit did not cover all details of the additional financial data. Accordingly, I do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither myself nor any member or employee of my firm undertakes responsibility in any way whatsoever to any person (other than my Client) in respect of such data, including any errors or omissions therein however caused.

SYDNEY, *29 August* 2000



ROBERT E CORBEN FCPA  
Registered Company Auditor  
497 Avro Street  
BANKSTOWN AIRPORT NSW 2200

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2000**

	2000	1999
<b>Income</b>		
Subscriptions		
Application Fee	6,458	5,700
Associate Fee	23,150	34,252
Producer Fee	70,210	94,380
Facility Fee	19,500	26,500
Corporate Fee	28,000	42,000
Total Subscriptions	<u>147,318</u>	<u>202,832</u>
Levies		
Feature Film	95,910	98,238
Television	360,494	241,369
Documentary	7,740	14,011
Commercial	4,000	28,390
Total Levies	<u>468,144</u>	<u>382,008</u>
SPAA Conference		
Conference 99	186,310	-
Conference 98	-	186,834
Fringe 99	41,345	-
Seminars and Workshops		
Seminar Sundry	-	1,471
Ent. Law in Plain English	(98)	26,098
GST Seminars	18,620	-
Bus Skills SYD/MEL P1	-	180
Bus Skills SYD/MEL P2	-	930
Doco Filmmaking SYD/MEL	-	1,495
Bus Skills BRIS P1 & 2	-	1,280
Pitching SYD	-	795
Seminars & Workshops	-	380
Total Seminars and Workshops	<u>18,522</u>	<u>32,629</u>
Other Income		
Grants	5,000	20,000
Interest	7,210	8,052
Sundry Income		
Sundry	18,424	53,576
SADC	28,858	-
Newsletter	230	230
Total Sundry Income	47,512	53,806
Dep'n/Lease Recovered on Sale	-	597
Total Income	<u>921,361</u>	<u>886,757</u>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2000**

	2000	1999
<b>Expenses</b>		
Overheads		
Accounting & Bookkeeping	4,220	2,290
Advertising & Promotion	2,500	5,155
Audit Fees	3,390	3,300
Bad & Doubtful Debts	20,000	20,000
Bank Charges & Govt Taxes	4,215	3,196
Office Clean & Refuse Removal	1,929	2,067
Computer Expenses	11,877	5,010
Depreciation	18,275	20,003
Depreciation – Loss on disposal	5,752	-
Electricity	1,194	1,588
Freight & Couriers	2,096	1,157
Fringe Benefits Tax	8,783	3,678
General Expenses	4,285	5,919
Insurance Expenses	9,739	10,209
Legal Expenses	1,020	836
Moving Costs	15,719	-
Newsletter Exp (ATL)	13,187	13,392
Office Supplies	10,459	11,588
General Postage	2,883	3,395
Rent	38,557	35,351
Employment Expenses	402,479	393,969
Telephone, Fax & Email	19,661	24,192
Trade Journals & References	5,861	9,399
Total Overheads	<u>608,083</u>	<u>575,694</u>
Activities		
Governance	52,490	49,137
Policy & Government	47,267	24,748
Commercial Affairs	49,350	109,552
SPAA Chapters	7,034	10,829
Seminars, W/s & Grants	26,036	35,576
Conference 98	-	71,013
Conference 99	58,611	-
SPAA Fringe 99	37,479	-
Total Activities	<u>278,267</u>	<u>300,854</u>
SADC		
SADC Meeting & Catering	220	848
SADC Travel	2,521	5,123
SADC Accommodation	585	228
SADC Sundry Exp	510	391
SADC Policy Officer Wages	17,900	-
Total SADC	<u>21,736</u>	<u>6,589</u>
Total Expenses	<u>908,086</u>	<u>883,137</u>
Net Surplus/(Deficit)	<u>13,275</u>	<u>3,620</u>



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 9653 8200  
Fax: (03) 9654 6812

Mr Nick Herd  
Executive Director  
Screen Producers Association of Australia  
Level 7  
235 Pyrmont Street  
PYRMONT NSW 2009

Dear Mr Herd,

**Re: Screen Producers Association of Australia  
Financial documents for year ended 30 June 2000 - F No. 319076**

Receipt is acknowledged of the financial documents of the Screen Producers Association of Australia for the year ended 30 June 2000. The documents were lodged in the Industrial Registry on 29 September 2000.

The documents have been filed.

I direct your attention to the following comments concerning the financial reporting requirements of the *Workplace Relations Act 1996*. Please note that these matters are raised for the purpose of providing assistance in the future preparation of financial documents.

I note in particular that the following matter was drawn to the attention of the Association in correspondence from the Registry dated 11 January 2000 in relation to the financial documents lodged for the year ended 30 June 1999. It appears that no action has been taken in the preparation of the financial documents for the year ended 30 June 2000 to rectify the deficiency outlined in that correspondence and reiterated in this letter. Accordingly, you are requested to effect such action or, alternatively, to advise the Registry of the Association's intention with regard to this matter.

**Auditor's Report - Income and Expenditure Statement**

Subsection 273(1) of the Act requires an organisation to prepare "such accounts and other statements.....as are prescribed" as soon as practicable after the end of each financial year. Regulation 107 of the *Workplace Relations Regulations* prescribes the accounts which an organisation must prepare for the purposes of satisfying subsection 273(1). Those accounts include an account of all the income and expenditure of the organisation during the financial year. Subregulation 107(a) sets out particulars of those items which should be the subject of disclosure in the income and expenditure statement.

Subsection 274(4) of the Act sets out the matters on which an auditor is required to express an opinion including whether, in the auditor's opinion, the accounts and statements prepared under section 273 give a true and fair view of the income and expenditure of the organisation for the relevant financial year. (emphasis added) However, according to the disclaimer contained in the auditor's report in respect of the income and expenditure statement for the year ended 30 June 2000, the auditor's opinion does not encompass that statement. As the information contained in that statement does not therefore form part of the audited accounts and statements, it would appear that the abovementioned financial documents do not fully satisfy the requirements of section 273.

Accordingly, future financial documents lodged by the Association should include a statement of income and expenditure setting out particulars of all relevant items which under subregulation 107(a) are subject to an auditor's opinion. Alternatively, such items may be appropriately disclosed in the "Notes to the Accounts".

You are again requested to draw this matter to the attention of your auditor.

### **Secretary's Certificate**

The Secretary's certificate predates the date of the Annual General Meeting referred to therein. Furthermore, it indicates that the financial documents for the year ended 30 June 2000 *will be* presented to that meeting. Such a certificate should be completed after the meeting at which the documents are presented and should indicate that the documents lodged are copies of the documents so presented. I refer you in this matter to the requirements of subsection 280(1) of the Act.

### **Accounting Officer's Certificate**


A certificate prepared pursuant to subregulation 109(1) is required to be given by the officer of the organisation responsible for the keeping of the accounting records. The accounting officer's certificate accompanying the abovementioned financial documents appears on this occasion to have been prepared by the President of the Association. However, the provisions of subrule 26(c) of the rules of the Association indicate that the Vice President "shall be the Accounting Officer.....for the purposes of the Workplace Relations Act 1996". Should the Association consider that that officer is no longer the appropriate officer for the purposes of subregulation 109(1)(a), it may wish to consider making alterations to its rules to reflect its intention in this matter.

### **Salaries and Wages**

The expenditure item "Employment Expenses" shown in the income and expenditure statement should have identified (where relevant) the separate disclosure of the total amounts paid as remuneration to "holders of offices" and "employees" respectively. I refer you to the requirements of subregulations 107(a)(xiv) and (xv) of the Regulations. Would you please ensure that this dissection occurs in relation to future financial documents of the Association.

Should you have any queries concerning these matters or require further information, I may be contacted on (03) 8661 7775.

Yours sincerely

Ruth Hansen   
Statutory Services Branch  
3 October 2000