



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 9653 8399  
Fax: (03) 9654 6672

Mr N 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  
Outstanding Financial Documents - Workplace Relations Act 1996**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended **30 June 2001**.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain an audit report, provide copies of the auditor's report, accounts and statements ('the financial documents') to its members, present the financial documents to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgement of the financial documents specified above would, in the normal course, be expected before now.

Therefore, I request your written advice by **16 July 2002** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements
2. making of the audit report
3. provision of copies of the financial documents to the members
4. presentation of the financial documents to a meeting of the members or the committee of management following *provision of copies to the members*
5. lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you that the documents so lodged are copies of the documents presented to the meeting referred to in 4 above - such certificate specifying the type of meeting and the date when it was held.

I have enclosed for your information a notice setting out a summary of the requirements including time-scales of Part IX, Division 11 of the Act.

If you wish to discuss this letter you may contact me on (03) 8661 7988. In reply please quote **FR 2002/269**.

Yours sincerely

Lynette Markovski  
Research, Information and Advice Branch

2 July 2002



**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2001**

# SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

## COMMITTEE'S REPORT

Your Committee members submit the financial report of the Screen Producers Association of Australia for the financial year ended 30 June 2001.

### COMMITTEE MEMBERS

The names of Committee members throughout the year and at the date of this report are:

Nick Murray (Chair)	Mark Hamlyn
Brian Beaton	Tom Jeffery
Rosemary Blight	Jude Lengel
Mikael Borglund	Juile Marlow
Martin Fabinyi	Mike Morelli
Murray Forrest	Andrew Ogilvie
Posie Graeme-Evans	Adrienne Pecotic
Sue Greenshields	Stephen F Smith
John Gregory	Gail Sullivan

### PRINCIPAL ACTIVITIES

The principal activity of the Association in the course of the financial year was to provide a representative forum for members involved in the Australian film and television industry.

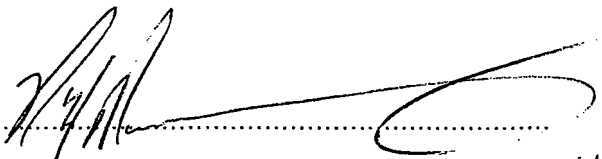
### SIGNIFICANT CHANGES

During the year there was no significant change in the nature of the Association's activities.

### OPERATING RESULTS

The deficit from ordinary activities for the year amounted to \$241,970.

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

  
.....  
Dated this 27<sup>th</sup> day of September 2001.

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2001**

	2001	2000
Revenues from ordinary activities	765,566	921,362
Employee expenses	(481,320)	(402,479)
Depreciation expenses	(52,380)	18,276)
Other expenses from ordinary activities	(473,836)	(487,330)
Net (Deficit) surplus from ordinary activities	(241,970)	13,277
Total changes in equity of the association	(241,970)	13,277

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2001**

	Notes	2001 \$	2000 \$
<b>CURRENT ASSETS</b>			
Cash	2	119,419	105,319
Receivables	3	128,466	268,135
Other	4	53,373	36,037
<b>TOTAL CURRENT ASSETS</b>		<u>301,258</u>	<u>409,491</u>
<b>NON-CURRENT ASSETS</b>			
Shares in Private Company		300	-
Property, Plant & Equipment at cost less Accumulated Depreciation	5	15,745	63,457
<b>TOTAL NON-CURRENT ASSETS</b>		<u>16,045</u>	<u>63,457</u>
<b>TOTAL ASSETS</b>		<u>317,303</u>	<u>472,948</u>
<b>CURRENT LIABILITIES</b>			
Creditors	6	209,210	122,764
Provisions	7	15,148	15,269
<b>TOTAL CURRENT LIABILITIES</b>		<u>224,358</u>	<u>138,033</u>
<b>TOTAL LIABILITIES</b>		<u>224,358</u>	<u>138,033</u>
<b>NET ASSETS</b>		<u>92,945</u>	<u>334,915</u>
<b>EQUITY</b>			
Retained Profits		92,945	334,915
<b>TOTAL EQUITY</b>		<u>92,945</u>	<u>334,915</u>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
<b>Cash flows from operating activities</b>		
Receipts from members and others	871,062	798,619
Payments to suppliers & employees	(856,099)	(801,896)
Interest received	4,226	7,210
	<hr/>	<hr/>
Net cash provided by operating activities Note 2	<b>19,189</b>	<b>3,933</b>
 <b>Cash flows from investing activities</b>		
Payment for property, plant & equipment	(4,668)	(33,140)
	<hr/>	<hr/>
Net cash used in investing activities	<b>(4,668)</b>	<b>(33,140)</b>
 <b>Net increase/(decrease) in cash held</b>	14,100	(29,207)
Cash at the beginning of the year	105,319	134,526
	<hr/>	<hr/>
Cash at the end of the year (Note 1)	<b>119,419</b>	<b>105,319</b>
	<hr/>	<hr/>
 <b>Notes to the Statement of Cash Flows</b>		
1 Reconciliation of Cash		
Bank – General account	118,936	104,782
Cash on hand	483	537
	<hr/>	<hr/>
	<b>119,419</b>	<b>105,319</b>
	<hr/>	<hr/>
2 Reconciliation of Net Cash provided by Operating Activities to Operating Profit		
Operating Profit (Loss)	(241,970)	13,275
Depreciation	52,380	18,275
Loss on sale of assets	-	5,752
Change in assets and liabilities		
(Increase)/Decrease in debtors	139,669	(75,450)
(Increase)/Decrease in prepayments etc	(17,336)	25,503
(Decrease)/Increase in creditors	86,446	16,578
	<hr/>	<hr/>
	<b>19,189</b>	<b>3,933</b>
	<hr/>	<hr/>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2001**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act New South Wales.

The financial report covers Screen Producers Association of Australia as an individual entity. Screen Producers Association of Australia is an association incorporated in New South Wales.

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. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**a. Income Tax**

The association is exempt from income tax.

**b. Property, Plant and Equipment**

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

The carrying amount of plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**Depreciation**

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The carrying amount of fixed assets is reviewed annually by directors to ensure it is not in excess of the recoverable amount of those assets.

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2001**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**c. Leases**

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**d. Employee Entitlements**

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

**e. Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

	2001	2000
<b>2. CASH</b>		
Bank – General Account	118,936	104,782
Cash on Hand	<u>483</u>	<u>537</u>
	<b><u>119,419</u></b>	<b><u>105,319</u></b>
<b>3. RECEIVABLES (CURRENT)</b>		
Trade Debtors	157,316	316,334
Less provision for doubtful debts	(42,000)	(52,000)
Sundry Debtors	<u>13,150</u>	<u>3,801</u>
	<b><u>128,466</u></b>	<b><u>268,135</u></b>



Prepayments	47,626	32,062
Deposits	5,066	3,294
Other	681	681
	<b>53,373</b>	<b>36,037</b>

**5. PLANT & EQUIPMENT**

Furniture & equipment at cost	106,480	101,812
Less accumulated depreciation	(90,735)	(59,699)
Leasehold Improvements at cost	21,372	21,372
Less accumulated depreciation	(21,372)	(28)
	<b>15,745</b>	<b>63,457</b>

**6. ACCOUNTS PAYABLE**

Sundry Creditors	-	2,046
Trade Creditors and Prepaid Income	150,000	73,573
Commercial Division Fighting Fund	21,147	21,147
SPAA/ADSA Documentary Council	38,063	25,998
	<b>209,210</b>	<b>122,764</b>

**7. PROVISIONS**

Annual Leave	<u>15,148</u>	<u>15,269</u>
	<b><u>15,148</u></b>	<b><u>15,269</u></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.

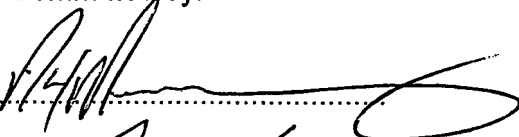
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

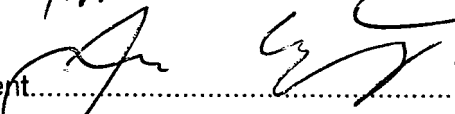
**STATEMENT BY MEMBERS OF THE COMMITTEE**

In the opinion of the Committee the Financial Report as set out on pages 1 to 7 .

1. Presents fairly the financial position of the Screen Producers Association of Australia as at 30 June 2001 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this Statement, there are reasonable grounds to believe that the Screen Producers Association of Australia will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and behalf of the Committee by:

President ..... 

Vice President ..... 

Dated this 27<sup>th</sup> day of September 2001

## **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 2001, as set out on pages 1 to 8. The Committee is responsible for the financial report. 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 so as to present a view of the Association which is consistent with my understanding of its financial position, and performance as represented by the results of its operations and its cash flows.

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

### **Audit Opinion**

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of Screen Producers Association of Australia as at 30 June, and the results of its operations and its cash flows for the year then ended.

SYDNEY,

2000

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

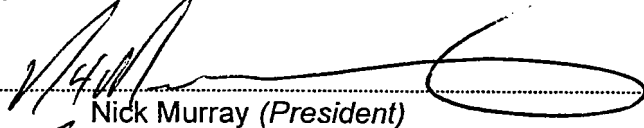
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.**

**CERTIFICATE BY MEMBERS OF THE COMMITTEE**

I, Nick Murray of Level 1, 135 Crown Street, East Sydney, New South Wales, and I, John Gregory of Level 1, 351 Crown Street, Surry Hills, New South Wales certify that:

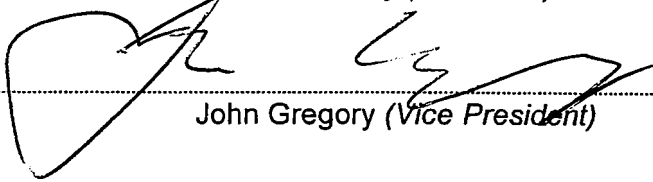
- a. We are members of the committee of Screen Producers Association of Australia.
- b. We attended the annual general meeting of the association held on 27th September 2001.
- c. We are authorised by the attached resolution of the committee to sign this certificate.
- d. This annual statement was submitted to the members of the association at its annual general meeting.

Dated this 27<sup>th</sup> September 2001



.....

Nick Murray (*President*)



.....

John Gregory (*Vice President*)

**COMPILATION REPORT  
TO SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

Scope

On the basis of the information provided by the Committee of Management of Screen Producers Association of Australia I have compiled, in accordance with APS 9 Statement of Compilation of Financial Reports the special purpose financial report of Screen Producers Association of Australia for the period ended 30 June 2001 comprising the attached Income and Expenditure Statement

The specific purpose for which the special purpose financial report has been prepared is to provide financial information to the members. Accounting Standards and other mandatory professional reporting requirements have not been adopted in the preparation of the special purpose financial report.

The Committee of Management is solely responsible for the information contained in the special purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Association's Constitution and are appropriate to meet the needs of the Committee of Management for the purposes of complying with the Association's Constitution.

My procedures use accounting expertise to collect, classify and summarise the financial information, which the Committee of Management provided into a financial report. My procedures do not include verification or validation of procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, I do not accept liability for any loss or damage, which any person, other than the Association, may suffer arising from any negligence on my part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Association and the purpose identified above. I do not accept responsibility to any other person for the contents of the special purpose financial report.

SYDNEY,

2000

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

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.**  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
<b>INCOME</b>		
Grants Received		5,000
Subscriptions	132,134	147,318
Levies	409,804	468,144
Seminars/Workshops	16,926	18,522
Interest	4,226	7,210
Conferences	104,475	186,311
Fringe 99		41,345
Fringe Conference 00	58,054	
<b>TOTAL INCOME</b>	<b>725,619</b>	<b>873,850</b>
<b>EXPENDITURE</b>		
Salaries and Wages	481,320	402,479
SADC Meeting and Catering	61	220
SADC Travel	2,396	2,521
SADC Accommodation	-	585
SADC Sundry Exp	360	510
SADC Office Wages	3,500	17,900
Administration		
Advertising & Recruitment	1,000	2,500
Accounting & Bookkeeping Fees	5,060	4,220
Audit	3,000	3,390
Bad and Doubtful Debts	134,576	20,000
Bank Charges	5,645	4,215
Cleaning	1,543	1,929
Computer Expenses	5,821	11,877
Electricity	1,703	1,194
Postage/Courier Fees	4,463	4,979
Insurance	9,764	9,739
Fringe Benefit Tax	3,872	8,783
Legal	1,454	1,020
Moving Costs	5,757	15,719
Newsletter (ATL)	19,219	13,187
Office Supplies	12,592	10,459
Rent	47,272	38,557
Parking	3,712	-
Telephone	24,207	19,661
Trade Journal and References	4,272	5,861
General Expenses	9,329	4,285
Activities		
Governance	53,179	52,490
Policy and Government	30,117	47,267
Commercial Affairs	13,389	49,350
SPAA Chapter	3,951	7,034
Seminars, W/s and Grants	12,936	26,036
Conference 99	-	58,611
SPAA Fringe 00	49,686	37,479
<b>TOTAL EXPENDITURE</b>	<b>955,156</b>	<b>884,057</b>
<b>OPERATING SURPLUS (DEFICIT) FOR YEAR</b>	<b>(229,537)</b>	<b>(10,207)</b>
<b>OTHER INCOME</b>		
Sundry	39,947	47,512
<b>TOTAL OTHER INCOME</b>	<b>39,947</b>	<b>47,512</b>

<b>OTHER EXPENDITURE</b>		
Depreciation of Non-Current Assets	52,380	18,276
Depreciation - Loss on Disposal		5,752
<b>TOTAL OTHER EXPENDITURE</b>	<b>52,380</b>	<b>24,028</b>
<b>(DEFICIT) SURPLUS FOR YEAR FROM ORDINARY ACTIVITIES</b>	<b>(241,970)</b>	<b>13,277</b>
<b>RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR</b>	<b>334,915</b>	<b>321,640</b>
<b>RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR</b>	<b>92,945</b>	<b>334,915</b>



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

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

Dear Mr Brown,

**Re: Screen Producers Association of Australia  
Financial documents for year ended 30 June 2001 - FR2002/269**

Receipt is acknowledged of the financial documents of the Screen Producers Association of Australia for the year ended 30 June 2001. The documents were lodged in the Industrial Registry on 5 July 2002.

Having regard to the financial reporting requirements of the *Workplace Relations Act 1996*, the documents are deficient in a number of respects. In summary:

- No secretary's certificate has been lodged
- The auditor's report is incomplete
- No accounting officer's certificate has been lodged
- The committee of management's certificate is incomplete

Details of each of these deficiencies follow.

### **Secretary's certificate**

Financial documents lodged in the Registry are required by subsection 280(1) of the Act to be lodged under cover of a certificate by the secretary, or other prescribed officer, stating that the documents lodged are copies of the auditor's report, accounts and statements presented to a meeting held in accordance with subsection 279(6). Such certification is not required to be in the form of a statutory declaration.

As the abovementioned documents were not accompanied by a secretary's certificate, you are requested to arrange for its preparation and lodgement in the Registry as soon as possible. A proforma is attached for your advice and assistance.



## Auditor's report

- (1) The auditor's report has not been expressed in terms consistent with the requirements of subsection 276(4) of the Act. That subsection provides that an auditor shall, in a report in relation to a financial year, state:

"(a) whether in the auditor's opinion:

- (i) there were kept by the organisation in relation to the year satisfactory accounting records, including:
  - (A) records of the sources and nature of the income of the organisation (including income from members); and
  - (B) records of the nature and purposes of the expenditure of the organisation; and
- (ii) the accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:
  - (A) the financial affairs of the organisation as at the end of the year; and
  - (B) the income and expenditure, and any surplus or deficit, of the organisation for the year; and

(b) whether all the information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were provided; and, in addition, the auditor shall state in the report particulars of any deficiency, failure or shortcoming in relation to a matter referred to in paragraph (a) or (b)."

I refer you to the auditor's report lodged with the Association's financial documents for the year ended 30 June 2000. (copy attached)

- (2) Subregulation 107(a) of the *Workplace Relations Regulations* sets out particulars of those items which are required to be the subject of disclosure in an organisation's income and expenditure statement and which, for the purposes of paragraph 276(4)(ii), are subject to an auditor's opinion. Accordingly, the auditor's report should have encompassed the Association's income and expenditure statement for the subject financial year. Indeed, the legislation does not contemplate the express exclusion of that statement. I note that this matter was brought to the attention of the Association in correspondence from the Registry dated 3 October 2000.
- (3) The auditor's report has not been signed or dated. As the date of the report sets in motion the timeframe within which financial documents are required to be provided to members, presented to a meeting and lodged in the Registry, its omission may have significant implications. Again, you are requested to arrange for the lodgement of the required documentation, signed and dated and made pursuant to subsection 276(4) of the Act.

### **Accounting Officer's certificate**

The accounts of an organisation prepared in accordance with subsection 273(1) are required to contain a certificate given, under paragraph 109(1)(a) of the regulations, by the officer of the organisation responsible for the keeping of its accounting records. That certificate should state the number of members of the organisation in respect of the relevant financial year and should express an opinion pursuant to paragraph (1)(a). No such certificate was included with the abovementioned financial documents.

A copy of the accounting officer's certificate lodged with the Association's financial documents for the year ended 30 June 2000 is enclosed for your advice and assistance. As noted in previous correspondence from the Registry, subrule 26(c) of the rules of the Association provide that the Vice President shall be the Accounting Officer for the purposes of the Workplace Relations Act 1996.

### **Committee of Management certificate**

The certificate of the Committee of Management has not been prepared in accordance with the requirements of paragraph 109(1)(b) of the regulations. Such certificate should include information in relation to each of the statements required under paragraphs (i), (ii), (iii) and (iv) thereof.

A copy of the Committee of Management's certificate relevant to the year ended 30 June 2000 is attached for your information.

In addition to the above deficiencies, I direct your attention to the following matter:

### **Financial Reporting Timeline**

Financial documents are required to be prepared, audited, provided to members, presented to a meeting and lodged in the Industrial Registry within certain prescribed time scales. The requirements, together with a graphical representation, are summarised for your advice in the attachments to this letter.

Without lodgement of all the required documents and provision of the relevant dates, it is not evident whether the Association has met its obligations in compliance with the legislative timing of the required steps.

In light of the above comments the Association is requested to provide a written response, within 21 days, advising the Registry of its proposed intentions with regard to finalising this matter. Should you require further information, I may be contacted on (03) 8661 7775.

Yours sincerely,

Ruth Hansen   
Statutory Services Branch

22 July 2002

Workplace Relations Act 1996

**SECRETARY'S CERTIFICATE** (or other prescribed officer)

I, .....[*name*]....., Secretary (or title of position of prescribed officer) of the .....[*name*]..... Branch (if applicable) of the .....[*name of organisation*]....., hereby certify that the documents lodged with the Registrar for the year ended .....[*date*]....., are copies of the auditors report, accounts and statements presented to .....[the Committee of Management meeting or a General Meeting of the members]..... on .....[*date*]....., in accordance with paragraph 279(6)(a) of the Workplace Relations Act 1996.

[*signature*]

[*name*]

Secretary (or title of position of prescribed officer)

[*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

## 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**  
Pyrmont

Dated. 28 July 2000

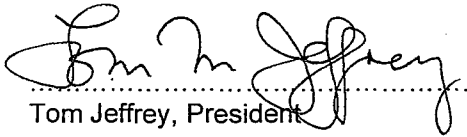
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**STATEMENT OF THE COMMITTEE OF MANAGEMENT**

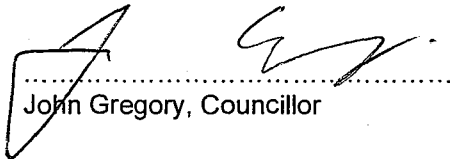
In accordance with the resolution of the Committee of Management dated 28 July 2000 we state that in the opinion of the Committee:

- (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

## WORKPLACE RELATIONS ACT 1996 - FINANCIAL REPORTING TIMELINE

Financial documents should be prepared, audited, provided to members\*, presented to a meeting and lodged in the Industrial Registry within certain time-scales - these requirements are summarised as follows:

- A An organisation must keep such accounting records [s.4(1)] as correctly explain its transactions and financial position [s.272(1)].
- B The account of income and expenditure and the account of assets and liabilities are prepared as soon as practicable after the end of the financial year [s273(1) and reg 107].

Opinions are required to be given on the accounts in the Accounting Officer's Certificate (usually by the Treasurer or Secretary) [reg 109(1)(a) and (4)] and the Committee of Management Certificate (by 2 members of the committee on its behalf) [reg 109(1)(b) and (2)].

Again, each certificate is to be prepared as soon as practicable after the end of the financial year [s273(1) and (2)].

*Note: The Committee of Management Certificate must refer to certain matters relating to the accounts "which shall be in accordance with such resolution as is passed by the committee of management" [reg 109(2)(a)]. It necessarily follows that the accounts must be the subject of a resolution at a committee of management meeting convened prior to preparation of the certificate - here known as the **FIRST MEETING**.*

- C The accounts (by this stage including the two certificates) are then to be submitted for the Auditor's opinion [s276(1)].
- D The Auditor makes his/her report - expressing his/her opinion in accordance with s276(4) - within 6 months from the completion of the relevant financial year [reg 113]\*\*.
- E Members are to be provided\* with copies of the accounts and the Auditor's Report within 56 days of the date of the making of the Auditor's report [s279(1) and (3)\*\*.
- F The accounts and the Auditor's Report are then to be presented to a general meeting of members or a meeting of the committee of management within 84 days of the Auditor's report\*\* - here known as the **SECOND MEETING** - provided that at least 7 clear days elapse between the date documents are supplied to members (as per E above) and the date of the meeting [s279(6)(a)].

If a meeting is not due within the period mentioned above, the documents must be presented to the next committee of management meeting [s279(6)(b)].

*Note: If the Auditor's Report refers to any deficiency, failure or shortcoming and a meeting is not due within the period mentioned above, the documents must be presented to a meeting of the committee of management convened for the purpose within the period mentioned above [s279(7)].*

- G Copies of the accounts and the Auditor's Report are to be lodged in the Industrial Registry within 14 days after the meeting at which they were presented\*\* - accompanied by a certificate by the Secretary that the documents lodged are copies of the documents presented to the meeting mentioned in F above [s280(1)]. This certificate should be dated and should also indicate the date on which the documents were presented to the "second meeting".

\* The obligation to provide documents to members may be discharged by provision of "a summary", subject to certain conditions [s279(2)].

\*\* The legislation generally includes provision for extensions, etc. to be sought in certain circumstances.

A graphical representation of these requirements is set out overleaf.

IMPORTANT NOTE: This timeline is a summary only; Part IX, Division 11 of the *Workplace Relations Act 1996* and Part VII, Division 8 of the *Workplace Relations Regulations* should be consulted for full details of the requirements and further information on issues such as extensions of time for some stages.

[14/01/99]

# WORKPLACE RELATIONS ACT 1996 - FINANCIAL REPORTING TIMELINE

An organisation or a branch of an organisation must:

keep accounting records  
s.272

as soon as practicable after the end of  
its financial year:

prepare annual accounts  
s.273

*including:*

- Prescribed accounts - reg. 107
- s.274(4) Notice
- Certificates by Accounting Officer and Committee of Management - reg.109

Committee of Management Certificate  
must be in accordance with a resolution  
passed by the Committee  
(the *first meeting*)

within 6 months of the end  
of the financial year:

receive Auditor's Report  
s.276 and reg. 113

within 56 days of auditor's report:

provide report and accounts free of  
charge to members - s.279

a *summary* of the report and accounts  
may be provided instead provided that  
the requirements of s.279(2) are met

no less than 8 days after circulation  
and no more than 84 days after  
auditor's report:

present report and accounts to a  
meeting - s.279(6)(a)

General meeting of members OR a  
meeting of Committee of Management  
(the *second meeting*)

within 14 days of second meeting:

lodge copies of report and accounts in  
Registry - s.280

With certificate by Secretary  
confirming that the documents lodged  
were presented to the second meeting

IMPORTANT NOTE: This timeline is a summary only; Part IX, Division 11 of the *Workplace Relations Act 1996* and Part VII, Division 8 of the *Workplace Relations Regulations* should be consulted for full details of the requirements and further information on issues such as extensions of time for some stages.

[14/01/99]





## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

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

Dear Mr Brown,

**Re: Screen Producers Association of Australia  
Financial documents for year ended 30 June 2001 - FR2002/269**

I refer to my letter of 22 July 2002 concerning the financial documents of the Screen Producers Association of Australia for the year ended 30 June 2001.

The Association was advised in that letter of details of a number of deficiencies contained in the documents. Further, it was indicated that those deficiencies need to be addressed in order to finalise the filing of the documents.

To this date there has been no response from the Association. Accordingly, you are again requested to advise the Registry of the Association's intentions with regard to this matter. It would be appreciated if such advice could be provided as a matter of urgency.

Yours sincerely,

Ruth Hansen   
Statutory Services Branch

2 October 2002



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

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

Dear Mr Brown,

**Re: Screen Producers Association of Australia  
Financial documents for year ended 30 June 2001 - FR2002/269**

I refer to correspondence from this office dated 22 July 2002 and 2 October 2002 concerning the financial documents of the Screen Producers Association of Australia for the year ended 30 June 2001.

Following subsequent discussions in December 2002 between yourself, myself and Mr Ken Ophel of the Registry in relation to a number of matters raised in the abovementioned correspondence, it was indicated that those matters would be addressed and the documents could be expected to be relodged in the Registry in January/February 2003.

Again, to this date there has been no response from the Association. Accordingly, could you please advise as a matter of urgency the Association's intentions with regard to the outstanding documents.

Yours sincerely,

Ruth Hansen   
Statutory Services Branch

21 May 2003

## HANSEN, Ruth

---

**From:** HANSEN, Ruth  
**Sent:** Wednesday, 12 November 2003 11:26 AM  
**To:** 'alex@spaa.org.au'  
**Subject:** Outstanding financial documents

Alex,

Could you please advise when the following outstanding documents are proposed to be lodged in the Registry?

- for year ended **30 June 2001:** Secretary's certificate  
Properly completed and signed auditor's report  
Accounting officer's certificate  
Properly completed committee of management certificate

Details in relation to these documents are contained in my letter to the Association dated 22 July 2002.

- for year ended **30 June 2002:** Full financial documents

An early response would be appreciated.

Regards  
Ruth Hansen

FK 2002/269

**HANSEN, Ruth**

---

**From:** Alex Jones [alex@spaa.org.au]  
**Sent:** Monday, 24 November 2003 11:17 AM  
**To:** HANSEN, Ruth  
**Subject:** Re: Outstanding financial documents

Dear Ruth

Apologies for the delayed response - we have been out of town at our two annual conferences.

I am talking to our accountants/auditors as they have the relevant information. I have asked them to urgently respond.

Apologies for the delay.

Alex Jones

On Wednesday, November 12, 2003, at 11:26 AM, HANSEN, Ruth wrote:

Alex,

Could you please advise when the following outstanding documents are proposed to be lodged in the Registry?

\* for year ended 30 June 2001: Secretary's certificate

Properly completed and signed

auditor's report

Accounting officer's certificate

Properly completed committee of

management certificate

Details in relation to these documents are contained in my letter to the Association dated 22 July 2002.

2/12/2003

\* for year ended 30 June 2002: Full financial documents

An early response would be appreciated.

Regards

Ruth Hansen

\*\*\*\*\*

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

\*\*\*\*\*

**Alexandra Jones**

**Screen Producers Association of Australia**

**Ground Floor**

**351 Crown St**

**Surry Hills NSW 2010**

**Tel: 02 9360 8988**

**Fax: 02 9360 8977**

**[alex@spaa.org.au](mailto:alex@spaa.org.au)**

**HANSEN, Ruth**

---

**From:** Alex Jones [alex@spaa.org.au]  
**Sent:** Monday, 22 December 2003 11:39 AM  
**To:** Ruth HANSEN  
**Subject:** SPAA REPORTS

Dear Ruth

Apologies again for the delay in sending SPAA paperwork. I have some of the official paperwork from the auditors and am getting more in next day or so. I expect to be able to send you all the paperwork by the end of week 22 January 2004.

Thank you and have a great Christmas.

Regards

Alex Jones

**Alexandra Jones**

**Screen Producers Association of Australia**

34 Fitzroy St

Surry Hills NSW 2010

Tel: 02 9360 8988

Fax: 02 9360 8977

[alex@spaa.org.au](mailto:alex@spaa.org.au)

**HANSEN, Ruth**

---

**From:** Alex Jones [alex@spaa.org.au]  
**Sent:** Friday, 27 February 2004 5:20 PM  
**To:** Ruth HANSEN  
**Subject:** INDUSTRIAL REGISTRY DOCUMENTS - SPAA

Dear Ruth

Thanks for your patience with the SPAA documents.

They are in the process of being signed now with only a few more signatures. So expect at the end of next week.

Thanks very much again.

Alex

**Alexandra Jones**

**Screen Producers Association of Australia**

34 Fitzroy St

Surry Hills NSW 2010

Tel: 02 9360 8988

Fax: 02 9360 8977

[alex@spaa.org.au](mailto:alex@spaa.org.au)

5 April 2004

Ms Ruth Hansen  
Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC. 3001

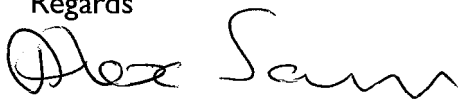
Dear Ruth

Please find attached completed documentation for the Screen Producers Association of Australia.

I apologise for the delay in getting these documents to you but hope these satisfy the Industrial Registrar's requirements.

Thank you very much and apologies again.

Regards



Alexandra Jones  
Membership Services and Events Manager



34 Fitzroy Street  
Surry Hills NSW 2010 Australia  
**Telephone +61 2 9360 8988**  
Facsimile +61 2 9360 8977  
email spaa@spaa.org.au  
www.spaa.org.au  
ABN 46 091 470 324





Screen  
Producers  
Association  
of Australia

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**

**SECRETARY'S CERTIFICATE**

I, NICK MURRAY, being 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 30 June 2001 that will be:

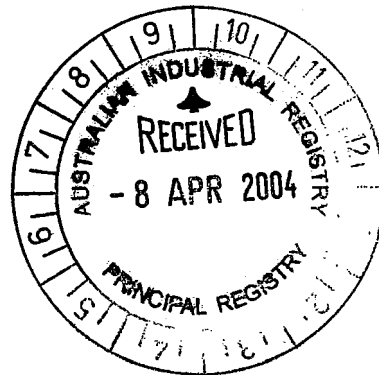
Presented at the Annual General Meeting of the Organisation on 27 September 2001.

Distributed to members free of charge by mailing on the 1 October 2001.

Nick Murray  
President

2/3/04

Date:



34 Fitzroy Street  
Surry Hills NSW 2010 Australia  
**Telephone +61 2 9360 8988**  
Facsimile +61 2 9360 8977  
email spaa@spaa.org.au  
www.spaa.org.au  
ABN 46 091 470 324

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA****STATEMENT BY THE ACCOUNTING OFFICER**

I, JOHN GREGORY, being the officer responsible for keeping the accounting records of the Screen Producers Association of Australia, certify that as at 30 June 2001, the number of members of the organization was 470 members.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the organization at 30 June 2001.
- (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 organization;
- (iii) before any expenditure was incurred by the organization, approval of the incurring of the expenditure was obtained in accordance with the rules of the organization;
- (iv) no payments were made out of funds of the organization 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 organization, were made to persons holding their organization.
- (vi) The register of members of the organization was maintained in accordance with the Act.

  
\_\_\_\_\_  
John Gregory  
Vice President

Date

2/3/04



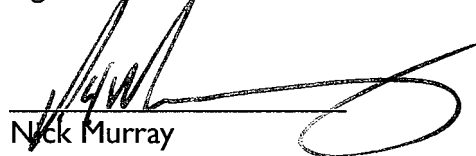
Screen  
Producers  
Association  
of Australia

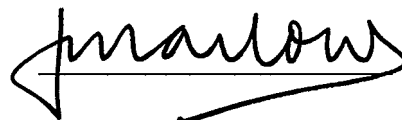
**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA**  
**STATEMENT OF THE COMMITTEE OF MANAGEMENT**

In accordance with the resolution of the Committee of Management dated 30 June 2001 we state that in the opinion of the Committee:

- (a) The accompanying Balance Sheet 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;
- (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 proceeding year, complied with the provision of sec 279(1) and 279(6) of the Industrial Relations Act 1988.

Signed on behalf of the Committee of Management

  
Nick Murray  
President

  
Councillor

2/3/04  
Date

2/3/04  
Date

34 Fitzroy Street  
Surry Hills NSW 2010 Australia  
**Telephone +61 2 9360 8988**  
Facsimile +61 2 9360 8977  
email spaa@spaa.org.au  
www.spaa.org.au  
ABN 46 091 470 324

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2001**

	Notes	2001	2000
<b>CURRENT ASSETS</b>			
Cash	2	119,419	105,319
Receivables	3	128,466	268,135
Other	4	53,373	36,037
<b>TOTAL CURRENT ASSETS</b>		<u>301,258</u>	<u>409,491</u>
<b>NON-CURRENT ASSETS</b>			
Shares in Private Company		300	-
Property, Plant & Equipment at cost less Accumulated Depreciation	5	15,745	63,457
<b>TOTAL NON-CURRENT ASSETS</b>		<u>16,045</u>	<u>63,457</u>
<b>TOTAL ASSETS</b>		<u>317,303</u>	<u>472,948</u>
<b>CURRENT LIABILITIES</b>			
Creditors	6	209,210	15,269
Provisions	7	15,148	122,764
<b>TOTAL CURRENT LIABILITIES</b>		<u>224,358</u>	<u>138,033</u>
<b>TOTAL LIABILITIES</b>		<u>224,358</u>	<u>138,033</u>
<b>NET ASSETS</b>		<u>92,945</u>	<u>334,915</u>
<b>EQUITY</b>			
Retained Profits	8	92,945	334,915
<b>TOTAL EQUITY</b>		<u>92,945</u>	<u>334,915</u>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.  
INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2001**

	<b>2001</b>	<b>2000</b>
<b>INCOME</b>		
Grants Received	-	6,000
Subscriptions	132,134	147,318
Levies	409,804	468,144
Seminars/Workshops	18,926	18,522
Interest	4,228	7,210
Conferences	104,475	186,311
Fringe 99	-	41,345
Fringe Conference 00	58,054	-
<b>TOTAL INCOME</b>	<b>725,619</b>	<b>873,850</b>
<b>EXPENDITURE</b>		
Salaries and Wages	481,320	402,478
SADC Meeting and Catering	61	220
SADC Travel	2,398	2,521
SADC Accommodation	-	585
SADC Sundry Exp	360	510
SADC Office Wages	3,500	17,900
Administration		
Advertising & Recruitment	1,000	2,500
Accounting & Bookkeeping Fees	5,060	4,220
Audit	3,000	3,380
Bad and Doubtful Debts	134,576	20,000
Bank Charges	5,645	4,215
Cleaning	1,543	1,929
Computer Expenses	5,821	11,877
Electricity	1,703	1,194
Postage/Courier Fees	4,463	4,979
Insurance	9,764	9,739
Fringe Benefit Tax	3,872	8,783
Legal	1,454	1,020
Moving Costs	5,757	15,719
Newsletter (ATL)	19,219	13,187
Office Supplies	12,592	10,458
Rent	47,272	38,557
Parking	3,712	-
Telephone	24,207	19,661
Trade Journal and References	4,272	5,861
General Expenses	9,329	4,285
Activities		
Governance	53,179	52,480
Policy and Government	30,117	47,267
Commercial Affairs	13,388	49,350
SPAA Chapter	3,951	7,034
Seminars, W/s and Grants	12,936	26,036
Conference 99	-	58,811
SPAA Fringe 00	49,686	37,479
<b>TOTAL EXPENDITURE</b>	<b>955,156</b>	<b>884,057</b>
<b>OPERATING SURPLUS (DEFICIT) FOR YEAR</b>	<b>(229,537)</b>	<b>(10,207)</b>
<b>OTHER INCOME</b>		
Sundry	39,947	47,512
<b>TOTAL OTHER INCOME</b>	<b>39,947</b>	<b>47,512</b>
<b>OTHER EXPENDITURE</b>		
Depreciation of Non-Current Assets	52,380	18,276
Depreciation - Loss on Disposal	-	5,752
<b>TOTAL OTHER EXPENDITURE</b>	<b>52,380</b>	<b>24,028</b>
<b>(DEFICIT) SURPLUS FOR YEAR FROM ORDINARY ACTIVITIES</b>	<b>(241,970)</b>	<b>13,277</b>
<b>RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR</b>	<b>334,915</b>	<b>321,640</b>
<b>RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR</b>	<b>92,945</b>	<b>334,915</b>

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporations Act New South Wales.

The financial report covers Screen Producers Association of Australia, as an individual entity. Screen Producers Association of Australia, is an association incorporated in New South Wales.

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. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**a. Income Tax**

The association is exempt from income tax.

**b. Property, Plant and Equipment**

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

The carrying amount of plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**Depreciation**

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The carrying amount of fixed assets is reviewed annually by directors to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA.  
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**c. Leases**

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**d. Employee Entitlements**

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

**e. Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2001**

	2001	2000
<b>2. CASH</b>		
Bank – General Account	118,936	104,782
Cash on Hand	<u>483</u>	<u>537</u>
	<b><u>119,419</u></b>	<b><u>105,319</u></b>
<b>3. RECEIVABLES (CURRENT)</b>		
Trade Debtors	157,316	316,334
Less provision for doubtful debts	(42,000)	(52,000)
Sundry Debtors	<u>13,150</u>	<u>3,801</u>
	<b><u>128,466</u></b>	<b><u>268,135</u></b>
<b>4. OTHER ASSETS (CURRENT)</b>		
Prepayments	47,626	32,062
Deposits	5,066	3,294
Other	<u>681</u>	<u>681</u>
	<b><u>53,373</u></b>	<b><u>36,037</u></b>
<b>5. PLANT &amp; EQUIPMENT</b>		
Furniture & equipment at cost	106,480	101,812
Less accumulated depreciation	(90,735)	(59,699)
Leasehold Improvements at cost	21,372	21,372
Less accumulated depreciation	<u>(21,372)</u>	<u>(28)</u>
	<b><u>15,745</u></b>	<b><u>63,457</u></b>
<b>6. ACCOUNTS PAYABLE</b>		
Sundry Creditors	-	2,046
Trade Creditors and Prepaid Income	150,000	73,573
Commercial Division Fighting Fund	21,147	21,147
SPAA/ADSA Documentary Council	<u>38,063</u>	<u>25,998</u>
	<b><u>209,210</u></b>	<b><u>122,764</u></b>



**SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
YEAR ENDED 30 JUNE 2001**

	2001	2000
<b>7. PROVISIONS</b>		
Annual Leave	<u>15,148</u>	<u>-</u>
	<u><b>15,148</b></u>	<u><b>-</b></u>

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.

**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 2001, as set out on pages / to 6. The Committee is responsible for the financial report. 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 so as to present a view of the Association which is consistent with my understanding of its financial position, and performance as represented by the results of its operations and its cash flows.

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

**Audit Opinion**

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of Screen Producers Association of Australia as at 30 June, and the results of its operations and its cash flows for the year then ended.

SYDNEY, 20 Sept 2001



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



## AUSTRALIAN INDUSTRIAL REGISTRY

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80 Collins Street, Melbourne, VIC 3000  
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Telephone: (03) 8661 7777  
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Ms Alexandra Jones  
Membership Services and Events Manager  
Screen Producers Association of Australia  
34 Fitzroy Street  
SURRY HILLS NSW 2010

Dear Ms Jones,

**Re: Screen Producers Association of Australia  
Financial documents for year ended 30 June 2001 - FR2002/269**

Receipt is acknowledged of the financial documents of the Screen Producers Association of Australia for the year ended 30 June 2001. The documents were lodged in the Industrial Registry on 8 April 2004 and supplement the documents lodged on 5 July 2002.

The documents have been filed.

I direct your attention to the following matters concerning the financial reporting requirements of the *Workplace Relations Act 1996* applicable to these documents. Please note that the reporting obligations for the year ended 30 June 2004 will be governed by the requirements set out in the RAO Schedule. Details of those requirements were forwarded to the Association on 8 May 2003.

### **Secretary's certificate**

The Secretary's certificate indicates that the abovementioned financial documents were distributed to members after their presentation at the Association's Annual General Meeting, contrary to the requirements of subsections 279(1) and 279(6) of the Act. (now repealed)

### **Auditor's report**

The auditor's report did not include the statements required under subsection 276(4) of the Act. I refer you in this matter to the Registry's correspondence of 22 July 2002.

### **Committee of Management certificate**

The reference in paragraph (e) to the "Industrial Relations Act 1988" should have been to the "Workplace Relations Act 1996".

The financial documents lodged in relation to the financial years ending 30 June 2002 and 30 June 2003 will be dealt with under cover of separate correspondence.

Yours sincerely,

Ruth Hansen  
Statutory Services Branch

22 April 2004