



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/562-[118N]

Mr Geoff Brown
Executive Director
Screen Producers Association of Australia
Ground Floor
351 Crown Street
SURRY HILLS NSW 2010

Dear Mr Brown

**Re: Screen Producers Association of Australia - Financial Reporting Obligations under
*Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

I note that to this date the financial documents for the years ended 30 June 2001 and 30 June 2002 have not been lodged in the Registry. Accordingly, you are requested to give immediate attention to the lodgement of the outstanding documents.

Please do not hesitate to contact me on (03) 8661 7775 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Ruth Hansen
E-mail: ruth.hansen@air.gov.au
21 August, 2003

FR 2003/562



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

A handwritten signature in black ink that reads 'Alex Sam'.

Alexandra Jones
Membership Services and Events Manager



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Screen
Producers
Association
of Australia

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA
SECRETARY'S CERTIFICATE

I, STEPHEN SMITH, 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 2002, that will be:

3

must
be
2003?

Presented at the Annual General Meeting of the Organisation on 27 September 2003.

Distributed to members free of charge by mailing on the 1 October 2003.

Stephen Smith
President

Date: 5/4/04



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SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

STATEMENT BY THE ACCOUNTING OFFICER

I, NICK McMAHON, being the officer responsible for keeping the accounting records of the Screen Producers Association of Australia, certify that as at 30 June 2003, the number of members of the organization was 525 members.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the organization at 30 June 2003.
- (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.



NICK McMAHON
Vice President

Date: 



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 2003 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 preceding 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

Stephen Smith
President

5/3/04
Date

Councillor

1/9/04
Date

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SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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

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 2003.

COMMITTEE MEMBERS

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

Brian Beaton
Simon Dibbs (Resigned - September 2002)
John Fleming (Appointed - September 2002)
John Gregory (Resigned - September 2002)
Mark Hamlyn
Jude Lengel
Nick McMahon (Appointed - September 2002)
Nick Murray (Resigned - September 2002)
Nigel Odell
Adrienne Pecotic
Rick Schweikert (Appointed - September 2002)
Jonathon Shteinman
Stephen F Smith (President)
David Taft (Resigned - September 2002)
James Talbot (Appointed - September 2002)

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.

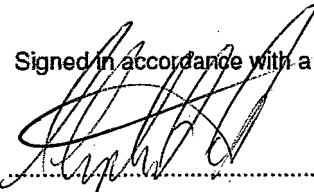
SIGNIFICANT CHANGES

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

OPERATING RESULTS

The profit from ordinary activities for the year amounted to \$50,362.

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


Dated this 25th day of September 2003.

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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

	NOTE	2003	2002
Revenues from ordinary activities	2	1,426,914	1,403,258
Employee expenses		(266,294)	(453,102)
Depreciation expenses		(16,932)	(10,555)
Other expenses from ordinary activities		(1,093,326)	(932,738)
Profit from ordinary activities attributable to the Association	3	<u>50,362</u>	<u>6,863</u>
Total changes in equity of the Association		<u>50,362</u>	<u>6,863</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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

	Notes	2003	2002
CURRENT ASSETS			
Cash	4	233,318	207,153
Receivables	5	212,929	138,282
Other	6	56,946	12,843
TOTAL CURRENT ASSETS		<u>503,193</u>	<u>358,278</u>
NON-CURRENT ASSETS			
Shares in Private Company		300	300
Fixed Assets	7	14,978	30,190
TOTAL NON-CURRENT ASSETS		<u>15,278</u>	<u>30,490</u>
TOTAL ASSETS		<u>518,471</u>	<u>388,768</u>
CURRENT LIABILITIES			
Payables	8	250,587	276,455
Provisions	9	117,714	12,505
TOTAL CURRENT LIABILITIES		<u>368,301</u>	<u>288,960</u>
TOTAL LIABILITIES		<u>368,301</u>	<u>288,960</u>
NET ASSETS		<u>150,170</u>	<u>99,808</u>
EQUITY			
Retained Profits	10	150,170	99,808
TOTAL EQUITY		<u>150,170</u>	<u>99,808</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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

	NOTE	2003	2002
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members and others		1,295,993	1,355,000
Payments to suppliers and employees		(1,273,102)	(1,245,513)
Interest Received		4,994	3,247
Net Cash provided by operating activities	11(b)	<u>27,885</u>	<u>112,734</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for fixed assets		(1,720)	(25,000)
Net cash provided (used) by investing activities		<u>(1,720)</u>	<u>(25,000)</u>
Net increase in cash held		26,165	87,734
Cash at the beginning of the year		207,153	119,419
Cash at end of year	11(a)	<u>233,318</u>	<u>207,153</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENT FOR YEAR ENDED 30 JUNE 2003

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues 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 under the Association Incorporation Act 1984.

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 specifically 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) Fixed Assets

Each class of fixed asset is carried at the Committee's valuation less, where applicable, any accumulated depreciation.

Fixed assets are measured on the cost basis.

The carrying amount of fixed assets are 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.

(c) Depreciation

The depreciable amount of all fixed assets are depreciated using the diminishing value method 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.

(d) Comparative Figures

Where required by accounting standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENT
FOR YEAR ENDED 30 JUNE 2003**

(e) 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.

(f) Investments

Non-current investments are measured on the cost basis.

The carrying amount of investments is reviewed annually by directors to ensure it is not in excess of the recoverable amount of these investments. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

(g) Employee Entitlements

Provision is made for the company'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.

(h) Cash

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

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST.

NOTE 2: REVENUE	2003	2002
Operating activities		
Subscriptions	117,860	107,983
Levies	491,016	398,939
Seminars/Workshops	26,164	12
Conference	666,284	796,458
Fringe Conference	73,828	58,576
BBC Income	7,500	2,500
	<hr/>	<hr/>
	1,382,652	1,364,468
Non-operating activities		
Interest	4,994	3,247
SADC	5,000	5,000
Wage Recovery	26,469	28,282
Sundry Income	7,799	2,261
	<hr/>	<hr/>
	44,242	38,790
Total Revenue	<hr/>	<hr/>
	1,426,914	1,403,258

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2003**

	2003	2002
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES		
Profit from ordinary activities has been determined after:		
(a) Expenses		
Depreciation of fixed assets	16,932	10,555
Remuneration of auditor		
—SPAA Audit	3,200	3,000
—Conference Audit	1,500	3,000
	<u>21,632</u>	<u>16,555</u>
 (b) Significant Revenues and Expenses		
The following revenues and expenses items are relevant in explaining the financial performance		
Conference Income	666,284	796,458
Conference Expenses	554,189	577,228
	<u>112,095</u>	<u>219,230</u>
 Fringe conference Income	73,828	58,576
Fringe conference Expense	35,329	49,676
	<u>38,499</u>	<u>8,900</u>
 NOTE 4: CASH ASSETS		
Cash on Hand	191	128
Cash at Bank - General Account	129,020	203,432
Cash at Bank - Conference Account	104,107	3,593
	<u>233,318</u>	<u>207,153</u>
 NOTE 5: RECEIVABLES		
Debtors	224,929	175,088
Less: Provision for Doubtful Debts	(42,000)	(42,000)
Sundry Debtors	30,000	5,194
	<u>212,929</u>	<u>138,282</u>
 NOTE 6: OTHER		
Prepayments	19,925	7,777
Deposits refundable	25,108	5,066
Other	11,913	-
	<u>56,946</u>	<u>12,843</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2003**

	2003	2002
NOTE 7: FIXED ASSETS		
Office Equipment - at cost	133,200	131,480
Less: Accumulated Depreciation	<u>(118,222)</u>	<u>(101,290)</u>
	<u>14,978</u>	<u>30,190</u>
NOTE 8: PAYABLES		
Trade Creditors and Accruals	53,886	52,252
Prepaid Income	116,273	60,100
Payroll and GST Liabilities	58,133	115,006
SPAA/ADSA Documentary Council	22,295	49,097
	<u>250,587</u>	<u>276,455</u>
NOTE 9: PROVISIONS		
Provision for Employee Entitlements	17,714	12,505
Provision for SPAA Lobbying Fund	55,000	-
Provision for Extra Industrial Relations Costs	45,000	-
	<u>117,714</u>	<u>12,505</u>
NOTE 10: RETAINED PROFITS		
Retained Profits at the beginning of the financial year	99,808	92,945
Net Profit attributable to the association	50,362	6,863
Retained profits at the end of the financial year	<u>150,170</u>	<u>99,808</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

STATEMENT BY MEMBERS OF THE COMMITTEE

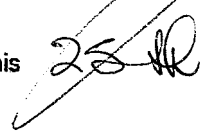
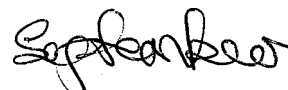
In the opinion of the Committee the Financial Report as set out on pages 1 to 9.

1. Presents fairly the financial position of the Screen Producers Association of Australia as at 30 June 2003 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 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  25th day of  September 2003

SPAA advises no page 9 included in these documents.

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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

Scope

I have audited the financial statements of Screen Producers Association of Australia ('the Association') for the year ended 30 June 2003, as set out on pages 1 to 10. The Association's Committee is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the members.

I did not conduct an audit of the Annual Conference Income and Expenditure. That audit was conducted by another auditor. The totals of Annual Conference Income and Expenditure have been included in the Statement of Financial Performance.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with my 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, subject to the separate audit of Annual Conference Income and Expenditure.

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 2003, and the results of its operations and its cash flows for the year then ended.

SYDNEY, 25/9/2003



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

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

CERTIFICATE BY MEMBERS OF THE MANAGEMENT COMMITTEE

I, Stephen F. Smith of Fremeworks Film, and
I, MICHAEL MCMANON of CRAWFORD PRODUCTIONS P/L
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 25th September 2003.
- 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 it's annual general meeting.


Dated this 25th of September 2003.



Australian Government
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

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 years ended 30 June 2002 and 30 June 2003 -
FR2004/239 and FR2003/562**

Receipt is acknowledged of the financial documents of the Screen Producers Association of Australia for the years ended 30 June 2002 and 30 June 2003. The documents were lodged in the Industrial Registry on 8 April 2004.

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 the subject documents. Please note that Division 11 of Part IX of the Act (Accounts and Audit) and Division 8 of Part VII of the *Workplace Relations Regulations* (Accounts and audit in respect of organisations) have been repealed. Accordingly, 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, in both cases, 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.

Auditor's report

The auditor's report, in relation to both financial years, omitted the statements required under subsection 276(4) of the Act. I refer you to the Registry's correspondence of 22 July 2002 concerning the content of such statements.

Committee of Management certificate

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

Timescale Provisions - signing of certificates

The accounting officer's certificate and that of the committee of management, relevant to both financial years, have been signed after the making of the auditor's report. In compliance with the requirements of the Act and the Regulations, such certificates should not have postdated the auditor's report as:

- the auditor was required to express an opinion on the accounts and statements prepared under section 273 of the Act - [refer subsection 276(4)(a)(ii)]; and
- the accounts prepared under section 273 were required to include certificates by the accounting officer and the committee of management - [refer subregulation 109(1)].

Income and Expenditure Statement

- The auditor's report, in relation to the year ended 30 June 2002, excluded the income and expenditure statement for the purpose of expressing an opinion under subsection 276(4) of the Act.
- The financial documents for the year ended 30 June 2003 did not include an income and expenditure statement, contrary to the requirements of subsection 273(1) of the Act and subregulation 107(a) of the regulations.

Prescribed Information Notice

There should have been included in the accounts relevant to the financial documents for the year ended 30 June 2003, a notice drawing attention to the provisions of subsections 274(1), (2) and (3) of the Act under which specified prescribed information is required to be made available to members on request. In addition, subsection 274(4) requires the provisions of those subsections to be set out in the accounts. I note that the financial documents for the year ended 30 June 2002 included those provisions under Note 12 to the financial statements.

Late lodgment

You are reminded that, unless an extension of time has been granted, financial documents are required to be lodged in the Industrial Registry within 14 days of the meeting at which such documents were presented.

New Legislation

The Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

Schedule 1B of the RAO legislation establishes a Registration and Accountability of Organisations Schedule (**the RAO Schedule**) within the *Workplace Relations Act 1996* (the WR Act). As a result, many of the legislative provisions relating to registered organisations previously contained in the WR Act are now replicated in the RAO Schedule, with some amendments. Other matters are substantially changed by the RAO Schedule, particularly the financial reporting requirements.

The abovenamed organisation has correctly completed and lodged its financial documents for the financial years ended 30 June 2002 and 30 June 2003 under the WR Act. However, in relation to the financial year ending 30 June 2004, the reporting requirements of the new RAO Schedule will apply consistent with item 44(1) of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act*.

You may wish to consider bringing the requirements of the new legislation to the attention of the Association's auditor.

Missing documentation

Finally, you are again requested to forward page 10 of the financial report for the year ended 30 June 2002 as soon as possible. As indicated in discussions with you on 23 April 2004, that page was omitted from the documents filed on 8 April 2004.

Should you have any queries concerning these matters I may be contacted on (03) 8661 7775.

Yours sincerely,



Ruth Hansen
Statutory Services Branch

7 May 2004
