



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, appearing to read 'Alex Sam', written over the printed name 'Alexandra Jones'.

Alexandra Jones
Membership Services and Events Manager



34 Fitzroy Street
Surry Hills NSW 2010 Australia
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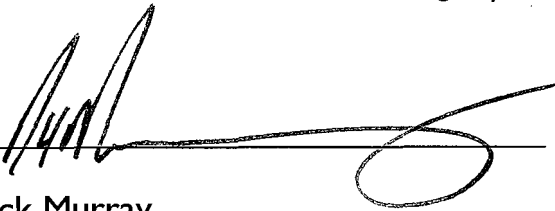
SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

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 2002, that will be:

Presented at the Annual General Meeting of the Organisation on 26 September 2002.

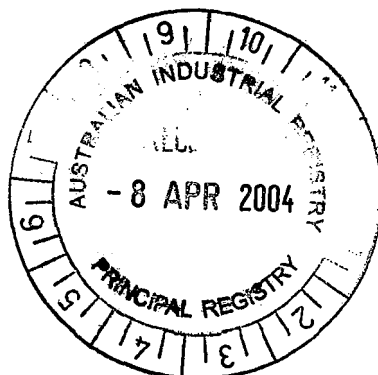
Distributed to members free of charge by mailing on the 1 October 2002.



Nick Murray
President

2/4/03

Date:



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 2002, 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 2002.
- (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

2/3/04

Date

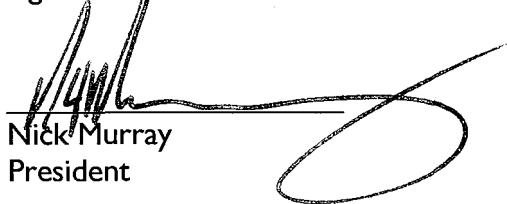
SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

STATEMENT OF THE COMMITTEE OF MANAGEMENT

In accordance with the resolution of the Committee of Management dated 30 June 2002 we state that in the opinion of the Committee:

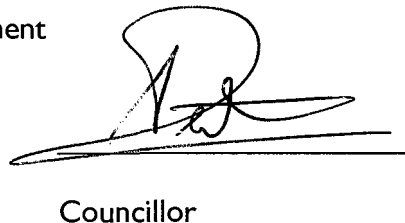
- (a) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the association as at the end of the financial year;
- (b) The accompanying Statement of Income and Expenditure is drawn up so as to give a true and fair view of the results of the association 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



Nick Murray
President

2/3/04
Date



Councillor

1/4/04
Date

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

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SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDED 30 JUNE 2002**

	NOTE	2002	2001
Revenues from ordinary activities	2	826,030	765,566
Employee expenses		(453,102)	(481,320)
Depreciation expenses		(10,555)	(52,380)
Other expenses from ordinary activities		(355,510)	(473,836)
Profit / (Loss) from ordinary activities attributable to the Association	3	<u>6,863</u>	<u>(241,970)</u>
Total changes in equity of the Association		<u>6,863</u>	<u>(241,970)</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2002**

	Notes	2002	2001
CURRENT ASSETS			
Cash	4	207,153	119,419
Receivables	5	138,282	128,466
Other	6	12,843	53,373
TOTAL CURRENT ASSETS		<u>358,278</u>	<u>301,258</u>
NON-CURRENT ASSETS			
Shares in Private Company		300	300
Fixed Assets	7	30,190	15,745
TOTAL NON-CURRENT ASSETS		<u>30,490</u>	<u>16,045</u>
TOTAL ASSETS		<u>388,768</u>	<u>317,303</u>
CURRENT LIABILITIES			
Payables	8	276,455	209,210
Provisions	9	12,505	15,148
TOTAL CURRENT LIABILITIES		<u>288,960</u>	<u>224,358</u>
TOTAL LIABILITIES		<u>288,960</u>	<u>224,358</u>
NET ASSETS		<u>99,808</u>	<u>92,945</u>
EQUITY			
Retained Profits	10	99,808	92,945
TOTAL EQUITY		<u>99,808</u>	<u>92,945</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2002**

	NOTE	2002	2001
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members and others		777,772	748,676
Payments to suppliers and employees		(668,285)	(734,134)
Interest Received		3,247	4,226
Net Cash provided by operating activities	11(b)	<u>112,734</u>	<u>18,768</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for fixed assets		(25,000)	(4,668)
Net cash provided (used) by investing activities		<u>(25,000)</u>	<u>(4,668)</u>
Net increase in cash held		87,734	14,100
Cash at the beginning of the year		119,419	105,319
Cash at end of year	11(a)	<u>207,153</u>	<u>119,419</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENT FOR YEAR ENDED 30 JUNE 2002

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 2002

(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, annual leave and sick 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	2002	2001
Operating activities		
Subscriptions	107,983	132,134
Levies	398,939	409,804
Seminars/Workshops	12	16,926
Conference	219,230	104,475
Fringe Conference	58,576	58,054
BBC Income	2,500	-
	<u>787,240</u>	<u>721,393</u>
Non-operating activities		
Interest	3,247	4,226
SADC	5,000	23,044
Wage Recovery	28,282	-
Sundry Income	2,261	16,903
	<u>38,790</u>	<u>44,173</u>
Total Revenue	<u>826,030</u>	<u>765,566</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2002**

	2002	2001
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES		
Profit from ordinary activities has been determined after:		
(a) Expenses		
Depreciation of fixed assets	10,555	52,380
Remuneration of auditor		
—SPAA Audit	3,000	3,000
—Conference Audit	3,000	-
	<u>16,555</u>	<u>55,380</u>
(b) Significant Revenues and Expenses		
The following revenues and expenses items are relevant in explaining the financial performance		
Conference Income	<u>219,230</u>	<u>104,475</u>
Fringe conference Income	58,576	58,054
Fringe conference Expense	49,676	49,686
	<u>8,900</u>	<u>8,368</u>
NOTE 4: CASH ASSETS		
Cash on Hand	128	483
Cash at Bank - General Account	203,432	118,936
Cash at Bank - Conference Account	3,593	-
	<u>207,153</u>	<u>119,419</u>
NOTE 5: RECEIVABLES		
Debtors	175,088	157,316
Less: Provision for Doubtful Debts	(42,000)	(42,000)
Sundry Debtors	5,194	13,150
	<u>138,282</u>	<u>128,466</u>
NOTE 6: OTHER		
Prepayments	7,777	47,626
Deposits refundable	5,066	5,066
Other	-	681
	<u>12,843</u>	<u>53,373</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2002**

	2002	2001
NOTE 7: FIXED ASSETS		
Office Equipment - at cost	131,480	106,480
Less: Accumulated Depreciation	(101,290)	(90,735)
	<u>30,190</u>	<u>15,745</u>
NOTE 8: PAYABLES		
Trade Creditors and Accruals	52,252	-
Commercial Division Fighting Fund	-	21,147
Prepaid Income	60,100	150,000
Payroll and GST Liabilities	115,006	-
SPAA/ADSA Documentary Council	49,097	38,063
	<u>276,455</u>	<u>209,210</u>
NOTE 9: PROVISIONS		
Provision for Employee Entitlements	12,505	15,148
	<u>12,505</u>	<u>15,148</u>
NOTE 10: RETAINED PROFITS		
Retained Profits at the beginning of the financial year	92,945	334,915
Net Profit / (Loss) attributable to the association	6,863	(241,970)
Retained profits at the end of the financial year	<u>99,808</u>	<u>92,945</u>

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2002**

2002 2001

NOTE 11: CASH FLOW INFORMATION

(a) Reconciliation of Cash		
Cash on hand	128	483
Cash at bank	207,025	118,936
	<u>207,153</u>	<u>119,419</u>
(b) Reconciliation of Net Cash provided by Operating Activities to Profit:		
Profit / (Loss) from ordinary activities	6,863	(241,970)
Non-cash flows in profit from ordinary activities:		
Depreciation	10,555	52,380
Changes in assets and liabilities:		
(Increase) / Decrease in receivables	(9,816)	139,669
(Increase) / Decrease in investments	-	(300)
(Increase) / Decrease in prepayments	40,530	(17,336)
Increase / (Decrease) in creditors and accruals	67,245	86,446
Increase / (Decrease) in provisions	(2,643)	(121)
Net cash provided by operating activities	<u>112,734</u>	<u>18,768</u>

NOTE: 12

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

**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 2002, 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.

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.

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 2002, and the results of its operations and its cash flows for the year then ended.

SYDNEY, *13 September* 2002



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

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

Scope

On the basis of the information provided by the Committee of Management of the 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 2002 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.

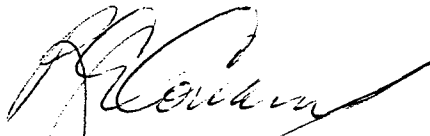
The Committee of Management is solely responsible for the information contained in the special purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Association's Constitution and are appropriate to meet the needs 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, *23 September* 2002


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

SCREEN PRODUCERS ASSOCIATION OF AUSTRALIA

INCOME AND EXPENDITURE STATEMENT FOR YEAR ENDED 30 JUNE 2002

	2002	2001
REVENUE		
Subscriptions	107,983	132,134
Levies	398,939	409,804
Seminars/Workshops	12	16,926
Interest	3,247	4,226
Conferences	219,230	104,475
Fringe Conferences	58,576	58,054
BBC Income	2,500	-
SADC	5,000	23,044
Wages Recovery	28,282	-
Sundry	2,261	16,903
	826,030	765,566
EXPENDITURE		
Employment Costs	453,102	481,320
SADC Meeting and Catering	-	61
SADC Travel	-	2,396
SADC Sundry Exp	-	360
SADC Office Wages	-	3,500
Administration		
Advertising & Recruitment	-	1,000
Accounting & Bookkeeping Fees	18,287	5,060
Audit	6,000	3,000
Bad Debts written off	73,082	134,576
Bank Charges	2,786	5,645
Cleaning	1,845	1,543
Computer Expenses	5,263	5,821
Depreciation	10,555	52,380
Electricity	2,283	1,703
Postage/Courier Fees	3,255	4,463
Insurance	8,824	9,764
Interest Paid	4,926	-
Fringe Benefits Tax	11,081	3,872
Lease Payments	572	-
Legal	-	1,454
Moving Costs	-	5,757
Newsletter (ATL)	12,277	19,219
Office Supplies	8,304	12,592
Rent	56,215	47,272
Parking	5,802	3,712
Telephone	21,388	24,207
Trade Journal and References	2,186	4,272
General Expenses	6,165	9,329
Activities		
Governance	30,175	53,179
Policy and Government	11,191	30,117
Commercial Affairs	6,730	13,389
SPAA Chapter	4,578	3,951
Seminars and Workshops	619	12,936
SPAA Fringe Conferences	49,676	49,686
Sponsorship		
Screenworks	2,000	-
	819,167	1,007,536
Profit/(Loss) from ordinary activities	6,863	(241,970)
RETAINED PROFITS AT THE BEGINNING OF THE FINANCIAL YEAR	92,945	334,915
RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR	99,808	92,945



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