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Ms Patricia Lake President Screen Producers Association of Australia 34 Fitzroy Street SURRY HILLS NSW 2010

By email: spaa@spaa.org.au

Dear Ms Lake,

Attention: Mr Stephen Marriott, Commercial & Industrial Officer

Re: Financial Documents - year ended 30 June 2006 (FR2006/364)

s253 Schedule 1 - Workplace Relations Act 1996 (RAO Schedule)

I have received the financial report for the Screen Producers Association of Australia for the year ended 30 June 2006. The report was lodged on 19 April 2007.

The format of the documents are a significant improvement upon the documents lodged in previous years. The Registry appreciates the effort and resources the organisation has put into improving its accounts.

The documents have been filed.

The following points should be taken into account in future financial years — no further action is required with respect to the lodged documents.

Expenditure

The financial report should include more detailed expenditure information.

In future the organisation should ensure that any of the following expenditure items are disclosed in the main body of the accounts and not provided under a disclaimer:

- Employee benefits to holders of office,
- Employee benefits to employees (other than holders of office),
- Affiliation fees or subscriptions to political parties or industrial bodies,
- Grants or Donations.
- Legal costs,
- Levies.
- Fees or allowances paid to persons in respect of their attendance as representatives
 of the organisation at conferences or other meetings, and
- Expenses incurred in connection with meetings of members of the organisation and any conferences or meetings of councils, committees, panels or other bodies for the holding of which the reporting unit was wholly or partly responsible.

The requirement to include this information in the accounts is set out in Item 11 of the Industrial Registrar's Reporting Guidelines.

Unnecessary Documents

A number of documents were included in the financial report which are not required by the RAO Schedule as follows:

- Page 1 'Committee's Report' dated 7 September 2006
- Page 11 'Statement by Members of the Committee' dated 7 September 2006
- Page 13 'Certificate by Members of the Committee' dated 7 September 2006
- Page 14 'Additional Information' undated page from Swaine & Associates

There is no need for these particular documents to be lodged in the Registry in future years.

Lodge future financial report within 61/2 months of end of financial year

In future years please lodge the SPAA financial report within $6\frac{1}{2}$ months of the end of the financial year.

Some of the key elements of financial reporting to remember are as follows:

- 1. The full financial report must consist of a <u>General Purpose Financial Report</u>, Operating Report, Committee of Management Statement and Auditor's Report.
- 2. All statements and certificates are to be signed and dated by elected officers.
- 3. The Auditor's Report must specifically confirm whether the accounts comply with the Australian Accounting Standards and the RAO Schedule.
- 4. Copies of the financial documents must be provided to members and presented to a meeting within 6 months of the end of the financial year.
- 5. A copy of the full report must be lodged in the Registry, with a <u>Designated Officer's Certificate</u>, within 14 days of the meeting at which it was presented.

Further information

For further details regarding financial reporting see <u>www.airc.gov.au/fact_sheets/factsheets.html.</u>

If you have any queries regarding financial reporting please contact me on (03) 8661 7990.

Yours faithfully,

Andrew Schultz

Statutory Services Branch

19 April 2007



16 April 2007

Andrew Shultz
Australian Industrial Registry
Level 5, 11 Exhibition Street
MELBOURNE VIC 3001

FR 2006/364

Dear Mr Shultz

FINANCIAL DOCUMENTS - YEAR ENDED 30 JUNE 2006 (FR2006/364)

Please find enclosed our financial documents for the year ended 30 June 2006.

This includes:

- 1. The Designated Officer's Certificate under section 268;
- 2. The General Purpose Financial Report including the Committee of Management Statement;
- 3. The Operating Report; and
- 4. The Auditors Report;

Please let me know if there are any difficulties with these financial documents.

Yours sincerely

Stephen Marriott

Commercial & Industrial Officer



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

Designated Officer's Certificate

Section 268 of Schedule 1 of the Workplace Relations Act 1996

- I, Trish Lake, being President of the Screen Producers Association of Australia (SPAA), certify:
 - 1. that the documents lodged herewith are copies of the full report referred to in Section 268 of Schedule 1;
 - 2. that the full report was provided to members on the website www.spaa.org.au on 16 March 2007:
 - 3. that the full report was presented to a meeting of SPAA Council on 5 April 2007;

Trish Lake

Date: 814/07

Committee Of Management Statement

On 26 February 2007 SPAA Council being the Committee of Management of the Screen Producers Association of Australia passed the following resolution in relation to the general purpose financial report (GPFR) of the organisation for the financial year ended 30 June 2006:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the organisation for the financial year to which they relate:
- (d) there are reasonable grounds to believe that the organisation will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the organisation have been managed in accordance with the rules of the organisation; and
 - (iii) the financial records of the organisation have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) no information has been sought in any request of a member of the organisation or a Registrar under section 272 of the RAO Schedule; and
 - no order have been made by the Commission under section 273 of the RAO schedule.

Signed on behalf of SPAA Council:

Trish Lake

President

Date: 26/

OPERATING REPORT

SPAA Council being the Committee of Management of SPAA for the purposes of the Workplace Relations Act 1996, presents its operating report for the Screen Producers Association of Australia for the financial year ended 30 June 2006.

- The principal activities of SPAA were the industrial, professional, commercial and policy representation of screen producers. No significant change in these activities has occurred in the last year.
- 2. The operating profit of SPAA was \$188,650. This operating profit from operations was up on the 2005 result of \$80,073.
- 3. There were no significant changes to the organisation's financial affairs during the year.
- 4. Members retain the right to resign from the Screen Producers Association of Australia in accordance with section 10 of the Rules of the Screen Producers Association of Australia and section 174 of the RAO schedule. In accordance with section 174(1) of the RAO Schedule, a member of an organization may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organization;
- 5. Mr Geoff Brown is a Director of JUST Super. He holds this position as a nominee of the Screen Producers Association of Australia;
- 6. The number of members of the Association at the end of the financial year amounted to 328 excluding associate and student members who do not vote:
- 7. The Association had 11 staff. They were:
 - a. Geoff Brown Executive Director
 - b. Stephen Marriott Commercial & Industrial Officer
 - Alexandra Jones Membership Services, Events Manager and SPAA
 Fringe Director;
 - d. Gaylee Butler Marketing and Conference Director;
 - e. Katie Fagan Conference, Sponsorship and Special Events;
 - f. Virginia Stapleton Accounts:
 - g. Bethwyn Serow Policy Manager
 - h. Owen Johnston Policy Officer;
 - i. Julie Marlowe Policy Officer and SADC Policy Manager;
 - j. Jennifer Hilton Administrator;
 - k. Alina Petanec Administrator:
- 8. The following are the names of those who were members of SPAA Council, being the Committee of Management for SPAA. These persons held office during the full financial year:
 - a. Trish Lake
 - b. NickMcMahon
 - c. Vincent Sheehan
 - d. Melanie Coombs

- e. Steve Rosser
- f. Jenny Lalor
- g. Christopher Mapp
- h. Anni Browning
- i. Brian Beaton
- j. Cathy Henkel
- k Peter Cudlipp
- I. Tim Brooke-Hunt

Signed in accordance with a resolution of the SPAA Council.

Trish Lake

President

A.B.N. 46 091 470 324

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006.

INDEX

 Committee's Report.

- 2. Income Statement.
- 3. Balance Sheet.
- 4. Cash Flow Statement.
- 5. Notes to the Financial Statements.
- 11. Statement by Members of the Committee.
- 12. Independent Audit Report.
- 13. Certificate by Members of the Committee.

SWAINE & ASSOCIATES
SUITE 303, LEVEL 3, 65 YORK STREET
SYDNEY NSW 2000
PHONE (02) 9299 9429
FAX (02) 9299 7233

COMMITTEE'S REPORT

Your committee members submit the financial statement of Screen Producers Association of Australia for the year ended 30 June 2006.

COMMITTEE MEMBERS

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

Stephen Smitte (resigned 29 September 2005)

Nick McMahon

Steve Rosser

Jemy Lalor

Trish Lake

Christopher Mapp (appointed 8 December 2005)

McJanie Coombs (appointed 28 February 2006)

Cathy Henkel

Anni Browning

Rick Schweikert

Peter Cudlipp

Tim Brooke-Hunt

Vincent Sheehan

McJanie Coombs (appointed 28 February 2006)

Brian Beaton

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial year were to provide a representative forum for members involved in the Australian film and Television industry.

SIGNIFICANT CHANGES

No significant change in the nature of these activities occurred during the year.

OFERATING RESULTS

The profit from ordinary activities for the year amounted to \$188,650.

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

Dated this 7 day of September

. 2006

INCOME STATEMENT

FOR THE YEAR ENDED 30 JUNE, 2006

	<u>Note</u>	<u>2006</u> \$	<u>2005</u> \$
Revenues from ordinary activities	2	1,862,484	1,767,908
Employee benefits expense		(215,090)	(222,754)
Depreciation expense		(7,128)	(6,949)
Operating lease expense		(953)	(1,144)
Seminars expenses	٠.	(21,288)	(26,237)
Other expenses from ordinary activities	-	(1,429,375)	(1,430,751)
Profit from Operations	•	188,650	80,073

BALANCE SHEET

AS AT 30 JUNE 2006

	<u>Note</u>	<u>2006</u> \$	2005 \$
CURRENT ASSETS			
Cash	4	503,746	385,175
Receivables	5	291,266	345,978
Other	6	23,011	26,340
TOTAL CURRENT ASSETS		818,023	757,493
NON-CURRENT ASSETS			
Property, Plant and Equipment	7	24,123	9,639
TOTAL NON-CURRENT ASSETS		24,123	9,639
TOTAL ASSETS		842,146	767,132
CURRENT LIABILITIES			
Payables	8	75,792	144,659
Current Tax Liabilities	9	35,628	44,347
Provisions	10	215,249	217,477
Other	11	26,844	60,666
TOTAL CURRENT LIABILITIES		353,513	467,149
TOTAL LIABILITIES	•	353,513	467,149
NET ASSETS		488,633	299,983
EOUITY		•	
Retained Profits	12	488,633	299,983
TOTAL EQUITY	·.	488,633	299,983
Contingent Liabilities	.14		

A.B.N. 46 091 470 324

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2006

	<u>Note</u>	<u>2006</u> \$	<u>2005</u> \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers			947,302
Operating grants received		104,950	24,762
Payments to suppliers and employees			(1,013,679)
Interest Received		14,943	14,782
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	13	119,893	(26,833)
CASH FLOWS FROM INVESTING ACTIVITIES Proceeds from sale of plant and equipment Purchases of plant and equipment		1,500 (22,105)	5,391 (2,229)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		(20,605)	3,162
CASH FLOWS FROM FINANCING ACTIVITIES		,	•
Receipts from borrowings			-
Repayment of borrowings			
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES			· · · · · ·
NET INCREASE (DECREASE) IN CASH HELD		99,288	(23,671)
Cash at the beginning of the financial year	,	386,679	410,350
Cash at the end of the financial year	4	485,967	386,679

The statement of cash flows is to be read in conjunction with the attached notes to the accounts

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2006

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporations Act NSW.

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 Incorporations 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 stated, current valuations of non-current assets. Cost is based on fair value of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by Screen Producers Association of Australia 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 of 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 on a straight line basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of assets are:

Class of Fixed Assets Office Equipment

Depreciation Rate 8% - 25%

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2006

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES - CONT.

(c) Leases

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

(d) Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

(e) Cash

Cash and cash equivalents include cash on hand, at banks and deposits held at call.

(f) Revenue

Income from providing a service is recognized when the customer receives the service.

Interest income is recognised on a proportional basis taking into account the interest rates relevant to the financial assets.

(g) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expenses. Receivables and Payables in the Balance Sheet are shown inclusive of GST.

A.B.N. 46 091 470 324

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2006

	<u>2006</u> \$	<u>2005</u> \$
2. REVENUE FROM ORDINARY ACTIVITIES	i	
Operating Revenue		
Advertising Income	1,450	1,199
Grants	104,950	24,762
Subscriptions	133,844	138,056
Levies	501,982	493,591
Seminars/Workshops	28,458	46,830
Conference	962,277	905,675
Conference 2004	5 , 477	-
Fringe Conference	89,643	122,225
Non on sucting narrows	1,828,081	1,732,338
Non-operating revenue SADC	5,000	5,000
Interest received	14,943	14,782
Sundry Income	13,454	13,397
Profit on sale of assets	. 1,006	2,391
	34,403	35,570
	1,862,484	1,767,908
3. PROFIT FROM ORDINARY ACTIVITIES		
Profit from ordinary activites has been determined after:		
(a) Expenses		•
Depreciation expenses	7,128	6,949
Remuneration of auditor		
- SPAA audit	3,850	3,500
- Conference review	· •	2,000
(b) Significant Revenue and Expenses		
The following revenue and expense items are		
relevant in explaining the financial performance		
Conference Income	962,277	905,675
Conference Expenses	(638,459)	(778,062)
	323,818	127,613
Fringe Conference Income	89,643	122,225
Fringe Conference Expenses	69,043 (104,716)	(90,091)
	(15,073)	32,134

A.B.N. 46 091 470 324

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2006

	<u>2006</u> \$	2005 \$
4. <u>CASH ASSETS</u>	•	· · · · · · · · · · · · · · · · · · ·
Petty Cash	137	142
AMEX Account	154	1,053
Visa, Master, BC Account	-	171
Diners Account	· -	275
SPAA Cheque Account	398,676	283,476
Term Deposit	104,779	100,000
Cheque Account Conference		. 58
	503,746	385,175
5. <u>RECEIVABLES</u>		
Receivables	221,866	379,103
Receivables - Conference	73,818	· •
Less: Provision for Doubtful Debts	(6,500)	(42,000)
Conference 2005	-	8,875
Other	2,082	
	291,266	345,978
6. OTHER		
Prepayments	9,187	10,516
Refundable Deposits	13,824	13,824
Other		2,000
	23,011	26,340
7. PROPERTY, PLANT AND EQUIPMENT		
Office Equipment - at cost	157,041	139,935
Less: Accumulated Depreciation	132,918	130,296
• •	24,123	9,639

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE, 2006

		2006	2005
		\$	\$
8.	PAYABLES		
	Trade Creditors	28,397	15,340
	Other Creditors and Accruals	47,395	110,197
	SPAA/ADSA Documentary Council		19,122
		75,792	144,659
9.	CURRENT TAX LIABILITIES	-	
	CCT n11	25 620	44 247
	GST Payable	35,628	44,347
10.	PROVISIONS		
	Provision for Extra Industrial Relations Costs	59,354	100,000
	Provision for SPAA Lobbying Fund	- ,	45,000
	Provision for Holiday Pay	26,154	22,477
	Provision for 10BB Implementation	29,741	50,000
	Provision for Terms of Trade	100,000	
		215,249	217,477
11.	OTHER		
	Fees in advance	3,644	32,920
	Conference in advance	23,200	24,960
	Fringe in advance	-	3,418
	SPAA SA Chapter	· <u>·</u>	(632)
		26,844	.60,666
12.	RETAINED PROFITS		
	Retained profits at the beginning of the financial year	299,983	219,910
	Net profit attributable to the association	188,650	80,073
-		488,633	299,983
	·		

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE. 2006

13. CASH FLOW INFORMATION Reconciliation of cash flow from	<u>2006</u> \$	<u>2005</u> \$
operations with operating profit Operating profit	188,650	80,073
Non cash flows in operating profit		
Profit on sale of plant and equipment Depreciation	(1,006) 7,128	(2,391) 6,949
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries		
Decrease (increase) in trade debtors Increase (decrease) in other creditors Increase (decrease) in provisions Decrease (increase) in other debtors	·	: .
Cash Flows from Operations	194,772	84,631

14 CONTINGENT LIABILITIES

Being claim against the association in the amount of \$21907.00 Representing Ansett Australia Ltd (Showfilm) sponsorship of SPAA conference 2001. Legal advisors have stated that amount is not payable and are dealing with matter.

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Committee the Financial Report as set our on pages 1 to 10:

- I. Presents a true and fair view of the financial position of Screen Producers Association of Australia as at 30 June 2006 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 on behalf of the Committee by:

President

Dated this 7 Ph

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INDEPENDENT AUDIT REPORT TO THE MEMBERS

Scope

We have audited the financial report of Screen Producers Association of Australia for the year ended 30 June 2006 as set out on pages 1 to 11. The Committee is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

We did not conduct an audit of the Annual Conference Income and Expenditure. That review was conducted by another whose report is attached. The totals of Annual Conference Income and Expenditure have been included in the Income Statement.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis, subject to the separate audit of Annual Conference Income and Expenditure.

Audit Opinion

In our opinion, the financial report of Screen Producers Association of Australia presents a true and fair view, in accordance with applicable Accounting Standards, the requirements imposed by part 3 of Chapter 8 of Schedule 1 (RAO Schedule) of the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia, of the financial position of Screen Producers Association of Australia as at 30 June 2006, and the results of its operations and its cash flows for the year then ended.

Dated this 261

day of

2006. 7

Stephen B. Swaine Swaine & Associates

CERTIFICATE BY MEMBERS OF THE COMMUTEE

L	PATRICIA LAKE and
I,	VICE MCMAHON
certify that	
a. b.	We are members of the Committee of Screen Producers Association of Australia. We attended the Annual General Meeting of the association held on 2006.
ď.	We are authorised by the attached resolution of the committee to sign this certificate. This annual statement was submitted to the members of the association at its annual general meeting.
Dared this	7th day of September 2006
	Ahele
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ADDITIONAL INFORMATION

The Detailed Income and Expenditure Statement for the year ended 30 June 2006, shown on pages 15 to 17, has been prepared from accounting and other records and has subject to the tests and other auditing procedures applied in our examinations of the financial statements for the year ended 30 June 2006.

This Detailed Income and Expenditure Statement does not form part of the Balance Sheet and Income Statement in respect of the year ended 30 June 2006 referred to in our report to members, and we do not express an audit opinion thereon.

Dated this

day of

2006.

Stephen B. Swaine Swaine & Associates