



FAIR WORK
AUSTRALIA

11 July 2011

Mr Jason Letchford
Secretary
The Shearing Contractors' Association of Australia
By email: scaaemail@gmail.com

Dear Mr Letchford

Financial reporting requirements

Please find attached comments to assist you when you next prepare a financial report, as foreshadowed in my letter dated 29 June 2011. I reiterate that you are not required to take any further action in respect of the reports already lodged.

I note this office has no record of lodgement of financial documents for the SCAA for the year ended 30 November 2010, which should have been lodged with Fair Work Australia by 15 June 2011.

If you wish to discuss any matters further, I can be contacted on scott.shepherd@fwa.gov.au or 03 8661 7929. A copy of this letter and addendum will be forwarded to your auditor.

Yours sincerely

Scott Shepherd
Tribunal Services and Organisations
Fair Work Australia

Cc: Jason Rochaix
Page Harrision & Co
15 Northcliff Street
Milsons Point NSW 2061

Timelines

An organisation is required under the [Fair Work \(Registered Organisations\) Act 2009](#) (RO Act) to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the [Fair Work Australia website](#). In particular, I draw your attention to [fact sheet 08](#) which explains the timeline requirements, and [fact sheet 09](#) which sets out the timeline requirements in diagrammatical form.

In summary, it is required that audited financial reports are lodged within 6 months and 14 days of the end of the financial year. This means the reports need to be audited in a timely manner at the conclusion of the financial year, to allow for provision of the report to members and presentation of the reports to a meeting prior to lodgment with Fair Work Australia.

Designated officer's certificate

[Section 268 of the RO Act](#) requires a certificate by the designated officer that certifies that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with [section 266](#).

The certificate must refer to the full report and it must include the date that the full report was provided to members.

Auditor's report

Auditor's Opinion

The term "true and fair view" was used in now superseded legislation. Subsection [257\(5\) of the RO Act](#) sets out the matters upon which an auditor is required to make an opinion on whether the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RO Act. The following wording in the auditor's opinion would satisfy the requirements:

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

Auditor's qualifications

[Regulation 4 of the Fair Work \(Registered Organisations\) Regulations 2009](#) (RO Regulations) defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants, and holds a current Public Practice Certificate. It is our preference that the detail of the auditor's qualifications in accordance with the above is made explicit in the auditor's reports.

Operating report

Review of Principal Activities

[Subsection 254\(2\)\(a\) of the RO Act](#) requires an operating report to contain a review of the principal activities of the reporting unit, the results of those activities and any significant changes in the nature of those activities. I note that past operating reports have provided a review of the principal activities, but have not explain the results of these activities nor whether there were any significant changes in the nature of these activities. Please note that subsection 254(2)(a) of the RO Act does not require a *financial* result nor significant *financial* changes. It requires a description of the results from providing services to members and a description of any changes to the nature of those activities.

These requirements are in addition to [Subsection 254\(2\)\(b\) of the RO Act](#) which requires an operating report to give details of any significant changes in the reporting unit's financial affairs during the year.

Right to resign

[Subsection 254\(2\)\(c\)](#) requires the Operating Report to 'give details' of the right of members to resign from the reporting unit under [section 174 of the RO Act](#). This requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in the case of the SCAA that rule 12 of the organisation's rules is applicable.

Number of members and number of employees

[Regulation 159\(a\)](#) of the RO Regulations provides that the operating report should contain the number of persons who were members of the organisation at the end of the financial year to which the report relates.

[Regulation 159\(b\)](#) of the RO Regulations provides that the operating report should contain the number of persons, measured on a full-time equivalent basis, who were employees at the end of the financial year to which the report relates.

Membership of committee of management

[Regulation 159\(c\)](#) of the RO Regulations provides that the operating report should contain the name of each person who has been a member of the Committee of Management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position.

I note past operating reports in the SCAA financial reports do not specify the positions held by the members of the committee.

Trustee of superannuation entity

[Subsection 254\(2\)\(d\)](#) of the RO Act requires details of any *officer or member* of the reporting unit who is a trustee, or a director of a company that is a trustee, of a superannuation entity or an exempt public sector superannuation scheme.

If no officers or members of the reporting unit is a trustee of a superannuation entity, the preferred wording to satisfy the subsection 254(2)(d) is:

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

Committee of management statement

The committee of management statement must:

- (a) be made in accordance with such resolution as is passed by the committee of management of the reporting unit in relation to the matters requiring declaration;
- (b) specify the date of passage of the resolution;
- (c) be signed by a designated officer within the meaning of section 243 of the RO Act; and
- (d) be dated as at the date the designated officer signs the statement.

Signatory

Please note that under item 26(c) of the Reporting Guidelines, this Statement only needs to be signed by one designated officer.

General purpose financial report

Accounts need to include Notice which sets out sections 272(1), (2) & (3)

There should be included in the accounts a notice drawing attention to the fact that prescribed information is available to members on request. This requirement is set out in subsection [272\(5\) of the RO Act](#), and it specifically requires the accounts to include a copy of subsections [272\(1\), \(2\) & \(3\)](#) as follows:

- (1) A member of a reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

This information should be set out in the Notes to the Accounts.

Notes to the Financial Statements: recognition of revenue

AASB 118 at paragraph 35 requires the disclosure of the accounting policies adopted for the recognition of revenue. I cannot locate in the SCAA financial reports a policy regarding the recognition of *revenue*. Please ensure financial reports include clear disclosure of the accounting policies adopted for the recognition of revenue.



FAIR WORK
AUSTRALIA

29 June 2011

Mr Jason Letchford
Secretary
The Shearing Contractors' Association of Australia
By email: scaaemail@gmail.com

Dear Mr Letchford

Re: Financial reports of The Shearing Contractors' Association of Australia for the years ended 30 November 2004 (FR2005/231), 30 November 2005 (FR2005/516), 30 November 2006 (FR2006/645), 30 November 2007 (FR2007/608), 30 November 2008 (FR2008/526) and 30 November 2009 (FR/10204)

I acknowledge receipt of the financial reports of The Shearing Contractors' Association of Australia for the years ended 30 November 2004, 30 November 2005, 30 November 2006, 30 November 2007, 30 November 2008 and 30 November 2009. The documents were lodged with Fair Work Australia on 18 February 2011. I also acknowledge receipt of supplementary information on 10 June 2011 regarding the provision of the financial reports to the members of The Shearing Contractors' Association of Australia.

The financial report has now been filed.

I am currently preparing further correspondence to assist you with the preparation of financial reports in the future. You are not required to take any further action in respect of the reports lodged. If you wish to discuss these matters further, I can be contacted on scott.shepherd@fwa.gov.au or 03 86617787.

Yours sincerely

Scott Shepherd
Tribunal Services and Organisations
Fair Work Australia

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA

A.B.N. 82 193 025 602

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH NOVEMBER 2009**

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA

A.B.N. 82 193 025 602

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**THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA**

The general purpose financial report and committee's responsibility

The financial report covers The Shearing Contractors Association of Australia as an individual entity. The financial report is presented in Australian Dollars, which is The Shearing Contractors Association of Australia's functional and presentation currency.

The financial report consists of the financial statements, notes to the financial statements and the statement by members of the committee for The Shearing Contractors Association of Australia, for the year ended 30 November 2009.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Fair Work (Registered Organisations) Act and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The general purpose financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Fair Work (Registered Organisations) Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian auditing standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

We formed our audit opinion on the basis of these procedures, which included;

- examining, on test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA**

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of The Shearing Contractors Association of Australia presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, of the financial position of The Shearing Contractors Association of Australia as at 30 November 2009 and the results of its operations and its cash flows for the year then ended.

Name of Firm: Page Harrison & Co
Name of Partner: Jason Rochaix
Date: 2nd day of August 2010
Address: 15 Northcliff Street, Milsons Point, NSW, 2061

**THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602**

COMMITTEE'S REPORT

Your committee members submit the financial report of The Shearing Contractors Association of Australia for the financial year ended 30 November 2009.

COMMITTEE MEMBERS

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

Ivan Letchford
Frank Sutherland
Noel Canty
Trevor King
Austin Gigg
Michael Schofield

John Evans
Wayn Lunn
Douglas Millhouse
David Kemp
Damian Raudino
Jason Letchford

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial year were to look after the interests of the employers of shearers who shear the sheep of Australia.

SIGNIFICANT CHANGES

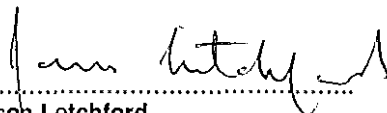
No significant change in the nature of these activities occurred during the year.

OPERATING RESULT

The profit after providing for income tax amounted to \$43,150.69. (2008 loss: \$1,650.20).

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


.....
Ivan Letchford


.....
Jason Letchford

Dated this 2nd day of August 2010

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that the Association is a reporting entity. The Committee has determined that this general purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on the following pages:

1. Presents a true and fair view of the financial position of The Shearing Contractors Association of Australia as at 30 November 2009 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that The Shearing Contractors Association of Australia will be able to pay its debts as and when they fall due.

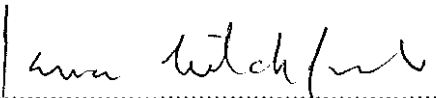
This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President


.....
Ivan Letchford

Date: 2nd day of August 2010

Treasurer


.....
Jason Letchford

Date: 2nd day of August 2010

**THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602**

CERTIFICATE BY MEMBER OF THE COMMITTEE

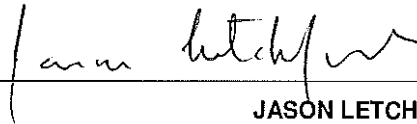
I, Ivan Letchford of PO Box 211, Milsons Point, NSW, 1565 and I, Jason Letchford of PO Box 211, Milsons Point, NSW, 1565 certify that:

- a) We are members of the committee of The Shearing Contractors Association of Australia.
- b) We attended the annual general meeting of the association held on 7 May 2010.
- 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 2nd day of August 2010



IVAN LETCHFORD (PRESIDENT)



JASON LETCHFORD (TREASURER)

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH NOVEMBER 2009

	Note	2009 \$	2008 \$
Revenue	2	245,300.68	255,878.69
Other income	3	540.00	158.00
Expenses			
Advertising & promotion		(227.27)	(518.18)
Auditor's remuneration		(2,200.00)	(2,000.00)
Bank charges		(56.90)	(83.06)
Consultants and contractor fees		-	(2,479.68)
Freight		(20.00)	-
Insurance		(3,193.02)	(3,094.28)
Merchandise purchases		(61,980.10)	(61,525.73)
Miscellaneous expenses		-	-
Presidents honorarium		(4,000.00)	(3,272.73)
Printing, postage & stationery		(6,901.12)	(4,977.67)
Rent		(5,030.00)	(6,060.00)
Repairs and maintenance		-	-
Secretary's remuneration		(29,332.50)	(37,027.27)
Storage expenses		-	-
Telephone & facsimile		(1,358.28)	(2,046.94)
Travelling and accommodation expenses		(4,746.65)	(5,738.15)
Website expenses		(1,514.00)	(47.73)
Work cover project expenses		(82,130.15)	(128,815.47)
Profit / (Loss) before income tax expense		<u>43,150.69</u>	<u>(1,650.20)</u>
Income tax expense	4	-	-
Profit / (Loss) before income tax expense		<u>43,150.69</u>	<u>(1,650.20)</u>
Other comprehensive income			
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year		<u><u>43,150.69</u></u>	<u><u>(1,650.20)</u></u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached audit report.

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

STATEMENT OF FINANCIAL POSITION
AS AT 30TH NOVEMBER 2009

	Note	2009 \$	2008 \$
Current Assets			
Cash and cash equivalents	7	272,714.50	244,747.79
Trade and other receivables	8	40,992.69	27,520.00
Inventories	9	12,901.90	37,243.11
Other	10	-	-
Total Current Assets		<u>326,609.09</u>	<u>309,510.90</u>
Total Assets		<u>326,609.09</u>	<u>309,510.90</u>
Current Liabilities			
Trade and other payables	11	27,861.67	53,914.17
Total Current Liabilities		<u>27,861.67</u>	<u>53,914.17</u>
Total Liabilities		<u>27,861.67</u>	<u>53,914.17</u>
Net Assets		<u>298,747.42</u>	<u>255,596.73</u>
Equity			
Reserves	5	112,413.00	112,413.00
Retained profits	6	186,334.42	143,183.73
Total equity		<u>298,747.42</u>	<u>255,596.73</u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached audit report.

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

STATEMENT OF CHANGES IN EQUITY
AS AT 30TH NOVEMBER 2009

	Reserves \$	Retained Profit \$	Total Equity \$
Balance at 1 December 2007	112,413.00	144,833.93	257,246.93
Total comprehensive income for the year	-	(1,650.20)	(1,650.20)
Balance at 30 November 2008	112,413.00	143,183.73	255,596.73
Total comprehensive income for the year	-	43,150.69	43,150.69
Balance at 30 November 2009	112,413.00	186,334.42	298,747.42

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached audit report.

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

STATEMENT OF CASH FLOWS
AS AT 30TH NOVEMBER 2009

	Note	2009 \$	2008 \$
Cash flows from operating activities			
Receipts from customers		214,636.30	260,355.83
Payments to suppliers		(204,401.28)	(277,803.78)
		10,235.02	(17,447.95)
Interest received		17,190.96	7,878.89
Other revenue		540.73	(304.55)
Net cash provided by operating activities	12	27,966.71	(9,873.61)
Cash flows from investing activities			
Payments for property, plant and equipment		-	-
Proceeds from sale of property, plant and equipment		-	-
Net cash provided by / (used in) investing activities		-	-
Cash flows from financing activities			
Proceeds from borrowings		-	-
Repayment for borrowings		-	-
Net cash provided by / (used in) financing activities		-	-
Net increase/(decrease) in cash and cash equivalents		27,966.71	(9,873.61)
Cash and cash equivalents at the beginning of the financial year		244,747.79	254,621.40
Cash and cash equivalents at the end of the financial year		272,714.50	244,747.79

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached audit report.

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2009

1 Significant Accounting Policies

This financial report is a general purpose financial report prepared in order to satisfy the financial report preparation requirements of the Fair Work (Registered Organisations) Act. The committee has determined that the company is a reporting entity.

The Shearing Contractors Association of Australia is an Association, incorporated and domiciled in Australia.

The report has been prepared in accordance with the requirements of the Fair Work (Registered Organisations) Act, and the following applicable Accounting Standards and Urgent Issues Group Consensus Views:

AASB 110: The Balance Sheet Date
AASB 1031: Materiality
AASB 112: Income Taxes

New, revised or amending Standards and Interpretations

AASB 101 Presentation of Financial Statements ('AASB 101')

The company has applied the revised AASB 101 and now presents a statement of comprehensive income, which incorporates the income statement and all non-owner changes in equity. As a result, the company now presents all owner changes in the statement of changes in equity. The balance sheet is now referred to as the statement of financial position. There is a requirement to present a third statement of financial position if there is restatement of comparatives through either a correction of error, change in accounting policy or a reclassification. The cash flow statement is now referred to as the statement of cash flows.

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The report is also prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

Income Tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based on the operating profit before income tax adjusted for any permanent differences.

The Association is a tax exempt organisation in accordance with the Income Tax Assessment Act.

These notes are to be read in conjunction with the attached audit report.

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2009

	2009 \$	2008 \$
2 Revenue		
<i>Sales revenue</i>		
Sales of merchandise	82,157.34	70,167.16
	<u>82,157.34</u>	<u>70,167.16</u>
<i>Other revenue</i>		
Interest received	17,190.96	7,878.89
Members subscriptions	64,391.36	65,197.47
Work cover grant	-	-
Projects	81,560.29	113,097.72
Sponsorships	-	(458.00)
AGM income	-	-
Sundry income	0.73	(4.55)
	<u>163,143.34</u>	<u>185,711.53</u>
Revenue	<u><u>245,300.68</u></u>	<u><u>255,878.69</u></u>
3 Other income		
Recoveries	540.00	158.00
Other income	<u>540.00</u>	<u>158.00</u>
4 Income tax expense		
Income tax expense attribute to:		
Operating profit before income tax	-	-
5 Reserves		
General reserve	<u>112,413.00</u>	<u>112,413.00</u>
6 Equity – retained profits		
Retained profits at the beginning of the financial year	143,183.73	144,833.93
Profit after income tax expense for the year	43,150.69	(1,650.20)
Retained profits at the end of the financial year	<u>186,334.42</u>	<u>143,183.73</u>
7 Current assets - cash and cash equivalents		
Cash at bank	35,553.31	24,747.79
Term deposit	237,161.19	220,000.00
Undeposited funds	-	-
	<u>272,714.50</u>	<u>244,747.79</u>

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
A.B.N. 82 193 025 602

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2009

	2009 \$	2008 \$
8 Current assets - trade and other receivables		
Trade debtors	40,992.69	27,520.00
Sundry debtors	-	-
Other debtors	-	-
Loans – unsecured	-	-
	<u>40,992.69</u>	<u>27,520.00</u>
9 Current assets – inventories		
Stock on hand	<u>12,901.90</u>	<u>37,243.11</u>
10 Current assets - other		
Prepayments	<u>-</u>	<u>-</u>
11 Current liabilities - trade and other payables		
Trade payables	26,589.97	56,250.87
Creditors and accruals	363.64	2,161.50
GST payable	908.06	(4,498.20)
	<u>27,861.67</u>	<u>53,914.17</u>
12 Reconciliation of profit after income tax to net cash From operating activities		
Profit after income tax expense for the year	43,150.69	(1,650.20)
Adjustments for:		
Depreciation and amortisation	-	-
Changes in operating assets and liabilities		
(Increase)/decrease in trade and other receivables	(13,472.69)	11,893.48
Decrease/(increase) in inventories	24,341.21	(24,323.22)
(Increase)/decrease in other operating assets	-	-
Increase/(decrease) in trade and other payables	(26,052.50)	4,206.33
	<u>27,966.71</u>	<u>(9,873.61)</u>



Scott Shepherd
Tribunal Services and Organisations
Fair Work Australia
GPO Box 1994
Melbourne Vic 3001

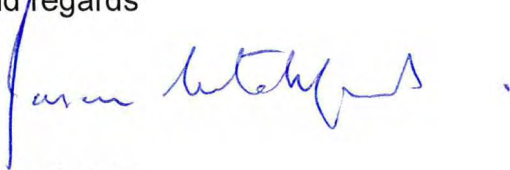
1 June 2011

Dear Scott

Please accept this letter as confirmation that the financial reports 2004 to 2009 of the Shearing Contractors Association of Australia have been provided to Member's via the organisation's website.

Please do not hesitate to contact me on the numbers below if you have any queries.

Kind regards



Jason Letchford
Secretary