



FAIR WORK
COMMISSION

24 February 2014

Mr Jason Letchford
Secretary,
Shearing Contractors Association of Australia

Sent by email: scaa@scaa.org.au

Re: Lodgement of Financial Statements and Accounts - Shearing Contractors Association of Australia - for year ended 30 November 2011 (FR2011/2822)

I refer to the above financial statements and accounts which were lodged on 28 May 2013. A corrected Designated Officer's Certificate and a compliant Operating Report were received today.

The documents have been filed.

I take this opportunity to remind you that the new Reporting Guidelines issued on 26 June 2013 will apply to the next report, for the year ended 30 November 2013 and these should be brought to the attention of your auditor. I attach a copy for your convenient reference. If you have any queries in relation to the requirements, please do not hesitate to contact an officer of the Regulatory Compliance Branch of the Fair Work Commission.

Yours sincerely

Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

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

DESIGNATED OFFICER'S CERTIFICATE
S268 Fair Work (Registered Organisation) Act 2009

I, Jason Letchford, being the treasurer of the Shearing Contractors Association of Australia certify in relation to the Financial Report for the Year ending 2011:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (registered organisations) Act 2009; and
- that the full report, was provided to members on 6 March 2013; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 17 May 2013 in accordance with Section 266 of the Fair Work (registered organisations) Act 2009.



Jason Letchford
Secretary/Treasurer

Dated: 24 January 2014

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA
OPERATING REPORT FOR THE YEAR ENDED 30TH NOVEMBER 2011

Principal Activities

The principal activities of the association during the financial year were to look after the interests of Shearing Contractors around Australia. Including;

- Negotiation of pay rates and conditions of the Shearing Industry labour force
- Disseminate statutory and helpful information to members
- Provide discounted merchandise to members
- Provision of industry specific material and resources to streamline operations

Results of Principal Activities

The Association's principal activities resulted in the preservation of the interests of Shearing Contractors allowing them to operate within a financially viable environment; along with the preservation of the interests of the industry in general.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Association's principal activities during the financial year.

Significant Changes to the Association's Financial Affairs

There were no significant changes in the nature of the Association's financial affairs during the financial year.

Operating Result

The profit after providing for income tax amounted to \$11,784 (2010: Profit \$16,506)

Right of Members to Resign

In accordance with the resignation rule; Rule 12; a member has the right to resign from the Association.

Trustees of Superannuation Entities

No officer or member of the Association was:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA

OPERATING REPORT FOR THE YEAR ENDED 30TH NOVEMBER 2011 (Continued)

Number of Members

The number of members who were recorded at the end of the financial year was 192.

Number of Employees

The number of persons who were employed by the Association at the end of the financial year was NIL.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Association at the beginning of the financial year were:

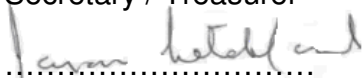
Michael Schofield	President
Frank Sutherland	Vice President
Ivan Letchford	Vice President
Warren Kimber	Trustee
David Kemp	Trustee
Trevor King	Committee of Management Member
Andrew Morrison	Committee of Management Member
Noel Canty	Committee of Management Member
Austin Grigg	Committee of Management Member
Michael Jarman	Committee of Management Member
Damian Raudino	Committee of Management Member
Jason Letchford	Secretary / Treasurer

There were no changes to the composition of the Committee of Management during the financial year.

Name: Jason Letchford

Title Secretary / Treasurer

Signature



From: KELLETT, Stephen

Sent: Tuesday, 31 December 2013 3:40 PM

To: 'SCAA Secretary'

Subject: RE: Attention Mr Jason Letchford - Financial reports 2011 and 2012 years - Shearing Contractors' Association of Australia - queries/requests

Dear Mr Letchford,

Thanks for your prompt reply. I'd be happy to include your accountant, of course. The points I wish to clarify go, I should say, mostly to the form and prescribed content of particular documentation rather than the accounts themselves although there are two particular disclosures which raised a question for me.

Ahead of our telephone discussion, I will attach here extracts from both reports, which I have for convenient reference, separated into those pages containing the respective issue I wish to discuss and explain.

For example:

- I want to discuss the *Operating Reports*, and for reference (and comparison) I attach the Operating report for 2011 and the corrected Operating report for 2010.
- I want to clarify the timing and content required for the *Designated Officers' Certificate* (sometimes referred to as the *Secretary's Certificate*), and the requirements of section 266 of the RO Act, and so for consideration I attach the two Certificates lodged in respect of the 2012 report and the Certificate lodged in respect of the 2011 report.
- I want to clarify the balances disclosed in the 2011 report for *Stock on hand (Inventories)*, and accordingly I attach the Balance Sheet (Statement of Financial Position) for both 2011 and for 2012 and the corresponding page from the Financial Notes.
- I also wish to draw the attention of the auditor to a particular requirement of the Australian Auditing Standard 700 for the audit report, and so I attach the first page of the 2011 audit report for reference.
- I also wish to clarify what the Income category described as "*Recoveries*" refers to and so I attach the relevant page from the Notes for 2011.
- I wish to discuss the kinds of disclosure that are required as a consequence of reporting an item such as "*Secretary's Remuneration*" and for reference I attach the relevant extract from the Income Statement for 2011.
- Finally, I thought it would be a timely opportunity to clarify what the new Reporting Guidelines – applicable for your November 2013 report – will require, and answer any questions you might have about how the new RO Amendment Act provisions for reporting financial and related party information should be understood. For your reference I therefore attach a copy of the (new) Reporting Guidelines.

So, there's a number of reference documents to assist our discussion.

One of the aims of the Regulatory Compliance Branch of the Commission is to assist organisations to see how they demonstrate legislative compliance. Some of the compliance issues the Commission

identifies from time to time tend to be formal, others more substantive, but in the area of reporting, form often coincides with or is necessary for conveying substantive content, and the Parliamentary Act and regulations can be on the one hand alternatively complex for interpretation, or easy to misread, or on the other hand very detailed and prescriptive. This creates challenges for both the Commission and organisations in ensuring the former's directions are clear and comprehensive, and the latter's documentation are clear, coherent and complete for its lay members.

I look forward to speaking with you.

Yours sincerely

STEPHEN KELLETT
Senior Adviser, Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA

A.B.N. 82 193 025 602

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH NOVEMBER 2011**

THE SHEARING CONTRACTORS ASSOCIATION OF AUSTRALIA

A.B.N. 82 193 025 602

CONTENTS

	Page
Independent Audit Report by Page Harrison & Co	1
Operating Report	3
Committee of Management Statement	4
Designated Officer's Certificate	5
Statement of Comprehensive Income	6
Statement of Financial Position	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
Notes to the Financial Statements	10

**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 2011.

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.

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 general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory reporting requirements in Australia and the requirement of the Fair Work (Registered Organisations) Act 2009.



Name of Firm: Page Harrison & Co

Name of Partner: Jason Rochaix

Auditor's Qualifications: Member of the Institute of Chartered Accountants in Australia

Public Practice Certificate No: 42841

Date: 30th day of November 2012

Address: 15 Northcliff Street, Milsons Point, NSW, 2061

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

OPERATING REPORT

Your committee members submit the financial report of The Shearing Contractors Association of Australia for the financial year ended 30 November 2011.

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 Grigg
Michael Schofield

Michael Jarman
Andrew Morrison
Warren Kimber
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 loss after providing for income tax amounted to \$11,784.08 (2010: profit \$16,506.29).

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


.....
Michael Schofield


.....
Jason Letchford

Dated this 30th day of November 2012

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

COMMITTEE OF MANAGEMENT STATEMENT

On 30th November 2012 the Committee of Management of The Shearing Contractors Association of Australia passed the following resolution to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 November 2011:

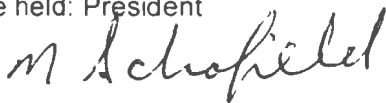
The Committee of Management declares in relation to the GPFR that in its opinion:

- (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 General Manager of Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit 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 the year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act and the Ro Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) No information has been sought in any request of a member of the reporting unit or the General Manager of Fair Work Australia under section 272 of the RO Act and furnished to the member or General Manager; and
 - (vi) No orders have been made by Fair Work Australia under section 273 of the RO Act during the period.

For Committee of Management:

Title of Office held: President

Signature:



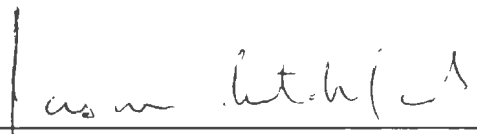
Date: 30th November 2012

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

DESIGNATED OFFICER'S CERTIFICATE
S268 Fair Work (Registered Organisation) Act 2009

I, Jason Letchford, being the treasurer of the Shearing Contractors Association of Australia certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (registered organisations) Act 2009; and
- that the full report, was provided to members on 6 March 2013; and
- that the full report will be presented to a meeting of the Committee of M of the reporting unit on 17 May 2013 in accordance with Section 266 of the Fair Work (registered organisations) Act 2009.



Jason Letchford
Secretary/Treasurer

Dated: 5 March 2013

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

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH NOVEMBER 2011**

	Note	2011 \$	2010 \$
Revenue	2	155,884.82	161,710.60
Other income	3	(4,200.00)	4,900.00
Expenses			
Advertising & promotion		(136.36)	(909.09)
Auditor's remuneration		(3,000.00)	(7,400.00)
Bank charges		(52.05)	(64.04)
Consultants and contractor fees		-	-
Freight		-	-
Insurance		(3,439.92)	(3,292.03)
Merchandise purchases		(51,219.26)	(81,851.04)
Miscellaneous expenses		-	-
Presidents honorarium		(8,000.00)	(4,000.00)
Printing, postage & stationery		(7,253.00)	(3,081.42)
Rent		(8,995.00)	(3,695.00)
Repairs and maintenance		-	-
Secretary's remuneration		(54,372.73)	(20,900.00)
Storage expenses		-	-
Telephone & facsimile		(2,909.76)	(3,668.21)
Travelling and accommodation expenses		(10,773.46)	(12,748.83)
Website expenses		-	-
Work cover project expenses		(13,317.36)	(8,494.65)
(Loss) / Profit before income tax expense		<u>(11,784.08)</u>	<u>16,506.29</u>
Income tax expense	4	-	-
(Loss) / Profit before income tax expense		<u>(11,784.08)</u>	<u>16,506.29</u>
Other comprehensive income			
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year		<u>(11,784.08)</u>	<u>16,506.29</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 2011

	Note	2011 \$	2010 \$
Current Assets			
Cash and cash equivalents	7	313,979.33	314,787.93
Trade and other receivables	8	37,681.60	21,076.54
Inventories	9	8,537.41	4,878.61
Other	10	-	-
Total Current Assets		<u>360,198.34</u>	<u>340,743.08</u>
Total Assets		<u>360,198.34</u>	<u>340,743.08</u>
Current Liabilities			
Trade and other payables	11	76,088.71	25,489.37
Total Current Liabilities		<u>76,088.71</u>	<u>25,489.37</u>
Total Liabilities		<u>76,088.71</u>	<u>25,489.37</u>
Net Assets		<u>284,109.63</u>	<u>315,253.71</u>
Equity			
Reserves	5	112,413.00	112,413.00
Retained profits	6	171,696.63	202,840.71
Total equity		<u>284,109.63</u>	<u>315,253.71</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 2011

	Reserves \$	Retained Profit \$	Total Equity \$
Balance at 1 December 2009	112,413.00	186,334.42	298,747.42
Total comprehensive income for the year	-	16,506.29	16,506.29
Balance at 30 November 2010	112,413.00	202,840.71	315,253.71
Total comprehensive income for the year	-	(11,784.08)	(11,784.08)
Prior year adjustment	-	(19,360.00)	(19,360.00)
Balance at 30 November 2011	112,413.00	171,696.63	284,109.63

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
FOR THE YEAR ENDED 30TH NOVEMBER 2011

	Note	2011 \$	2010 \$
Cash flows from operating activities			
Receipts from customers		131,982.22	171,318.66
Payments to suppliers		(135,888.36)	(144,453.32)
		(3,906.14)	26,865.34
Interest received		16,346.61	7,308.09
Other revenue		(13,249.07)	7,900.00
Net cash provided by operating activities	12	(808.60)	42,073.43
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 (decrease) / increase in cash and cash equivalents		(808.60)	42,073.43
Cash and cash equivalents at the beginning of the financial year		314,787.93	272,714.50
Cash and cash equivalents at the end of the financial year		313,979.33	314,787.93

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 2011

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

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.

Revenue

Grant revenue is recognised in the statement of comprehensive income when the association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2011

1 Significant Accounting Policies (continued)

Revenue (continued)

When grant revenue is received whereby the association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax (GST).

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2011**

	2011 \$	2010 \$
2 Revenue		
<i>Sales revenue</i>		
Sales of merchandise	74,912.74	73,064.58
	<u>74,912.74</u>	<u>73,064.58</u>
<i>Other revenue</i>		
Interest received	16,346.61	7,308.09
Members subscriptions	73,674.54	71,693.10
Work cover grant	-	-
Projects	-	6,644.83
Sponsorships	-	3,000.00
AGM income	-	-
Sundry income	(9,049.07)	-
	<u>80,972.08</u>	<u>88,646.02</u>
Revenue	<u>155,884.82</u>	<u>161,710.60</u>
3 Other Income		
Recoveries	(4,200.00)	4,900.00
Other income	<u>(4,200.00)</u>	<u>4,900.00</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	202,840.71	186,334.42
Prior year adjustment	(19,360.00)	-
Profit after income tax expense for the year	(11,784.08)	16,506.29
Retained profits at the end of the financial year	<u>171,696.63</u>	<u>202,840.71</u>
7 Current assets - cash and cash equivalents		
Cash at bank	54,441.62	67,858.31
Term deposit	259,537.71	244,327.52
Undeposited funds	-	2,602.10
	<u>313,979.33</u>	<u>314,787.93</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 2011**

	2011 \$	2010 \$
8 Current assets - trade and other receivables		
Trade debtors	37,681.60	21,076.54
Sundry debtors	-	-
Other debtors	-	-
Loans – unsecured	-	-
	<u>37,681.60</u>	<u>21,076.54</u>
9 Current assets – inventories		
Stock on hand	<u>30,001.58</u>	<u>4,878.61</u>
10 Current assets - other		
Prepayments	<u>-</u>	<u>-</u>
11 Current liabilities - trade and other payables		
Trade payables	78,382.42	24,593.54
Creditors and accruals	-	363.64
GST payable	(2,293.71)	532.19
	<u>76,088.71</u>	<u>25,489.37</u>
12 Reconciliation of profit after income tax to net cash From operating activities		
(Loss) / Profit after income tax expense for the year	(11,784.08)	16,506.29
Adjustments for:		
Depreciation and amortisation	-	-
Prior year adjustment	(19,360.00)	-
Changes in operating assets and liabilities		
(Increase)/decrease in trade and other receivables	(16,605.06)	19,916.15
(Increase)/decrease in inventories	(3,658.80)	8,023.29
(Increase)/decrease in other operating assets	-	-
Increase/(decrease) in trade and other payables	50,599.34	(2,372.30)
Net cash from operating activities	<u>(808.60)</u>	<u>42,073.43</u>

13 Prior year adjustment – Stock on hand

During the audit for the year ended 30 November 2011 and discussion with management, it was determined that stock on hand per the management accounts was overstated. On review, the change in the financial year from 30 June to 30 November in 2004 had created an adjustment to stock on hand amounting to \$19,360. This stock on hand as at 30 June 2004 was not expensed to the profit and loss in the financial report for the year ended 30 November 2005. As a result, the profit of \$52,059 for the year ended 30 November 2005 was overstated by \$19,360.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2011**

14 Members' access to financial records

Notice to Members and/or General Manager

A Notice is hereby given that prescribed information is available to members on request in accordance with s272 of the Fair Work (Registered Organisations) Act 2009:

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)



FAIR WORK
COMMISSION

7 March 2013

Mr Jason Letchford
Secretary/Treasurer
Shearing Contractors' Association of Australia
PO Box 1143
MANLY NSW 1655

By email: scaa@scaa.org.au

Dear Mr Letchford

Financial report for the year ended 30 November 2011 (FR2011/2822)

Annual return of information for 2012 and 2013 (AR2012/359; AR2013/259)

I acknowledge receipt of your four emails dated 5 March 2013 in response to my letter dated 30 January 2013 regarding the above matters. I make the following comments in relation to those emails.

Financial report for the year ended 30 November 2011

In your email of 5 March 2013 you provided an update as to the progress of the financial report of the Shearing Contractors' Association of Australia (the Association) for the year ended 30 November 2011, and attached a copy of the full report. You advised that a copy of the full report would be provided to members on 6 March 2013, and that the full report would be presented to a meeting of the Committee of Management on 17 May 2013.

Please note that the Association is required to lodge a copy of the full report, and a Designated Officer's Certificate with the Fair Work Commission within 14 days after the meeting, pursuant section 268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act).

If the Committee of Management meeting proceedings on 17 May 2013 the Association is required to lodge the abovementioned information with the Fair Work Commission by 31 May 2013.

Annual return of information - clarification of year

In my letter of 30 January 2013 I requested that the Association lodge its annual return of information for **2012**. In your email of 5 March 2013 you noted that the annual return of information for 2011 has been lodged and filed with Fair Work Australia (as it was then known). I confirm that this is correct and that no further action is required in relation to the annual return of information for 2011.

In another email of 5 March 2013 you attached a document entitled 'Annual Return of Information for 2012'. The annual return of information is required to refer to information regarding the year preceding that calendar year, that is, 2011. However, the information provided related to 2012. I confirm that in our telephone conversation this morning you advised that the Fair Work Commission could accept the information provided as the Association's annual return of information for 2013.

However, further action is required before the annual return of information can be filed. Regulation 147 of the *Fair Work (Registered Organisations) Regulations 2009* (RO Regs) provides that the annual return of information must specify the number of members of the Association as at 31 December in the previous year. The Association's annual return of information disclosed the number of members as at 30 November 2012.

The Association is requested to disclose the number of members of the Association as at 31 December 2012, by way of declaration and lodge the declaration with the Fair Work Commission as soon as possible.

Annual return of information - 2012

As the document lodged appears to be annual return of information for 2013, the Association is requested to lodge its annual return of information for 2012. Note that the information provided must refer to information regarding the year preceding that calendar year, that is, 2011.

While the Fair Work Commission will file the annual return of information for 2013 provided that the abovementioned declaration is lodged, I make the following comments to assist with ensuring that the annual return of information for 2012 is fully compliant with the RO Act.

Paragraph 233(1)(a) of the RO Act provides that an organisation must lodge a declaration certifying that the register of its members has, during the immediately preceding calendar year, been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2) of the RO Act.

In the annual return of information for 2013, the abovementioned information was included in the attachment to the declaration, rather than the declaration itself. Further, the wording used was not strictly in compliance with that used in the RO Act, as it referred to the RO Act generally, rather than the specific sections.

For the annual return of information for 2012 and for all future annual returns of information, please ensure the abovementioned statement complies with the wording set out in the RO Act, and is included in the declaration.

Summary of action requested

As soon as practicable, the Association is requested to:

- Lodge its financial report for the year ended 30 November 2011 within 14 days after it is presented to the Committee of Management meeting. If the meeting does not go ahead on 17 May 2013 as expected, advise the Fair Work Commission as soon as possible.
- In relation to the annual return of information for 2013, lodge a declaration disclosing the number of members of the Association as at 31 December 2012.
- Lodge an annual return of information for 2012.

Should you have any queries, please contact me via email at ingrid.fraser@fwc.gov.au or by telephone on (03) 8661 7944.

Yours sincerely,



Ingrid Fraser
Regulatory Compliance Branch
Fair Work Commission

From: SCAA Secretary [mailto:scaa@scaa.org.au]

Sent: Tuesday, 5 March 2013 10:38 PM

To: FRASER, Ingrid

Subject: FW: FR2011/2822 - Financial Reporting matter re: 056N SCAA Signed Financial Reports

Hi Ingrid

Please find attached the signed Financials reports for the SCAA for the year ending 2011.

The next steps are

- distribute it members electronically 6/3/12
- post it to the member area of the SCAA website 6/3/12
- notify members by SMS of their availability (electronic and paper) 6/3/12
- the report will be 'Final', signed copies will be presented to the Committee of Management at our next meeting on 17/5/13.

Once again thank you for your patience and consideration in this matter. Please let me know if you need anything further

Regards

Jason Letchford - SCAA Secretary

M: +61 (0)412 600 586

www.scaa.org.au



FAIR WORK
COMMISSION

30 January 2013

Mr Jason Letchford
Secretary/Treasurer
Shearing Contractors' Association of Australia
PO Box 1143
MANLY NSW 1655

By email: scaa@scaa.org.au

Dear Mr Letchford

Failure to lodge audited financial report for the year ended 30 November 2011 (FR2011/2822) and annual return of information for 2012 (AR2012/359)

Our records indicate that the Shearing Contractors' Association of Australia (the Association) has failed to lodge its audited financial report for the financial year ended 30 November 2011, and its annual return of information for the year 2012.

Failure to lodge financial report for the year ended 30 November 2011

Section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires reporting units to lodge an audited financial report with the Fair Work Commission (FWC), as Fair Work Australia (FWA) is now known,¹ within a maximum of 6 months and 14 days of the end of their financial year (that is, no later than 14 June 2012 for the 2011 financial report). I note that section 268 is a civil penalty provision.

However, our records indicate that the Association has not lodged its audited financial report for the financial year ended 30 November 2011. FWA reminded the Association of its obligation to lodge its audited financial report by a letter dated 19 December 2011. This was followed by further correspondence regarding the non-compliance on 24 May 2012.

On 15 June 2012 the Association advised that the auditor's report was yet to be completed as the auditor was awaiting further information from the Association. FWA sent emails to the Association on 15 June, 1 November and 14 November 2012, requesting that the Association provide an anticipated timeline for completion and lodgement of the financial documents.

In a telephone conversation on 20 November 2012, the Association's auditor, Mr Jason Roachaix, advised that he expected the audit would be completed by 30 November 2012. On the same date FWA sent an email to Mr Roachaix and to the Association outlining the required next steps in the financial reporting process.

On 10 December 2012 the Association advised that the financial statements had been prepared but were yet to be reviewed and signed by the President. In an email on 12 December 2012 FWA again outlined the financial reporting requirements, in order to effect lodgement of the audited financial report. There has been no further contact from the Association since that date.

¹ Fair Work Australia has been renamed to the Fair Work Commission effective on 1 January 2013, pursuant to the *Fair Work Amendment Act 2012*.

Failure to lodge an annual return of information for 2012

Subsection 233(1) of the RO Act requires each registered organisation to lodge specified information relating to records that are required to be kept and maintained by the organisation under section 230 of the RO Act. Such information is required to be lodged by 31 March of each year. I note that section 233 is a civil penalty provision.

FWC's records indicate that the Association has not lodged an annual return of information for the year 2012. FWA reminded the Association of its obligation to lodge the annual return of information for 2012 on 2 February 2012 and subsequently again advised the Association of its non-compliance on 2 May 2012, 1 November 2012 and 14 November 2012.

FWC's Regulatory Compliance Policy

Paragraph 7.4 of *FWC's Regulatory Compliance Policy* (a copy of which is attached) states as follows:

- 7.4 Where the possible contravention involves failure by an organisation, branch or reporting unit to lodge a matter with FWC in accordance with the timeframes specified in the RO Act, RO Regulations or the rules of the organisation, branch or reporting unit:*
- a. The Regulatory Compliance Branch will contact the organisation, branch or reporting unit, by telephone and/or in writing, within two weeks to advise that lodgement is overdue;*
 - b. If lodgement has not occurred within one month of the timeframe specified in the RO Act, RO Regulations or rules, the Regulatory Compliance Branch will advise the organisation, branch or reporting unit that it is seeking voluntary compliance within a specified timeframe and that, in the absence of such voluntary compliance without cause, FWC will commence an inquiry or investigation or initiate court proceedings; and*
 - c. If lodgement has not occurred within the timeframe specified in the correspondence referred to in paragraph b and the organisation, branch or reporting unit has not been able to show cause regarding why it should not do so, FWC will commence an inquiry or investigation or initiate court proceedings in accordance with this policy as soon as reasonably practicable.*

Under sections 330 and 331 of the RO Act the General Manager of FWC is empowered to inquire into and to investigate compliance by a reporting unit (such as the Association), its officers, employees and auditor(s) with:

- Part 3 of Chapter 8 of the RO Act (regarding Accounts and Audits);
- the reporting guidelines made under that Part;
- the regulations made for the purposes of that Part;
- the Association's rules regarding finances and financial administration; and
- civil penalty provisions of the RO Act (see section 305 of the RO Act). These provisions include section 233 of the RO Act.

Action required

In accordance with the processes set out in paragraph 7.4(b) of the *FWC Regulatory Compliance Policy* as set out above, within one month of the date of this letter, the Association is required to:

- lodge its outstanding audited financial report for the financial year ended 30 November 2011; and
- lodge its annual return of information for 2012.

Should the Association fail to do so without reasonable cause, FWC may commence an inquiry or investigation under section 330 or 331 of the RO Act without further notice regarding the Association's non-compliance as set out above.

If you have any queries regarding the above, please contact me by email at ingrid.fraser@fwc.gov.au, or by telephone on (03) 8661 7944.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ingrid Fraser', is positioned above the typed name.

Ingrid Fraser
Regulatory Compliance Branch
Fair Work Commission

From: SCAA Secretary [<mailto:scaa@scaa.org.au>]

Sent: Monday, 10 December 2012 10:52 PM

To: RICHTER, Olaf

Cc: Jason Rochaix; stuart@pageharrison.com.au

Subject: FW: FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Hello Olaf

I am just writing to update you that the financials for the SCAA have been prepared, an unsigned copy is attached. The document was sent out to our President more than a week ago but I have just heard back from him, that he has been away and will review and sign them in the next day or so.

Once I receive the signed copy from him this week, I will:

- forward a scan of it to you and the auditors
- distribute it member electronically
- post it to the member area of the SCAA website
- notify members by SMS of their availability (electronic and paper)

Once again thank you for your consideration in this matter

Kind Regards

Jason Letchford - SCAA Secretary

M: +61 (0)412 600 586

www.scaa.org.au

From: [KELLETT, Stephen](#)
To: [KELLETT, Stephen](#)
Subject: FW: FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The
Date: Tuesday, 31 December 2013 6:25:21 AM

From: RICHTER, Olaf
Sent: Wednesday, 14 November 2012 11:13 AM
To: 'scaa@scaa.org.au'
Subject: FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Dear Mr Letchford,

Re: FR2011/2822 – Financial Reporting matter re: 065N Shearing Contractors' Association of Australia, The; and AR2012/359 – Annual Returns matter

Further to the below email, and to our telephone conversation of the 2 November 2012, could you please advise whether any progress has been made in obtaining the Association's financial report from its auditors? Additionally, I note that the Association's 2012 Annual Return is still outstanding.

Please provide a written timeline by 19 November 2012 as previously requested by Ms Eve Anderson in relation to the lodgment of the Association's financial report. I also urge you to lodge the Association's Annual Return as soon as possible.

Regards,

Olaf Richter

Senior Adviser
Regulatory Compliance Branch

Fair Work Australia

Tel: 03 8661 7698
Fax: 03 9655 0410
olaf.richter@fwa.gov.au

11 Exhibition Street, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001
www.fwa.gov.au

From: [KELLETT, Stephen](#)
To: [KELLETT, Stephen](#)
Subject: FW: FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The
Date: Tuesday, 31 December 2013 6:20:08 AM

From: RICHTER, Olaf
Sent: Thursday, 1 November 2012 10:41 AM
To: 'scaa@scaa.org.au'
Subject: FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Dear Mr Letchford,

Re: FR2011/2822 – Financial Reporting matter re: 065N Shearing Contractors' Association of Australia, The; and AR2012/359 – Annual Returns matter

Our records indicate that the Shearing Contractors' Association of Australia (SCAA) has not lodged its Financial Reports for the year ended 30 November 2011, nor has the Association lodged its 2012 Annual Return.

I note previous correspondence, below, indicating that the report has been provided to the SCAA's auditors, and also correspondence from Eve Anderson of this office requesting an expected timeline in relation to the presentation of the full report to the SCAA's members. Please provide such a timeline in writing.

Additionally, each registered organisation is required to lodge its Annual Return within 3 months of 1 January of each year. The requirements to lodge Financial Reports and Annual Returns are both civil penalty provisions under the *Fair Work (Registered Organisations) Act 2009*. Please lodge the 2012 Annual Return as soon as possible.

If you have any queries relating to the above, please contact me on (03) 8661 7698 or by email at olaf.richter@fwa.gov.au.

Regards,

Olaf Richter

Senior Adviser

Regulatory Compliance Branch

Fair Work Australia

Tel: 03 8661 7698

Fax: 03 9655 0410

olaf.richter@fwa.gov.au

11 Exhibition Street, Melbourne Victoria 3000

GPO Box 1994, Melbourne Victoria 3001

www.fwa.gov.au

From: ANDERSON, Eve
Sent: Friday, 15 June 2012 12:09 PM
To: 'SCAA Secretary'
Subject: RE: RO_DOC020BB - FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Dear Jason

Just confirming receipt of your email. Many thanks for contacting us.

At your earliest convenience could you provide me with an expected timeline. In particular:

- when the auditor's report is expected to be finalised;
- when it is expected that members will be provided with the full report. (The 'full report' is made up of the general purpose financial report (including the committee of management statement), the auditor's report and the operating report);
- when it is expected that the full report has also been presented to a general meeting; and
- when it is expected a copy of the full report will be lodged in this office.

Regards

EVE ANDERSON
Organisations, Research and Advice

Fair Work Australia
Tel: (03) 8661 7929
Fax: (03) 9655 0410
eve.anderson@fwa.gov.au

11 Exhibition Street, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

www.fwa.gov.au

From: SCAA Secretary [mailto:scaa@scaa.org.au]

Sent: Friday, 15 June 2012 7:17 AM

To: ANDERSON, Eve

Subject: FW: RO_DOC020BB - FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Jason Letchford - SCAA Secretary

M: +61 (0)412 600 586

www.scaa.org.au

From: SCAA Secretary [mailto:scaa@scaa.org.au]

Sent: Friday, 15 June 2012 7:14 AM

To: 'kevin.donnellan@fwa.gov.au'

Subject: RE: RO_DOC020BB - FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Hello Kevin

Regarding the lodgement of SCAA's Financial documents for year ended 30 November 2011 I have to inform you that there has been a delay.

The auditor, Page Harrison & Co. have queries and we are attending to them at our earliest opportunity.

If you have any problems or need to know further information please contact Page Harrison & Co, our auditors on 02 9922 7144.

Sorry for not responding to you sooner regarding this matter.

Kind regards

Sally for:

Jason Letchford - SCAA Secretary

M: +61 (0)412 600 586

www.scaa.org.au

From: kevin.donnellan@fwa.gov.au [mailto:kevin.donnellan@fwa.gov.au]

Sent: Thursday, 24 May 2012 2:52 PM

To: secretary@scaa.org.au

Subject: RO_DOC020BB - FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The

Please find attached correspondence regarding the matter **FR2011/2822 - Financial Reporting matter re: 056N Shearing Contractors' Association of Australia, The**

This correspondence was sent automatically from Fair Work Australia.
If you received this email in error, please contact us on 1300-799-675.



FAIR WORK
AUSTRALIA

24 May 2012

Mr Jason Letchford
Secretary
The Shearing Contractors' Association of Australia

secretary@scaa.org.au

Dear Mr Letchford,

**Lodgement of Financial Documents for year ended 30 November 2011 [FR2011/2822]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The RO Act requires The Shearing Contractors' Association of Australia to lodge audited financial accounts and statements with Fair Work Australia within 6 months and 14 days of the end of its financial year.

This office has no record of lodgement of financial documents for year ended 30 November 2011, which should have been lodged with Fair Work Australia by 15 June 2012.

In order to avoid exposure to a civil (pecuniary) penalty, you are required to lodge the following documents without further delay:

- A *general purpose financial report* (see section 253(2)(a) of the RO Act);
- A *committee of management statement* (see the Financial Reporting Guidelines);
- An *operating report* (see section 254(2));
- An *auditor's report* (see sections 257(5) to 257(11)); and
- A *certificate of the secretary or other authorised officer* (see section 268)).

I note for your information that the general purpose financial report must be prepared in accordance with not only the applicable Australian Accounting Standards but also the Financial Reporting Guidelines. A copy of the Guidelines is available on our website (details of which are provided below).

The RO Act sets out a particular chronological order in which these documents and statements must be prepared, made available to members and presented to a meeting. All of these events must occur within timeframes that are also specified in the RO Act. Detailed information can be found on our website at <http://www.fwa.gov.au/index.cfm?pagename=regorgsfactsheets> including:

- Fact sheets – the following fact sheets provide information regarding financial reporting:
 - Sheet 8 – Financial Reporting Process and Time-Lines;
 - Sheet 9 – Diagrammatic Summary of Financial Reporting Process and Time-Lines; and
 - Sheet 10 – Auditors.
- Sample Documents – a sample Designated Officer's Certificate is available;
- RO Act and RO Regulations;

- Financial Reporting Guidelines – the Guidelines set out requirements that must be met **in addition to** those required by Australian Accounting Standards; and
- Document Checklist and Timeline Planner to assist with meeting timeframes.

In the absence of lodgement of the outstanding documents, I request that you state in writing by 14 June 2012:

- whether a committee of management statement and operating report have been prepared;
- whether the auditor has audited the general purpose financial report and, if so, the date upon which the auditor signed the audit report;
- whether (and, if so, when) members have been provided with the full report. The 'full report' is made up of the general purpose financial report (including the committee of management statement), the auditor's report and the operating report;
- if it has been provided to members, whether the full report has also been presented to a general meeting or committee of management meeting and, if so, when; and
- when a copy of the full report will be lodged in this office.

I draw your attention to the civil penalty provisions of the RO Act [see section 305(2)(ze)] which allow the Federal Court to impose a pecuniary penalty upon a person or organisation where the requirements of section 268 have not been met. You should also be aware of the provisions of Part 1 of Chapter 9 of the RO Act which set out general duties of officers and employees of organisations and their branches in relation to financial management.

This office strongly encourages you to lodge documents electronically by sending an email with the documents attached to orgs@fwa.gov.au. Alternatively, you can send the documents by fax to (03) 9655 0410.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K Donnellan', with a long horizontal line extending to the right.

Kevin Donnellan
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement. (b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report <u>must</u> be dated on or after date of Committee of Management Statement
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.

From: ANDERSON, Eve
To: 'secretary@scaa.org.au'
Cc: POWELL, Larry
Subject: Financial report for the year ending 30 November 2011 (FR2011/2822)

Mon 19/12/2011 6:21 PM

Mr Jason Letchford
Secretary
The Shearing Contractors' Association of Australia

Please find attached a courtesy letter regarding the financial obligations under the *Fair Work (Registered Organisations) Act 2009* for the financial year ending 30 November 2011.

EVE ANDERSON
Organisations, Research and Advice

Fair Work Australia
Tel: (03) 8661 7929
Fax: (03) 9655 0410
eve.anderson@fwa.gov.au

11 Exhibition Street, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

www.fwa.gov.au



FAIR WORK
AUSTRALIA

19 December 2011

Mr Jason Letchford
Secretary
The Shearing Contractors' Association of Australia
secretary@scaa.org.au

Dear Mr Letchford,

**Lodgement of Financial Documents for year ended 30 November 2011 [FR2011/2822]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of The Shearing Contractors' Association of Australia (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on 03 8661 7929 or by email at eve.anderson@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Eve Anderson
Team Manager
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929
Email: eve.anderson@fwa.gov.au

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.

<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/ /
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
-----------------------------------------------------------------------------	-----

*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement)*

<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,

or

(b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	/ /
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year

Within 6 months of end of financial year

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
----------------------------------------------------------------------------------------------------------	-----

Within 14 days of meeting

** the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.*

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.