

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

Financial Report

**For the Year Ended
30 June 2009**

Australian Institute of Administrative Law Incorporated and Controlled Entities

Committee's Report

The members of the Committee(the National Executive) submit the financial report of the Australian Institute of Administrative Law Incorporated and it's controlled entities for the financial year ended 30 June 2009.

Committee Members

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

President	Mr Michael Will (to 3 November 2008)
President	Mr Alan Bradbury(elected 3 November 2008)
Vice President	Mr Peter Sutherland (to 3 November 2008)
Vice President	Mr Alan Bradbury (to 3 November 2008)
Vice President	Dr Jonathon Aleck (elected 3 November 2008)
Vice President	Mr Robert Orr QC (elected 3 November 2008)
Secretary	Mr Stephen Argument (reelected)
Treasurer	Mr David Fintan (to 3 November 2008)
Treasurer	Mr Peter Sutherland(elected 3 November 2008)
Officer	Dr Jonathan Aleck (to 3 November 2008)
Officer	Ms Linda Crebbin(elected 3 November 2008)
Officer	Mr David Fintan(elected 3 November 2008)
Officer	Mr Stephen Goggs (reelected)
Officer	Professor John McMillan (reelected)
Officer	Professor Robin Creyke (reelected)
Officer	Mr Michael Peedom (to 3 November 2008)
Officer	Mr Robert Orr QC (to 3 November 2008)
Officer	Ms Claressa Surtees (reelected)
Officer	Ms Sarah Todd (reelected)
Officer	Mr Michael Will(elected 3 November 2008)

Principal Activities

The principal activities during the financial year were to:

- Promote knowledge of and interest in Australian Commonwealth, State and Territory administrative law; and
- Provide a forum for the exchange of information and opinions on all aspects of administrative law and administrative practices.

Significant Changes

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

Operating Result

The consolidated loss after providing for income tax amounted to \$1,754 (2008: Loss \$1,196).

The National Chapter loss after providing for income tax amount to \$7,803 (2008: Loss \$4,777).

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

.....
President

.....
Treasurer

Dated this day of November 2009

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

Statement by Members of the Committee

In the opinion of the Committee the financial report as set out on pages 4 to 17:

- Presents a true and fair view of the financial position of the Australian Institute of Administrative Law and its controlled entities as at 30th June 2009 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.
- At the date of this statement, there are reasonable grounds to believe that Australian Institute of Administrative Law and its controlled entities 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

.....
Treasurer

Dated this day of November 2009

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Income Statement
For the Year Ended
30 June 2009**

	NOTE	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Revenue from ordinary activities	2	164,497	61,092	153,963	41,261
Seminars/conference expense		(6,118)	(9,564)	(4,696)	(1,317)
IPAA secretarial expenses		(33,000)	(11,552)	(33,000)	(11,552)
Stationery/Postage		(4,702)	(14,080)	(4,702)	(14,080)
AIAL forum		(19,600)	(3,636)	(19,600)	(3,636)
National Conference		(72,530)	(1,465)	(82,751)	(1,465)
Other expenses from ordinary activities		(30,301)	(21,991)	(17,017)	(13,988)
Profit(Loss) before income tax		(1,754)	(1,196)	(7,803)	(4,777)
Income tax expense		-	-	-	-
Loss from operations		(1,754)	(1,196)	(7,803)	(4,777)
		=====	=====	=====	=====

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Balance Sheet
As At 30 June 2009**

	NOTE	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Current Assets					
Cash and cash equivalents	4	189,799	198,808	69,944	80,521
Trade and other receivables	5	3,599	8,362	1,453	7,255
Other Assets	6	16,908	9,281	16,908	9,281
TOTAL CURRENT ASSETS		210,306	216,451	88,305	97,057
TOTAL ASSETS		210,306	216,451	88,305	97,057
		=====	=====	=====	=====
Current Liabilities					
Trade, other payables & unearned income	7	39,028	43,419	39,028	43,419
TOTAL CURRENT LIABILITIES		39,028	43,419	39,028	43,419
TOTAL LIABILITIES		39,028	43,419	39,028	43,419
NET ASSETS		171,278	173,032	49,277	53,638
		=====	=====	=====	=====
EQUITY					
Funds Transferred from NT		-	-	3,441	-
Retained profits		171,278	173,032	45,836	53,638
TOTAL EQUITY		171,278	173,032	49,277	53,638
		=====	=====	=====	=====

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Statement of Changes in Equity
For the Year ended
30 June 2009**

	Consolidated	Consolidated	National Chapter	National Chapter
	Retained Earnings	Total	Retained Earnings	Total
	\$	\$	\$	\$
Balance at 1 July 2007	174,228	174,228	58,415	58,415
Profit from operation	(1,196)	(1,196)	(4,777)	(4,777)
Balance at 30 June 2008	173,032	173,032	53,638	53,638
Profit/(Loss) from operation	(1,754)	(1,754)	(7,803)	(7,803)
Funds Transferred from NT	-	-	3,442	3,442
Balance at 30 June 2009	171,278	171,278	49,277	49,277

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Cash Flow Statement
For the Year ended
30 June 2009**

	NOTE	Consolidated	Consolidated	National Chapter	National Chapter
		2009	2008	2009	2008
		\$	\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from members		160,215	57,473	152,483	39,885
Interest received		4,439	3,619	1,480	1,376
Payments to employees and suppliers		173,663	(93,035)	(164,540)	(76,742)
		<hr/>	<hr/>	<hr/>	<hr/>
Net cash provided by/(used in) by operating activities	12	(9,009)	(31,943)	(10,577)	(35,481)
		<hr/>	<hr/>	<hr/>	<hr/>
Net increase/(decrease) in cash held		(9,009)	(31,943)	(10,577)	(35,481)
Cash at the beginning of the financial year		198,808	230,751	80,521	116,002
		<hr/>	<hr/>	<hr/>	<hr/>
Cash at the end of the financial year	4	189,799	198,808	69,944	80,521
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

Note 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 *Associations Incorporation Act 1991* (ACT).

The financial report covers Australian Institute of Administrative Law as an individual parent entity and Australian Institute of Administrative Law and controlled entities as an economic entity. The Australian Institute of Administrative Law Incorporated is an association incorporated in the Australian Capital Territory under the *Associations Incorporation Act 1991* (ACT).

The financial report of the association as an individual entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

The following is a summary of material accounting policies adopted in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of Preparation

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

(a) Principles of Consolidation

A controlled entity is any entity controlled by the Australian Institute of Administrative Law. Control exists where Australian Institute of Administrative Law has the capacity to dominate the decision-making in relation to the financial and operating policies of another entity that operates with Australian Institute of Administrative Law to achieve the objectives of the Australian Institute of Administrative Law.

All inter-entity balances and transactions between entities in the economic entity, including any unrealised profits or losses, have been eliminated on consolidation.

Where a controlled entity has entered or left the economic entity during the year, its operating results have been included from the date controlled was obtained or up to the date control ceased.

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

Note 1 : Statement of Significant accounting Policies(Cont'd)

(b) Income Tax

No taxation has been provided for as the association is exempt from income tax under Section 50-5 of the *Income Tax Assessment Act 1997*.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

(d) Revenue

Revenue from the sale of goods is recognised upon delivery of goods to customers.

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

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

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

(e) Goods and Services Tax (GST)

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

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(f) Financial Instruments

Recognition

Financial instruments are initially measured at cost on trade date, which includes transactions costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

Note 1 : Statement of Significant accounting Policies(Cont'd)

(f) Financial Instruments(Cont'd)

Financial liabilities

Non-derivative financial liabilities are recognised at amortised costs, comprising original debt less principal payments and amortisation.

Impairment

At each reporting date, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

(g) Comparative Figures

Where required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(h) Critical accounting estimates and judgements

The directors evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Note 2: Revenue				
Operating activities				
- members subscriptions	34,905	38,962	34,905	38,962
- seminars and conferences	105,132	10,397	98,540	-
- interest received	4,439	3,619	1,480	1,376
- other	20,021	8,114	19,038	923
	<u>164,497</u>	<u>61,092</u>	<u>153,963</u>	<u>41,261</u>
Non Operating activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>164,497</u> =====	<u>61,092</u> =====	<u>153,963</u> =====	<u>41,261</u> =====

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Note 3: Auditors' Remuneration				
Remuneration of auditor				
- audit services	8,000	7,000	8,000	7,000
Total remuneration	<u>8,000</u>	<u>7,000</u>	<u>8,000</u>	<u>7,000</u>
	=====	=====	=====	=====
Note 4: Cash and Cash Equivalents				
Cash at bank	135,561	171,859	69,944	80,521
Cash on hand	405	116	-	-
Cash on deposit	53,833	26,833	-	-
	<u>189,799</u>	<u>198,808</u>	<u>69,944</u>	<u>80,521</u>
	=====	=====	=====	=====
The effective interest rate on short-term bank deposits was 4.4 %; these deposits have an average maturity of 304 days.				
Reconciliation of Cash				
Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:				
Cash and Cash Equivalents	189,799	198,808	69,944	80,521
	=====	=====	=====	=====
Note 5: Trade and Other Receivables				
CURRENT				
Trade debtors	-	2,757	-	2,757
Provision for doubtful debt	-	-	-	-
	<u>-</u>	<u>2,757</u>	<u>-</u>	<u>2,757</u>
Interest receivable	2,099	1,129	-	-
GST Receivable	1,500	4,476	1,453	4,498
	<u>3,599</u>	<u>8,362</u>	<u>1,453</u>	<u>7,255</u>
	=====	=====	=====	=====
Note 6: Other Assets				
CURRENT				
Tax paid in advance	720	720	720	720
Prepayments	3,688	8,561	3,688	8,561
Sundry Debtors	12,500	-	12,500	-
	<u>16,908</u>	<u>9,281</u>	<u>16,908</u>	<u>9,281</u>
	=====	=====	=====	=====

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Note 7: Trade , Other Payables & Unearned Income				
CURRENT				
Accrued expenses	8,000	19,707	8,000	19,707
Creditors	25,442	2,340	25,442	2,340
Unearned income	5,586	21,372	5,586	21,372
	<u>39,028</u>	<u>43,419</u>	<u>39,028</u>	<u>43,419</u>
	=====	=====	=====	=====

Note 8: Contingent Liabilities

The association did not have any contingent liabilities as at 30 June 2009.

Note 9: Events Subsequent to Reporting Date

No matters or circumstances have arisen since the end of the financial year, which significantly affected the Australian Institute of Administrative Law and its controlled entities or may significantly affect the operations, the results of those operations, or the state of affairs in subsequent financial years.

Note 10: Segment Reporting

The association and controlled entity operates in one business and geographical segment being the promotion of knowledge in administrative law in Australia.

Note 11: Related Parties

There were no related party transactions during the financial year.

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

	Consolidated 2009 \$	Consolidated 2008 \$	National Chapter 2009 \$	National Chapter 2008 \$
Note 12: Cash Flow Information				
Reconciliation of Cash Flow from Operations with Loss from Ordinary Activities after Income Tax				
Profit(Loss) after income tax	(1,754)	(1,196)	(7,803)	(4,777)
Changes in assets and liabilities				
Increase/(Decrease) in Funds Transferred from NT	-	-	3,441	-
(Increase)/Decrease in trade and other receivables	4,762	4,353	5,802	4,396
(Increase)/Decrease in other assets	(7,627)	(6,244)	(7,627)	(6,244)
(Decrease)/Increase in trade and other payables	11,396	(50,228)	11,396	(50,228)
(Decrease) in unearned revenue	(15,786)	21,372	(15,786)	21,372
Net cash provided by (used in) operating activities	<u>(9,009)</u> =====	<u>(31,943)</u> =====	<u>(10,577)</u> =====	<u>35,481</u> =====

The association has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

Note 13: Financial Instruments

(a) Financial Risk Management

The association's financial instruments consist mainly of deposits with bank, accounts receivable and accounts payable.

Financial Risks

The main risks the association is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

Interest rate risk

Interest rate risk is managed with a mixture of fixed and floating rate debt. For further details on interest rate risk refer to Note 13 (b).

Liquidity Risk

The association manages liquidity risk by monitoring forecast cash flows.

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

Note 13: Financial Instruments (Cont'd)

(a) Financial Risk Management (Cont'd)

Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements.

The association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the association.

(b) Interest Rate Risk (Consolidated)

The association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing 1 to 5 Years		Non Interest Bearing	
	2009	2008	2009	2008	2009	2008	2009	2008
Financial Assets								
Cash on Hand	N/A	N/A	-	-	-	-	405	116
Cash at Bank	1.0%	1.0%	135,566	171,859	-	-	-	-
Investment	4.4%	7.25%	-	-	53,833	26,833	-	-
Trade & Other Receivables	N/A	N/A	-	-	-	-	3,599	8,362
Total Financial Assets			135,566	171,859	53,833	26,833	4,004	8,362
			=====	=====	=====	=====	=====	=====
Financial Liabilities								
Trade & Other Creditors And Accruals	N/A	N/A	-	-	-	-	39,028	43,419
			-	-	-	-	39,028	43,419
			=====	=====	=====	=====	=====	=====

(b) Interest Rate Risk(National Chapter)

The association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing 1 to 5 Years		Non Interest Bearing	
	2009	2008	2009	2008	2009	2008	2009	2008
Financial Assets								
Cash at Bank	1.0%	1.4%	69,944	80,521	-	-		
Trade & Other Receivables	N/A	N/A	-	-	-	-	1,453	7,255
Total Financial Assets			<u>69,944</u>	<u>80,521</u>	<u>-</u>	<u>-</u>	<u>1,453</u>	<u>7,255</u>
			=====	=====	=====	=====	=====	=====
Financial Liabilities								
Trade & Other Payables and Accruals	N/A	N/A	-	-	-	-	39,028	43,419
			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,028</u>	<u>43,419</u>
			=====	=====	=====	=====	=====	=====

(C) Net Fair Values

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the association intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

**Australian Institute of Administrative Law
Incorporated and Controlled Entities**

**Notes to the Financial Statements
For the Year Ended
30 June 2009**

Note 14: State by State Comparison

Income & Expenses	Consolidated	ACT	NSW	NT	SA	TAS	VIC	WA	QLD
Total Income	164,497	153,963	2,357	5	211	(382)	7,683	6	653
Total Expenses	166,251	161,766	4,094	-	689	106	(2,509)	604	1,503
Surplus (Deficit)	(1,754)	(7,803)	(1,737)	5	(478)	(487)	10,192	(597)	(850)
Opening Retained Earnings	173,032	53,639	49,069	3,436	10,274	3,021	46,694	1,973	4,926
Surplus (Deficit)	(1,754)	(7,803)	(1,737)	5	(478)	(487)	10,192	(597)	(850)
Funds Transfer NT	-	3,441	-	(3,441)	-	-	-	-	-
Closing Retained Earnings	171,278	49,277	47,332	0	9,796	2,534	56,886	1,376	4,076
=====									
Balance Sheet	Consolidated	ACT	NSW	NT	SA	TAS	VIC	WA	QLD
Cash at Bank									
Cash at Bank	135,561	69,944	47,332	-	1,689	2,477	8,971	1,376	3,772
Cash on Hand	405	-	-	-	44	57	-	-	304
Cash on Deposit	53,833	-	-	-	8,000	-	45,833	-	-
Total Cash	189,800	69,944	47,332	-	9,733	2,534	54,804	1,376	4,076
Other Receivables									
Sundry Debtors	12,500	12,500	-	-	-	-	-	-	-
Interest Receivable	2,099	-	-	-	17	-	2,082	-	-
GST Receivable	47	-	-	-	47	-	-	-	-
Total	14,646	12,500	-	-	64	-	2,082	-	-
Other Assets									
Prepaid GST	2,173	2,173	-	-	-	-	-	-	-
Prepayments	3,688	3,688	-	-	-	-	-	-	-
Total	5,860	5,860	-	-	-	-	-	-	-
TOTAL ASSETS	210,306	88,305	47,332	-	9,797	2,534	56,887	1,376	4,076
=====									

Note 14: State by State Comparison(Cont'd)

Liabilities	Consolidated	ACT	NSW	NT	SA	TAS	VIC	WA	QLD
Accrued Expenses	8,000	8,000	-	-	-	-	-	-	-
Trade Creditors	25,442	25,442	-	-	-	-	-	-	-
Unearned Income	5,586	5,586	-	-	-	-	-	-	-
Total Liabilities	39,028	39,028	-	-	-	-	-	-	-
Net Assets	171,278	49,277	47,332	-	9,797	2,534	56,887	1,376	4,076

Note 15: Controlled Entities**(a) Controlled Entities**

	Country of Incorporation	Percentage Owned (%)	
		2009	2008
AIAL National Chapter	Australia (ACT)	100	100
AIAL New South Wales Chapter	Australia (ACT)	100	100
AIAL Queensland Chapter	Australia (ACT)	100	100
AIAL Victoria Chapter	Australia (ACT)	100	100
AIAL South Australia Chapter	Australia (ACT)	100	100
AIAL Western Australia Chapter	Australia (ACT)	100	100
AIAL Tasmania Chapter	Australia (ACT)	100	100
AIAL Northern Territory Chapter	Australia (ACT)	100	100

(b) Controlled Entities Acquired

The association did not acquire any entities in the 2008/2009 financial year.

Note 16: Association Details

The principal place of business of the association is:

Australian Institute of Administrative Law Incorporated
4/32 Totterdell Street
Belconnen ACT 2617