

ANTHONY CURTIS & CO

CHARTERED ACCOUNTANTS

**AUSTRALIAN INSTITUTE
OF ADMINISTRATIVE
LAW INCORPORATED**

**Audited Financial
Statements**

**For the year ended
30th June 2013**

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ANTHONY CURTIS & CO

CHARTERED ACCOUNTANTS

Principal: Tony Curtis BA(Acc), FCA

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF THE

AUSTRALIAN INSTITUTE OF ADMINISTRATIVE LAW INCORPORATED CONTROLLED ENTITIES

Scope

We have audited the financial report, being a special purpose financial report of the Australian Institute of Administrative Law Incorporated for the year ended 30 June 2013. The Committee is responsible for the financial report and has determined the financial report is appropriate to meet the requirements of the Associations Incorporation Act 1991 and is appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Australian Institute of Administrative Law Incorporated. No opinion is expressed as to whether the accounting policies used are appropriate to meet the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act 1991. 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.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented 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 performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.



Chartered
Accountants

Liability limited by a scheme approved under Professional Standards Legislation

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Audit Opinion

In our opinion:

- (a) the financial statements of the Australian Institute of Administrative Law and its controlled entities are properly drawn up:
 - (i) so as to give a true and fair view of its state of affairs at 30 June 2013 and the results of its operations for the financial year then ended and the other matters required by Section 72 (2) of the Associations Incorporation Act 1991 to be disclosed in the financial statements;
 - (ii) in accordance with the provisions of the Associations Incorporation Act 1991; and
 - (iii) in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.
- (b) we have obtained all the information and explanations required; and
- (c) proper accounting records and other records have been kept by the Australian Institute of Administrative Law controlled entities, as required by the Associations Incorporation Act 1991.

Dated this 13th day of November 2013 at Canberra, ACT.



Tony Curtis, FCA

Australian Institute of Administrative Law
Committee's Report

The members of the Committee (the National Executive) submit the financial report of the Australian Institute of Administrative Law Incorporated and its controlled entities for the financial year 30 June 2013.

Committee Members

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

President	Dr Jonathan Aleck (elected 21 November 2012)
Vice President	Ms Linda Crebbin (re-elected 21 November 2012)
Secretary	Ms Meghann Everett (re-elected 21 November 2012)
Treasurer	Mr Peter Sutherland (re-elected 21 November 2012)
Officer	Professor Robin Creyke (re-elected 21 November 2012)
Officer	Mr John Carroll (re-elected 21 November 2012)
Officer	Professor John McMillan (re-elected 21 November 2012)
Officer	Mr Robert Orr QC (elected 21 November 2012)
Officer	Ms Alison Playford (re-elected 21 November 2012)
Officer	Ms Claessa Surtees (re-elected 21 November 2012)
Officer	Mr Cain Sibley (re-elected 21 November 2012)
Officer	Mr Michael Will (re-elected 21 November 2012)

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.

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

Operating Result for the year ended 30 June 2013

The Consolidated profit amounted to \$23200 (2012: \$79283).

The National Chapter profit amount to \$1016 (2012: \$77119).

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

.....
President

.....
Treasurer

Dated this day of November 2013

**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 2013 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 2013

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

Statement of Comprehensive Income for the year ended 30 June 2013

	NOTE	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Revenue from ordinary activities	2	174,916	226,218	158,150	212,624
Seminars/conference expense		(18,938)	(6,283)	(3,698)	(6,283)
AIAL Secretariat expenses		(29,097)	(28,294)	(29,097)	(28,294)
Stationery/Postage		(185)	(753)	(185)	(753)
AIAL Forum		(22,841)	(11,260)	(22,841)	(11,260)
National Conference		(66,328)	(72,499)	(81,700)	(62,269)
Administration expenses		(10,576)	(10,580)	(10,563)	(10,580)
Projects & sponsorship		(600)	(4,185)	-	(2,985)
CAL payments		-	(9,681)	-	(9,681)
Chapter Grants		-	-	(5,900)	-
Other expenses from ordinary activities		(3,151)	(3,400)	(3,150)	(3,400)
Profit (Loss) from operations		23,200	79,283	1,016	77,119

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

Statement of Financial Position as at 30 June 2013

	NOTES	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Current Assets					
Cash and Cash Equivalent	4	406,050	364,500	239,654	219,532
Other assets	5	16,782	5,374	15,747	5,374
TOTAL ASSETS		422,832	369,874	255,401	224,906
Current Liabilities					
Trade , Other Payables & Unearned income	6	99,110	69,352	98,682	69,203
TOTAL LIABILITIES		99,110	69,352	98,682	69,203
NET ASSETS		323,722	300,522	156,719	155,703
EQUITY					
Retained Profits		323,722	300,522	156,719	155,703
TOTAL EQUITY		323,722	300,522	156,719	155,703

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

Statement of Changes in Equity for the year ended 30 June 2013

	Consolidated	Consolidated	National Chapter	National Chapter
	Retained Earnings	Total	Retained Earnings	Total
	\$	\$	\$	\$
Balance at 1 July 2012	300,522	300,522	155,703	155,703
Profit from operation	23,200	23,200	1,016	1,016
Balance at 30 June 2013	<u>323,722</u>	<u>323,722</u>	<u>156,719</u>	<u>156,719</u>

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

Statement of Cash Flows for the year ended 30 June 2013

	NOTES	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
CASH FLOW FROM OPERATING ACTIVITIES					
Receipts from members and customers		174,916	226,218	158,150	212,624
Interest received		13,711	7,752	9,674	5,004
Payments to suppliers		(147,077)	(199,712)	(147,701)	(192,217)
Net cash provided by / (used) by operating activities	11	41,550	34,258	20,123	25,411
Net increase in cash held		41,550	34,258	20,123	25,411
Cash and cash equivalents at the beginning of the year		364,500	330,242	219,531	194,120
Cash and cash equivalent at the end of the year	4	406,050	364,500	239,654	219,531

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

Notes to the Financial Statements For the Year Ended 30 June 2013

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 control 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 2013

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 2013

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 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Note 2 : Revenue				
Operating activities				
Membership subscriptions	44,613	44,061	44,613	44,061
Seminars and conferences	109,801	77,337	97,072	66,491
Interest received	13,711	7,752	9,674	5,004
Other	6,704	6,313	6,704	6,313
CAL payments	87	90,755	87	90,755
Total Revenue	<u>174,916</u>	<u>226,218</u>	<u>158,150</u>	<u>212,624</u>

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

Notes to the Financial Statements For the Year Ended 30 June 2013

	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Note 3 : Auditors' Remuneration				
Remuneration for audit services	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
Note 4 : Cash and Cash Equivalents				
Cash at bank	139,824	159,050	59,654	76,211
Cash on hand	250	1,429	-	1,321
Cash on deposit	265,976	204,021	180,000	142,000
	<u>406,050</u>	<u>364,500</u>	<u>239,654</u>	<u>219,532</u>

The effective interest rate on short-term bank deposits was 3.8%;
these deposits have an average maturity of 183 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 Equivalent	<u>406,050</u>	<u>364,500</u>	<u>239,654</u>	<u>219,532</u>
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Note 5 : Other Assets

CURRENT				
GST Refundable	1,912	-	1,912	-
Accrued Interest	2,996	-	1,961	-
Prepayments	11,874	5,374	11,874	5,374
	<u>16,782</u>	<u>5,374</u>	<u>15,747</u>	<u>5,374</u>

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

Notes to the Financial Statements For the Year Ended 30 June 2013

	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Note 6 : Trade, Other Payables & Unearned Income				
CURRENT				
Accrued expenses	7,000	7,320	7,000	7,320
Other Payables	1,083	3,024	655	2,873
Prepaid National Conference Registrations	60,610	39,335	60,610	39,335
Membership Subscriptions in Advance	30,417	19,674	30,417	19,674
	<u>99,110</u>	<u>69,352</u>	<u>98,682</u>	<u>69,203</u>

Note 8: 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 9: 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 10: 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 2013

	Consolidated 2013 \$	Consolidated 2012 \$	National Chapter 2013 \$	National Chapter 2012 \$
Note 11 : Cash Flow Information				
Reconciliation of Cash Flow Operations with Loss from Ordinary Activities after Income Tax				
Profit from operations	23,200	79,283	1,016	77,119
Changes in assets and liabilities				
Decrease in Funds Transferred to Qld	-	-	-	(1,110)
Decrease in Funds Transferred to WA	-	-	-	(5,000)
Decrease in trade and other receivables	-	2,399	-	1,903
(Increase)/Decrease in other assets	(11,408)	(1,665)	(10,373)	(1,815)
(Decrease)/Increase in trade and other payables	29,758	(3,088)	29,480	(3,018)
(Decrease)/Increase in unearned revenue	-	(42,671)	-	(42,668)
	<u>41,550</u>	<u>34,258</u>	<u>20,123</u>	<u>25,411</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 11: 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 11 (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 2013

Note 12 : Financial Instruments (Cont'd)

(a) Financial Instruments(Cont'd)

Financial liabilities

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	
	2013	2012	2013	2012	2013	2012	2013	2012
Financial Assets								
Cash on Hand	N/A	N/A	-	-	-	-	250	1,429
Cash at Bank	1.0%	1.0%	139,824	159,050	-	-	-	-
Investment	4.1%	6.0%	-	-	265,976	204,021	-	-
Trade & Other Receivables	N/A	N/A	-	-	-	-	-	-
Total Financial Assets			139,824	159,050	265,976	204,021	250	1,429
Financial Liabilities								
Trade, Other Creditors and Accruals	N/A	N/A	-	-	-	-	99,110	69,352

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

Notes to the Financial Statements For the Year Ended 30 June 2013

(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	
	2013	2012	2013	2012	2013	2012	2013	2012
Financial Assets								
Cash at Bank	1.0%	1.0%	59,654	76,211	-	-	-	-
Trade & Other Receivables	N/A	N/A		-	-	-	-	-
Investment	4.1%	6%	-	-	180,000	142,000	-	-
Total Financial Assets			59,654	76,211	180,000	142,000	0	0
Financial Liabilities								
Trade, Other Creditors & Accruals	N/A	N/A	-	-	-	-	69,352	69,203
			-	-	-	-	69,352	69,203

(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 2013

Note 13 : State by State Comparison

Income & Expenses	ACT	NSW	SA	VIC	WA	QLD	Consolidated
Total Income	158,150	5,823	17,066	8,938	4,511	1,700	196,188
Total Expenses	157,134	5,314	2,069	6,171	2,096	204	172,987
Surplus (Deficit)	1,016	509	14,997	2,767	2,415	1,497	23,201
Opening Retained Earnings	155,703	66,116	9,722	62,414	3,246	3,320	300,522
Surplus / (Deficit)	1,016	509	14,997	2,767	2,415	1,497	23,201
Closing Retained Earnings	156,719	66,625	24,719	65,181	5,661	4,817	323,722
Balance Sheet	ACT	NSW	SA	VIC	WA	QLD	Consolidated
Cash at Bank	59,654	66,625	1,372	1,486	5,946	4,741	139,824
Cash on Hand	-	-	32	-	142	76	250
Cash on Deposit	180,000	-	22,904	63,071	-	-	265,976
Total Cash	239,654	66,625	24,308	64,558	6,088	4,817	406,050
Other Receivables	ACT	NSW	SA	VIC	WA	QLD	Consolidated
Sundry Debtors	-	-	-	-	-	-	-
Other Assets	ACT	NSW	SA	VIC	WA	QLD	Consolidated
Prepayments/Accruals	15,747	-	411	623	-	-	16,782
Total	15,747	-	411	623	-	-	16,782
Other Payables							
Current Liabilities	98,682	-	-	-	427	-	99,109
Total	98,682	-	-	-	427	-	99,109
Net Assets	156,719	66,625	24,719	65,181	5,661	4,817	323,722

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

Notes to the Financial Statements For the Year Ended 30 June 2013

Note 14: Controlled Entities

(a) Controlled Entities	Percentage owned (%)	
	2013	2012
AIAL National Chapter	100	100
AIAL New South Wales Chapter	100	100
AIAL Queensland Chapter	100	100
AIAL Victoria Chapter	100	100
AIAL South Australia Chapter	100	100
AIAL Western Australia Chapter	100	100

(b) Controlled Entities Acquired

The association did not acquire any entities in the 2012/2013 financial year.

Note 16: Association Details

The principal place of business of the association is:

Australian Institute of Administrative Law Incorporated
Suite 26, 84 Ainsworth Street
Mawson ACT 2607